

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 19, 2008



Location:

**Olney Central College
305 North West Street
Olney, IL 62450**

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

**Illinois Eastern Community Colleges
Board Agenda**

**August 19, 2008
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call..... Chairman Fischer
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. Campus Safety and Security Policy 500.17
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY09 Tentative Budget..... Bruce
 - B. Approval of 403(b) Plan Bruce
 - C. Approval of The Standard as 403(b) Vendor..... Bruce
 - D. Radiography Program Handbook..... Bruce
 - E. 2008 Performance Report Bruce
 - F. Health Careers Student Handbook..... Bruce
 - G. Agreement with Vincennes University Bruce
 - H. Easement for City of Olney Bruce
 - I. Lease with City of Robinson for Parker Ragon Building..... Bruce
 - J. WVJC Ownership Report..... Bruce
 - K. Acceptance of McCoy Building..... Bruce
9. Bid Committee Report Bruce
 - Radio/TV Broadcasting Equipment

- 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
 - A. Written Executive Session Minutes Bruce
 - B. Audio 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 Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, July 15, 2008.

AGENDA #1 – “Call to Order & Roll Call” – Chairman George Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, 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:

John D. Brooks, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost. Also present was Terra Ochs, student trustee. Trustees absent: Brenda K. Culver, Marilyn J. Wolfe. 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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Timothy Taylor, President of Frontier Community College.
Roger Browning, Chief Finance Officer/Treasurer.
Christine Cantwell, Associate Dean of Academic & Student Support Services.
Alex Cline, Director of Information & Communications Technology.
Kathleen Pampe, Associate Dean, Career Education & Economic Development.
Pamela Schwartz, Associate Dean of Institutional Development.
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, June 17, 2008 were presented for disposition.

Board Action to Approve Minutes: Trustee Larry Rost made a motion to approve minutes of the foregoing meeting as prepared. Trustee Walter 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 carried.

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

#3-A. Visitors and Guests: Visitors and guests present were recognized. Prior to the business meeting, the Board of Trustees and administrators toured the new Ivan Miller Greenhouse on the LTC campus. Horticulture instructor Paul Stouse conducted the tour. Special guests were Milburn and Marilyn Hornback and Ben Hohbaugh. Mrs. Hornback is the daughter of the late Ivan Miller and Mr. Hohbaugh is the new President of the LTC Foundation. The greenhouse was named to honor Ivan Miller, first President of the LTC Foundation, who was a leader in the founding of Lincoln Trail College and donated land near the campus to the college. The LTC Foundation made a substantial financial contribution toward construction of the new greenhouse.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Informational reports were noted from each of the colleges.

#5-C. Report from Cabinet: None.

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

#6-A. Electronic Device Usage Policy 400.25: Recent safety studies have shown that use of cell phones and other electronic devices while driving should be discouraged. The district has not yet drafted a policy on use of electronic devices while driving and with the expanding usage of such devices, a policy needs to be put into place. The proposed policy would prohibit the use of such electronic devices while driving a district-owned motor vehicle or a personally-owned motor vehicle being operated for district business. The policy also requires that district employees pull off to the side of the road and safely stop the vehicle before placing or taking phone calls. The policy further states that employees are not expected to make calls or do other district work while driving.

Recommendation: The CEO recommended that second reading be waived and that the following Electronic Device Usage Policy 400.25 be adopted.

HUMAN RESOURCES - 400

Electronic Device Usage (400.25)

Employees should not use district-owned or employee-owned electronic devices, including, but not limited to, cell phones and computers, while driving on district business. This policy prohibits talking,

texting, and e-mailing while operating a district-owned motor vehicle or a personally-owned motor vehicle being operated for district purposes.

Should an employee need to make a district related call while driving, they should locate a lawfully designated area to park and make the call. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are not expected to make calls and do other district work while driving. Under no circumstances are employees allowed to place themselves at risk while driving to fulfill district business needs.

Board Action: Trustee William Hudson made a motion to waive second reading and adopt Electronic Device Use Policy 400.25 as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. 2008-2010 Marketing and Information Plan: Pam Schwartz reviewed IECC’s 2008-2010 Marketing and Information Plan. The document was compiled by the Directors of Information and Marketing, Recruitment, and the Office of Institutional Development. The plan has broad goals for reaching residents of the district and beyond with information regarding educational and cultural activities that are available and to improve and increase communications within the district. The Marketing Plan includes the publications that IECC will be preparing and mailing, along with recruiting efforts of personnel, reports that will be prepared to see the effects of marketing and recruiting programs on enrollment, training that will be done, and public relations contacts that will be made with various groups. Finally, the plan sets forth the advertising program and goals of each of the colleges and the district office. The CEO recommended approval.

Board Action: Trustee Walter Koertge made a motion to approve IECC’s 2008-2010 Marketing and Information Plan as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. 2008-2009 IECC Catalog: Pam Schwartz reviewed the 2008-2009 IECC Catalog. IECC currently prints an annual catalog setting forth all the courses, programs, degrees and certificates along with the policy that applies to the operation of the district. From time to time throughout the year, the Board is asked to make changes in the catalog. Those changes are added to the electronic version of the catalog on the IECC website and become the binding document for the district’s relationship with students, faculty, and staff. The catalog includes information about all four IECC colleges – Frontier Community College, Fairfield; Lincoln Trail College, Robinson; Olney Central College, Olney; and Wabash Valley College, Mt. Carmel. General information about the district is outlined, including the mission; history; admission and academic information; student rights, conduct and services; and financial information. The catalog also lists the college calendar and full-time district and college personnel. The CEO recommended approval to print the new version of the catalog incorporating already approved

changes, including new program offerings, along with programs that have been revised, deleted, and withdrawn since the previous catalog was published.

Board Action: Trustee Larry Rost made a motion adopt the new IECC Catalog as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. New IECC Program Requests: The four colleges wish to expand their program offerings by adding three new programs. Kathy Pampe reviewed the proposed new programs as follows:

1. OCC – Medical Laboratory Technology (MLT) Degree Program

The Medical Laboratory Technology program is a 67-hour degree program. The Medical Laboratory Technician is employed in clinical laboratories of hospitals, clinics, physician's offices, and other health care facilities performing various laboratory procedures and diagnostic tests. The MLT works under the direct supervision of a physician and/or medical technologist in the areas of blood banking, clinical chemistry, hematology, microbiology, urinalysis, coagulation, and immunology.

2. LTC – Sports Ground Maintenance Certificate Program

The Sports Ground Maintenance program is a 29-hour certificate that is a Reasonable & Moderate Extension of the Horticulture Degree Program. The courses for this program provide a specialization in landscape design, construction, installation, and maintenance as well as a focus on turf grass management.

3. FCC-LTC-OCC-WVC – Certificate in General Studies Program

The Certificate in General Studies is a 29-hour certificate and is intended for students who wish to explore their individual interests within an academic structure. The program incorporates general education hours, area of concentration hours, which can be transfer or career and technical courses, and electives giving students the flexibility to design their own program.

The CEO recommended approval to submit the foregoing new programs to the Illinois Community College Board for its consideration.

Board Action: Trustee William Hudson made a motion to approve submission of the foregoing new IECC Program Requests to the ICCB as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Annual Program Review: Kathy Pampe reviewed the IECC FY2008 Annual Program Review Report. The report contains transfer and occupational program reviews based on quality, cost, and need. It also includes a review of administrative, academic and support services. The report was approved by the Cabinet on July 9, 2008 and will be filed with the Illinois Community College Board on August 1, 2008. A total of 37 career and technical education programs offering degrees or certificates were reviewed for the fiscal year. Twenty-two of these programs will be continued, three will be discontinued, two will be significantly modified during the coming year, and two are scheduled for further review during fiscal year 2009. Based on last year's review, eight programs were again reviewed during this cycle. Of those reviewed last year and again this year, three will remain inactive, three that had previously been withdrawn will be reviewed again for possible reuse, a degree program that had been

deactivated will be withdrawn, and a new degree program was added. This year's review also included Adult Education, English as a Second Language, Math, Scholarships, and Outside Agencies. The CEO recommended approval of the Annual Program Review Report for submission to the Illinois Community College Board.

Board Action: Trustee William Hudson made a motion to approve the FY2008 Annual Program Review Report for submission to the ICCB as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Blue Cross Blue Shield Insurance Renewal: District employees are presently covered for health and dental benefits under a contract with Blue Cross Blue Shield (BCBS) of Illinois. The current contract will expire on August 31, 2008 and BCBS has submitted a proposal for a renewal for one year of the existing contract. BCBS has requested a 10% increase in medical and dental premiums combined. As submitted, the proposal includes an 11.3% increase in health insurance premiums, and a 6.0% decrease in dental premiums. The proposed renewal rates are consistent with the anticipated increase in health care costs nationwide. IECC has had a very favorable experience with BCBS since its initial contract in September 2003. The district currently pays \$468.33 per month for employee health and dental coverage. These rates would increase to \$516.35 if the Board accepts the BCBS proposal.

Open enrollment under the new contract will need to occur in August. Therefore, CEO Terry Bruce recommended that the Board accept the renewal proposal from Blue Cross Blue Shield of Illinois and authorize him to contract with BCBS for the medical plan of Illinois Eastern Community Colleges, pursuant to the health and dental renewal rates outlined above.

Board Action: Trustee Larry Rost made a motion to accept the renewal proposal of Blue Cross Blue Shield of Illinois as outlined and to authorize the CEO to contract with BCBS for the medical plan of IECC, pursuant to the health and dental renewal rates as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Department of Corrections Contract for FY2009: The Illinois Department of Corrections has indicated that DOC wishes to contract with Illinois Eastern Community Colleges/Lincoln Trail College for continuing to provide educational services at the Robinson Correctional Center and the Lawrence Correctional Center for fiscal year 2009. This contract offer is subject to the Illinois General Assembly providing sufficient funds to operate the educational programs. The CEO recommended acceptance of the Department of Corrections offer for a contract for educational services for 2008-2009, subject to appropriation of funds as explained.

Board Action: Trustee John Brooks made a motion to accept the offer of the Illinois Department of Corrections for a contract for educational services for FY09 as outlined and recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Higher Learning Commission Approval for On-Line Program: IECC has received approval from the Higher Learning Commission to grant on-line certificates and degrees. The district received notification on July 3 from the Higher Learning Commission that it had approved IECC's on-line degrees and certificates at its June 27 meeting. The HLC approved IECC's On-Line Associate in Science and Arts Transfer Degree, the Associate in General Studies Degree, the Associate in Science Transfer Degree, the Associate in Applied Science Degree, and other degrees and certificates, effective July 3, 2008. The IECC district has been offering on-line courses since 1997. The HLC conducted a two-day visitation to review the IECC on-line program this past February. The CEO recommended that the Board of Trustees approved the action taken by the Higher Learning Commission and direct the district administration to verify in a timely fashion the information in all documents submitted to the district by the commission.

Board Action: Trustee Larry Rost made a motion to approve the action taken by the Higher Learning Commission relative to IECC granting on-line certificates and degrees and to direct the district administration to verify in a timely fashion the information in all documents submitted to the district by the commission, as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Telecommunications Fee Increase: Students in the Telecommunications Program offered at Lincoln Trail College presently pay a fee of \$748.00 over the two year program to pay for consumable products. It has been more than ten years since fees in the overall program have been increased. The entire program has been reviewed and revisions made to curricular offerings based upon the advisory committee that works closely with the program. Courses were modified or combined with others, course content was adjusted to meet new needs of students, and new courses have been identified and are being offered. Because of the change of courses and the increased cost, there is a need to increase the fees. The total increase for the eleven courses offered will be \$403.00, which means the student will pay a total of \$1,151.00 during the two years in the program. The CEO recommended approval of this course fee increase.

Board Action: Trustee Walter Koertge made a motion to approve the Telecommunications course fee increase as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. ADN Student Handbook: Periodically the Nursing Student Handbook needs to be completely reviewed and rewritten where needed. The Illinois General Assembly passed a new Illinois Nurse Practice Act and state licensing bodies have made other changes. The changes required include: Changes in licensure application and legal issues; information pertaining to the Practical Nurse Program was removed; information concerning computerized exit competency exam requirement was added; requirements on progress and remediation to attain entry level status was added; the drug calculation score was increased; the criminal background check was changed to read "Background Check;" a requirement was added that no open toe or open heel shoe was appropriate for clinical experiences; information about latex allergies was removed; the curriculum design was changed to reflect the movement of the knowledge and skills needed in the profession at particular levels; and, the fee page was updated to reflect the change in tuition. The CEO recommended approval of the revised Student Nursing Handbook, as presented.

Board Action: Student Trustee Terra Ochs made a motion to approve the Revised Student Nursing Handbook as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9– “Bid Committee Report” – The CFO presented the following recommendations of the Bid Committee, followed by Board action as recorded.

#9-A. IECC – Janitorial Equipment, Supplies & Office Copy Paper: The CFO presented the recommendation of the Bid Committee to accept bids from the following vendors for janitorial equipment and supplies:

All American Poly, Spring Valley, NY, \$297.08; Amsan, Peoria, IL, \$2,461.08; Black & Company, Effingham, IL, \$137.68; Corporate Express, St. Louis, MO, \$1,653.52; Grainger, Indianapolis, IN, \$765.48; HP Products, Indianapolis, IN, \$14,696.87; Lorenz Supply, Mattoon, IL, \$427.20; Pro-Tex-All, Evansville, IN, \$4,609.14; Royal Wholesale, Mt. Vernon, IL, \$9,375.75. Grand Total: \$34,423.80.

Source of Funds: Operations & Maintenance and Educational Funds. Department: Maintenance.

Recommendation: The CEO recommended approval of the foregoing recommendation of the Bid Committee as outlined.

Board Action: Student Trustee Terra Ochs made a motion to accept the bids as outlined for janitorial equipment and supplies as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. IECC – 2008-2009 Catalog: The CFO presented the recommendation of the Bid Committee to accept the bid of United Graphics, Inc., Mattoon, IL, for 5,000 copies of the 2008-2009 IECC Catalog for a total of \$12,174.09.

Source of Funds: Educational and Auxiliary Funds. Department: IECC District-Wide.

Recommendation: The CEO recommended approval of the foregoing recommendation of the Bid Committee as outlined.

Board Action: Trustee Walter Koertge made a motion to accept the bid of United Graphics, Inc. for printing of the 2008-2009 Catalogs as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. IECC – Projectors: The CFO presented the recommendation of the Bid Committee to accept the low bids that meet all specifications for projectors for IECC classrooms and the WVC Theater, as follows

Sharp Projectors with Ceiling Mount Kit (10): CIM Audio Visual, Evansville, IN, Total Bid \$12,883.20.

Replacement Lamp for Sharp Projectors (4): CIM Audio Visual, Evansville, IN, Total Bid \$1,300.00.

Dell Portable Projectors with Carrying Case (2): Dell Computers, Round Rock, TX, Total Bid \$1,853.42.

Replacement Lamp for Dell Projectors (1): Dell Computers, Round Rock, TX, Total Bid \$200.00.

Theatre Projector (1): CIM Audio Visual, Evansville, IN, Total Bid \$5,500.00.

Grand Total: \$21,736.62.

Source of Funds: Technology Plan and Educational Fund. Department: District-Wide.

Recommendation: The CEO recommended acceptance of the foregoing recommendation of the Bid Committee as outlined.

Board Action: Trustee Walter Koertge made a motion to approve the recommendations of the Bid Committee for projectors as outlined. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. WVC – Radio/TV Broadcasting Equipment: The CFO presented the recommendation of the Bid Committee to accept the low bids that meet all specifications for Radio/TV Broadcasting Equipment for WVC, as follows

Item #1: Turn Key System: Digital Arts, Bloomington, IN, Total Bid \$11,515.00.

Item #2: Tightrope Media: Roscor Corp., Mt. Prospect, IL, Total Bid \$10,686.00.

Item #3: (2) Camcorders: B & H Photo, New York, NY, Total Bid \$12,038.00.

Item #4: (2) LCD Teleprompter Systems: Roscor Corp., Mt. Prospect, IL, Total Bid \$1,914.00.

Item #5: New Tek Tricaster Pro-Fx: Digital Arts, Bloomington, IN, Total Bid \$8,870.00.

Grand Total: \$45,023.00.

Source of Funds: Career & Technology Education. Department: Radio/TV Broadcasting Equipment Program at Wabash Valley College.

Recommendation: The CEO recommended acceptance of the foregoing recommendation of the Bid Committee as outlined.

Board Action: Trustee William Hudson made a motion to approve the recommendations of the Bid Committee for WVC Radio/TV Broadcasting Equipment as outlined. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$4,976,834.69, as of June 30, 2008.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2008, totaling \$1,635,001.79, were presented for approval.

Board Approval for Payment of Financial Obligations: Student Trustee Terra Ochs made a motion to approve payment of district financial obligations for July 2008, in the amounts listed, and payments from the revolving fund for June 2008. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry Bruce presented reports on the following informational items:

1. **SEIU:** Service Employees International Union has expressed a lack of interest in representing employees at the correctional centers. A petition will be filed to decertify these employees.
2. **RN NCLEX Pass Rates** Thirty-four students have taken this exam and 32 have passed the exam.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, June 17, 2008.

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

400.1. Employment of Personnel

- A. Faculty
 1. Christopher Teague, Telecommunications Instructor, effective August 14, 2008.
- B. Classified
 1. Leslie Scott, Emergency Preparedness Technician, FCC, effective July 17, 2008.

400.2. FMLA Leave Request

- A. Classified
 1. Kimberly Wilson, Office Assistant, OCC, FMLA Leave effective on or around September 8, 2008, with up to 12 weeks of unpaid leave. The requested leave is unpaid, with benefits, with allowance of substitution of paid leave time.

400.3. Request for Approval of Proposed Non-College Employment

A. Faculty

1. Carole Fusco, Union Hospital, Terre Haute, IN, approximate time per academic year 48 days.
2. Angelia Williams, Indiana Wesleyan University, Marion, IN, approximate time per academic year 13 days.
3. Angelia Williams, Terre Haute Regional Hospital, Terre Haute, IN, approximate time per academic year 48 days.
4. Brenda Grove, United Methodist Village, Lawrenceville, IL, approximate time per academic year 45 days.
5. Brenda Grove, Robinson Correctional Facility, Robinson, IL, approximate time per academic year 15 days.

400.4. Leave of Absence Approved by CEO since June 17, 2008

A. None.

Board Action to Approve Personnel Report: Trustee Walter Koertge made a motion to approve the foregoing Personnel Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Walter Koertge made a motion to adjourn. Student Trustee Terra Ochs 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 was adjourned at 8:35 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and 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)

Campus Safety and Security Policy 500.17

Agenda Item #6

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Campus Safety and Security Policy – 500.17

The District is now required to report sexual assaults to students considering enrolling or students who attend Illinois Eastern Community Colleges. This reporting requirement has been added to our Campus Safety and Security Policy. In addition, editorial changes were made to clarify reporting requirements.

I ask the Board's approval of this policy change.

TLB/rs

Attachment

Campus Safety and Security Policy (500.17)

Date Adopted: October 26, 1992

Date Revised: July 17, 2001

Date Revised: August 19, 2008

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of a college environment which is safe and free of crime. Programs of crime prevention, college security procedures, and programs to prevent drug and alcohol abuse have been implemented to promote a crime-free environment. Information regarding these programs is available from your college office of student services. The college environment includes all students, employees and other persons participating in Illinois Eastern classes, programs, services and other activities and events.

Illinois Eastern encourages all students and employees to report all on-campus **INCIDENTS** of criminal activity, including but not limited to, murder, rape, sexual assault, robbery, aggravated assault, burglary, and motor vehicle theft, along with on-campus **ARRESTS** for liquor law violations, drug law violations, and weapons possessions to the President or his/her designee. ~~In addition,~~ Students and employees are encouraged to report all ~~other~~ crimes considered to be a threat to students and employees so that Illinois Eastern can determine if preventive measures can be implemented to prevent recurrence of a particular crime. ~~This includes~~ Reporting is also requested for evening classes being taught and college events occurring at places other than immediate college property.

Illinois Eastern custodial and maintenance staff or other college personnel are responsible for the security, access, and maintenance of all college buildings and grounds. As such, custodial and maintenance staff or other college personnel will be present on campus during all times that classes are in session. Illinois Eastern administration monitors and evaluates campus safety on an ongoing basis.

The possession and/or use of firearms, ammunition, fireworks, dangerous materials, or combustible materials, except by law enforcement officials or used for approved course work, is strictly prohibited on campuses and in any Illinois Eastern Community Colleges building. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the college.

The possession, use, and sale of alcoholic beverages or illegal drugs by anyone while participating in Illinois Eastern classes, programs, services and other activities and events is strictly prohibited. Violators will be reported to local law enforcement agencies and can face immediate expulsion or dismissal from the college.

Illinois Eastern will monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the college community. Upon demand, Illinois Eastern will provide appropriate disciplinary information to victims of violent crimes. Campus crime statistics will be made available upon request to all students, employees, and the college community, as well as to student applicants and prospective employees. An annual report will be published each year and will be made available to ~~both those in the college environment and~~ the college community and public.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY09 Tentative Budget

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: FY09 Tentative Budget

Pursuant to the action of the Board, a tentative budget was made available to the public on August 8th and remains available for public inspection at the District Office through the scheduled September 16th Budget Hearing and Board meeting. Notification of the budget's availability and notice of the public hearing was published in district newspapers, pursuant to statutory requirements.

The tentative fiscal year 2009 budget was sent to the Board of Trustees under separate cover. The tentative budget projects operating revenues of \$29,900,676 for the Education Fund and the Operations and Maintenance funds.

The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2009. 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, a Budget Hearing will be held on September 16, 2008, at 6:30 p.m. at Wabash Valley College, and following the hearing, a final budget will be presented to the Board for its approval at the regularly scheduled Board meeting in September.

TLB/rs

Agenda Item #8B

IRS Regulations for 403(b) Plans

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: August 19, 2008
RE: Approval to Establish a Written 403(b) Plan

The IRS has finalized changes to the IRS 403(b)/Tax-Sheltered Account (TSA) regulations that will impact Illinois Eastern Community Colleges and its employees. Responsibility for oversight of 403(b)/TSA plans, including selecting providers and products, will be shifted from IECC employees to the District. The new 403(b) plan must be implemented no later than January 1, 2009.

The IRS regulations governing 403(b) also created increased compliance, liability and risk issues for the District. Some of the notable changes include:

- A written plan document will be required for all plans
- A universal availability requirement, with limited exceptions
- New rules will govern exchanges and transfers of employee's accounts
- New employee notification requirements
- Centralized recordkeeping will be critical to compliance

The following Resolution grants authority to the officers of the District to establish a new 403(b) plan which will be compliant in all respects with the newly issued IRS regulations governing section 403(b) of the code.

I recommend that the Board adopt the Resolution to develop and implement a tax deferred 403(b) plan.

TLB/rs

Attachment

RESOLUTION – BOARD OF TRUSTEES

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

ESTABLISHMENT OF A 403(b) RETIREMENT PLAN

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District #529 (“District”) believes it is in the best interest of the District to assist its employees in saving for their retirement; and

WHEREAS, the Board of Trustees currently honors 403(b) contracts between employees and certain approved vendors; and

WHEREAS, the IRS has made final changes to the 403(b) Tax Sheltered Annuity regulations that requires the District to make changes to its 403(b) program; and

WHEREAS, the Board of Trustees has considered the possibility of maintaining a 403(b) plan for the District’s employees that will be in compliance with the newly established rules and regulations; and

NOW THEREFORE, the undersigned, representing a majority of the seven (7) elected members of the Board of Trustees of the District, do hereby declare and state that they approve and hereby adopt the following resolution; and

RESOLVED, that the District establish a new 403(b) plan effective January 1, 2009; and

RESOLVED, that the employees may begin deferring a portion of their compensation into the 403(b) plan commencing on the effective date; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer, the Treasurer, and the Secretary of the Board being officers of the District, are hereby authorized and directed to execute the plan on behalf of the District and to do and perform any and all further acts to make, execute, acknowledge, and deliver all documents necessary to carry out the intent of this resolution.

IN WITNESS WHEREOF, the Trustees adopt the foregoing resolution on the date set forth below.

BY ORDER OF THE BOARD OF TRUSTEES
ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT NO. 529

Chairman, Board of Trustees

Date

Secretary, Board of Trustees

Date

Agenda Item #8C

Approval of The Standard as 403(b) Vendor

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Approval of The Standard as 403(b) Vendor

A 403(b) Advisory Committee was formed to oversee the implementation of landmark changes to the IRS regulations on 403(b). The Committee members included LaVonna Miller (FCC), Sandra Lindsey (LTC), Jack Davis (OCC), David Wilderman (WVC), John Howard (Workforce Education), Tara Buerster (District Office), and Roger Browning (District Office).

The District retained the services of J.W. Terrill Retirement Plan Solutions to assist with the process of compliance with the new regulation. Terrill was also retained to prepare a Request For Proposals and to review proposals submitted. The selected vendor would act as Plan Sponsor and provide administrative services, participant services, investment services, and fiduciary services.

After many meetings and careful consideration, the 403(b) Advisory Committee has recommended The Standard as the vendor to provide plan services to the District and its employees. The Standard has a strong organization and currently administers approximately four hundred 403(b) plans. An analysis of the vendors considered will be available at the Board meeting.

I recommend that the Board approve The Standard as the 403(b) vendor. The Standard will provide plan services to the District and its employees.

TLB/rs

Agenda Item #8D

Radiography Program Handbook

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Radiography Program Handbook

Jack Davis, President of Olney Central College and Nancy Buttry, Associate Dean of Allied Health, have revised the handbook for IECC students enrolled in Radiography. A copy of the Radiography Handbook will be available at the Board meeting for review.

The major changes include an updated tuition fee to reflect current amounts already approved, a new statement regarding early exit, semester term requirements were clarified, minimum score requirements for competency and proficiency were changed, language was clarified concerning blood borne pathogen exposure, and an administrative withdrawal was added.

The Board of Trustees should note that significant changes were made to the Early Exit Policy which is shown on page 25 of the Handbook. Both application requirements and early exit requirements are outlined. For application for early exit, there is a December 1st deadline, a requirement that 90% of yearly objectives were met, a minimum of 38 of the 42 required competencies were completed and successful completion of all general education requirements. Early exit requirements include a completion of all program requirements, a minimum score of 85% on the Registry Review Final Exam and completion of an application for the ARRT Exam.

I ask the Board's approval of the revised Radiography Program Handbook.

TLB/rs

Agenda Item #8E

2008 Performance Report

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: 2008 Institutional Performance Report

The Illinois Board of Higher Education (IBHE) adopted a new strategic plan called *2011 Strategic Goals* that provide a policy framework to guide the Illinois higher education community in meeting the needs of the state and its residents.

The *2011 Strategic Goals* and the previous *IBHE Promise for Illinois*, emphasize the diversity of Illinois higher education with the understanding that each institution will be expected to address the identified policy areas in a manner that is consistent with the institution's mission, resources, and constituencies. The IECC 2008 Performance Report for Illinois Eastern Community Colleges is a descriptive report outlining our mission in relation to the programs, services, and activities provided to our residents and how IECC has contributed to achieving the state's higher education priorities.

The 2011 Strategic Goals are:

- **Affordability** – Help ensure that college is affordable to all Illinoisans;
- **Attainment** – Improve educational attainment through a seamless P-20 system of high-quality teaching and learning, through an increased focus and outreach to nontraditional students, and through stronger emphasis on preparing graduates in high-demand workforce areas;
- **Diversity** – Work to increase access and success in a more diverse college student body and faculty ranks, including those with disabilities; and
- **Efficiency/Effective Transitions** – Promote efficiency and accountability in higher education operations.

The Report provides district-wide data on all areas of institutional effectiveness including programs and services such as financial aid awards, tuition and fees, program graduates and transfer rates, student demographics, degrees and certificates awarded, economic development activities, pass-rates on professional licensure exams, percent of population served, etc. Because of its length, the report will be available for your review at the Board meeting.

I ask the Board's approval of the 2008 Institutional Performance Report.

TLB/rs

Agenda Item #8F

Health Careers Student Handbook

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Health Careers Student Handbook

The Health Careers' Student Handbook was developed for the Health Careers' Program that will be offered as a pilot program beginning fall semester, 2008 at Fairfield Memorial Hospital. Eighteen students from Fairfield and Edwards County High Schools will be enrolled in this 29 credit-hour dual credit program that will be taught completely on-site at Fairfield Memorial Hospital.

The Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day at the hospital and the curriculum includes the study of health careers, basic anatomy and physiology, CNA certification, and hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

The Handbook provides information about the program including the program outline and expected program outcomes for student assessment. Program attendance, dress code, student conduct, and clinical site expectations are clearly described. The Handbook also includes several forms that must be signed by students and their parents or guardians. Copies of the handbook will be available at the Board meeting for review.

I recommend the Board's approval of the Health Careers Student Handbook.

TLB/rs

Agenda Item #8G

Agreement with Vincennes University

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Agreement with Vincennes University

Illinois Eastern Community Colleges and Vincennes University cooperate with our local workforce investment board (LWIB) to offer courses to companies and employees who need retraining. For several years, we have had an agreement with the Knox County LWIB to provide training services to Vincennes University. A copy of the agreement will be available for Board review at the Board meeting.

I ask the Board's approval to renew this LWIB agreement with Vincennes University.

TLB/rs

Agenda Item #8H

Easement for City of Olney

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Easement for City of Olney

The City of Olney is placing a lift unit, which will be located at the Olney City Park for the sewage treatment plant. This requires the City to run a sewer line along the North edge of St. John Street in Olney on property owned by IECC and Olney Central College.

The City of Olney has offered to pay the sum of \$500 for this easement, but I had indicated that the Board would most likely waive the \$500 and grant the City an easement without compensation. The City has assured me that it will repair any damage done to driveways or District improvements.

The easement and its description follow. A line drawing of the exact location of the easement will be available at the Board meeting. I ask the Board's approval of this easement to the City of Olney.

TLB/rs

Attachment

GRANT OF EASEMENT FOR SANITARY SEWER MAIN PURPOSES

THE GRANTOR, BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, ILLINOIS, an Illinois Community College District, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration in hand paid by the City of Olney, Illinois, and in consideration of the covenants and other agreements herein expressed to be performed on the part of Grantee, and pursuant to authority given by the Board of Trustees of said District, does hereby **GRANT** to the **CITY OF OLNEY, ILLINOIS**, an Illinois municipal corporation, 300 S. Whittle Avenue, Olney, Illinois 62450, a perpetual easement in, upon, across, over, under, and through the land hereinafter described with the right to install, construct, inspect, operate, replace, renew, alter, enlarge, extend, remove, repair, clean, and maintain a sanitary sewer main and such appurtenances and additions thereto as said City may deem necessary, said easement being described as follows:

A part of the Southeast Quarter (SE1/4) of the Southeast Quarter (SE1/4) of Section Thirty-three (33), Township Four North (T4N), Range Ten East (R10E) of the 3rd Principal Meridian, City of Olney, Richland County, Illinois, more particularly described as follows:

Beginning at the Northwest corner of the intersection of Illinois Route 130 and St. John Street, thence Westerly 470.0 feet along the North right of way line of St. John Street; thence Northerly 20.0 feet; thence Easterly 470.0 feet to a point on the West right of way line of

Illinois Route 130; thence Southerly 20.0 feet to the point of beginning, containing 0.22 acres, more or less.

Said easement being also shown by the plat attached hereto and considered a part hereof.

This Grant of Easement for Sanitary Sewer Main Purposes is executed and delivered and granted upon the following conditions:

1. The Grantee shall, as soon as practical after said work is completed, restore all property of Grantor to a neat and presentable condition, including the seeding of any area damaged as a result of any work.

2. Grantee shall indemnify Grantor against any loss and damage which shall be caused by any wrongful or negligent act or omission of its agents or employees in the course of their employment.

3. Grantor herein reserves the right to use the property for purposes which will not interfere with the Grantee=s full enjoyment of the rights hereby granted.

IN WITNESS WHEREOF, said Grantor has caused its seal to be hereto affixed, and has caused its name to be signed to these presents by its Board Chairman and attested by its Secretary this _____ day of _____, 2008.

G. Andrew Fischer, Board Chairman

ATTEST:

Harry Hillis, Jr., Secretary

STATE OF ILLINOIS)
) SS. ACKNOWLEDGMENT
COUNTY OF RICHLAND)

I, the undersigned, a Notary Public in and for said County and in the State aforesaid, DO HEREBY CERTIFY that G. ANDREW FISCHER, personally known to me to be the Board Chairman of the Board of Trustees of Illinois Eastern Community Colleges District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash and White, Illinois, an Illinois Community College District, and HARRY HILLIS, JR., personally known to me to be the Secretary of said Board, and personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such Board Chairman and Secretary, they signed and delivered the said instrument as Board Chairman and Secretary of said District, and caused the official seal of said District to be affixed thereto, pursuant to authority given by the Board of Trustees of said District, as their free and voluntary act, and as the free and voluntary act and deed of said District, for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____, 2008.

Notary Public

Exempt under provisions of Paragraph (b),
of 35 ILCS 200/31-45.

Date _____

Grantor, Grantee or Representative

This Instrument Prepared By:

Larry P. Taylor
City Attorney
City of Olney
300 Whittle Avenue
Olney, IL 62450
(618) 395-7302

Agenda Item #8I

Lease with City of Robinson for Parker Ragon Building

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Lease with City of Robinson for Parker Ragon Building

The Lincoln Trail College Foundation built the Parker Ragon Center in downtown Robinson. Under an inter-governmental cooperation agreement, the City of Robinson and IECC/LTC operate a fitness center within the Center. The two governmental entities have long agreed to split certain expenses of the operation of the building and certain revenues that are generated.

Because of recent security concerns, the City of Robinson wishes to install a camera and operate it through the installation of additional telephone lines. The City is asking the District to share a portion of the cost of that new line.

I ask the Board's approval of this alteration to our existing agreement with the City of Robinson.

TLB/rs

Agenda Item #8J

WVJC Ownership Report

Agenda Item #8J

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Ownership of WVJC Radio Station

The District is periodically requested by the Federal Communications Commission (FCC) to file a Statement of Ownership of the Radio Station that the District owns located on the campus of Wabash Valley College.

Historically, the members of the Board of Trustees have been listed as the owners. Each member of the Board of Trustees is listed as an owner of the station and as CEO I am listed as the person to certify the ownership.

A copy of the Statement of Ownership will be available for your review at the Board meeting.

I ask the Board's approval to submit a Statement of Ownership showing members of the Board of Trustees as owners of the Radio Station.

TLB/rs

Agenda Item #8K

Acceptance of McCoy Building

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 19, 2008
RE: Acceptance of McCoy Building

Mrs. Jane McCoy currently owns a building located at the northwest corner of Locust and King in Robinson. Mrs. McCoy is the widow of W. "Red" McCoy, who operated a local welding and heavy equipment repair business. Mr. and Mrs. McCoy began their business shortly after World War II and built a substantial building at Locust and King and over the years added to the structure as their business expanded. They also acquired a nearby lot for parking.

Following the death of Mr. McCoy, the business was closed and the building is now vacant. Mrs. McCoy wishes to deed the building and nearby lot to Illinois Eastern Community Colleges/Lincoln Trail College. President Beverly Turkal has been working with George Woods and our Workforce Development Program to develop a welding program at this facility if the Board decides to accept it.

The building is a brick structure and has been kept in good repair over the years and I believe with renovations could be converted to a building that could easily contain a welding program for Lincoln Trail College. The lot is graveled and could be used for parking.

I ask the Board's acceptance of the deed of property located at the northwest corner of Locust and King and a nearby lot as offered by Mrs. Jane McCoy.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

AUGUST 19, 2008

Wabash Valley College

1. Radio/TV Broadcasting Equipment - (2) Teleprompter Systems

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Radio/TV Broadcasting Equipment
DATE: August 19, 2008

At the July Board meeting, the Board approved the acceptance of the low bid received from Roscor Corp. for (2) teleprompter systems. After the purchase order was mailed to them, we were informed by Roscor Corp. their bid was for only one (1) teleprompter system not two (2) as specified. Therefore, Roscor was not the lowest bidder. Therefore, the Bid Committee recommends rejecting Roscor Corporation's bid for this item and accepting the low bid that meets all specifications from **Prompter People in Campbell, California** for a total of **\$2,997.00**.

Respectfully submitted,

Terry Bruce
Matt Fowler
Harry Hillis, Jr.
Kyle Peach

Radio/TV Broadcasting Equipment
 Bid Tabulation Sheet
 July 15, 2008

	Beatty Televisual Springfield, IL	B & H Photo New York, NY	Digital Arts Bloomington, IN	Prompter People Campbell, CA	Roscor Corporation Mt. Prospect, IL
<u>Item #1</u> Turn Key System	No-Bid	No-Bid	\$11,515.00	No-Bid	No-Bid
<u>Item #2</u> Tightrope Media Server	No-Bid	No-Bid	No-Bid	No-Bid	10,686.00
<u>Item #3</u> (2) Camcorders	14,214.70 24.00	12,038.00	No-Bid	No-Bid	13,446.00
<u>Item #4</u> (2) LCD Teleprompter Systems	No-Bid	No-Bid	No-Bid	2,997.00	1,914.00 3,828.00
<u>Item #5</u> New Tek Tricaster Pro-Fx	No-Bid	No-Bid	8,870.00	No-Bid	No-Bid

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT July 31, 2008

FUND	BALANCE
Educational	\$3,034,860.80
Operations & Maintenance	\$312,756.84
Operations & Maintenance (Restricted)	\$270,074.51
Bond & Interest	\$156,646.70
Auxiliary	(\$237,809.83)
Restricted Purposes	\$215,120.35
Working Cash	\$60,748.88
Trust & Agency	\$385,937.32
Audit	\$29,297.20
Liability, Protection & Settlement	\$197,643.57
TOTAL ALL FUNDS	\$4,425,276.34

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
July 31, 2008

ALL FUNDS	
	Fiscal Year 2009
ASSETS:	
CASH	4,425,276
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	13,341,706
RECEIVABLES	10,204,027
ACCRUED REVENUE	51,084
INTERFUND RECEIVABLES	168,407
INVENTORY	512,740
OTHER ASSETS	456,014
TOTAL ASSETS AND OTHER DEBITS:	29,192,754
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	175,905
ACCOUNTS PAYABLE	123,696
ACCRUED EXPENSES	299,881
INTERFUND PAYABLES	-
DEFERRED REVENUE	8,843,045
OTHER LIABILITIES	563,583
TOTAL LIABILITIES:	10,006,110
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,567,241
PR YR BDGTED CHANGE TO FUND BALANCE	(530,192)
 FUND BALANCES:	
FUND BALANCE	7,514,622
RESERVE FOR ENCUMBRANCES	9,634,973
TOTAL EQUITY AND OTHER CREDITS	19,186,644
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	29,192,754

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of July 31, 2008

ALL FUNDS

FY 2009
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	135,722
STATE GOVT SOURCES	1,283,845
STUDENT TUITION & FEES	1,017,030
SALES & SERVICE FEES	106,404
FACILITIES REVENUE	160
INVESTMENT REVENUE	21,627
OTHER REVENUES	13,267
TOTAL REVENUES:	2,578,055

EXPENDITURES:

INSTRUCTION	253,759
ACADEMIC SUPPORT	28,556
STUDENT SERVICES	67,547
PUBLIC SERV/CONT ED	3,240
OPER & MAINT PLANT	275,910
INSTITUTIONAL SUPPORT	525,041
SCH/STUDENT GRNT/WAIVERS	417,136
AUXILIARY SERVICES	656,186
TOTAL EXPENDITURES:	2,227,375

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	350,680
-------------------------------------	---------

**OPERATING FUNDS
COMPARISON REPORT FY06-08**

College	Category	FISCAL YEAR 2006			FISCAL YEAR 2007			FISCAL YEAR 2008			
		Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	% of Year
Frontier	Bills		\$1,871,357			\$1,983,647			\$2,201,186		
	Payroll		2,022,974			2,064,536			2,031,525		
	Totals	\$3,835,099	3,894,331	102%	\$3,997,563	4,048,183	101%	\$4,321,003	4,232,711	98%	100%
Lincoln Trail	Bills		1,287,748			1,398,063			1,679,801		
	Payroll		2,250,071			2,360,562			2,451,892		
	Totals	3,527,579	3,537,819	100%	3,706,404	3,758,625	101%	4,155,154	4,131,693	99%	100%
Olney Central	Bills		1,894,642			1,966,370			2,182,269		
	Payroll		4,084,757			4,296,932			4,296,870		
	Totals	5,863,445	5,979,399	102%	6,182,009	6,263,302	101%	6,580,834	6,479,139	98%	100%
Wabash Valley	Bills		1,826,568			1,924,379			2,701,165		
	Payroll		2,921,921			2,944,309			3,120,660		
	Totals	4,640,749	4,748,489	102%	4,848,688	4,868,688	100%	5,939,210	5,821,825	98%	100%
Workforce Educ.	Bills		1,889,278			1,970,958			1,932,041		
	Payroll		1,527,751			1,578,352			1,597,579		
	Totals	2,997,567	3,417,029	114%	3,374,520	3,549,310	105%	3,396,390	3,529,620	104%	100%
District Office	Bills		232,347			268,486			266,354		
	Payroll		888,583			903,359			938,226		
	Totals	1,233,158	1,120,930	91%	1,240,904	1,171,845	94%	1,295,077	1,204,580	93%	100%
District Wide	Bills		1,884,065			1,725,686			2,016,692		
	Payroll		697,182			795,180			873,229		
	Totals	3,120,535	2,581,247	83%	3,010,420	2,520,866	84%	2,919,999	2,889,921	99%	100%
GRAND TOTALS		\$25,218,132	\$25,279,244	100%	\$26,360,508	\$26,180,819	99%	\$28,607,667	\$28,289,489	99%	100%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
June 30, 2008

	Amount	% of Total
Salaries	15,309,981	54.12%
Employee Benefits	1,614,552	5.71%
Contractual Services	696,839	2.46%
Materials	1,620,935	5.73%
Travel & Staff Development	241,503	0.85%
Fixed Charges	372,604	1.32%
Utilities	1,262,588	4.46%
Capital Outlay	463,079	1.64%
Other	6,707,408	23.71%
	<u>28,289,489</u>	<u>100.00%</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 14, 2008

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2., 400.3., 400.5., 400.7. and 400.9. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Temporary Employment**
- 400.3. Change-in-Status**
- 400.4. Special Assignment**
- 400.5. FY08-09 Staff Salaries (External Report)**
- 400.6. FY08-09 Educational Level Changes**
- 400.7. Leave of Absence Request (External Report)**
- 400.8. Leave of Absence Approved by CEO since June 17, 2008**
- 400.9. Resignations**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Steve Rafferty, Electrical Distribution Systems Instructor, effective August 14, 2008.

B. Professional/Non-Faculty

1. Ryan Jenkins, Broadcast Services Specialist, WVC, effective August 21, 2008.

C. Classified

1. Leslie Slankard, Program Advisor, Educational Talent Search, DO, effective September 3, 2008, contingent upon continued grant funding

400.2. Temporary Employment

A. Classified

1. Jerry Booker, Groundskeeper, OCC, temporary contractual employee, effective August 20, 2008.

400.3. Change-in-Status

A. Professional/Non-Faculty

1. Mary Atkins, Administrative Assistant, FCC, to Director of Registration and Records, FCC, effective September 2, 2008

400.4. Special Assignment

A. Frontier Community College

1. Academic

Recommended

Steve Rafferty Lead Instructor-Electrical Distribution \$450

400.5. FY08-09 Staff Salaries (External Report)

400.6. FY08-09 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Shasta Bennett	B+16	M	\$1,000
Jeff Cutchin	M	M+24	\$2,000
Kathy Doty	M	M+12	\$1,000
Carole Fusco	M+36	M+48	\$1,000
Amie Mayhall	M	M+12	\$1,000
Lori Phillips	M	M+12	\$1,000

400.7. Leave of Absence Request (External Report)

400.8. Leave of Absence Approved by CEO since July 15, 2008

A. None

400.9. Resignations

A. Faculty

1. Dale Harris, Electrical Distribution Systems Instructor, August 14, 2008.

B. Professional/Non-Faculty

1. Sarah Brooks, Director of Enrollment Management, WVC, effective September 26, 2008.

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase 9

	Estimated Budget										
Districtwide Plumbing & Electrical Survey	\$38,500										
Install / Expand Energy Mgt System - FCC	\$173,700										
Districtwide ADA Compliance Work	\$467,800										
HVAC Replacements & Upgrades, LTC, OCC	\$1,149,500										
Roof Replacement - LTC, OCC	\$471,800										
Combustible Wall Panel Replacement, LTC	\$150,300										
Toilet Replacement & Upgrade, LTC	\$90,800										
Districtwide Asbestos Abatement	\$515,900										
Site Lighting Upgrade, OCC	\$198,500										
Door & Window Replacement, LTC & OCC	\$219,900										
Carpet Replacement, WVC	\$32,700										
Storm Water Remediation, WVC	\$121,000										
GRAND TOTAL	\$3,630,400		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

7/31/2008