

ILLINOIS EASTERN COMMUNITY COLLEGES
BOARD OF TRUSTEES
MONTHLY MEETING

August 18, 2009



Location:

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

**Dinner – 6:00 p.m. – Cafeteria
Meeting – 7:00 p.m. – Cafeteria**

The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.

**Illinois Eastern Community Colleges
Board Agenda
August 18, 2009
7:00 p.m.
Wabash Valley 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. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY2010 Tentative Budget..... Browning
 - B. Cash Flow and Reduction in Paid Holidays Bruce
 - C. Department of Corrections Progress Report Bruce
 - D. City of Olney Oil Derrick Lease Bruce
 - E. Health, Dental & Life Benefits Review Bruce
 - F. Contract with Fairfield Memorial Hospital – Health Careers Certificate..... Bruce
 - G. Agreement – IECC/Fairfield Memorial Hospital/Edwards County High School Bruce
 - H. Agreement – IECC/Fairfield Memorial Hospital/Fairfield High School Bruce
 - I. Affiliation Agreement with Sarah Bush Lincoln Clinic - Phlebotomy..... Bruce
9. Bid Committee Report Bruce
 - A. Used 2007 or Newer Vehicle
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 Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, July 21, 2009.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. 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, Michael K. Correll, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Carter Wilkinson, student trustee. Trustees absent: Brenda K. Culver. (Mrs. Culver was unable to attend the meeting because of a family emergency.) 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.
Beverly Turkal, President of Lincoln Trail College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Kathleen Pampe, Associate Dean, Career Education & Economic Development.
Renee Smith, Executive Assistant to CEO.
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
LWIB – Local Workforce Investment Board

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 16, 2009 were presented for disposition.

Board Action to Approve Minutes: Trustee Walter Koertge made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Carter Wilkinson 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 & Guests” –

#3-A. Visitors & Guests: Visitors & guests present were recognized. Rodney Raney, new Dean of Instruction at OCC, was introduced, along with several staff members from the colleges and correctional center employees.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: None.

#5-C. Report from Cabinet: None.

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. Employee Health and Dental 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, 2009 and BCBS has submitted a proposal for a renewal for one year of the existing contract, requesting a 14% increase in medical and dental premiums combined. As submitted, the proposal includes a 15% increase in health insurance premiums, and a 5.1% decrease in dental premiums. The District had its initial contract with BCBS in September 2003. The District currently pays \$516.35 per month for employee health and dental coverage which makes a total FY2009 cost to the District of \$2,088,119.40. These rates would increase to \$588.66 if the Board accepts the BCBS proposal and the total FY2010 cost to the District would be \$2,380,475.76, an increase of \$292,356.36.

The CEO proposed that the Board not enter into a new twelve month contract with BCBS, but continue coverage on a month to month basis. BCBS has verbally agreed to continue coverage on this month to month basis. However, the proposed rates will go into effect on 09-01-09. The CEO further proposed that the Board allow the District to begin the process of bidding employee health and dental insurance, utilizing professional consulting services as has been done in the past, to identify any needed redesigns in IECC's health plan that would recognize new trends and developments in the health care insurance industry. The bidding process will take several months and the goal is to have a recommendation to the Board for consideration at the December 2009 meeting.

Recommendation: The CEO recommended Board approval to extend the current BCBS contract on a month to month basis and to begin the bidding process for health and dental insurance coverage for District employees.

Board Action: Trustee John Brooks made a motion to extend the current BCBS contract on a month to month basis and to begin the bidding process for health and dental insurance coverage for District employees 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. 2009-2010 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: Student Trustee Carter Wilkinson made a motion adopt the new IECC Catalog as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Advanced Manufacturing Building Lease: IECC has been awarded a Department of Labor grant in the amount of \$1,923,719.00 for the purpose of increasing the capacity of existing Career and Technical Education Programs related to Advanced Manufacturing. The growth and demand in the manufacturing industries' new technologies has outpaced the colleges' ability to meet the need for skilled workers. This grant helps IECC

revamp its Career and Technical Education Programs that educate and train students whose career path is in a manufacturing related field. Grant funding will be used to develop new programs in Advanced Manufacturing and Energy Technology at Wabash Valley College and Process Technology at Lincoln Trail College. These new programs will require the purchase of state-of-the-art equipment and the District will need increased facilities to house the new equipment and to provide for classroom space. The District has worked with Wabash Valley College Foundation to secure the property located at the corner of 3rd and Walnut Streets (formerly Patriot Motors) in Mt. Carmel as a suitable location for meeting the needs of the new manufacturing training programs. The Foundation has agreed to purchase the 9,038 square feet building and lease it to the District for a period of five years, commencing July 25, 2009 and terminating June 25, 2014. Rental will be \$5,100 per month and the District is given the option of purchasing the premises for an additional one dollar (\$1.00) to be paid with the final payment. The District also has the option to extend the lease for additional years.

The WVC Foundation is leasing to the District premises commonly known as 210-214 W. Third Street; 219 1/2 W. Fourth Street; and 230 W. Third Street, in the City of Mt. Carmel, Illinois having the following legal description, to wit:

The West Half of In Lot 171 in the City of Mt. Carmel, Excepting a parcel of ground 70 feet in length off of the entire North end thereof, located in Section 20, Township 1 South, Range 12 West of the Second Principal Meridian, Wabash County, Illinois;

Also, In Lot Number One Hundred Sixty-seven (167) in the City of Mt. Carmel, as shown by recorded Plat in Plat Record C, at page 443, in the Records in the Office of the Recorder of Wabash County, Illinois;

Also, In Lot One Hundred Sixty-nine (169) in the City of Mt. Carmel, Illinois, according to the recorded Plat thereof;

Also, the East Half (E/2) of In Lot One Hundred Seventy-One (171) in the City of Mt. Carmel, Illinois, according to the recorded Plat thereof.

Also, Sixty-six (66) feet of uniform width off the entire South end of the East Half of Inlot Number 170 of the City of Mt. Carmel, Illinois...

(Note: A copy of the entire Lease Agreement was presented and is by this reference made a part of the permanent records of this community college district.)

Board Action: Trustee William Hudson made a motion to approve the Lease Agreement between Wabash Valley College Foundation and Illinois Eastern Community Colleges District #529 as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Department of Corrections Contracts: The Administration and Board discussed at length the situation regarding contracts with the Illinois Department of Corrections relative to the IECC/LTC educational programs at the Robinson Correctional Center and

Lawrence Correctional Center, especially in regard to the state budget situation and its impact on funding of the budgets for the correctional centers. The following resolutions were presented:

(1) Resolution to Reduce Correctional Center Personnel – Robinson Correctional Center

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to dismiss any correctional center personnel employed by the Board; and

WHEREAS, the Board has been providing post-secondary educational and vocational programs and services to residents at the Robinson Correctional Center pursuant to a contract between the Board and the Illinois Department of Corrections School District 428.

WHEREAS, the Board has not been receiving funds from the Department of Corrections and availability of funds is uncertain.

WHEREAS, the Board of Trustees has therefore decided to dismiss on a contingent basis, GLEN DONALDSON, MINA COLEMAN, LORI WATTS, ALICE HOLTZHUSER, PAMELA MURPHY, HARVEY RICKER, JACKIE SHAFER, LISA SHOOK, AND BRENT URFER as correctional center employees in and for this Community College District effective on the 1st day of September, 2009.

WHEREAS, the Board may take additional action concerning your employment with the District, or alternatively, allow the contingent discharge of September 1, 2009, to become effective.

WHEREAS, if the Board receives from the Department of Corrections assurances of payment pursuant to the existing contract your employment may be continued beyond September 1, 2009, and

WHEREAS, if payment has not been received and the Board's determination is that payment will not be received in a timely fashion, the Board will terminate your employment on September 1, 2009, or such later date as determined by the Board. The Board's notice of termination will consider the time needed for conclusion of classes and for your work to be done in an orderly way.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

1. That the Board of Trustees has decided to and hereby does dismiss on a contingent basis GLEN DONALDSON, MINA COLEMAN, LORI WATTS, ALICE HOLTZHUSER, PAMELA MURPHY, HARVEY RICKER, JACKIE SHAFER, LISA SHOOK, AND BRENT URFER as correctional center employees in and for this Community College district effective on the 1st day of September, 2009.

2. That the dismissal of said individuals constitutes honorable dismissal.

3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individuals of the dismissal.

4. That this resolution shall be in full force and effective immediately upon its adoption.

(2) Resolution to Reduce Correctional Center Personnel – Lawrence Correctional Center

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to dismiss any correctional center personnel employed by the Board; and

WHEREAS, the Board has been providing post-secondary educational and vocational programs and services to residents at the Lawrence Correctional Center pursuant to a contract between the Board and the Illinois Department of Corrections School District 428.

WHEREAS, the Board has not been receiving funds from the Department of Corrections and availability of funds is uncertain.

WHEREAS, the Board of Trustees has therefore decided to dismiss on a contingent basis, TIM WATSON, KAREN MILLER, BEVERLY HEMRICH, AND MARCIE BURTON as correctional center employees in and for this Community College District effective on the 1st day of September, 2009.

WHEREAS, the Board may take additional action concerning your employment with the District, or alternatively, allow the contingent discharge of September 1, 2009, to become effective.

WHEREAS, if the Board receives from the Department of Corrections assurances of payment pursuant to the existing contract your employment may be continued beyond September 1, 2009, and

WHEREAS, if payment has not been received and the Board's determination is that payment will not be received in a timely fashion, the Board will terminate your employment on September 1, 2009, or such later date as determined by the Board. The Board's notice of termination will consider the time needed for conclusion of classes and for your work to be done in an orderly way.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

1. That the Board of Trustees has decided to and hereby does dismiss on a contingent basis TIM WATSON, KAREN MILLER, BEVERLY HEMRICH, AND MARCIE BURTON as correctional center employees in and for this Community College district effective on the 1st day of September, 2009.

2. That the dismissal of said individuals constitutes honorable dismissal.
3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individuals of the dismissal.
4. That this resolution shall be in full force and effective immediately upon its adoption.

Board Action: Trustee Marilyn Wolfe made a motion to adopt the foregoing resolutions to reduce correctional center personnel as presented. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

Contact with Lake Land College, re: Correctional Center Personnel: Trustee John Brooks made a motion for CEO Terry Bruce and Associate Dean Glen Donaldson to meet with the Department of Corrections and administrators of Lake Land College to determine if Lake Land can maintain the present staff of IECC/LTC education program correctional center employees. Trustee Michael Correll 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.

#8-E. 2 + 2 Agreements with Eastern Illinois University, in Communication Studies, History, Foreign Language, and Journalism: Illinois Eastern Community Colleges and Eastern Illinois University have formed a cooperative relationship through articulation agreements to better serve students, to allow smoother transfers, to minimize duplication of instruction, and to build on community college and university learning experiences. The following 2 + 2 articulations agreements have been made between Illinois Eastern Community Colleges and Eastern Illinois University:

1. Program Articulation Agreement from A.A. Speech Communication Program at IECC to the baccalaureate Communication Studies B.A. Program at EIU.
2. Program Articulation Agreement from A.A. History Program at IECC to the baccalaureate History B.A. Program at EIU.
3. Program Articulation Agreement from A.A. Liberal Arts Program at IECC to the baccalaureate Foreign Language B.A. Program at EIU.
4. Program Articulation Agreement from A.A. Journalism Program at IECC to the baccalaureate Journalism B.A. Program at EIU.

Board Action: Trustee William Hudson made a motion to adopt the foregoing 2 + 2 Agreements with Eastern Illinois University as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Affiliation Agreement with Sikorski Chiropractic Clinic – Health Information

Management Program: IECC wishes to enter into an affiliation agreement with the Dr. Sikorski Chiropractic Clinic, located in Robinson, Illinois. This affiliation agreement is for the Health Information Management Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Health Information Management Program with the Sikorski Chiropractic Clinic, Robinson, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Affiliation Agreement with Crawford Memorial Hospital – Phlebotomy

Program: IECC wishes to enter into an affiliation agreement with the Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Crawford Memorial Hospital, Robinson, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Affiliation Agreement with Fairfield Memorial Hospital – Phlebotomy

Program: IECC wishes to enter into an affiliation agreement with the Fairfield Memorial Hospital, located in Fairfield, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Fairfield Memorial Hospital, Fairfield, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Affiliation Agreement with Gibson General Hospital – Phlebotomy Program:

IECC wishes to enter into an affiliation agreement with the Gibson General Hospital, located in Princeton, Indiana. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Gibson General Hospital, Princeton, Indiana, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. Affiliation Agreement with Good Samaritan Hospital – Phlebotomy Program: IECC wishes to enter into an affiliation agreement with the Good Samaritan Hospital, located in Vincennes, Indiana. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Good Samaritan Hospital, Vincennes, Indiana, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. Affiliation Agreement with Lawrence County Memorial Hospital – Phlebotomy Program: IECC wishes to enter into an affiliation agreement with the Lawrence County Memorial Hospital, located in Lawrenceville, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Lawrence County Memorial Hospital, Lawrenceville, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. Affiliation Agreement with Paris Community Hospital – Phlebotomy Program: IECC wishes to enter into an affiliation agreement with the Paris Community Hospital, located in Paris, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Paris Community Hospital, Paris, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-M. Affiliation Agreement with Richland Memorial Hospital – Phlebotomy Program: IECC wishes to enter into an affiliation agreement with the Richland Memorial

Hospital, located in Olney, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Richland Memorial Hospital, Olney, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-N. Affiliation Agreement with Salem Township Hospital – Phlebotomy Program: IECC wishes to enter into an affiliation agreement with the Salem Township Hospital, located in Salem, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Salem Township Hospital, Salem, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-O. Affiliation Agreement with Weber Medical Clinic – Phlebotomy Program: IECC wishes to enter into an affiliation agreement with the Weber Medical Clinic, located in Olney, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Phlebotomy Program with Weber Medical Clinic, Olney, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 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 Type Vacuum & Janitorial Supplies, St. Louis, MO, \$164.64; American Sanitary Supply, Evansville, IN, \$1,348.93; Amsan, Herrin, IL, \$3,628.37; Bears Dist., Centralia, IL, \$9,851.29; Black & Company #12, Effingham, IL, \$282.88; Fastenal, Vincennes, IN, \$96.81;

Hesco Inc., Niles, IL, \$77.10; Hillyard Cleaning Solutions, Maryland Hts, MO, \$2,982.24; HP Products, Indianapolis, IN, \$10,932.88; Industrial Soap, St. Louis, MO, \$4,927.68; Lorenz Supply, Mattoon, IL, \$72.25; Pro-Tex-All, Evansville, IN, \$416.94; Royal Wholesale, Mt. Vernon, IL, \$3,336.63; Unipak, Brooklyn, NY, \$750.00; Universal Inc, Glen Ellyn, IL, \$197.75. Grand Total: \$39,066.59.

(Office copy paper bids received were not for recycled paper as specified and were rejected. Office copy paper will be purchased from the State of Illinois.)

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

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 bids as outlined for janitorial equipment and supplies as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. IECC – 2009-2010 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 2009-2010 IECC Catalog for a total of \$10,705.63.

Source of Funds: Educational Fund. Department: IECC District-Wide.

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

Board Action: Student Trustee Carter Wilkinson made a motion to accept the bid of United Graphics, Inc. for printing of the 2009-2010 Catalogs as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. LTC – Classroom Tables & Chairs: The CFO presented the recommendation of the Bid Committee to accept the bid of Highsmith., Janesville, WI, for 55 tables and 156 chairs for Lincoln Trail College for a total of \$12,014.70.

Source of Funds: LTC Foundation Fund. Department: LTC Classrooms.

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

Board Action: Trustee Marilyn Wolfe made a motion to accept the bid of Highsmith for tables and chairs for LTC 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, Michael

Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. WVC – Advanced Technology Equipment: The CFO presented the recommendations of the Bid Committee to accept the following bids for advanced manufacturing technology equipment for Wabash Valley College:

Item #1. 3D Printer: JBH Technologies, Glenview, Illinois, \$30,300.00.

Item #2. Wire Electrical Discharge Machine: Sodick Inc., Schaumburg, Illinois, \$89,500.00.

Item #3. Molding Machine: Miniature Plastic Molding, Solon, Ohio, \$13,292.95.

Item #4. Robotic Arm Assembly: Advanced Technology Consultants, Northville, Michigan, \$31,885.00.

Item #5. Mechatronics Trainer: Depco, Pittsburg, Kansas, \$121,469.63.

Source of Funds: Department of Labor Grant. Department: WVC Advanced Manufacturing Department.

Recommendation: The CEO recommended approval of the foregoing recommendations of the Bid Committee as outlined, with the understanding that acceptance of these bids is subject to Department of Labor approval.

Board Action: Trustee Walter Koertge made a motion to accept the foregoing recommendations of the Bid Committee for advanced technology equipment for WVC as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 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 \$3,170,742.58, as of June 30, 2009.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2009, totaling \$1,665,561.97, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for July 2009, in the amounts listed, and payments from the revolving fund for June 2009. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – Mr. Bruce presented informational reports relative to the following topics:

1. Graduation Data: A total of 1,349 degrees and certificates were awarded by IECC for the 2008-2009 academic year, including 283 at FCC, 364 at LTC, 474 at OCC and 228 at WVC.
2. Enrollment Report – District Up 1% over one year ago.

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 16, 2009.

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

400.1. Employment of Personnel

A. Faculty

1. Pauletta Gullett, Health Programs Lead Instructor, effective August 13, 2009.
2. Mary (Linda) Monge, Math/Life Science Instructor, effective August 13, 2009.

400.2. Change in Status

A. Administrative

1. Tamara Fralicker, Nursing Instructor, to Associate Dean of Nursing and Allied Health, OCC, effective January 4, 2010.

400.3. Special Assignment

A. Academic

1. Pauletta Gullett, Lead Instructor, Health Programs, \$450 for 2009-2010.

400.4. Request for Approval of Proposed Non-College Employment

A. Faculty

Angelia Williams, Indiana Wesleyan University, Marion, IN, approximate time per academic year 15 days.

Angelia Williams, Terre Haute Regional Hospital, Terre Haute, IN, approximate time per academic year 48 days.

Brenda Grove, United Methodist Village, Lawrenceville, IL, approximate time per academic year 45 days.

Brenda Grove, Robinson Correctional Facility, Robinson, IL, approximate time per academic year 15 days.

Mary Doerner, Select Specialty Hospital, Evansville, IN, approximate time per academic year 52 days.

400.5. FMLA Leave Request

A. Classified

1. Dawn Ferguson, Office Assistant, LTC, Family Medical Leave, effective June 22, 2009, with up to 12 weeks of leave. The requested leave is unpaid, with benefits, with allowance for substitution of paid leave time.

400.6. Leave of Absence Approved by CEO since June 16, 2009

A. None.

400.7. Resignation

A. Classified

1. Shelly Allensworth, Career Advisor, LTC, effective September 1, 2009.

400.8. Retirement

A. Classified

1. Gary Upton, Custodian, LTC, effective August 1, 2009.

Personnel Report Addendum

400.9. Employment of Personnel

A. Faculty

1. Jason Hortin, Psychology Instructor, effective August 13, 2009.

2. Lonnie Mitchell, Workforce Education Instructor, effective August 4, 2009.

B. Classified

1. Matthew Smith, Custodian, LTC, effective August 4, 2009.

400.10. Request for Approval of Proposed Non-College Employment

A. Faculty

Ruby Houldson, Indiana Wesleyan University, Marion, IN, approximate time per academic year 40 days.

Ruby Houldson, Indiana State University, Terre Haute, IN, approximate time per academic year 40 days.

400.11. Reduction In Force and Adoption of Resolution (Note: Resolution was adopted earlier in this meeting.)

A. IECC/LTC Education Program – Robinson Correctional Center – Effective August 31, 2009

1. Mina Coleman, Youthful Offender Counselor / RCC

2. Glen Donaldson, Associate Dean / RCC/LCC
3. Alice Holtzhouser, Business Management Instructor / RCC
4. Pamela Murphy, Horticulture Instructor / RCC
5. Harvey Ricker, Commercial Custodial Services Instructor / RCC
6. Jackie Shaffer, Job Preparedness Instructor / RCC
7. Lisa Shook, Food Service Technology Instructor / RCC
8. Brent Urfer, Job Preparedness Instructor / RCC
9. Lori Watts, Records Assistant / RCC/LCC

B. IECC/LTC Education Program – Lawrence Correctional Center – Effective August 31, 2009

1. Marcie Burton, Job Preparedness Instructor / LCC
2. Beverly Hemrich, Office Assistant / RCC/LCC
3. Karen Miller, Youthful Offender Counselor / LCC
4. Tim Watson, Correctional Site Director / LCC

400.12. Resignations

A. Classified

1. Jennifer Barbre, Clerk/Receptionist, FCC, effective August 15, 2009.
2. Danna Patrick, Student Advantage Network Counselor, DO, effective August 11, 2009.

#14-A. Board Action to Amend Personnel Report: Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.9, 400.10, 400.11, and 400.12 as recommended. Student Trustee Carter Wilkinson 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 carried.

#14-B. Board Action to Approve Amended Personnel Report: Trustee Walter Koertge made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18– “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Walter Koertge made a motion to adjourn. Student Trustee Carter Wilkinson 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 9:15 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)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY2010 Tentative Budget

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: August 18, 2009
RE: FY2010 Tentative Budget

Pursuant to the action of the Board, a tentative budget was made available to the public on August 7th and will remain available for public inspection through the scheduled September 15th Budget Hearing and Board meeting. Publication of the budget's availability and notice of the public hearing was published in district newspapers.

The tentative fiscal year 2010 budget was sent to the Board of Trustees under separate cover. The tentative budget projects operating revenues of \$31,684,711 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 2010. It was based on information available at the time of publication. Information has been received subsequent to the required publication that will cause changes to the final budget. The changes will be reviewed with the Board on September 15th following the Budget Hearing. 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 15, 2009 and following the hearing, a final budget will be presented to the Board for its approval.

TLB/rs

Agenda Item #8B

Cash Flow and Reduction in Paid Holidays

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 18, 2009

RE: Cash Flow and Reduction in Paid Holidays

The State of Illinois is having financial difficulties. These difficulties are having an impact on IECC finances.

For several years, the State of Illinois has been spending more money than it collected. For the current fiscal year, (July 1, 2009-June 30, 2010) the General Assembly and the Governor developed and approved a budget that was billions of dollars out of balance.

Because of this budget imbalance, the state has instituted a policy that delays paying more than \$3 billion in bills owed. The bills that are being held include money owed IECC.

The state should reimburse IECC every 90 days for credit hours that the district and its colleges have generated. Because of the State's policy to delay paying bills, IECC received its February quarterly payment from the State in July, more that 156 days late. As the fiscal year continues, it is expected that delays in payments will increase to 180 days or more.

IECC receives 52% of its operating funds from the state. Because of the delays in payments, IECC will receive only a portion of the money due. Between \$7 million and \$11 million due the district this fiscal year will not be received within this fiscal year.

IECC is financially sound. Four years ago, the Board of Trustees and the Administration began setting aside money into a fund in case the state had financial problems. The fund was established to allow the district to operate even though payments from the state were late.

Late payments from the state create a cash flow problem for the district. Because of late State payments, the cash balance of the district between 6/30/08 and 6/30/09 was reduced by \$7,358,000. By June 30, 2010, the district's anticipated cash balance will drop by an additional \$4,820,000.

The amount owed to the district by the State of Illinois has increased dramatically. On 6/30/08 the State owed the district \$1,500,000. By 6/30/09 the district was owed \$11, 600,000. By 6/30/10 it is estimated that the State will owe the district \$14,500,000.

That means that even though the district is being run properly and has a contingency fund, difficult decisions will have to be made so that the district's cash balances are not depleted. All expenses are being reviewed to prepare for the late state payments. The state's failure to timely pay the district is forcing the district to reduce spending and to find ways to increase cash flow.

Although the state's financial condition is very bad this year, next year it will get substantially worse. Estimates are that it will take 5 years to unravel all the problems.

IECC is prepared to survive the bad financial times. Last month the Board improved cash flow by eliminating the outflow of cash created by the contract with the Department of Corrections to provide educational services to our two prisons for which the district was not being reimbursed in a timely fashion.

To further improve cash flow, there must be a reduction in the number of paid holidays due district staff. The resolution which follows reduces the existing paid holidays for administrative, technical, professional non-faculty, clerical and maintenance staff by ten. This reduction in paid holidays will allow the district to keep more employees on the payroll and reduce the number of employees who will have to be laid off.

During the next few months, changes will occur that will enable the district to survive these times. The district has an excellent faculty, a smart and hard-working staff, and students who want to learn. The future is challenging but IECC and its faculty, staff, and students are up to that challenge.

I ask the Board's approval of this resolution reducing the number of paid holidays.

TLB/rs

Attachment

RESOLUTION TO IMPLEMENT FURLOUGH DAYS

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges, District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to change the holiday calendar for Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff; and

WHEREAS, the Board has decided to implement budget-required furloughs.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

- 1. That the following paid holidays shall now be unpaid, but observed, holidays for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff beginning with FY2010:

- | | |
|-----------------------|----------------------------|
| Independence Day* | Martin Luther King Jr. Day |
| Labor Day | President’s Day |
| Columbus Day | Spring Break Day |
| Veteran’s Day | Memorial Day |
| Thanksgiving & Friday | |

*Paid Holiday in calendar year 2009 only.

- 2. That the following holidays shall continue to be paid and observed by Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff:

- Winter Break
- Christmas
- New Year’s Day

- 3. That this resolution shall be in full force and effective immediately upon its adoption.

Adopted this 18th day of August, 2009.

BY: _____
Chairman of the Board

Secretary to the Board

Agenda Item #8C

Department of Corrections Progress Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 18, 2009

RE: Department of Corrections Progress Report

At the July 21st Board meeting, the Board agreed to tentatively lay off the 13 IECC employees presently operating under the contract the District has with the Department of Corrections to offer educational services at the Robinson and Lawrence Correctional Facilities.

On July 22nd, I contacted Scott Lensink, President of Lakeland College, to inquire as to whether Lakeland would be interested in providing educational services to those correctional facilities. He indicated Lakeland would be interested in doing so. I then contacted Elaine Johnson, Vice President of the Illinois Community College Board and informed her of the possibility that IECC would withdraw from providing educational services to the two correctional facilities and that Lakeland would provide those services.

The Department of Corrections had already been informed of the Board's action by the time I contacted them, and the department expressed reluctance to let IECC go because of the high quality of the program being offered by the college district. The Department also immediately made available \$90,000 in payments that been held since February.

During July and August, there were ongoing discussions and in a conversation on Friday, August 7th, the Department of Corrections approved the transfer of the educational program to Lakeland College. In conversations with the Lakeland College President, he reaffirmed his desire to assume the contractual obligations and the Illinois Community College Board has also indicated a tentative approval of the transfer.

Under the agreement, Lakeland College would assume all financial obligations of IECC, hire all existing IECC employees at the DOC salaries currently being paid, enroll them in the Lakeland health insurance program and place them fully on the payroll of Lakeland College effective September 1, 2009.

I ask the Board's approval to proceed with the transfer of the educational programs at the Robinson and Lawrence Correctional Facilities from IECC to Lakeland College.

TLB/rs

Agenda Item #8D

City of Olney Oil Derrick Lease

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 18, 2009
RE: City of Olney Oil Derrick Lease

Over twenty years ago, the District leased property to the City of Olney for the establishment of a park upon which would be located an oil derrick, celebrating Olney and Richland County's involvement with the oil industry.

Under the lease, the College District granted a forty-seven (47) square feet piece of property located at the Northwest Corner of the intersection of Illinois Route 130 and St. John Street in the City of Olney.

Under this lease the City erected and maintained an oil derrick for the period of the lease. The lease expired and the City desires to renew the lease for a further period of twenty years and continue to pay the rent of \$1.00 per year.

The City recently completely repainted the oil derrick and it is a good addition to the campus of Olney Central College.

I ask the Board's approval to extend the lease with the City of Olney for twenty years.

TLB/rs

Attachment

LEASE

This agreement is made this _____ day of _____, 2009, between the **Illinois Eastern Community College District No. 529**, as Lessor, and the **City of Olney, Illinois**, a municipal corporation, as Lessee:

The Lessor leases to the Lessee the following described premises situated in the City of Olney, County of Richland and State of Illinois:

The circle drive, median, and access road located near the Northwest corner of the intersection of Illinois Route 130 and St. John Street in the City of Olney, and a tract of land forty-seven feet (47') square located immediately west of said circle drive, as more particularly shown on the aerial photograph attached hereto and incorporated herein by reference.

To hold these premises unto the Lessee for a term of twenty (20) years beginning on the date of execution of this agreement, subject to the following terms and conditions:

1. Renewal and Termination: Lessor and Lessee each have the right to terminate this lease by giving the other party six months' written notice of the election to terminate. Lessee has the right to renew this lease for a further period of twenty (20) years on the same terms and rental by giving the Lessor six months' written notice of the election to renew. Any notice to the Lessor may be served by mailing a copy of the notice to the Lessor at 233 East Chestnut Street, Olney, Illinois 62450, or at such other place as the Lessor from time to time in writing may appoint. Any notice to the Lessee may be served by mailing a copy of the notice to the Lessee at 300 S. Whittle Avenue, Olney, Illinois 62450.

2. Rental: Lessee shall pay rent for the premises during the continuance of this lease at the rate of One Dollar (\$1.00) per year payable on the _____ day of _____ of each year during the term of this lease.

3. Use of Premises: The property shall be used by the Lessee for a park which shall include the location of an oil derrick thereon. The Lessee shall use the property only as permitted by the Zoning Ordinance and any other regulations of the City of Olney or any other governmental authorities. The Lessee shall keep the property in good order and repair as is required for other city parks. The Lessee shall have the right to make such alterations, additions and improvements on the premises as it shall deem necessary, provided that the Lessee shall not construct or allow to continue anything that is an eyesore or is in a dilapidated state.

4. Assignment of Lease: The Lessee shall not assign this lease or sublet the premises or any part thereof without the written consent of the Lessor.

5. Surrender of Premises: Upon the termination of this lease, the Lessee shall surrender the premises to the Lessor in as good condition as at the beginning of the term of this lease. All additions and improvements made during the term of this lease shall be regarded as removable fixtures which shall be removed prior to the termination of this lease. The Lessee specifically agrees to remove the oil derrick and any other additions and improvements at its own cost and without any obligation on the part of the Lessor to pay any of the costs of removal.

6. **Insurance:** The oil derrick and any other buildings or structures placed on the leased premises shall be insured by Lessee and the Lessee shall be solely responsibility for the normal maintenance and repair of the buildings and structures. The Lessee shall provide general liability insurance for the protection of the public. The Lessee agrees to indemnify and hold the Lessor harmless from any and all liability as a result of the placement of the oil derrick and any other structures on the leased premises and the use of the leased premises for a city park.

IN WITNESS WHEREOF, the parties hereto set their hands and seals this _____ day of _____, 2009.

LESSOR:
ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT NO. 529

By: _____
G. Andrew Fischer, Board Chairman

ATTEST:

Harry Hillis, Jr., Secretary

LESSEE:
CITY OF OLNEY, ILLINOIS

By: _____
Mark Lambird, Mayor

ATTEST:

Belinda C. Henton, City Clerk

Agenda Item #8E

Health Insurance Review Contract

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 18, 2009
RE: Health, Dental and Life Benefits Review

At July 21st Board of Trustees meeting, the Board approved the extension of our existing health, dental insurance program with Blue Cross Blue Shield (BCBS) and approved preparing for a re-bidding of our existing health, dental and life insurance program.

During our last review, the District hired an outside Health Insurance Consultant to help the District prepare an appropriate bid document. The Company that the District employed was J.W. Terrill who provided excellent services to the District.

J.W. Terrill proposes to collect market information on existing medical, dental and life insurance coverage, custom design a Request for Proposal, provide a comprehensive review of fully insured and self-insured medical options, provide a comprehensive review of fully insured dental and life insurance alternatives, review and summarize all proposals submitted, present findings and recommendations, assist in interviewing all companies in final consideration, and coordinate the implementation of the new program.

J.W. Terrill proposed to provide these services for a fee of \$15,000. I ask the Board's approval of this proposed contract.

TLB/rs

Agenda Item #8F

Contract with Fairfield Memorial Hospital – Health Careers Certificate

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 18, 2009
RE: Contract with Fairfield Memorial Hospital – Health Careers Certificate

The Board approved the establishment of a new Health Careers Certificate Program at Frontier Community College that involves high school students from Fairfield High School and Edwards County High School. The Frontier Program has been highly successful and the Fairfield Memorial Hospital wishes to enter into a contract to continue to provide program services. Under the contract, Frontier would use the Hospital's facilities and staff to educate students in the Health Careers Certificate Program and the Hospital would make its facility available for that purpose.

The Hospital will provide instruction, program staff, equipment, classroom space and lab space available and will be responsible for the supervision of all hospital employees participating in the program.

Frontier will be responsible for administration of the program including admissions, guidance, registration, supervision of students and program faculty, curriculum quality and compliance with state and national accrediting agencies guidelines. The District will hold the Hospital free and harmless from any loss due to a claim or suit caused by the student admission process.

An annual review may be requested by either party or a review shall be made every three years in the event of no request being made. Either party may terminate the agreement provided that all currently students are allowed to complete. Upon request for termination, no new students will be enrolled.

I ask the Board's approval of this contract with Fairfield Memorial Hospital.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
FRONTIER COMMUNITY COLLEGE
HEALTH CAREERS CERTIFICATE PROGRAM

CONTRACT AGREEMENT FOR SHARED PROGRAM

THIS AGREEMENT made and entered into this 1st day of August, 2009 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT #529), for its Health Careers Certificate Program and FAIRFIELD MEMORIAL HOSPITAL, Fairfield, Illinois (hereinafter referred to as HOSPITAL). WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the HOSPITAL'S facilities and staff for Health Careers Education by students of the Health Careers Certificate Program for the DISTRICT, and

WHEREAS, the HOSPITAL has agreed to make its facilities and staff available to the Health Careers students of DISTRICT #529 for the desired purpose,

NOW, THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The HOSPITAL will provide instruction, program staff, equipment, classroom space, and lab space sufficient to meet the curriculum as established by DISTRICT #529 and approved by the Illinois Community College Board.
2. DISTRICT #529 will be responsible for the administration of the program, including, admissions, academic guidance, and registration of students; supervision of program students; advising program faculty; curriculum quality; and ensuring the program stays in compliance with State and National accrediting agency guidelines.
3. The HOSPITAL will be responsible for the supervision of all Hospital employees that participate in the program.
4. DISTRICT #529 assumes the responsibility for admission of students in the Health Careers program. In the event of suit or claim of damage to any person engaged in the admission process, DISTRICT #529 agrees to hold HOSPITAL free, harmless and indemnified against any loss due to a claim or suit extending from the admission process.
5. An annual review may be requested in June by either party. A review shall be made every three years. Either party hereto may terminate this agreement

provided all currently enrolled students have adequate time to complete graduation requirements. Upon request for termination by either party, no new students shall be enrolled.

6. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 1st day of August, 2009.

FAIRFIELD MEMORIAL HOSPITAL

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

Administrator, Fairfield Memorial Hospital

Chairman, IECC Board of Trustees

President, Frontier Community College

CEO, Illinois Eastern Community Colleges

Agenda Item #8G

Agreement – IECC/Fairfield Memorial Hospital/Edwards County High School

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 18, 2009

RE: Agreement – IECC/Fairfield Memorial Hospital/Edwards County High School

The District has established a Health Careers Program with Edwards County High School involving high school juniors and seniors pursuing a career in the health field.

The classes meet for two hours in a hospital setting and are based upon a curriculum including the study of health careers, basic anatomy and physiology, CNA certification and hands on clinical experiences. The Program integrates academic study, workplace skills and career develop competencies so that students observe health care professionals in a workplace setting.

This partnership agreement includes IECC, Fairfield Memorial Hospital and Edwards County High School.

Under the agreement the hospital will provide the facility and space for classes, an instructor, staff involvement, coordination, and scheduling.

IECC will provide the curriculum, instructors and staffing, program coordination, student registration, orientation, instructional supplies, college credit, and both student and program assessment.

Edwards County High School will provide guidance counselors, the recruitment of students into the program, coordination of class schedules, and scheduling in cooperation with both the hospital and the college.

I ask the Board's approval of this partnership agreement with the District, Fairfield Memorial Hospital and Edwards County High School.

TLB/rs

Attachment

Health Careers Program

Partnership Agreement

Illinois Eastern Community Colleges (IECC)

Fairfield Memorial Hospital (FMH)

Edwards County High School (ECHS)

Program Description:

The Health Careers' 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 in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and 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.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

Schedule:

The Health Careers Dual Credit program will be conducted during the academic school year (August through May), beginning Fall 2009. The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday. *Summer school sessions may be conducted, but will be arranged separately.*

Partner Roles and Responsibilities:

Hospital

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

Illinois Eastern Community Colleges

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination
- Student Registration
- Student Scheduling with cooperation of high school and hospital

- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

High Schools

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

Signatures:

CEO, Illinois Eastern Community Colleges **Date**

CEO, Hospital **Date**

High School Superintendent **Date**

Agenda Item #8H

Agreement – IECC/Fairfield Memorial Hospital/Fairfield High School

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 18, 2009
RE: Agreement – IECC/Fairfield Memorial Hospital/Fairfield High School

The District has established a Health Careers Program with Fairfield Community High School involving high school juniors and seniors pursuing a career in the health field.

The classes meet for two hours in a hospital setting and are based upon a curriculum including the study of health careers, basic anatomy and physiology, CNA certification and hands on clinical experiences. The Program integrates academic study, workplace skills and career develop competencies so that students observe health care professionals in a workplace setting.

This partnership agreement includes IECC, Fairfield Memorial Hospital and Fairfield Community High School.

Under the agreement the hospital will provide the facility and space for classes, an instructor, staff involvement, coordination, and scheduling.

IECC will provide the curriculum, instructors and staffing, program coordination, student registration, orientation, instructional supplies, college credit, and both student and program assessment.

Fairfield Community High School will provide guidance counselors, the recruitment of students into the program, coordination of class schedules, and scheduling in cooperation with both the hospital and the college.

I ask the Board's approval of this partnership agreement with the District, Fairfield Memorial Hospital and Fairfield Community High School.

TLB/rs

Attachment

Health Careers Program

Partnership Agreement

Illinois Eastern Community Colleges (IECC)

Fairfield Memorial Hospital (FMH)

Fairfield Community High School (FCHS)

Program Description:

The Health Careers' 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 in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and 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.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

Schedule:

The Health Careers Dual Credit program will be conducted during the academic school year (August through May), beginning Fall 2009. The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday. *Summer school sessions may be conducted, but will be arranged separately.*

Partner Roles and Responsibilities:

Hospital

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

Illinois Eastern Community Colleges

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination
- Student Registration
- Student Scheduling with cooperation of high school and hospital

- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

High Schools

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

Signatures:

CEO, Illinois Eastern Community Colleges **Date**

CEO, Hospital **Date**

High School Superintendent **Date**

Agenda Item #8I

Affiliation Agreement with Sarah Bush Lincoln Clinic – Phlebotomy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 18, 2009
RE: Affiliation Agreement with Sarah Bush Lincoln Clinic – Phlebotomy

IECC wishes to enter into a new affiliation agreement with the Sarah Bush Lincoln Clinic located in Mattoon, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529**

Olney Central College Phlebotomy Program

AND

**Sarah Bush Lincoln Health Center
1000 Health Center Drive
Mattoon, IL 61938**

THIS AGREEMENT made and entered into this 17th day of June 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Sarah Bush Lincoln Health Center (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Phlebotomy students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's

written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 17th day of June, 2009.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing &
Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Adopted 6-2005

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

AUGUST 18, 2009

Local Workforce Investment Area 23

1. Used 2007 or Newer Vehicle

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Used 2007 or Newer Vehicle
DATE: August 18, 2009

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

Bid Committee recommends rejecting all bids received. The bids exceeded the amount budgeted by LWIA 23.

Respectfully submitted,

Roger Browning
Terry Bruce
Harry Hillis, Jr.

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

Source of Funds: LWIA 23 Grant

Local Workforce Investment Area 23
Used 2007 or Newer Vehicle
Bid Tabulation Sheet

Vendor	Year	Mileage	Make	Model	Bid	Warranty
Joe Hotze Ford, Inc. Salem, IL	2007	27,725	Chrysler	Town & Country Mini-van	\$17,735.00	Thru 1-14-2010 or 36,000 miles
Max Dye Inc. Salem, IL	2008	15,431	Chev.	Uplander Mini-van	15,475.00	
Max Dye Inc. Salem, IL	2008	21,801	Chrysler	Touring Sedan	17,775.00	
Max Dye Inc. Salem, IL	2008	22,172	Chev.	Sport Sedan	12,950.00	
Max Dye Inc. Salem, IL	2008	20,048	Chev.	Impala Sedan	14,175.00	
Max Dye Inc. Salem, IL	2008	3,510	Pontiac	Sedan	16,975.00	
Max Dye Inc. Salem, IL	2008	28,365	Pontiac	Grand Prix Sedan	13,475.00	
Max Dye Inc. Salem, IL	2008	30,867	Chev.	Sedan	11,475.00	
Terry Wiseman's Robinson, IL	2008	16,000	Chev.	Malibu	19,319.00	Start date 5-12-08, 3 yr. or 36,000 miles bumper to bumper, & a 5 yr. or 100,000 miles on powertrain
Terry Wiseman's Robinson, IL	2008	34,446	Pontiac	Grand Prix	16,519.00	Start date 6-16-07
Terry Wiseman's Robinson, IL	2007	23,797	Chrysler	Sebring	14,019.00	Start date 10/19/06, 3 yr. or 36,000 miles bumper to bumper, & a 5 yr. or 60,000 miles on powertrain

Used 2007 or Newer Vehicle meeting the following specifications: **(In stock)**

Mini-Van or Mid-sized Vehicle

Less than 30,000 miles

Remainder of original factory warranty

Body-on-frame type construction preferred

Removable center and rear seats (mini-van only)

V-6 engine

Automatic transmission

Power brakes

Front and rear heat and air conditioning (mini-van only)

Cruise control

Power steering

Tilt steering wheel

AM/FM radio

Power locks

Floor mats front and rear

Body and interior to be in excellent condition

NOTE: Following Board approval, bid will be awarded on **August 19, 2009**.

All freight, delivery, municipal license and title charges **are included in bid.**

YEAR____ COLOR_____ MILEAGE_____ MAKE_____

MODEL_____

TOTAL BID_____

DELIVERY DATE_____

SIGNATURE_____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE NO _____

FAX NO _____

DATE _____

Note: Please submit bid in duplicate.

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT July 31, 2009

FUND	BALANCE
Educational	\$4,208,765.52
Operations & Maintenance	\$1,841,950.29
Operations & Maintenance (Restricted)	\$600,057.08
Bond & Interest	\$48,643.83
Auxiliary	\$407,263.61
Restricted Purposes	(\$513,881.48)
Working Cash	(\$17,246.30)
Trust & Agency	\$205,552.05
Audit	\$127.05
Liability, Protection & Settlement	\$635,744.41
TOTAL ALL FUNDS	\$7,416,976.06

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
July 31, 2009

ALL FUNDS

	Fiscal Year 2010
ASSETS:	
CASH	7,416,976
IMPREST FUND	22,000
CHECK CLEARING	12,000
INVESTMENTS	4,790,000
RECEIVABLES	7,654,834
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	516,115
OTHER ASSETS	443,842
TOTAL ASSETS AND OTHER DEBITS:	20,855,767
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	-
ACCOUNTS PAYABLE	49,898
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	271,335
TOTAL LIABILITIES:	321,233
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,809,387
PR YR BDGTD CHANGE TO FUND BALANCE	(492,573)
 FUND BALANCES:	
FUND BALANCE	4,201,036
RESERVE FOR ENCUMBRANCES	14,016,684
TOTAL EQUITY AND OTHER CREDITS	20,534,534
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 20,855,767

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of July 31, 2009

ALL FUNDS

FY 2010
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	0
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	4,610,036
SALES & SERVICE FEES	109,209
FACILITIES REVENUE	20
INVESTMENT REVENUE	4,617
OTHER REVENUES	3,030
TOTAL REVENUES:	<u>4,726,912</u>

EXPENDITURES:

INSTRUCTION	289,618
ACADEMIC SUPPORT	25,289
STUDENT SERVICES	65,167
PUBLIC SERV/CONT ED	3,756
OPER & MAINT PLANT	321,106
INSTITUTIONAL SUPPORT	736,189
SCH/STUDENT GRNT/WAIVERS	1,024,335
AUXILIARY SERVICES	656,209
TOTAL EXPENDITURES:	<u>3,121,669</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>1,605,243</u>
-------------------------------------	------------------

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS

FISCAL YEAR 2010

College	Category	Budget	Spent Thru		
			July	% of Bdgt	% of Year
Frontier	Bills		\$240,215		
	Payroll		101,444		
	Totals		341,659		8%
Lincoln Trail	Bills		175,865		
	Payroll		68,319		
	Totals		244,184		8%
Olney Central	Bills		109,627		
	Payroll		104,017		
	Totals		213,644		8%
Wabash Valley	Bills		419,339		
	Payroll		77,115		
	Totals		496,454		8%
Workforce Educ.	Bills		345,742		
	Payroll		52,290		
	Totals		398,032		8%
District Office	Bills		14,733		
	Payroll		47,881		
	Totals		62,614		8%
District Wide	Bills		294,208		
	Payroll		38,921		
	Totals		333,129		8%
GRAND TOTALS			2,089,716		8%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
July 31, 2009

	Amount	% of Total
Salaries	489,987	23.45%
Employee Benefits	106,100	5.08%
Contractual Services	43,521	2.08%
Materials	54,679	2.62%
Travel & Staff Development	5,383	0.26%
Fixed Charges	254,005	12.16%
Utilities	39,210	1.88%
Capital Outlay	57,804	2.77%
Other	1,039,027	49.72%
	<u>2,089,716</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 13, 2009

RE: Personnel Report

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

INDEX

400.1. FY09-10 Educational Level Changes

400.2. Leave of Absence Approved by CEO since July 21, 2009

400.3. Request for Approval of Proposed Non-College Employment (External Report)

PERSONNEL REPORT

400.1. FY09-10 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Penny Campbell	Below AA	AA	\$1,000
Holly Farley	M	M+24	\$2,000
Ruby Houldson	M+48	PhD	\$1,000
Anne Hustad	M+24	M+36	\$1,000
Janet Kinkade	M+24	M+36	\$1,000
Lori Phillips	M+12	M+24	\$1,000
Shirley Smithenry	M	M+36	\$3,000
Angelia Williams	M	M+12	\$1,000

400.2. Leave of Absence Approved by CEO since July 21, 2009

400.3. Request for Approval of Proposed Non-College Employment (External Report)

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 Carryover Projects

	Estimated Budget										
Districtwide Plumbing & Electrical Survey **	\$38,500										
Storm Water Remediation **	\$121,000										
Toilet & Locker-room Upgrades	\$130,100										
ADA Hardware Replacement/Supplement	\$53,300										
Fire Suppression System Upgrades	\$72,600										
Electrical & Lighting Upgrades	\$378,600										
GRAND TOTAL	\$794,100	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

7/31/2009

** These two projects are original Phase 9 projects that have not been completed yet, but will be completed in conjunction with the Phase 9 Carryover projects