

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 21, 2012



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**

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 21, 2012

7:00 p.m.

**Olney Central College
Banquet Room**

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
6. Policy First Reading (and Possible Approval) Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY2013 Tentative Budget Browning
 - B. Enterprise Zone Tax Abatement - City of Robinson Bruce
 - C. Appointment of Audit Committee Bruce
 - D. Trailer Purchase Bruce
 - E. Teen Parent Contractual Agreement Bruce
 - F. Articulation Agreement with Eastern Illinois University Bruce
 - G. Affiliation Agreement with Ridgeview Care Center – ADN Bruce
 - H. Protection, Health, and Safety Project Applications Browning
9. Bid Committee Report Bruce
 - A. Welding Equipment
 - B. Roof Repair
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. Other Items
18. 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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, July 17, 2012.

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, Gary Carter, Michael K. Correll, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent at roll call: None. 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.

Matt Fowler, President of Wabash Valley College.

Mitch Hannahs, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Timothy Taylor, President of Frontier Community College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.

Kathy Harris, Dean of Instruction at Lincoln Trail College.

Renee Smith, Executive Assistant to CEO.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

HRSA – Health Resources & Services Administration

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges

IECEA – Illinois Eastern Colleges Education Association

IGEN – Illinois Green Economy Network
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
MSHA – Mine Safety & Health Administration
OCC – Olney Central College
PHS – Protection, Health & Safety
SAN – Student Advantage Network
SBDC – Small Business Development 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 19, 2012 were presented for disposition.

Board Action to Approve Minutes: Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. Trustee Gary Carter 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 and guests present were recognized, including several staff members.

#3-B. IECEA Representative: Rob Mason, President of Illinois Eastern Colleges Education Association, was recognized.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: In answer to a question from a trustee, administrators noted that courses and enrollments in nursing programs vary between the colleges, but are basically the same for the entire district.

#5-B. Report from Presidents: Written reports were presented from each of the colleges. WVC President Fowler noted that the WVC softball team has been rated one of the highest in the nation in academics.

#5-C. Report from Cabinet: None.

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

#6-A. Human Resources 400.1 Background Checks: The following proposed policy change reflects the new requirement for a criminal background check before an individual is hired, as requested by IECC’s new insurance carrier. The language applies both to full-time employees and part-time employees hired by the District.

The CEO recommended approval of the following policy which implements the criminal background check requirement.

HUMAN RESOURCES - 400

Selection and Employment (400.1)

Full-Time Employees

Employees of the College District shall be employed by the Board of Trustees upon recommendation of the Chief Executive Officer/Chief Operating Officer. A recommendation for hire will be made only after completion and receipt of an acceptable criminal background check. Completion of a criminal background check for part-time employment will meet this requirement if done within 24 months of consideration for full-time employment.

EMPLOYEES OF THE COLLEGE DISTRICT SHALL BE AT-WILL EMPLOYEES AND EITHER THE BOARD OF TRUSTEES OR THE EMPLOYEE CAN TERMINATE THIS AT-WILL RELATIONSHIP WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME, EXCEPT AS PROVIDED BY SPECIFIC CONTRACT TERMS AND ANY APPLICABLE LAWS. No supervisor, managerial employee, administrator or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any individual for employment for any specified period or to make any promises contrary to the employment-at-will policy. Only the Board of Trustees has such authority.

Part-Time Employees

The Board of Trustees delegates to the Chief Executive Officer/Chief Operating Officer or his designated representatives the authority to employ part-time employees on an as-needed basis and to discipline, dismiss or terminate such employees. Within 30 days of initial hire, part-time employees shall have had completed an acceptable criminal background check.

Should a part-time employee have 24-months of inactivity between work assignments, an additional acceptable criminal background check is required prior to resuming part-time employment duties.

PART-TIME EMPLOYEES OF THE COLLEGE DISTRICT SHALL BE AT-WILL EMPLOYEES AND EITHER THE EMPLOYER OR THE PART-TIME EMPLOYEE CAN TERMINATE THIS AT-WILL RELATIONSHIP WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME. No supervisor, managerial employee, administrator or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any individual for employment for any specified period or to make any promises contrary to the employment-at-will policy. Only the Board of Trustees has such authority.

Board Action: Trustee Brenda Culver made a motion that second reading be waived and that the foregoing Human Resources Policy 400.1 Background Checks be adopted 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 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. 2012 Program Review Report: Chris Cantwell reviewed IECC’s 2012 Program Review Report. Annually, the District prepares a detailed review of specific career and technical education programs and an academic transfer discipline based on quality, cost, and need. The report also includes a review of cross-disciplinary instruction and student and academic support services. During this year’s review of programs and services, 47 career and technical education degrees and certificates were reviewed, as well as written and oral communications, general education, assessment of student learning, athletics, business services and student activities.

As a result of the District’s program review, programs and services are continually changed to improve quality and cost. Program review provides an opportunity to up-date curricula to accommodate changes in the field and identify resource needs; also to assess support services that contribute to better academic programs and the achievement of IECC’s mission.

The CEO recommended approval for submission of the 2012 Program Review Report to the Illinois Community College Board (ICCB) by August 1, 2012.

Board Action: Trustee Gary Carter made a motion to approve submission of IECC’s 2012 Program Review Report to the Illinois Community College Board 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. 2012-2013 IECC Catalog: Chris Cantwell reviewed the 2012-2013 IECC Catalog. The catalog lists all courses, programs, degrees and certificates, along with the district policy that applies to operation of the district and its students. Throughout the year, the Board of Trustees is asked to approve changes to the catalog. These changes are added to the electronic version on the IECC website and this amended electronic version becomes the binding document for the district’s relationship with students, faculty, and staff. Because high school counselors continue to use the catalog when advising students, the District will print 2,815 catalogs for a price of \$8,100. The CEO recommended approval to print the 2012-2013 IECC Catalog.

Board Action: Trustee John Brooks made a motion to approve printing of the 2012-2013 IECC Catalog as presented and recommended. Student Trustee Logan Carlson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Joint Agreement with John A. Logan College: Chris Cantwell reviewed the revised Joint Agreement for Educational Cooperation between IECC District #529 and John A. Logan College District #530. Changes to this year's agreement are:

IECC added:

- Advanced CNC Programming, Certificate
- Advanced Manufacturing, AAS Degree
- Advanced Machining, Certificate
- Automation, Certificate
- Electrical Distribution Systems, Certificate
- Energy Technology, AAS Degree
- Industrial Leadership & Organization, Certificate
- Manufacturing Design, Certificate
- Reliability Maintenance, Certificate

John A. Logan removed:

- Construction Management Technology, AAS Degree
- Residential Construction Management, AAS Degree

The CEO recommended approval of the revised Joint Agreement with John A. Logan College.

Board Action: Trustee William Hudson made a motion to approve the revised Joint Agreement for Educational Cooperation with John A. Logan College 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Joint Agreement with Rend Lake College: Chris Cantwell reviewed a new Joint Agreement for Educational Cooperation between IECC District #529 and Rend Lake College District #521. The purpose of this agreement is to expand educational services to the greatest number of students by providing a viable method of cooperation between IECC and Rend Lake College.

Rend Lake College agrees to accept students from Illinois Eastern in the following programs:

- Architectural Technology, Certificate/AAS Degree
- Architecture-Computer Aided Drafting, Certificate
- Baking & Pastry Arts, Certificate
- Computer Tomography, Certificate
- Enology, AAS Degree
- MRI, Certificate
- Surveying Technology, AAS Degree
- Viticulture, Certificate/AAS Degree

Illinois Eastern agrees to accept students from Rend Lake College in the following programs:

Collision Repair Technology, AAS Degree
Electrical Distribution Systems, Certificate
Gunsmithing, Certificate/AAS Degree
Industrial Leadership & Organization, Certificate
Process Technology, Certificate/AAS Degree
Radio/TV Broadcasting, AAS Degree
Telecommunications Technology, Certificate/AAS Degree

This agreement will be effective beginning Fall 2012 and will be reviewed annually or at any time by mutual written consent of IECC and Rend Lake College. The CEO recommended approval of the new Joint Agreement with Rend Lake College.

Board Action: Trustee Gary Carter made a motion to approve the new Joint Agreement for Educational Cooperation between IECC and Rend Lake College 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Basic Nurse Assistant Handbook: Basic Nurse Assistant Training (formerly Certified Nurse Assistant) is provided by all four IECC colleges. Tammy Fralicker, Associate Dean of Nursing/Allied Health, developed a handbook to clearly outline the responsibilities and requirements of students enrolling in the Basic Nurse Assistant Training program for Olney Central College. During discussions regarding revisions to the OCC handbook, it became clear that all IECC students enrolled in the program could benefit from the use of a District-wide handbook.

Associate Dean Fralicker worked with representatives from each college to review and revise the handbook to meet District Basic Nurse Assistant Training program needs. Changes to the handbook include the prohibition of social networking during class, labs, and clinical, as well as the addition of a section regarding Clinical Student Conduct. Representatives from each college have reviewed and approved the use and content of the IECC Basic Nurse Assistant Training Handbook.

The CEO recommended approval of the Basic Nurse Assistant Handbook.

Board Action: Trustee William Hudson made a motion to approve the IECC Basic Nurse Assistant Handbook as recommended. Student Trustee Logan Carlson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Affiliation Agreement with Gibson General Hospital – Phlebotomy: IECC wishes to enter into a new affiliation agreement with Gibson General Hospital, located in Princeton, Indiana. This affiliation agreement is for the OCC Phlebotomy Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Phlebotomy Program with Gibson General Hospital, Princeton, Indiana, 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Affiliation Agreement with Deaconess Hospital – Emergency Response: IECC wishes to enter into a new affiliation agreement with Deaconess Hospital, located in Evansville, Indiana. This affiliation agreement is for the FCC Emergency Response Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Emergency Response Program with Deaconess Hospital, Evansville, Indiana, 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – The Bid Committee presented the following recommendation and the CEO recommended approval:

A. Olney Central College

1. Non-Energized Radiographic X-Ray System

The Bid Committee recommended acceptance of the low bid that meets all specifications from Electromek Diagnostic Systems, Troy, IL, for a total bid of \$16,000.

Source of Funds: OCC Foundation. Department: Radiology.

The system is being purchased because current lab equipment is outdated and is affecting the quality experience the students need to be ready for placement in a clinical facility. A new operating console will mirror the equipment used by students in local hospital settings and a new radiography table will better prepare students for work with clinical supervisors within hospitals.

Board Action: Trustee Brenda Culver made a motion to accept the foregoing recommendation of the Bid Committee for purchase of a Non-Energized Radiographic X-Ray System 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 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 the balance in all funds as of June 30, 2012.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2012, totaling \$1,295,788.46, 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 2012, in the amounts listed, and payments from the revolving fund for June 2012. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry L. Bruce Presented an informational report on the following topics:

1. The Future of Connect SI: An update was presented on the 20-county region served by Connect SI, including all counties south of U.S. Route 50. A review of programs was given. Connect SI continues to grow each year.

2. Attorney General Training: A reminder was given that training on the Open Meetings Act must be completed by December 31, 2012.

3. Enrollment: From July 2011 to July 2012, IECC reimbursable headcount is down 3.75%, while reimbursable FTE is down 12.22%.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting, Tuesday, July 17, 2012.

AGENDA #13 – “Approval of Executive Session Minutes” –No executive session was held during the regular meeting, Tuesday, June 19, 2012.

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. Emily Ferguson, Nursing Instructor, effective August 9, 2012.

B. Professional/Non-Faculty

1. Cindy Foerster, Director of Adult Education, FCC, effective August 13, 2012, contingent upon continued grant funding.

2. Gina Hutton, Assistant Director, Educational Talent Search, DO, effective July 23, 2012, contingent upon continued grant funding.

C. Classified

1. Samantha Krumreich, TRiO Upward Bound Counselor, DO/LTC, effective August 1, 2012, contingent upon continued grant funding.

2. Jana Roark, TRiO Upward Bound Counselor, DO/LTC, effective August 1, 2012, contingent upon continued grant funding.

3. Karen Souder, Administrative Assistant, Human Resources, DO, effective August 1, 2012.

400.2. Approval to Hire Faculty Prior to August Board Meeting: The CEO was given authorization to hire faculty as needed prior to the August meeting of the Board of Trustees.

400.3. Request for Approval of Proposed Non-College Employment

A. Faculty

Angelia Williams, Indiana Wesleyan University, Marion, IN, approximate time per academic year, 8 days/32 hours.

400.4. Annual Review of FMLA Taken During 2012 Fiscal Year

A. Birth of Child

1. 12 weeks

2. 11 weeks

B. Adoption of Child

1. 4 weeks

C. Personal Illness

1. 12 weeks

2. 6 weeks

3. 5 weeks, intermittent

4. 3 weeks, intermittent

D. Family Illness

1. 4 days, intermittent

Personnel Report Addendum

400.5. Employment of Personnel

A. Professional/Non-Faculty

1. Scott Sparks, Head Women's Basketball Coach, LTC, effective July 18, 2012.

400.6. Change-in-Status

A. Administrative

1. Steve Patberg, Coordinator of Career Advisement, WVC, to Dean of Instruction, WVC, effective August 1, 2012.

#14-A. Board Action to Amend Personnel Report: Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.5 and 400.6 as recommended. 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 that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Personnel Report: Trustee Gary Carter made a motion to approve the amended 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, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Litigation” – The CEO presented an update on the status of pending litigation affecting the Board of Trustees.

AGENDA #16– “Other Items” – The first meeting on collective bargaining will be held Friday, July 20, 2012. Some of the negotiations may be done electronically.

AGENDA #17 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 7:45 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**

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

FY2013 Tentative Budget

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 21, 2012
RE: FY2013 Tentative Budget

Prior Board action required that the tentative budget be made available to the public by August 3rd and mailed to the Board of Trustees. The tentative budget will remain available for public inspection through the scheduled September 18th Budget Hearing and Board meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget was made in district newspapers.

The fiscal year 2013 tentative budget was sent to the Board of Trustees under separate cover. The tentative budget represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2013. It was based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on September 18th prior to approval of a final budget.

As required by law, a Public Hearing on the Budget will be held on September 18, 2012 and following the hearing, a final budget will be presented to the Board for its approval.

I ask the Board of Trustees approve the tentative budget as presented.

TLB/cr

Agenda Item #8B

Enterprise Zone Tax Abatement – City of Robinson

Agenda Item #8B

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 21, 2012
RE: Tax Abatement Robinson Enterprise Zone

The City of Robinson approved an ordinance on June 12, 2012 for the expansion of the Robinson Enterprise Zone. The City has forwarded to the Board a tax abatement resolution dealing with expansion and construction of a convenience store at Gordon Junction, which is located at the Route 1 and Route 33 Intersection, south of the Lincoln Trail campus.

The City is asking for an abatement of 100% of all taxes on the new construction for a period of five years, beginning with the first year in which improvements are fully assessed.

The County Board of Crawford County approved this extension and tax abatement at their July 12, 2012 meeting.

Mike Shimer, of the City of Robinson, will be in attendance at the meeting to answer any questions the Board might have about this extension and tax abatement.

TLB/rs

Attachment

TAX ABATEMENT RESOLUTION

The Board of Trustees of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 does hereby adopt this Resolution as follows:

The County Clerk of Crawford County, Illinois, is hereby directed to abate ad valorem taxes imposed upon real property located within the Robinson Enterprise Zone as the result of an Enterprise Zone Expansion Ordinance adopted by the City Council of the City of Robinson, Crawford County, Illinois on June 12, 2012 as Ordinance Number 2012-O-24, upon which new improvements shall be renovated or rehabilitated, subject to the following conditions:

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

Upon roll call vote the following Trustees voted aye:

Upon roll call vote the following Trustees vote nay:

Passed and approved by the ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 at its regular Board meeting held on August 21, 2012 in Olney, Illinois.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529

BY: _____

ATTEST:

Agenda Item #8C

Appointment of Audit Committee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 21, 2012
RE: Appointment of Board Audit Committee

Board members Marilyn Wolfe and John Brooks currently serve as members of the Board Audit Committee. The Committee annually meets with the District's independent auditors to review the completed audit. Committee members then report to the Board and the Board takes action on the District's required annual audit.

The Board should consider the reappointment of Board members Wolfe and Brooks or make new appointments to the audit committee.

TLB/rs

Agenda Item #8D

Trailer Purchase

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 21, 2012
SUBJECT: Trailer Purchase

The District operates a Truck Driving Program at Wabash Valley College. The program utilizes both trucks and trailers to train.

Currently, the WVC Truck Driving program has a flatbed trailer that it uses to train over-the-road drivers in the skills needed to operate a truck with a flatbed trailer to haul equipment. The flatbed trailer is also used to bring equipment donated for student projects from area service and sales centers for our diesel equipment training program.

The Truck Driving program uses a 1975 Gindy 40' flatbed trailer and a 1978 Lowboy 48' trailer. Because these trailers are no longer road worthy, neither of these trailers was able to be licensed. They served their purpose for many years, but both are nearly 40 years old.

In the past, the Board of Trustees has given permission for WVC to purchase trucks outside of the normal District bid procedure (State bidding law contains an exception for the purchase of used equipment.). This permission was granted because: 1) the uniqueness of securing quality, used equipment which would likely be sold between the time a vendor would bid and the Board could act, and 2) the difficulty in writing specifications for used equipment, and 3) insuring the condition of the used equipment by road testing the equipment. Trucks were purchased using this process in 2004 and 2010.

WVC employees Scott Balding and Eric Scheller have spent hours searching for a 48' Trail-Eze trailer with a hydraulic tail, 35 ton winch, GVW of 84,000 lbs., wood floor, and air ride suspension. The trailers they found meet these specifications and their notes are as follows:

2004 Trail-Eze 48' x 102'' - Excellent, well cared for, new paint-\$29,000
2000 Trail-Eze 48' x 102'' - Poor brakes, tires treated rough-\$36,500
2002 Trail-Eze Lowboy 51' x 102'' - nice, but too expensive -\$43,500
2006 Trail-Eze 48' x 102'' - Nice winch poor tail movement-\$38,750
1999 Trail-Eze 48' x 102'' - older trailer for the price, nice decking -\$37,500

These trailers have been inspected and would be inspected a second time before being purchased and returned to campus. Scott Balding and Eric Schiller recommend the purchase of the 2004 Trail-Eze for \$29,000.

I ask the Board's approval to purchase the 2004 Trail-Eze trailer for \$29,000.
TLB/rs

Agenda Item #8E

Teen Parent Contractual Agreement

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 21, 2012

RE: Teen Parent Contractual Agreement between IECC, OCC and the Board of Control of Clay, Jasper, Richland and North Wayne Counties

The following Teen Parent Contractual Agreement between Illinois Eastern Community Colleges, Olney Central College and the Board of Control of Clay, Jasper, Richland and North Wayne Counties facilitates services for pregnant and parenting teens in Clay, Jasper, Richland and North Wayne school systems for the 2012-2013 school year. IECC is reimbursed the amount of \$8,000.00 for providing these services.

Through this agreement, IECC, OCC and the Board of Control are forming a cooperative relationship to provide students with information, referrals and assistance.

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

Teen Parent Contractual Agreement
Between
Illinois Eastern Community Colleges, Olney Central College, and the
Board of Control of Clay, Jasper, Richland, and North Wayne Counties

The Transition Center at Olney Central College will provide the following services for pregnant and parenting teens in Clay, Jasper, Richland, and North Wayne school systems for the 2012-2013 school year.

The Director of the Transition Center at Olney Central College will visit each school in the Delivery System that has pregnant and parenting teens. A visit will be made on a monthly, bi-weekly or weekly basis, depending on the need of each student and school. Visits will last the length of time necessary to serve the students in attendance. If a school does not have pregnant or parenting teens attending, the Director will not visit that school. However, the Director will stay in contact with the Guidance Office and will remain available as needed.

Phone calls, correspondence and arranged home visits will be made in the event a student is homebound, ill, has poor attendance, etc.

The Transition Center Director will continue to write small mini grants to assist in providing special programs and services for pregnant and parenting teens. In addition to regular visits, the Director will plan and provide the following events after receiving permission and confirmation from school administration:

- Field trips (college, career and cultural)
- Carry-ins (pizza, doughnuts)
- Workshop

Topics discussed and materials provided, including but not limited to the following:

- Pregnancy
- Labor and delivery
- Parenting skills
- Communication skills
- Problem solving skills
- Conflict management
- Career exploration
- Job seeking skills
- College information
- Financial aid information
- Study skills

Resources and Referrals, including but not limited to the following:

- College Personnel
- Child care
- Housing
- Medical assistance
- Social services agencies
 - WIC
 - DHS
 - Project Child
 - Health Departments
 - Central Baptist Family Services
 - Counseling Centers
 - SWAN

In some circumstances, students find themselves in a financial bind or in need of necessities not available to them. This program has provided and will continue to provide students with the following when needed:

- School books
- School supplies
- Transportation money
- CNA testing fees

An interim report will accompany the first half of the \$8,000 due Illinois Eastern Community Colleges at the end of the first semester. The remaining amount will be billed at the end of April. Final report on program activities and outcomes will be due to the Superintendents by June 30, 2013.

The contract amount for the Clay, Jasper, Richland, and North Wayne Delivery system is \$8,000. The contract dates are July 1, 2012 – June 30, 2013.

Board of Control Chairman

Date

IECC Board of Trustees Chairman

Date

Agenda Item #8F

Articulation Agreement with Eastern Illinois University

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 21, 2012

RE: Articulation Agreement between IECC and Eastern Illinois University

The following program-level articulation agreement between Illinois Eastern Community Colleges and Eastern Illinois University facilitates transfer from IECC's Associate Degree in Nursing to EIU's Bachelor of Science in Nursing.

Through this agreement, IECC and EIU are forming a cooperative relationship to better serve our students with an effective and efficient transfer experience which will minimize duplication of instruction and build on community college and university learning experiences. This program-level articulation agreement is an ongoing outcome of IECC's and EIU's shared interest and focus on articulation and outreach.

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

Articulation Agreement
Between
Eastern Illinois University
And
Illinois Eastern Community Colleges

The Illinois Eastern Community Colleges (IECC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this articulation agreement to better serve our public constituents, to smoothly transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Nursing AAS (ADN)** program at IECC will be admitted to the baccalaureate **Nursing BS** program at EIU.
3. The courses listed in the attached prescribed IECC Nursing AAS transfer guide have been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice president.
9. This agreement is effective with the 2011-2012 academic year and is subject to renewal every four year by exchange of letters between the program contact persons.

EASTERN ILLINOIS UNIVERSITY

William L. Perry, President

Date

Blair M. Lord, Provost and
Vice President for Academic Affairs

Date

ILLINOIS EASTERN COMMUNITY COLLEGES

Terry L. Bruce, CEO

Date

Chris Cantwell, Dean
Academic and Student Support Services

Date

Agenda Item #8G

Affiliation Agreement with Ridgeview Care Center - ADN

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: July 17, 2012
RE: Affiliation Agreement with Ridgeview Care Center - ADN

IECC wishes to enter into an affiliation agreement with Ridgeview Care Center, located in Oblong, Illinois.

This affiliation agreement is for IECC's Associate Degree in Nursing Program.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM
FCC - LTC - OCC - WVC**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 19th day of July, 2012 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM (offered at Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), hereinafter referred to as DISTRICT #529 and

Ridgeview Care Center

Oblong, IL

(Agency)

(City)

(State)

(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing 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 of patient care for observation and participation by the students and faculty of the DISTRICT #529, Nursing 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 Department Head of the Nursing Program on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing 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 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

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 Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing 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.

Nursing students and Nursing 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 of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange

with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the Department Head and/or Associate Dean, on behalf of DISTRICT #529.

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

10. 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.

11. Nursing Faculty and nursing students shall be covered by liability insurance prior to any assignment for practice at the AGENCY.

12. Nursing Faculty and nursing students are responsible for health care costs related to incidents occurring in the clinical agencies.

13. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

14. 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 Nursing 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 nursing 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 20th day of June, 2012.

AGENCY: Ridgeview Care Center

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING/PRACTICAL
NURSING CERTIFICATE PROGRAM:

Vice President or
Director of Nursing Services

Department Head of Nursing

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: 03/12

Agenda Item #8H

PHS Projects

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 21, 2012
RE: Phase 10 Project Applications and Resolutions

Under the Protection, Health, and Safety (PHS) bonding authority afforded the Board of Trustees, the Board has PHS bond issuance authority.

Roger Browning, the Presidents, and Marion Poggas have prepared a list of projects that could be completed within this bond authority. A summary of those projects is attached. The actual project applications and related Board resolutions are being sent by separate e-mail because of the length of the documents.

Subject to the Board's approval of these projects, they will be submitted to the Illinois Community College Board to see if they meet the Protection, Health, and Safety bond criteria established by statute. If the list of projects are approved by the ICCB, the Board could then issue the bonds, bid, and complete the construction of these projects.

I ask that the Board approve each of the Capital Project Application Forms for the respective projects outlined in the summary.

Additionally, I ask that the Board approve each of the related Resolution to Approve PHS Construction Projects so that they may be included with the appropriate application for that particular project.

TLB/rs

Attachment

Phase 10 PHS Projects Summary

Project:		Budget:
Flooring Replacement	\$	107,200
Energy Savings Lighting Replacement		106,600
Window Replacement		62,300
Roof Replacement		1,202,900
Asbestos Abatement/Replacement		150,700
HVAC Replacement		477,400
Lighting Upgrades		158,200
Accessibility Compliance		227,000
Security Enhancements		<u>200,900</u>
	\$	<u>2,693,200</u>

Agenda Item #9

Bid Committee Report

**Welding Equipment – LTC and OCC
Roof Repair - FCC**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 21, 2012
RE: Bid Committee Report

The Bid Committee solicited bids for welding equipment for both Lincoln Trail College and Olney Central College. The bid opening was on August 20th and the bids submitted and a recommendation to purchase will be presented at the Board meeting.

The Bid Committee solicited bids for roof repair for damages created by weather to the roof at Frontier Community College. The bid opening was on August 20th and the bids submitted and a recommendation to purchase will be presented at the Board meeting.

TLB/rs

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
July 31, 2012**

FUND	BALANCE
Educational	\$2,690,755.05
Operations & Maintenance	\$219,718.42
Operations & Maintenance (Restricted)	\$1,730.69
Bond & Interest	\$440,891.38
Auxiliary	\$631,625.67
Restricted Purposes	(\$99,545.35)
Working Cash	\$182,582.99
Trust & Agency	\$393,896.13
Audit	(\$7,518.12)
Liability, Protection & Settlement	(\$300,919.42)
TOTAL ALL FUNDS	\$4,153,217.44

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
July 31, 2012

	ALL FUNDS
	Fiscal Year 2013
ASSETS:	
CASH	4,153,217
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	21,690,000
RECEIVABLES	7,992,902
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	624,458
OTHER ASSETS	466,102
TOTAL ASSETS AND OTHER DEBITS:	34,961,079
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	185,086
ACCOUNTS PAYABLE	147,408
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	339,624
TOTAL LIABILITIES:	672,118
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,099,351
PR YR BDGTED CHANGE TO FUND BALANCE	(157,609)
 FUND BALANCES:	
FUND BALANCE	23,179,251
RESERVE FOR ENCUMBRANCES	8,167,968
TOTAL EQUITY AND OTHER CREDITS	34,288,961
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 34,961,079

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF July 31, 2012

(Prior to the accrual run and year-end adjusting journal entries)

ALL FUNDS

FY 2013
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	353,706
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	5,043,653
SALES & SERVICE FEES	238,893
FACILITIES REVENUE	380
INVESTMENT REVENUE	0
OTHER REVENUES	7,625
TOTAL REVENUES:	5,644,257

EXPENDITURES:

INSTRUCTION	215,813
ACADEMIC SUPPORT	13,060
STUDENT SERVICES	48,802
PUBLIC SERV/CONT ED	2,442
OPER & MAINT PLANT	98,575
INSTITUTIONAL SUPPORT	732,405
SCH/STUDENT GRNT/WAIVERS	1,171,725
AUXILIARY SERVICES	455,856
TOTAL EXPENDITURES:	2,738,678

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	2,905,579
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Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2012 -- July 31, 2012

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	138,559	57,985	196,544
State Government Sources	-	-	-
Net Tuition and Fees	888,570	-	888,570
Sales & Service Fees	2,661	-	2,661
Facilities Revenue	-	380	380
Investment Revenue	-	-	-
Other Revenues	436	-	436
TOTAL REVENUES:	1,030,226	58,365	1,088,591
EXPENDITURES:			
Salaries	298,274	29,050	327,324
Employee Benefits	91,697	6,060	97,757
Contractual Services	97,168	10,639	107,807
Materials	29,288	5,506	34,794
Travel & Staff Development	7,401	522	7,923
Fixed Charges	68,546	4,500	73,046
Utilities	6,630	30,697	37,327
Capital Outlay	-	6,165	6,165
Other	5,536	-	5,536
TOTAL EXPENDITURES:	604,540	93,139	697,679
TRANSFERS :			
Interfund Transfers	-	-	-
TOTAL TRANSFERS:	-	-	-
NET INCREASE/DECREASE IN NET ASSETS	425,686	(34,774)	390,912

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
July 31, 2012

	FY 2013		FY 2012		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	327,324	17.52%	398,194	18.57%	(70,870)
Employee Benefits	97,757	5.23%	101,288	4.72%	(3,531)
Contractual Services	107,807	5.77%	83,977	3.92%	23,830
Materials	34,794	1.86%	76,596	3.57%	(41,802)
Travel & Staff Development	7,923	0.42%	3,303	0.15%	4,620
Fixed Charges	73,046	3.91%	274,675	12.81%	(201,629)
Utilities	37,327	2.00%	28,220	1.32%	9,107
Capital Outlay	6,165	0.33%	-	0.00%	6,165
Other	1,176,214	62.95%	1,178,075	54.94%	(1,861)
	<u>1,868,357</u>	<u>100.00%</u>	<u>2,144,328</u>	<u>100.00%</u>	<u>(275,971)</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive 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 16, 2012
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., 400.5., 400.6. and 400.7. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. FY12-13 Educational Level Changes**
- 400.4. Special Assignment**
- 400.5. Approval of Proposed Non-College Employment (External Report)**
- 400.6. Retirement**
- 400.7. Resignation**
- 400.8. Termination**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Jesse Allen, Telecommunications Technology Instructor, effective August 9, 2012

B. Professional/Non-Faculty

1. Andrea Loll, Director of Enrollment Management, WVC, effective August 23, 2012

C. Classified

1. Stuart Balding, Custodian, WVC, effective August 23, 2012
2. Annie Lankford, Office Assistant, FCC, September 4, 2012
3. Erin Volk, TRiO Upward Bound Counselor, DO/LTC, effective September 4, 2012, contingent upon continued grant funding.

400.2. Change-in-Status

A. Administrative

1. Brittany Bass, Library Assistant, OCC, to Director of Learning Resource Center, OCC, effective August 22, 2012

400.3. FY12-13 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
1. John Day	M+12	M+36	\$2,000
2. Laura Bruck	M	M+12	\$1,000
3. Carmen Jones	M+24	M+36	\$1,000
4. Shirley Smithenry	M+36	M+48	\$1,000

400.4. Special Assignment

A. Extra-Curricular

1. Crystal McDaniels, Theater Lighting Technician, \$2000

400.5. Approval of Proposed Non-College Employment (External Report)

400.6. Retirement

A. Faculty

1. Fred Schwappach, Workforce Education Instructor, effective July 1, 2012

400.7. Resignation

A. Professional/Non-Faculty

1. Lyndon Huey, Bookstore Manager/Theater Lighting Technician, WVC, effective September 12, 2012

400.8 Termination

A. Classified

1. Stephanie Greifzu, Custodian, OCC, effective August 4, 2012

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation




Agenda Item #17

Other Items

Agenda Item #18

Adjournment

**Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
FCC Parking Lot	CDB	\$207,300								
FY 2012 Capital Renewal @ LTC, OCC, & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
GRAND TOTAL		\$2,105,200	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

7/31/2012