

ILLINOIS EASTERN COMMUNITY COLLEGES

**BOARD OF TRUSTEES
MONTHLY MEETING**

December 10, 2002



Location:

**Frontier Community College
2 Frontier Drive
Fairfield, IL 62837**

**Dinner – 6:00 p.m. – Mason Classroom Building Room 23
Meeting – 7:00 p.m. – University of Illinois Extension Building Conference Room**

**Illinois Eastern Community Colleges
Board Agenda**

December 10, 2002

7:00 p.m.

Frontier Community College

1. Call to Order & Roll Call..... Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
Trustee Dick Dystrup, Joliet Junior College
 - 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.
7. Policy Second Reading Bruce
 - A.
8. Staff Recommendations for Approval
 - A. ISU Articulation Agreement (Psychology) Cantwell
 - B. ISU Articulation Agreement (Electronics Technology)..... Cantwell
 - C. Mission Statement Bruce
 - D. Board of Trustees Meeting Dates for 2003 Bruce
 - E. Amendment to FY03 DOC Contract..... Bruce
 - F. Payment of End of Year Bills..... Bruce
 - G. Acceptance of Data and Characteristics Survey..... Browning
9. Bid Committee Report Browning
Olney Central College
 1. 15 Passenger Van
10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning
11. Chief Executive Officer's Report Bruce

- 12. Executive Session Bruce
- 13. Approval of Executive Session Minutes..... Bruce
- 13A. Semi-Annual Review of Executive Session Minutes Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining Bruce
- 16. Litigation Bruce
- 17. Acquisition and Disposition of Property..... Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Science Building Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, November 19, 2002.

AGENDA #1 – “Call to Order & Roll Call” – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 7:10 p.m. and directed the Board Secretary, Mr. Harry Hillis, Jr., to call the roll.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Cory Musgrave, 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:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.

Ms. Kathleen Pampe, Associate Dean of Education to Careers Program.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mr. George Woods, Dean of Community Development & Workforce Education.

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

#2-A. Regular Meeting, October 15, 2002: The Chair asked for a motion to approve the minutes of the Regular Meeting, Tuesday, October 15, 2002.

Board Action: Mr. Williams made a motion to approve the minutes of the Regular Meeting of October 15, 2002 as prepared. Dr Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#2-B. Reconvened Regular Meeting and Bond Issuance Hearing, November 12, 2002: The Chair asked for a motion to approve the minutes of the Reconvened Regular Meeting and Bond Issuance Hearing, Tuesday, November 12, 2002:

Board Action: Mrs. Culver made a motion to approve the minutes of the Reconvened Regular Meeting and Bond Issuance Hearing of November 12, 2002 as prepared. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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 #3 – “Recognition of Visitors & Guests” –

#3-A. Visitors & Guests: Visitors & guests present were recognized.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Dr. Fischer presented an informational report on the recent meeting of the Illinois Community College Trustees Association (ICCTA).

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

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

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

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

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

(Note: Before action was taken on the following Agenda Items #8 A-G, relating to issuance of Protection, Health, and Safety Bonds, Mr. Terry Bruce, Chief Executive Officer, and Mr. Roger Browning, Chief Finance Officer, reviewed the relative documents pertaining to each recommendation.)

#8-A. Certification of Bond Issuance Hearing: The Board of Trustees having conducted a Bond Issuance Hearing at least seven days prior to taking action to issue bonds, the CEO recommended approval of the following certification:

Certification of Bond Issuance Hearing

The Board of Trustees of Illinois Eastern Community College District #529 conducted a Bond Issuance Hearing on November 12, 2002 between the hours of 8:00 a.m. and 8:35 a.m. at the offices of the Board of Trustees, 233 East Chestnut Street, Olney, IL 62450.

That by publication in district newspapers, in compliance with statutory requirements, the Board of Trustees notified the public that such a hearing would be conducted and allowed members of the general public an opportunity to make comment on the Board’s proposed issuance of Protection, Health, Safety bonds up to the amount of \$3,600,000.

That a copy of the minutes of the Bond Issuance Hearing is attached and incorporated by reference into this Certification.

Board Action: Mr. Williams made a motion to approve the Certification of Bond Issuance Hearing as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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. Acknowledgement of ICCB Project Approval: The CEO recommended acceptance of notification from the Illinois Community College Board that IECC's requested Protection, Health, and Safety projects have been approved, along with a copy of the Certificate of Approval from the Illinois Community College Board, under date of October 15, 2002.

(The foregoing documents from the Illinois Community College Board, dated October 15, 2002, are incorporated in and made a part of these minutes by this reference.)

Board Action: Mr. Williams made a motion to accept and concur relative to documents from the Illinois Community College Board, notifying IECC of ICCB approval of the requested PHS projects. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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. Preliminary Official Statement (POS) Approval: The CEO presented and reviewed a Preliminary Official Statement (POS), to be adopted by the Board of Trustees prior to the issuance of Protection, Health, and Safety Bonds, Series 2002, in the amount of \$3,550,000. The POS sets forth the maturities, interest rates, yields and amounts and states that the bonds will be valid and legally binding general obligations of Illinois Eastern Community College District #529 and principal and interest payments due will be paid from ad valorem taxes levied on all the taxable property in the District. The POS also states that the Board has authority under the laws of the State of Illinois to issue such bonds, sets forth the purpose of such bonds, states that the bonds will be "qualified tax exempt obligations" under the Internal Revenue Code of 1986, and pledges the District to repay the bonds with interest.

The CEO recommended that the Board of Trustees approve the Preliminary Official Statement relative to \$3,550,000 IECC PHS Bonds, Series 2002, and authorize the Chairman and Secretary of the Board of Trustees to sign a certification to the effect that the facts contained in the Official Statement relating to the District and the Bonds are true and correct in all material respects, and that the Official Statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, misleading.

(The Preliminary Official Statement is incorporated in and made a part of these minutes by this reference.)

Board Action: Miss Wolfe made a motion to approve the Preliminary Official Statement relative to \$3,550,000 IECC PHS Bonds, Series 2002, and authorize the Chairman and Secretary of the Board of Trustees to sign a certification to the effect that the facts contained in the Official Statement relating to the District and the Bonds are true and correct in all material respects, and that the Official Statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, misleading. Mr. Musgrave seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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. Resolution Approving Issuance of PHS Bonds: The CEO recommended that the Board of Trustees adopt the final copy of a resolution providing for issuance of \$3,550,000 PHS Bonds, the resolution titled as follows:

“RESOLUTION Providing for the issue of Prevention, Health and Safety Bonds, Series 2002, of Illinois Eastern Community Colleges District Number 529, Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White Counties, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest on such bonds.”

The resolution provides for the following projects (including related facilities, work and costs, collectively, the “**Project**”): fire prevention, health and safety facilities and improvements, including: **(1)** Accessibility Compliance – (Wabash Valley College, “**WVC**”) & (Frontier Community College, “**FCC**”); **(2)** New Storm Drain – Applied Arts – WVC; **(3)** Bleacher Replacement – (Lincoln Trail College, “**LTC**”); **(4)** Door Replacements – LTC and WVC; **(5)** Gymnasium Floor Replacement – LTC; **(6)** Replace HVAC Units – (Olney Central College, “**OCC**”); **(7)** Interior Lighting Upgrades – Applied Arts Building – WVC; **(8)** Install Paint Booth WVC; **(9)** Roof Replacements/Repair – LTC, OCC, WVC, FCC; **(10)** Replace Sanitary Sewer – FCC; **(11)** Replace Stairway Glazing – OCC Wattleworth Hall & Repair Lobby Glazing System – OCC Theater; **(12)** Exterior Wall & Fascia Renovations LTC; **(13)** Site Lighting – LTC & WVC.

(Final copy of the foregoing resolution and all documents relative thereto are incorporated in and made a part of these minutes by this reference.)

Board Action: Mr. Williams made a motion to adopt the final copy of the foregoing resolution providing for issuance of \$3,550,000 PHS Bonds, Series 2002, as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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. Approval of Bond Counsel and Underwriter: The CEO recommended that the Board of Trustees retain Kurt Froehlich of Evans, Froehlich, Beth & Chamley of Champaign, Illinois, to handle the issuance, and Bill Morris of Kirkpatrick Pettis of Chicago, Illinois, to originate, underwrite and distribute the bonds for the PHS Bonds, Series 2002.

Board Action: Dr. Fischer made a motion to approve the foregoing recommendation for approval of bond counsel and underwriter for the PHS Bonds, Series 2002. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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. Treasurer’s Surety Bond Certificate: The CEO recommended that the Board of Trustees approve the Treasurer’s Surety Bond in the amount of \$3,550,000 with Fidelity & Deposit Company of Maryland, Baltimore, Maryland, with respect to the disbursement of the proceeds of the sale of \$3,550,000 Protection, Health, and Safety Bonds.

Board Action: Mr. Williams made a motion to approve the Treasurer’s Surety Bond in the amount of \$3,550,000 with Fidelity & Deposit Company of Maryland as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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. Authorization for Architects to Proceed with PHS Projects: The CEO recommended that the Board of Trustees authorize Image Architects, Inc., Carbondale, Illinois to proceed with the \$3,548,400 PHS Construction Projects.

Board Action: Mr. Musgrave made a motion to authorize Image Architects, Inc. to proceed with the \$3,548,400 PHS Construction Projects as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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-H. Cooperative Agreement with Lake Land College: Ms. Cantwell reviewed the Joint Agreement for Education Cooperation between IECC District #529 and Lake Land College District #517. The CEO recommended that the agreement be approved.

Under the agreement IECC agrees to accept students from Lake Land College in the following programs:

- Emergency Prep/Vol. Firefighter II (Frontier), Certificate
- Air Conditioning/Refrigeration (Lincoln Trail), AAS, Certificate
- Collision Repair Technology (Olney Central), AAS
- Welding & Cutting (Olney Central), Certificate
- Assoc in Fine Arts Music Education (Lincoln Trail & Olney Central), AAS
- Assoc in Fine Arts Music Performance (Lincoln Trail & Olney Central), AAS
- Hospitality Management (Lincoln Trail), AAS
- Radiography (Olney Central), AAS
- Telecommunications, AAS

Under the agreement Lake Land College agrees to accept students from IECC in the following programs:

- Civil Engineering Technology, AAS
- Dental Hygiene, AAS
- Physical Therapy Assistant, AAS
- Massage Therapy, Certificate

Board Action: Mr. Williams made a motion to approve the Joint Agreement for Education Cooperation between IECC and Lake Land College as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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-I. Cooperative Agreement with Lewis and Clark Community College: Ms. Cantwell reviewed the Joint Agreement for Education Cooperation between IECC District #529 and Lewis and Clark Community College District #536. The CEO recommended that the agreement be approved.

Under the agreement IECC agrees to accept students from Lewis and Clark Community College in the following programs:

- Diesel Equipment Technology, AAS
- Mining Technology, AAS

Radiography, AAS
Telecommunications Technology, AAS & Certificate

Under the agreement Lewis and Clark Community College agrees to accept students from IECC in the following programs:

Dental Assisting, Certificate
Dental Hygiene, AAS & Certificate
Occupational Therapy Assistant, AAS

Board Action: Mr. Rost made a motion to approve the Joint Agreement for Education Cooperation between IECC and Lewis and Clark Community College as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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-J. FY03 Assessment Plan: Ms. Cantwell reviewed the FY03 Assessment Plan, which sets forth the district's 10 mission objectives and indicates the progress toward each of the goals. Summarized, those objectives are: To provide high quality education to transfer students, technical, adult, and continuing education students and to provide remedial education. To advise, counsel, and place students wishing to transfer or find employment. To provide curricula and programs to meet the educational goals of students, and provide community education and activities as a cultural resource center for the area. To provide professional growth opportunities for the college staff and provide resources and equipment to support all components of the college. To provide economic development and workforce training to expand the area's industrial base. The CEO recommended approval of the IECC FY2003 Assessment Plan.

Board Action: Dr. Fischer made a motion to approve the FY2003 Assessment Plan as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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-K. Equity Tax Certification: The CEO recommended that the Board of Trustees not levy the equity tax this year. Several years ago, the General Assembly adopted legislation that allowed community college districts to levy an equity tax. The Illinois Community College Board (ICCB) utilizing equalized assessed valuation per pupil throughout the State of Illinois computes this tax. Each community college district is allowed to levy a tax sufficient to achieve equity with other community college districts in the state. Since last year, the Community College Funding Task Force has recommended that college districts levy at least 85% of its allowable tax rate, including the equity tax, for a district to be eligible for equalization funding, effective 2004. The Illinois Community College Board certifies that community college districts that had combined educational and operations and maintenance purposes tax rates less than 25.57 cents per \$100 of equalized assessed valuation are eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 25.57 cents per \$100 of equalized assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act. IECC currently levies 17.5 cents of its 17.5 cents allowable education rate and 7.5 cents of its allowable 7.5 cents operation and maintenance levy. Therefore, IECC levies 100% of its allowable tax rate and the .57 of one cent would not be required to make the District eligible for equalization funding.

Board Action: Mr. Williams made a motion to accept the recommendation of the CEO to not levy the equity tax this year. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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” – None.

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 \$8,179,102.38, as of October 31, 2002.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of November 2002, totaling \$2,108,266.57, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of the district financial obligations for the month of November 2002, in the amounts listed, and payments from the revolving fund for the month of October 2002. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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” - Mr. Bruce presented informational reports relative to the following topics:

1. Community College Referenda Results.
2. IBHE Initiatives.
3. Education Technology.
4. Lawrenceville Job Fair.
5. SIUC Budget Cuts.
6. ICCTA Interest Based Bargaining Course.
7. Musgrave Appointment to MIS/Research Advisory Committee of ICCB.
8. Joliet Junior College Trustee Visit.
9. Enrollment Report – District +3%.

AGENDA #12 – “Executive Session” – None.

AGENDA #13 – “Approval of Executive Session Minutes” – None.

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

400.1. Additional Assignment

A. Administrative

1. Doug Shipman, additional duties as Interim Building Superintendent, OCC, amount \$500 per month, effective November 1, 2002.

400.2. FY02-03 Special Assignment

A. Olney Central College - Academic

1. Donna Henry, Dept Head, Nursing, OCC, \$2,500.

400.3. Resignation

A. Professional/Non-Faculty

1. David McKimmy, Director, Business & Industry Training (GR), DO, effective January 15, 2003.

400.4. Retirements

A. Administrative

1. Frances Stencil, Director, Learning Resource Center, OCC, effective December 31, 2002.

B. Classified

1. Rose Teel, Job Developer/Intake Processor (GR), OCC, effective January 15, 2003.

Board Action to Approve Personnel Report: Mr. Williams made a motion to approve the foregoing Personnel Report as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss 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 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Mr. Williams made a motion to adjourn. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:15 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

- A. Visitors and Guests**
Trustee Dick Dystrup, Joliet Junior College
- 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)

Agenda Item #7

Policy Second Reading

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

ISU Articulation Agreement (Psychology)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2002
RE: Articulation Agreement with Indiana State University – Psychology

I am requesting approval of the Psychology articulation agreement between Illinois Eastern Community Colleges and Indiana State University. The agreement has been sent to you by e-mail.

TLB/rs

Agenda Item #8B

ISU Articulation Agreement (Electronics Technology)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2002
RE: Articulation Agreement with Indiana State University – Electronics Technology

I am requesting approval of the Electronics Technology articulation agreement between Illinois Eastern Community Colleges and Indiana State University. The agreement has been sent to you by e-mail.

TLB/rs

Agenda Item #8C

Mission Statement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2002
RE: IECC Mission Statement

As part of the accreditation visit from the Higher Learning Commission scheduled for February 2005, Dr. Harry Benson, Dr. Michael Dreith, and Pam Schwartz recommended that the Board review and approve a new mission statement.

The Board appointed Marilyn Wolfe to review the work product of the committee, chaired by Dr. Jackie Davis, appointed to draft the new mission statement.

The committee has reported the attached mission statement, which reflects the new challenges and opportunities faced by Illinois Eastern Community College District #529.

I ask the Board's approval of this new mission statement.

TLB/rs

Attachment

Illinois Eastern Community Colleges

MISSION STATEMENT

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

The district is committed to high quality, affordable delivery of services while seeking partnering opportunities to enhance resources. The mission is achieved through a variety of programs and services that include, but are not limited to:

- Education in the liberal arts and sciences that is general or preprofessional in nature and prepares the student for transfer to a four-year college or university.
- Technical education that provides students with the skills and abilities to enter employment.
- Utilization of resource-sharing partnerships to expand, retrain and strengthen the industrial base of southeastern Illinois.
- Development of partnerships with elementary through secondary schools allowing for the smooth progression of students through their college years.
- Adult and continuing education designed to meet the immediate and long-term needs of the residents in the District.
- Programs in remedial education, which assist District residents in attaining skills and abilities, needed to enter and complete college.
- Student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study and transferring to a four-year institution or entering employment.
- Improve and develop curricula and programs, as necessary, to meet both short- and long-term needs of the residents of the District.
- Community education and community service activities in order to serve as a cultural and intellectual resource center for the area.
- Professional enrichment and growth experiences for college staff which will improve and enhance instruction and service.
- Resources, facilities, staff, and equipment to support all program components of the college.

Agenda Item #8D

Board of Trustees Meeting Dates for 2003

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2002
RE: Board Meeting Dates and Locations for 2003

The attached resolution sets meeting dates and locations for the IECC Board of Trustees for 2003.

I recommend approval of this resolution.

TLB/rs

Attachment

RESOLUTION

Board of Trustees Meeting Dates and Places for 2003

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2003:

Tuesday, January 21, 2003	7 p.m.	Olney Central College
Tuesday, February 18, 2003	7 p.m.	Wabash Valley College
Tuesday, March 18, 2003	7 p.m.	Frontier Community College
Tuesday, April 15, 2003	7 p.m.	Lincoln Trail College
Tuesday, May 20, 2003	7 p.m.	Olney Central College
Tuesday, June 17, 2003	7 p.m.	Wabash Valley College
Tuesday, July 15, 2003	7 p.m.	Frontier Community College
Tuesday, August 19, 2003	7 p.m.	Lincoln Trail College
Tuesday, September 16, 2003	7 p.m.	Olney Central College
Tuesday, October 21, 2003	7 p.m.	Wabash Valley College
Tuesday, November 18, 2003	7 p.m.	Frontier Community College
Tuesday, December 9, 2003*	7 p.m.	Lincoln Trail College

***Board meeting in December will be held on the second Tuesday of the month due to Winter Break.**

Dated: _____

Chairman, Board of Trustees

Secretary, Board of Trustees

Agenda Item #8E

Amendment to Department of Corrections Contracts

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2002
RE: Amendment to Department of Corrections Contracts

On December 4, the Department of Corrections notified IECC that they wished to amend the FY03 contracts concerning the Robinson Correctional Facility and the Lawrence Correctional Facility.

The Department of Corrections proposes to amend the contracts as follows:

- 1) allow a 3% increase in salary for correctional staff retroactive to July 1, 2002. These employees received no increase during the fiscal year.
- 2) to reinstate the Commercial Custodial Program and the Construction Trades Program at the Lawrence Correctional Facility
- 3) to add \$34,000 for the updating of the computer labs at the Robinson Correctional Facility.
- 4) in addition, there needs to be an adjustment in the number of instructional hours to accurately reflect the actual instructional hours IECC has provided, which will involve the transfer of approximately \$6,193 from one line item to another line item.

The contract amendments are not currently available and I am seeking the Board's approval of these amendments and the authorization for me to work with the Department of Corrections to implement these changes before the next Board meeting on January 21, 2003. This would allow the employees to receive their pay raise without further delay.

TLB/rs

Agenda Item #8F

Payment of End of Year Bills

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2002
RE: Payment of End of Year Bills

Since the Board of Trustees meeting is occurring on December 10, bills will be received that should be paid before the close of the year.

I would ask that a motion be made to pay bills received after the Board meeting. If desired, these bills can be forwarded to the Board for review at the January Board meeting.

TLB/rs

Agenda Item #8G

Data and Characteristics

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2002
RE: Data and Characteristics

Annually the Illinois Community College Board collects and reviews data from all the community colleges throughout the state. That data is then presented in the “Data and Characteristics Survey”.

Roger Browning’s office has prepared a report that highlights IECC’s position relative to other colleges in the state. A copy of this report was mailed to the Board under separate cover.

Mr. Chairman, I recommend the Board of Trustees accept the FY ’01 Data & Characteristics and FY ’02 Salaries report as presented.

TLB/cr

Agenda Item #9

Bid Committee Report

**Olney Central College
1. 15 Passenger Van**

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – 15 Passenger Van for Olney Central College
DATE: December 5, 2002

Bid Committee recommends acceptance of the bid received from Joe Hotze Ford in Salem, IL for a 2003 Ford E350 15 passenger van with 15,586.4 miles for a total of \$19,587.00. The bid for the 2000 Ford E350 does not meet specifications of 25,000 miles or less. In analyzing the remaining two bids, the Bid Committee feels it would be prudent to purchase the 2003 Ford E-350 with less mileage.

Respectfully submitted,

Roger Browning
Jack Davis
Harry Hillis
Doug Shipman

Source of Funds: 25% Educational and 75% Auxiliary

Department: Faculty/Staff and Athletic

Rationale for Purchase: Currently our 95 Ford E350 van has over 150,000 miles. For safety reasons we feel this van should be replaced especially for long distance trips.

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

**Olney Central College
15 Passenger Van
BID TABULATION**

Company	Make/Model	Mileage	Bid
Joe Hotze Ford, Inc. Salem, IL	2000 Ford Model E-350 15 Passenger (Light Blue)	34,125.4	\$16,432.00
Dennison Corporation Bloomington, IL	2002 Ford E350 XLT (White)	22,300	\$19,163.00
Joe Hotze Ford, Inc. Salem, IL	2003 Ford E-350 15 Passenger (White)	15,486.4	\$19,587.00

15 PASSENGER VAN MODEL PROGRAM
SPECIFICATIONS:

- (1) 15 Passenger Van, 2000 or Newer, 25,000 or Less Miles
(In-Stock) meeting the following specifications:

Specify Remaining Warranty
Gas V8 (350 Cu. In. or Larger)
Automatic 4-Speed
Power Brakes with ABS
Power Steering
Cruise Control
Tilt Steering Wheel
AM/FM Radio
Tinted Glass
Rubber Floor Mats
Front and Rear Heat
Front and Rear Air Conditioning
Intermittent Wipers (Optional)

NOTE: Following Board approval, bid will be awarded on **December 11, 2002.**

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

YEAR _____ MAKE _____ MODEL _____

COLOR _____ MILEAGE _____

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

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 November 30, 2002

FUND	BALANCE
Educational	\$1,086,017.60
Operations & Maintenance	\$205,316.17
Operations & Maintenance (Restricted)	\$266,672.33
Bond & Interest	(\$106,411.53)
Auxiliary	\$236,565.93
Restricted Purposes	\$14,459.79
Working Cash	(\$9.44)
Trust & Agency	\$346,510.58
Audit	\$35,650.17
Liability, Protection & Settlement	\$201,200.60
TOTAL ALL FUNDS	\$2,285,972.20

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

November 2002

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
11/20/02	01/21/03	1.31	US Bank of Flora (CD)	500,000	501,092	1,092
11/20/02	02/18/03	1.31	US Bank of Flora (CD)	1,000,000	1,003,275	3,275
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	1,000,000	1,006,550	6,550
Operations & Maintenance						
11/20/02	02/18/03	1.31	US Bank of Flora (CD)	300,000	300,983	983
Operations & Maintenance Fund (Rest)						
11/20/02	03/20/03	1.31	US Bank of Flora (CD)	600,000	602,620	2,620
Bond & Interest						
Auxiliary Fund						
11/20/02	02/18/03	1.31	US Bank of Flora (CD)	500,000	501,638	1,638
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	500,000	503,275	3,275
Restricted Purposes						
Working Cash Fund						
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
11/18/02	11/18/03	1.80	Trust Bank (CD)	675,000	687,150	12,150
11/19/02	05/19/03	1.31	US Bank of Flora (CD)	49,000	49,321	321
Trust & Agency Fund						
Liability & Protection Fund						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	750,000	754,913	4,913

Total

7,389,000

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	1,702,905	4,011,314
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	4,150,000	2,308,000
RECEIVABLES	2,419,033	6,945,205
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
TOTAL ASSETS AND OTHER DEBITS:	8,276,674	13,297,771
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	212,031	144,218
ACCOUNTS PAYABLE	-590,641	-305,178
ACCRUED EXPENSE		29,019
INTERFUND PAYABLES		
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	313,962	314,288
TOTAL LIABILITIES:	-64,647	5,417,435
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	516,153	-1,210,271
RESERVE FOR ENCUMBRANCES	7,825,169	9,090,607
TOTAL EQUITY AND OTHER CREDITS:	8,341,322	7,880,335
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	8,276,674	13,297,771

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	236,566	529,734
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,000,000	750,000
RECEIVABLES	58,103	51,751
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	1,736,191	1,773,006
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-40,913	1,311
ACCRUED EXPENSE		23,313
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-40,913	24,625
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	500,215	868,709
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,777,104	1,748,382
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,736,191	1,773,006
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	-9	346,511	346,501	263,801
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,239,000	--	2,239,000	2,302,500
RECEIVABLES		3,212	3,212	2,879
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,238,991	349,723	2,588,713	2,569,181
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		4,114
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	144,064
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,238,991	203,125	2,442,115	2,404,589
RESERVE FOR ENCUMBRANCES		6,648	6,648	20,528
TOTAL EQUITY AND OTHER CREDITS:	2,238,991	209,773	2,448,763	2,425,117
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,238,991	349,723	2,588,713	2,569,181
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,285,972	4,804,850
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,389,000	5,360,500
RECEIVABLES	2,480,348	6,999,835
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	12,601,578	17,639,958
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	212,031	144,218
ACCOUNTS PAYABLE	-631,554	-299,753
ACCRUED EXPENSE		52,332
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	313,962	314,288
TOTAL LIABILITIES:	34,390	5,586,124
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	500,215	868,709
BALANCE		
Fund Balances:		
FUND BALANCE	2,958,268	1,194,318
RESERVE FOR ENCUMBRANCES	7,831,817	9,111,135
TOTAL EQUITY AND OTHER CREDITS:	12,567,189	12,053,834
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	12,601,578	17,639,958

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002

Percentage of time remaining through the Budget: 58.082

EDUCATIONAL FUND

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	1,766,410.00	1,641,153.06	-125,256.94	-7.091
STATE GOVT SOURCES	11,846,245.00	3,157,765.27	-8,688,479.73	-73.344
STUDENT TUITION & FEES	6,700,711.00	5,734,602.57	-966,108.43	-14.418
SALES & SERVICE FEES	25,000.00	25,066.69	66.69	.267
FACILITIES REVENUE	.00	120.00	120.00	#####
INVESTMENT REVENUE	130,000.00	48,423.56	-81,576.44	-62.751
OTHER REVENUES	102,000.00	22,326.13	-79,673.87	-78.112
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,570,366.00	10,629,457.28	-9,940,908.72	-48.326
EXPENDITURES:				
INSTRUCTION	9,883,954.00	3,667,450.55	-6,216,503.45	-62.895
ACADEMIC SUPPORT	486,393.00	211,291.83	-275,101.17	-56.559
STUDENT SERVICES	1,173,045.00	500,163.52	-672,881.48	-57.362
PUBLIC SERV/CONT ED	68,799.00	30,743.76	-38,055.24	-55.314
OPER & MAINT PLANT	138,000.00	48,897.99	-89,102.01	-64.567
INSTITUTIONAL SUPPORT	5,183,191.00	1,986,089.63	-3,197,101.37	-61.682
SCH/STUDENT GRNT/WAIVERS	3,487,903.00	1,851,687.47	-1,636,215.53	-46.911
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,421,285.00	8,296,324.75	-12,124,960.25	-59.374
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	671,221.00	875,221.00	204,000.00	30.392
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	671,221.00	875,221.00	204,000.00	30.392
NET INCREASE/DECREASE IN NET ASSETS	-522,140.00	1,457,911.53	1,980,051.53	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002
Percentage of time remaining through the Budget: 58.082

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	752,745.00	697,595.00	-55,150.00	-7.327
STATE GOVT SOURCES	1,565,080.00	387,853.79	-1,177,226.21	-75.218
FACILITIES REVENUE	30,000.00	13,712.50	-16,287.50	-54.292
INVESTMENT REVENUE	10,000.00	6,701.79	-3,298.21	-32.982
OTHER REVENUES	5,000.00	.00	-5,000.00	-100.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,362,825.00	1,105,863.08	-1,256,961.92	-53.197
EXPENDITURES:				
ACADEMIC SUPPORT	.00	19.64	19.64	#####
STUDENT SERVICES	.00	-208.14	-208.14	#####
OPER & MAINT PLANT	2,511,906.00	962,294.28	-1,549,611.72	-61.691
INSTITUTIONAL SUPPORT	.00	-50,000.00	-50,000.00	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,511,906.00	912,105.78	-1,599,800.22	-63.689
NET INCREASE/DECREASE IN NET ASSETS	-149,081.00	193,757.30	342,838.30	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002
Percentage of time remaining through the Budget: 58.082

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	76,900.00	-2,954.28	-79,854.28	#####
INVESTMENT REVENUE	8,200.00	10,824.04	2,624.04	32.000
	-----	-----	-----	-----
TOTAL REVENUES:	85,100.00	7,869.76	-77,230.24	-90.752
EXPENDITURES:				
OPER & MAINT PLANT	76,900.00	33,602.98	-43,297.02	-56.303
INSTITUTIONAL SUPPORT	829,452.00	65,687.94	-763,764.06	-92.081
	-----	-----	-----	-----
TOTAL EXPENDITURES:	906,352.00	99,290.92	-807,061.08	-89.045
NET INCREASE/DECREASE IN NET ASSETS	-821,252.00	-91,421.16	729,830.84	88.868

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002
Percentage of time remaining through the Budget: 58.082

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,469,646.00	1,387,852.23	-81,793.77	-5.566
INVESTMENT REVENUE	.00	4,301.61	4,301.61	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,469,646.00	1,392,153.84	-77,492.16	-5.273
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,469,646.00	1,443,237.50	-26,408.50	-1.797
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,469,646.00	1,443,237.50	-26,408.50	-1.797
NET INCREASE/DECREASE IN NET ASSETS	.00	-51,083.66	-51,083.66	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002
Percentage of time remaining through the Budget: 58.082

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	44,950.00	.00	-44,950.00	-100.000
STUDENT TUITION & FEES	494,125.00	91,494.42	-402,630.58	-81.484
SALES & SERVICE FEES	2,760,601.00	1,150,054.42	-1,610,546.58	-58.340
FACILITIES REVENUE	1,415.00	970.00	-445.00	-31.449
INVESTMENT REVENUE	17,833.00	13,640.97	-4,192.03	-23.507
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	20,000.00	20,000.00	#####
OTHER REVENUES	73,914.00	16,954.48	-56,959.52	-77.062
	-----	-----	-----	-----
TOTAL REVENUES:	3,392,838.00	1,293,114.29	-2,099,723.71	-61.887
AUXILIARY ENTERPRISES:				
SALARIES	1,232,480.00	390,842.84	-841,637.16	-68.288
EMPLOYEE BENEFITS	72,473.00	28,009.49	-44,463.51	-61.352
CONTRACTUAL SERVICES	305,476.00	47,608.43	-257,867.57	-84.415
GEN. MATERIAL & SUPPLIES	2,363,563.00	994,341.53	-1,369,221.47	-57.930
CONF/TRAVEL MEETING EXPENSE	298,727.00	92,396.27	-206,330.73	-69.070
FIXED CHARGES	86,120.00	68,457.93	-17,662.07	-20.509
UTILITIES	15,950.00	3,363.88	-12,586.12	-78.910
CAPITAL OUTLAY	250,100.00	8,540.00	-241,560.00	-96.585
INTERFUND TRANSFERS	775,221.00	-875,221.00	-1,650,442.00	#####
OTHER EXPENDITURES	175,875.00	34,560.04	-141,314.96	-80.350
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,575,985.00	792,899.41	-4,783,085.59	-85.780
NET INCREASE/DECREASE IN NET ASSETS	-2,183,147.00	500,214.88	2,683,361.88	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002
Percentage of time remaining through the Budget: 58.082

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	104,000.00	48,990.56	-55,009.44	-52.894
	-----	-----	-----	-----
TOTAL REVENUES:	104,000.00	48,990.56	-55,009.44	-52.894
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-104,000.00	.00	104,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-104,000.00	.00	104,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	208,000.00	48,990.56	-159,009.44	-76.447

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002
Percentage of time remaining through the Budget: 58.082

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	45,000.00	42,392.96	-2,607.04	-5.793
INVESTMENT REVENUE	.00	395.31	395.31	#####
	-----	-----	-----	-----
TOTAL REVENUES:	45,000.00	42,788.27	-2,211.73	-4.915
EXPENDITURES:				
INSTITUTIONAL SUPPORT	46,016.00	24,754.29	-21,261.71	-46.205
	-----	-----	-----	-----
TOTAL EXPENDITURES:	46,016.00	24,754.29	-21,261.71	-46.205
NET INCREASE/DECREASE IN NET ASSETS	-1,016.00	18,033.98	19,049.98	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-NOV-2002
Percentage of time remaining through the Budget: 58.082

LIAB, PROTECT, SETTLEMENT

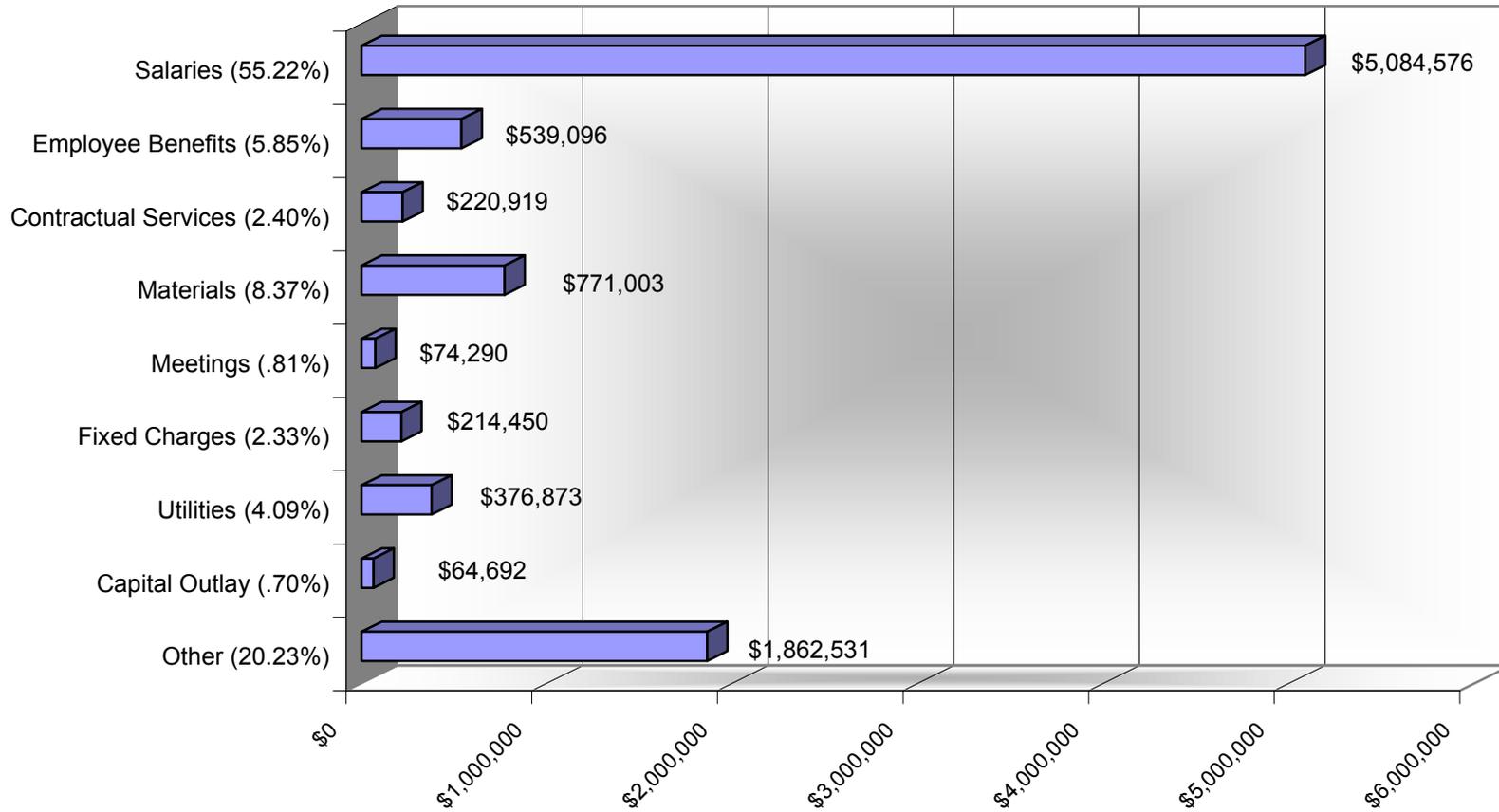
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	467,221.00	431,904.36	-35,316.64	-7.559
INVESTMENT REVENUE	.00	11,002.04	11,002.04	#####
	-----	-----	-----	-----
TOTAL REVENUES:	467,221.00	442,906.40	-24,314.60	-5.204
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,084,557.00	209,041.60	-875,515.40	-80.726
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,084,557.00	209,041.60	-875,515.40	-80.726
NET INCREASE/DECREASE IN NET ASSETS	-617,336.00	233,864.80	851,200.80	#####

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY01-03

College	Category	FISCAL YEAR 2001			FISCAL YEAR 2002			FISCAL YEAR 2003					
		Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	% of Year	Summer & Fall Hours	Cost per Semester Hour
Frontier	Bills		\$426,367			\$461,873			\$801,592				
	Payroll		700,742			699,159			753,248				
	Totals	\$3,172,980	1,127,109	36%	\$3,284,528	1,161,032	35%	\$2,745,276	1,554,840	57%	42%		
Lincoln Trail	Bills		448,630			489,269			583,969				
	Payroll		966,841			933,419			856,645				
	Totals	3,499,900	1,415,471	40%	3,637,973	1,422,688	39%	3,111,881	1,440,614	46%	42%		
Olney Central	Bills		556,708			631,216			706,514				
	Payroll		1,400,062			1,317,581			1,388,655				
	Totals	4,703,754	1,956,770	42%	4,927,734	1,948,797	40%	4,762,523	2,095,169	44%	42%		
Wabash Valley	Bills		560,264			441,851			706,022				
	Payroll		1,142,975			1,092,918			1,103,259				
	Totals	3,967,821	1,703,239	43%	4,058,086	1,534,769	38%	3,572,889	1,809,281	51%	42%		
Workforce Educ.	Bills		448,243			437,808			433,422				
	Payroll		424,983			388,569			388,759				
	Totals	2,394,245	873,226	36%	2,425,081	826,377	34%	1,832,426	822,181	45%	42%		
District Office	Bills		67,772			94,966			102,154				
	Payroll		375,131			348,759			364,186				
	Totals	1,130,151	442,903	39%	1,230,418	443,725	36%	1,265,567	466,340	37%	42%		
District Wide	Bills		807,152			853,154			790,182				
	Payroll		251,999			235,501			229,824				
	Totals	2,485,981	1,059,151	43%	2,926,982	1,088,655	37%	5,642,629	1,020,006	18%	42%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		\$21,354,832	\$8,577,869	40%	\$22,490,802	\$8,426,043	37%	\$22,933,191	\$9,208,431	40%	42%		

Excludes DOC

Illinois Eastern Community Colleges FY2003 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of November 30, 2002 - \$9,208,431

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: December 10, 2002
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1 and 400.6 will be mailed under separate cover.

mk

Attachments

INDEX

400.1. Employment of Personnel

400.2. Administrative Leave with Pay

400.3. Additional Assignment

**400.3. FY02-03 Wage Increases –
Lawrence Correctional Center/
Robinson Correctional Center**

**400.5. Request for Approval of Proposed
Non-College Employment**

400.6. Resignations

PERSONNEL REPORT

400.1. Employment of Personnel

- A. Professional/Non-Faculty
 - 1. David Johnston, Instructional Support Specialist, Title III, DO
- B. Classified
 - 1. Angela Batcheller, Program Advisor, Educational Talent Search, DO

400.2. Administrative Leave with Pay

- A. Professional/Non-Faculty
 - 1. Richard Kent, Building Superintendent, LTC, effective November 26, 2002.

400.3. Additional Assignment

- A. Professional/Non-Faculty
 - 1. Bob Boyles, additional duties as Interim Building Superintendent, LTC, amount \$500 per month effective December 9, 2002.

400.4. FY02-03 Wage Increases - Lawrence Correctional Center/Robinson Correctional Center

<u>Name</u>	<u>Current Wages</u>	<u>Recommended FY02-03 Wages</u>
Glen Donaldson, Associate Dean	\$50,385	\$51,644
Tim Watson, Correctional Site Dir	\$37,000	\$38,110
Amber Ramsey, Youthful Off Counselor	\$27,000	\$27,810
Jody Rusk, Youthful Off Counselor	\$32,000	\$32,960
Kay Conour, Office Assistant	\$25,617	\$26,386
Beverly Hemrich, Office Assistant	\$22,000	\$22,660
Carol Watts, Records Assistant	\$19,000	\$19,570
Amy Bowler, Food Service Inst	\$27,560	\$28,387
Larry Conour, Computer Tech Inst	\$30,210	\$31,368
Alice Holtzhouser, Bus Mgmt Inst	\$35,481	\$36,545
Karen Mason, Food Service Inst	\$34,000	\$35,020
Ida McVaigh, Bus Mgmt Inst	\$28,900	\$29,767
Harvey Ricker, Comm Cust Inst	\$32,264	\$33,232
Mary Roark, Computer Tech Inst	\$29,400	\$30,282
Paul Stouse, Horticulture Inst	\$36,041	\$37,122

*Wage increases are retroactive to July 1, 2002, averaging 3% subject to receipt of funds from the Department of Corrections.

400.5. Request for Approval of Proposed Non-College Employment (external report)

400.6. Resignations

A. Faculty

1. Susan Rhine, ESL Instructor, effective January 1, 2003.

B. Classified

1. Charles Bennett, Systems Technician, DO, effective January 7, 2003.

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

Phase III

ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget										
Misc. ADA Improvements All campuses & DO	\$505,000										
Exit Door Modifications OCC	\$126,000										

Phase IV

Environmental Barriers FCC, LTC & WVC	\$366,300										
Exit Modifications WVC	\$61,700										
Roof Replacements OCC & WVC	\$128,400										

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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11/30/2002

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natorium Mechanical Replacement LTC	\$272,300										
Acoustics & Pool Lighting Replacement LTC	\$102,900										
Structural System & Metal Components Repair LTC	\$171,400										
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200										
PHASE V PROJECT TOTAL	\$955,600										
ADA PROJECTS FCC, LTC, OCC & WVC	\$158,510										
Gym Floor OCC	\$356,500										
GRAND TOTAL	\$1,470,610		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

11/30/2002

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

	Estimated Budget										
Replace Energy Management Systems LTC, OCC, WVC	\$381,200	[Progress bar: ~90% complete]									
Replace/Supplement HVAC Systems LTC, OCC, WVC	\$1,636,600	[Progress bar: ~95% complete]									
Site Paving and Lighting FCC	\$35,800	[Progress bar: ~60% complete]									
Exterior Rehabilitation FCC	\$160,400	[Progress bar: ~85% complete]									
Replace Floor Drain Pipe LTC Crisp	\$26,600	[Progress bar: 100% complete]									
Replace Bleachers OCC	\$147,600	[Progress bar: 100% complete]									
GRAND TOTAL	\$2,388,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

11/30/2002

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

	Estimated Budget											
Door & Hardware Accessibility WVC & FCC	\$149,200											
Storm Drain - Applied Arts Building WVC	\$72,600											
Bleacher Replacement LTC	\$181,500											
Door Replacements LTC & WVC	\$33,900											
Gymnasium Floor Replacement LTC	\$525,100											
HVAC Unit Replacements OCC	\$447,700											
Interior Lighting Upgrade WVC	\$201,300											
Air Quality - Paint Booth Installation WVC	\$205,700											
Roof Replacements/Repair District-wide	\$727,000											
Sanitary Sewer Replacement FCC	\$56,900											
Stairway/Lobby Glazing OCC	\$144,000											
Exterior Wall & Fascia Renovations LTC	\$542,100											
Site Lighting LTC & WVC	\$261,400											
GRAND TOTAL	\$3,548,400		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	