

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

December 8, 2009



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**December 8, 2009
7:00 p.m.
Wabash Valley College**

1. Call to Order & Roll Call.....Chairman Fischer
2. Disposition of Minutes.....CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Joint Agreement with Lewis and Clark College Cantwell
 - B. Strategic Plan Status Report..... Cantwell
 - C. Contract with Pepsi MidAmerica..... Bruce
 - D. Tuition Rate for Adjoined Counties..... Bruce
 - E. Health Insurance Committee Recommendation Bruce
 - F. Affiliation Agreement with Wayne County Health Department Bruce
 - G. Payment of End of Year Bills Bruce
 - H. 2010 Board of Trustees Meeting Dates Bruce
 - I. Vehicle Lease – LTC Bruce
 - J. Vehicle Lease – LTC Bruce
9. Bid Committee Report Bruce
 - A. None
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
 - C. 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 Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, November 17, 2009.

AGENDA #1 – “Call to Order & Roll Call” – In the absence of Chairman G. Andrew Fischer, Vice-Chairman Marilyn J. Wolfe assumed the Chair, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Harry Hillis, Jr., to call the roll.

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

John D. Brooks, Michael K. Correll, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Carter Wilkinson, student trustee. Trustees absent: Brenda K. Culver, G. Andrew Fischer. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: It was noted that Trustees Brenda Culver and Andrew Fischer were absent because of illness. Also absent because of illness were Beverly Turkal, President of Lincoln Trail College, and Tara Buerster, Director of Human Resources.)

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

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board

OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SAN – Student Advantage Network
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, October 20, 2009 were presented for disposition.

Board Action to Approve Minutes: Trustee John Brooks made a motion to approve minutes of the foregoing meeting as prepared. Trustee Walter Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

#3-A. Visitors & Guests: Visitors and guests present were recognized, including several college staff members. Amie Mayhall, OCC Lead Instructor in Business, was recognized for receiving a Business Educators Award. A retirement reception for Nancy Buttry, Associate Dean of Nursing and Allied Health, is planned for Friday, December 4, 2009 in the OCC Banquet Room.

#3-B. IECEA Representative: Gary Adams, President of the Illinois Eastern Colleges Education Association (IECEA), thanked the Board of Trustees for proposed reinstatement of Thanksgiving as a paid holiday.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Trustee John Brooks reported that the LTC 40th Anniversary celebration at the Country Club was a successful and historic event.

#5-B. Report from Presidents: Written reports were presented from each of the colleges.

#5-C. Report from Cabinet: Chief Finance Officer/Treasurer Roger Browning, presented a district cash flow report, outlining in detail the status of IECC revenues and expenditures, including anticipated delays in state payments.

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

#6-A. Tuition Waiver Policy 500.14: The CEO recommended approval of the following changes to the Tuition Waiver Policy 500.14:

1. Under current policy, students are not charged for credit hours taken over 19 credit hours per semester. Given the various changes that have occurred in higher education, this is no longer appropriate and students should be required to pay for all hours of education.

2. The District policy establishes an after 6:00 p.m. tuition waiver and a student pays only \$10.00 per semester hour of the current tuition rate. It is proposed that the tuition be waived to \$20.00 per semester hour of the current tuition rate.

3. The language on discretionary tuition waiver is clarified.

4. The unemployed tuition waiver is scheduled to end at the end of this academic year. It is proposed that the program be continued through the 2010-2011 academic year.

Recommendation: The CEO recommended that second reading be waived, and that the foregoing changes to the Tuition Waiver Policy 500.14 be approved.

Board Action: Trustee Michael Correll made a motion to waive second reading and adopt the foregoing changes to Tuition Waiver Policy 500.14 as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#6-B. Nursing Student Progression/Remediation Policy 500.23: Under current policy dealing with nursing student progression and remediation, a student is allowed to take the National Council Licensure Examination (NCLEX) only if they have successfully completed all course work and the Health Education System, Inc. (HESI) standardized nursing exit exam. Nurses are given four attempts to complete these requirements and if a student fails to do so, then the student is not eligible to take the NCLEX. The new policy is more student centered and the concept of a penalty is replaced with a focus on student remediation and the allowance for a student to sit for the NCLEX after appropriate remediation. The nursing faculty at all four colleges concur with these recommendations.

Recommendation: The CEO recommended that second reading be waived, and that the changes to the Nursing Student Progression/Remediation Policy 500.23 be approved as follows:

Nursing Student Progression/Remediation Policy (500.23)

Each RN nursing student will be required to achieve a minimum passing score of 800 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, PNC 1216, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first ~~or second~~ attempts, remediation and completion of the required live NCLEX review will be required before the student will be approved to take the standardized nursing exit exam a ~~third~~ second time. If the student fails to achieve the required score on the ~~third~~ second attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved on-line review course prior to attempting the standardized nursing exit exam for the ~~fourth~~ third time. Failure to pass the standardized nursing exit exam on the ~~fourth~~ third attempt will result in the student receiving a ~~grade of "F"~~ the grade earned for the NUR 1206, PNC 1216 or NUR 2205 course. No ~~additional approval requirements~~ to take additional the standardized nursing exams will be granted required. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation/reviews.

Board Action: Trustee John Brooks made a motion to waive second reading and adopt the foregoing changes to the Nursing Student Progression/Remediation Policy 500.23 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. Lawrence County Enterprise Zone: At the October meeting, the Board discussed the possible adoption of a termination date of an enterprise zone, the alteration of the boundaries of the enterprise zone and the addition of a building materials sales tax exemption. The resolution provides for the enlargement of the size and extends the expiration date from 2010 to December 31, 2020 of the existing Lawrence County Enterprise Zone. The enterprise zone has submitted a revised resolution which excludes residential property from inclusion in the IECC resolution. The resolution continues to include the building materials sales tax exemption for all building materials used within the enterprise zone. According to information supplied by the enterprise zone, the resolution has been adopted by eleven of the seventeen taxing districts. The CEO recommended adoption of the following resolution:

**A RESOLUTION APPROVING THE EXTENSION OF THE
TERMINATION DATE OF AN ENTERPRISE ZONE, THE ALTERATION OF THE
BOUNDARIES OF AN ENTERPRISE ZONE, AND THE AMENDMENT OF THE BUILDING
MATERIALS SALES TAX EXEMPTION OF AN ENTERPRISE ZONE.**

WHEREAS, the County of Lawrence, City of Lawrenceville, Illinois, City of Bridgeport, Illinois, and City of Sumner, Illinois have made it known to the Illinois Eastern Community College District, their intention of applying for a modification of the Enterprise Zone by and extending the termination date of the Enterprise Zone; and

WHEREAS, both the initial designation of an Enterprise Zone pursuant to the Illinois Enterprise Zone Act, 20 ILCS 655/1 et. seq., as amended in the eventual success of an Enterprise Zone depend upon community support and the nature of incentives to be offered; and

WHEREAS, this public taxing authority finds that the Enterprise Zone designation will serve the economic interest of all local taxing authorities and the entire community by stimulating economic revitalization;

NOW, THEREFORE, BE IT RESOLVED BY THE Illinois Eastern Community College District :

Section 1: The Illinois Eastern Community College District, Illinois hereby approves the alteration and extension of the termination date of the Enterprise Zone to midnight of December 31, 2020, being the 30th calendar year from that year at which the Enterprise Zone was certified for its original term.

Section 2: The Illinois Eastern Community College District, Illinois hereby approves the alteration of the boundaries of the Enterprise Zone by adding the territory more fully described in Exhibit J and outlined on the map(s) marked Exhibit K, Exhibit L and Exhibit M, all of which exhibits are attached to this Resolution and made a part hereof.

Section 3: The Illinois Eastern Community College District, Illinois hereby approves the alteration of the boundaries of the Enterprise Zone by deleting from its boundaries the area of land described in Exhibit N and outlined on the map(s) marked Exhibit K and Exhibit O, all of which exhibits are attached to this Resolution and made a part hereof.

Section 4: The Illinois Eastern Community College District, Illinois further authorizes and directs the County Clerk to abate a portion of its taxes on real property located within the Enterprise Zone

resulting from an increase in equalized assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements during the period of extension set forth in Section 1 above, subject to the following limitation:

(a) The abatement shall apply to the taxes corresponding to an increase in equalized assessed valuation after improvements (either new construction or renovation or rehabilitation) have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.

(b) The abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of the Tax Increment Redevelopment Project District as set forth in Ordinance No. 89-1165, or any other Tax Increment Redevelopment Project District which may be hereafter located within the Enterprise Zone.

(c) The abatement shall apply to Industrial Projects and Commercial Projects pursuant to the abatement schedules set forth in the designating ordinances, as amended.

(d) The abatement is allowed only for improvements (either new construction or renovation or rehabilitation for industrial and commercial projects), the nature and scope of which a Certificate of Eligibility has been obtained and approval has been given.

Section 5: The Illinois Eastern Community College District, Illinois authorizes and approves that the sales tax incentives or benefits within the Enterprise Zone, as amended, shall be expanded as follows: each Illinois retailer who makes a qualified sale of building materials to be incorporated into real estate in the Enterprise Zone by remodeling, rehabilitation, or new construction may deduct receipts from such sale from calculating the tax imposed by the State of Illinois under the Retailers Occupation Tax Act (35 ILCS 120/1 et seq.). For purposes of this Section, "qualified sale" shall include the sale of building materials that will be incorporated into real estate as part of industrial, commercial and residential projects (as hereinafter defined) and for which a Certificate of Eligibility for Sales Tax Exemption has been issued by the administrator of the Enterprise Zone in which the building project is located. The retailer must obtain from the purchaser a copy of the Certificate of Eligibility for Sales Tax Exemption issued by the administrator of the Enterprise Zone and to which the building materials will be incorporated. For purposes of this Section, industrial, commercial and residential projects and shall be defined as follows:

(a) Industrial projects shall include those projects for the primary use of the land and buildings for manufacturing, assembly, wholesale, or warehouse and distribution;

(b) Commercial projects shall include those projects for the primary use of land and buildings for retail and service;

(c) Residential projects shall include new construction projects for the primary use of the land and buildings for single-family dwellings and dwelling structures containing multiple units for more than one family, and for the renovation, rehabilitation or remodeling of such existing dwellings.

Board Action: Trustee John Brooks made a motion to adopt the foregoing revised resolution to extend the Lawrence County Enterprise Zone as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, yea; Michael Correll, yea; William Hudson, nay; Walter Koertge, yea; Marilyn Wolfe, yea. Student advisory vote: Yea. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 4 yea votes and 1 nay vote, the Chair declared the motion carried.

#8-B. Copier and Printer Cost Containment Plan: For several years, the Technology Committee and the Cabinet have discussed the necessity of adopting a single source of District multifunction printers and copiers. Alex Cline, Director of Information Services, has been working with Miller Office Equipment (Miller) to develop a master purchasing agreement that will allow the District to purchase printers, copiers, and service from Miller at reduced cost. Miller is an authorized Sharp dealer and participates in the National Joint Purchasing Alliance (NJPA). The NJPA is a joint purchasing agency serving education, government and non-profit agencies. The NJPA performed a national competitive bid for copiers, supplies and service and awarded the contract to Sharp Electronics Corporation. Sharp products scored the highest on price comparisons, best selection of products, and the best national dealer network and was awarded the NJPA contract. The District has developed an agreement with Miller for the most competitive pricing, with a review of pricing each six months with possible price reductions if the NJPA has negotiated a reduction in the price of printers, copiers, and service. The agreement is not exclusive and allows the District to purchase equipment and services from other suppliers. The CEO recommended approval of the following agreement with Miller Office Equipment.

Agreement for Sharp Printers, Copiers, Peripherals and Related Services Between Miller Office Equipment and Illinois Eastern Community Colleges

This agreement is entered into by Miller Office Equipment, 712 E. Main St Olney, IL 62450, (“Miller”) and Illinois Eastern Community College District #529, 233 East Chestnut Street, Olney, IL 62450, (“The District”).

Whereas, the District has the need to purchase and Miller desires to sell Sharp multifunction printers, copier, peripherals, and related services; and,

Whereas, the District has authority to offer contracts to Miller for the purchase of Sharp multifunction printers/copiers, peripherals and related services; and

Whereas, the District and Miller state that this agreement shall become effective upon its adoption by each party and shall remain in full force and effect for a period of two years; and

Now, Therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

Miller shall offer Illinois Eastern Community Colleges products and services at prices available under Sharp’s National Joint Powers Alliance (NJPA) contract, which reflects discounts off of Sharp’s category list prices.

Miller shall discuss pricing with Illinois Eastern Community Colleges every six months in order to determine whether additional savings can be offered.

Throughout the term of the contract, if there is a decrease in the cost of NJPA products and services, Miller will adjust the price accordingly. If there are no revisions to the fixed prices, quoted prices will remain firm for the two-year term of the contract. Prices may be adjusted upward only by mutual agreement or upon the extension and/or renewal of the contract.

Parties agree that this is not an exclusive agreement and that the District may obtain multifunction printers, copier, peripherals, and related services from other sources during the agreement term. The District makes no expressed or implied warranties whatsoever that any particular number of purchase orders will be issued or that any particular quantity or dollar amount of products or services will be procured.

Board Action: Student Trustee Carter Wilkinson made a motion to approve the foregoing Agreement between Miller Office Equipment and IECC as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Employee Satisfaction Survey Results for 2009: Pam Schwartz reviewed the District's Employee Satisfaction Survey Results for 2009. In the weeks preceding the District-wide Fall Workshop and the week after, District employees were asked to review the operation of the District and its four colleges and make decisions as to whether the District is being properly operated. The 2009 Employee Satisfaction Survey was conducted online through Zoomerang. The survey was open from September 28 –October 13, 2009 with 215 full time employees completing the survey. Overall, the district wide totals resulted in 80.08% agreed or strongly agreed with the statements, and 90.4 % showed no disagreement.

Highest areas of agreement or strong agreement were:

98.7% - I understand IECC's mission and values and they influence how my department works or how I provide instruction.

96.7% - I would recommend IECC to a prospective student or employee.

96.3% - I am reimbursed fairly for my travel and other work related expenses.

95.3% - Overall, I am satisfied with my employment at my college and IECC.

94.4% - I visit IECC or my college's website on a regular basis to find information.

Highest areas of disagreement or strong disagreement were:

25.6% - There are opportunities for promotions and advancement at my college and IECC.

22.8% - I am fairly compensated for the work I do.

16.3% - There is sufficient training provided to help me keep up with the technological changes in my area.

14.4% - The evaluation process is constructive and encourages me to enhance my job performance.

13.5% - I have the equipment and technology necessary to do my work.

Administrators and technical classifications showed the least percentages of disagreement, with faculty and maintenance showing the most.

Employees working 0-3 years responded higher in agree or strongly agree than other years of service categories. Eleven employees did not identify how many years they had worked and were placed in separate break out stats on the group.

The CEO recommended acceptance of the Employee Satisfaction Survey Results for 2009.

Board Action: Trustee William Hudson made a motion to accept the Employee Satisfaction Survey Results for 2009 as recommended. Student Trustee Carter Wilkinson seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion carried.

#8-D. Phase IX Carryover Funds, Project Application: The Board of Trustees issued \$3.675 million in Protection Health Safety (PHS) bonds in December 2007. Projects were submitted for bids and the Board approved the projects. Sixteen projects have been completed with PHS funds within the last two years. The approved construction has been completed under projected costs and the District now has remaining PHS funds available for two additional projects – District Office Roof Replacement and Wabash Valley College Main Hall Roof Replacement. This project application for \$167,100 will be submitted to the Illinois Community College Board for its approval. If approved by the ICCB, the District will then bid and complete the project. The capital project application for roof replacement shows the following: Roof Replacement at District Office \$129,200, Roof Replacement at WVC Main Hall Penthouse \$8,900; Contingency (10%) \$13,800; A/E Compensation \$15,200. Project total: \$167,100. The CEO recommended approval of the Capital Project Application as presented.

Board Action: Trustee Walter Koertge made a motion to approve the Capital Project Application Form for the foregoing projects as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Phase IX Carryover Funds, Resolution: The following resolution is a required attachment for the foregoing Phase IX PHS Capital Project Application. The CEO recommended approval of the Resolution to Approve PHS Construction Projects, in order that it may be submitted to the Illinois Community College Board along with the Capital Project Application Form.

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with handicapped accessibility of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are projects at IECC which require repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Roof Replacement – District Office.

Roof Replacement – WVC Main Hall Penthouse.

Total estimated cost including fees and contingency: \$167,100.

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for Americans with Disabilities Act of 1990 or handicapped accessibility and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary to remove accessibility barriers to the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Board Action: Student Trustee Carter Wilkinson made a motion to adopt the foregoing Resolution to Approve PHS Construction Projects as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Environmental Scan for FY2010: Jack Davis, President, and Lisa Benson, faculty member and former Dean of Olney Central College, have prepared the FY2010 Environmental Scan. To do accurate strategic planning, the District prepares the environmental scan utilizing historical data to forecast future internal and external needs for college programs and services. The data assist the District in developing the Strategic Plan, completing the Program Review process, and developing the Institutional Effectiveness Plan, the Career and Technical Education Plan, and the On-Line Education Plan. A number of elements were selected for scanning, including District population, District high school graduates, Indiana border county high school graduates, credit hours generated, equalized assessed valuation, per capita personal income, and many others.

Among other details, the plan shows the following about the IECC District:

1. The District's population, including the number of high school graduates, continues to decline approximately one-half of one-percent per year.
2. Online student enrollments have increased steadily since the District began offering courses in this format in fiscal year 2002.
3. Dual credit offerings at area high schools continue to be a source of state reimbursable credit hours.
4. Equalized assessed valuation continues to increase only slightly.
5. State support continues to decline as a percent of the District's budget.
6. FY 2009 and FY 2010 unemployment rates have exceeded 10% in several District counties.
7. Per capita personal income has not increased at a rate comparable to other Illinois residents.
8. Reimbursable credit hour grant generation is forecast to remain steady or increase only slightly within the next several years.
9. Increases in student tuition/fees should continue to be both incremental and small.
10. The trend for manufacturing employments is relatively level, but recent data indicate a steady decline. However, manufacturing employments represent the largest single block of employments within the District.
11. From 1993 to 2009, male enrollments have decreased while female enrollments have increased with a gross gender change of about 41.3%. This change parallels state and national trends that show that beginning in 1992, females earned more Bachelor's Degrees than males. By 2005, females were being awarded 58% of all Bachelor's degrees, and the increase continues.
12. The American Association of Community Colleges identifies registered nursing, law enforcement, licensed practical nursing, radiography, and computer technologies as the five hottest community college programs.

The FY2010 Environmental Scan indicates that the district's Colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever changing market place.

The CEO recommended acceptance of the Environmental Scan for FY2010 as presented.

Board Action: Trustee Michael Correll made a motion to accept the Environmental Scan for FY2010 as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Lease of Instructional Site – Prairie State: The District currently leases space from the City of Marissa and instructs at that facility. A new mining operation is opening in Venedy, Illinois in Washington County. IECC has been asked to occupy the instructional portion of a former school building purchased by an association of ten power generating or power distribution companies. IECC will be the principal trainer of miners who will work at the mining facility being constructed. The District is currently paying \$2,000 monthly for the Marissa facility, which the District will vacate, and the Prairie State Generating Company has offered to provide a training facility to the District at no cost except for payment of utility expenses. The CEO recommended approval of the facilities license agreement for this facility.

Board Action: Trustee John Brooks made a motion to approve the facilities license agreement for the Prairie State training facility as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. LWIA Lease: The Local Workforce Investment Area 23 currently leases property at 214 East Main Street, Olney, Illinois, for services within the region. The lease amount is \$1,200 per month from July 1, 2009 to June 30, 2010 and the lease will be paid from Federal LWIA funds. The CEO recommended approval of the lease for the existing LWIA facility.

Board Action: Trustee Walter Koertge made a motion to approve the existing lease for the LWIA facility at 214 East Main Street, Olney, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Lab Science Fees: The District currently does not charge lab science fees, but the cost of equipment and specimens for study have increased significantly. The District finds that it will be necessary to charge students in Biology, Anatomy & Physiology, and Chemistry a \$10 per course fee effective Summer Term 2010. The CEO recommended approval of the following amended list of Lab Science fees:

- LSC 1101, General Biology I, \$10 per course.
- LSC 1102, General Biology II, \$10 per course.
- LSC 2110, General Microbiology, \$10 per course.
- LSC 2111, Human Anatomy & Physiology I, \$10 per course.
- LSC 2112, Human Anatomy & Physiology II, \$10 per course.
- CHM 1120, Introductory Chemistry, \$10 per course.
- CHM 1130, General Chemistry I, \$10 per course.
- CHM 1132, General Chemistry II, \$10 per course.
- PHY 1120, Physics I, \$10 per course.
- PHY 1122, Physics II, \$10 per course.
- PHY 2110, General Physics I, \$10 per course.

PHY 2112, General Physics II, \$10 per course.

PHY 2114, Modern Physics, \$10 per course.

Board Action to Amend List of Lab Science Fees: Trustee John Brooks made a motion to amend the list of Lab Science fees as recommended. Trustee William Hudson 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.

Board Action: Trustee William Hudson made a motion to approve new Lab Science fees as amended and recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. Tuition Required for Equalization Funding: For eligibility for equalization funding, qualified districts must maintain a per credit hour tuition and universal fee rate that is equal to 85% of the state-wide average tuition and universal fee rate. The Illinois Community College Board has notified the district that the minimum tuition and universal fee rate required to qualify for fiscal year 2011 equalization funding has been established as \$75.61 per semester hour, which is 85% of the fiscal year 2010 statewide average tuition and universal fee rate. Therefore, for Illinois Eastern to qualify, tuition and universal fees will have to be increased by at least \$8.61. The CEO recommended that the current IECC tuition and universal fee rate be increased from \$67.00 (62.00 tuition, \$5.00 universal fee) per semester hour to \$76.00 (\$71.00 tuition, \$5.00 universal fee) per semester hour, effective Summer Term 2010.

Board Action: Trustee Walter Koertge made a motion to approve IECC tuition and universal fee of \$76.00 per semester hour, effective Summer Term 2010 as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. Articulation Agreement with Murray State University School of Agriculture: Murray State University (MSU) School of Agriculture and Illinois Eastern Community Colleges (Wabash Valley College) have prepared an articulation agreement for IECC students graduating from either of the Associate in Applied Science (AAS) Degrees - Agriculture Technology/Production or Agriculture Technology/Business, to transfer into the Bachelor of Science Degree in Agriculture at MSU. Kathy Pampe reviewed the agreement. Under this articulation agreement, WVC students enrolled in either the Agriculture Technology/Production or Agriculture Technology/Business AAS degrees and who wish to pursue the MSU Bachelor of Science Degree in Agriculture after graduation will be able to transition the majority of their IECC courses and programs to Murray State University. Murray State University’s agriculture program is a regionally and nationally recognized program that can provide an excellent opportunity for IECC students to obtain an economical, yet quality degree in agriculture. The CEO recommended approval of the articulation agreement with Murray State University as presented.

Board Action: Trustee John Brooks made a motion to approve Articulation Agreement with Murray State University School of Agriculture as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. Affiliation Agreement with Newton Rest Haven: IECC wishes to enter into an affiliation agreement with Newton Rest Haven, located in Newton, Illinois. This affiliation agreement is for the Basic Nurse Assistant Certificate. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Basic Nurse Assistant Certificate with Newton Rest Haven, Newton, Illinois, as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-M. Affiliation Agreement with United Methodist Village: IECC wishes to enter into an affiliation agreement with the United Methodist Village, located in Lawrenceville, Illinois. This affiliation agreement is for the Basic Nurse Assistant Certificate. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Basic Nurse Assistant Certificate with United Methodist Village, Lawrenceville, Illinois, as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-N. Affiliation Agreement with Clay County Hospital: IECC wishes to enter into an affiliation agreement with Clay County Hospital, located in Flora, Illinois. This affiliation agreement is for the Basic Nurse Assistant Certificate. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee John Brooks made a motion to approve the affiliation agreement for the Basic Nurse Assistant Certificate with Clay County Hospital, Flora, Illinois, as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-O. Unemployment Insurance: The CEO withdrew this item from the agenda and will bring it back to the Board of Trustees at a later date.

#8-P. Restoration of Thanksgiving as a Paid Holiday: When the Board created unpaid holidays, it was stated that action would be taken to lessen the impact of the loss of two days of holiday pay within one pay period, as would happen on Thanksgiving and the Friday following. Although the State of Illinois is farther behind in its payments to the District and that adversely impacts the cash flow of the District, the CEO recommended adoption of the following resolution providing that Thanksgiving Day be restored as a paid holiday.

Resolution to Restore Thanksgiving Day

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

WHEREAS, the Board has decided to restore one unpaid holiday.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, as follows:

1. That the following unpaid holiday shall now be paid, for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff: Thanksgiving Day, November 26, 2009.
2. That this resolution shall be in full force and effective immediately upon its adoption.

Board Action: Trustee William Hudson made a motion to adopt the foregoing resolution to restore Thanksgiving Day as a paid holiday for full-time non-faculty employees as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Abstain. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

Discussion Relative to Paid Holidays: The matter of restoration of all paid holidays was discussed by the Administration and Board of Trustees. Trustee Michael Correll made a motion to reinstate all paid holidays for this fiscal year. There being no second offered to the motion, the Chair declared the motion failed for want of a second.

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 \$5,882,953.12, as of October 31, 2009.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for November 2009, totaling \$798,881.16, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee John Brooks made a motion to approve payment of district financial obligations for November 2009, in the amounts listed, and payments from the revolving fund for October 2009. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver, Andrew Fischer. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. **Financial Situation:** The CEO reviewed the state budget shortfall and the overall IECC current and projected financial situation. A number of possible options for relieving the college district financial shortfall were outlined.
2. **Online Nursing Degree:** The IECC online Nursing Degree is up and running.
3. **CARLI Savings:** Participation in CARLI (Consortium of Academic & Research Libraries in Illinois) has saved the IECC District \$190,000.

4. Enrollment Report: District Up 4% over one year ago.

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

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, October 20, 2009.

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

400.1. Employment of Personnel

A. Classified

1. Andrea Pampe, Student Advantage Network Counselor, DO, effective December 8, 2009.

400.2. Change in Status

A. Professional/Non-Faculty

1. Deana Palmer, Director of Cosmetology, OCC, to Program Director of Cosmetology, OCC, effective November 18, 2009.

B. Classified

1. Amanda Musgrave, Clerk/Receptionist, FCC, to Administrative Assistant, FCC, effective January 4, 2010.
2. Kathy Wheeler, Office Assistant, FCC, to Administrative Assistant, FCC, effective January 4, 2010.

400.3. Resignations

A. Classified

1. Richard Jones, Custodian, LTC, effective January 9, 2010.
2. Kerry Pinkstaff, Custodian/Groundskeeper, WVC, effective November 6, 2009.

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18– “Other Items” – None.

AGENDA #19 – “Adjournment” – Student Trustee Carter Wilkinson made a motion to adjourn. Trustee John Brooks seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:30 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Joint Agreement with Lewis and Clark College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: Joint Agreement between IECC and Lewis and Clark Community College

Attached is the Joint Agreement between Illinois Eastern and Lewis and Clark Community College located in Godfrey, Illinois. Changes and updates to this agreement from last year's are:

Illinois Eastern removed
Health Information Management

AAS

I request Board approval of the joint agreement with Lewis and Clark Community College.

TLB/rs

Attachment

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

and

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536

This agreement is made this 15th day of December, 2009 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536 for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

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

INSTITUTIONAL IDENTIFICATION

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

EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, in the following programs:

Diesel Equipment Technology	AAS
Health Information Management	Certificate
Horticulture	AAS/Certificate
Industrial Management	AAS
Mining Technology	AAS
Telecommunications Technology	AAS & Certificate

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Dental Assisting	Certificate
Dental Hygiene	AAS/Certificate

Exercise Science	AAS
Occupational Therapy Assistant	AAS
Paralegal	AAS/Certificate

STUDENT ENROLLMENT AND RESPONSIBILITY

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

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

The Receiving District shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution, as well as for Illinois State Military Scholarships and Illinois State Scholarship Commission Grants.

RECEIVING DISTRICT'S RESPONSIBILITIES

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

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

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

V. FINANCE

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

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

Procedurally, students who wish to enroll at a Receiving District in one of the programs herein identified will secure from their Sending District a letter designating them as eligible to participate in the specific program covered by this Cooperative Agreement. This letter will either be sent directly to the Receiving District or given to the student.

VI. PUBLICITY AND CATALOG

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

VII. AMENDMENTS TO AGREEMENT

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

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY
COLLEGE District #529

LEWIS & CLARK COMMUNITY
COLLEGE District #536

Chief Executive Officer Date

President Date

Chairman, Board of Trustees Date

Chairman, Board of Trustees Date

Secretary, Board of Trustees Date

Secretary, Board of Trustees Date

Illinois Eastern Community Colleges and Lewis and Clark Community College do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.

Agenda Item #8B

Strategic Plan Status Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: IECC Strategic Plan Status Report

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC's Strategic Plan for 2009-2010 was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives and developed actions and activities to achieve these objectives, as well as established targets and indicators to measure success and ensure the Plan's ongoing review and renewal. IECC's Strategic Plan will be reviewed annually culminating in the Strategic Plan Status Report that will report on progress, accomplishments, and challenges as IECC makes progress towards these strategic goals and sets new goals in the future.

The following Strategic Plan Status Report for Illinois Eastern Community Colleges District 529 is the result of many individual's efforts over the past year, most notably, the Strategic Planning Committee which consists of faculty, staff and administration.

The Strategic Planning Committee reviewed, evaluated, and prioritized the input and trends from internal and external analyses, the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analyses results, and other objective data to establish the following five focus areas which represent the framework of IECC's Strategic Plan:

- Focus Area 1: Improve Infrastructure
- Focus Area 2: Academic Excellence
- Focus Area 3: Organizational Communication and Planning
- Focus Area 4: Productive Partnerships
- Focus Area 5: Community Outreach

In an effort to advance the direction of the District, each focus area has an overall goal which is a broad statement of what IECC hopes to achieve. Each goal focuses on major outcomes, improvements or results and includes several objectives, actions and activities. The Strategic Planning Committee will monitor the goals and activities through the various reports and progress will be assessed annually in the Strategic Plan Status Report.

I recommend the Board's approval of the IECC Strategic Plan Status Report.

TLB/rs

Attachment

IECC Strategic Plan Status Report December 2009

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 academic standards for pre-baccalaureate, career and technical education (CTE) degrees and certificates that sustain and advance excellence in learning.

Strategic Planning at IECC

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC's Strategic Plan was developed through a district-wide process that identified critical focus areas, established strategic goals and objectives, and developed actions and activities to achieve these objectives, as well as establish targets and indicators to measure success and to ensure the Plan's ongoing review and renewal. IECC's Strategic Plan was designed as a "work in progress" that is being reviewed annually as IECC makes progress towards these strategic goals and objectives and sets new goals for the future. To develop IECC's Strategic Plan, a six step process was used which included: environmental scanning, evaluating, forecasting, goal setting, implementing, monitoring, and assessing.

Strategic planning has allowed the District to assess where it is, determine where it wants to be, and define the steps necessary to get there. Strategic planning is helping IECC face a variety of emerging educational challenges, which include changing student demographics, declining district-wide population, emerging models of higher education, and decreasing state funding.

Strategic Plan Status



Over the past year, the Strategic Planning Committee has monitored the Strategic Plan goals and activities through reports and assessments submitted by staff responsible for each activity. Progress has been assessed at appropriate intervals and a 2009 Status Report has been developed to ensure that activities and actions are on track and continuing to achieve the established outcomes and success targets. After assessing the progress of the strategic planning process, IECC will review the current plan, make necessary changes, and adjust goals, objectives, and activities based on these evaluations. The strategic plan will be revised and updated annually to include any emergent strategies and changes impacting IECC's mission.

Environmental Scanning

Scanning the District environment enables IECC to analyze issues of potential impact and to prepare appropriately, as well as assist the District in meeting the identified mission. The Environmental Scan for fiscal year 2010 was approved by the Cabinet on November 4, 2009, and presented to the Board of Trustees on November 17, 2009.

Recommendations from the data analysis of the FY10 Environmental Scan include:

- increase student tuition and fees;
- increase in-house efficiencies and lower operational expenses;
- continue to be more efficient with existing resources;
- reduce the District's dependency on State funding and look to other sources for operational revenue;
- increase the number of online course offerings as well as raise the tuition rates for these types of courses;
- continue to support local manufacturing entities through programs, courses, and training;
- increase program offerings in retail trade and financial services' employment areas;
- continue to evaluate enrollment to determine if changes are necessary to existing services and support programs;
- utilize program review process to determine program feasibility and sustainability;
- continue efforts to reach students by offering programs that are in demand relative to our southwestern Indiana neighbors; and,
- continue to offer educational programs and services that prepare students to meet the demands of a global human capital economy, especially students from low-income families.



FOCUS AREA: Improve Infrastructure
Progress and Accomplishments

- IECC is currently working to improve the cash flow of the District. IECC has undergone layoffs of personnel and implemented furlough days in order to improve cash flow. Additionally, IECC has implemented cost cutting and revenue enhancing to decrease dependence on funding from the State of Illinois.
- The FY2010 Technology Plan was approved by the Cabinet and Board of Trustees and was fully funded at \$540,000. The plan is updated annually using current information so that the plan is current, and is always assessing current needs.

Strategic Plan Status Summary

IECC has made significant progress on the Strategic Plan goals, despite the economic downturn and the State budget deficit that directly affects the District.

Seventy initiatives (actions/activities) were identified to meet the Strategic Plan goals in FY09. Many have been implemented, are in progress, are on-going, or have been completed. Select activities have been put on-hold due to budget limitations and the budget crisis in the State of Illinois; and other activities have been moved to 2010 due to time constraints.

The following pages provide a summary of progress made toward achieving the seventy IECC Strategic Plan initiatives.

- The Program Review Process began in the Fall Semester to allow for more thorough reviews of the selected career and technical programs that are reviewed by the College Deans and faculty.
- Communication results and comments from the Employee Satisfaction Survey will be reviewed and analyzed to determine what changes are needed to improve IECC's communication and planning.
- Each college has established a Facebook Fan page and information on class offerings, events, and announcements are updated daily on Facebook.
- College schedules including online class offerings and articles about online classes were mailed out to over 33,000 households in the District.
- Press releases, print ads and radio ads have all included information pertaining to IECC's online classes. The Colleges' homepages have highlighted online classes.
- The Cabinet has reviewed a list of employees over 56 years of age and/or 30+ years of service to begin the process of developing a succession plan to address retirements and attrition in key positions over the next several years.
- Some committees are using GoToMeeting to conduct district-wide meetings that help reduce travel expenses and staff travel time.
- Began utilizing "in-house" trainers to train staff and further develop skills in the Microsoft Office Suite and positive feedback and results were produced.
- IECC's Facility Five-Year Master Plan has been distributed for feedback on possible expansion and renovations. IECC has met w/ financial consultants on possible ways to finance expansion or renovations.

Challenges

- Due to non-payment issues with ICCB and the State of Illinois, the Career and Technical Plan has been put on hold until further notice.
- IECC currently receives approximately 51% of the District's funding from the State of Illinois and the State is going through very difficult financial times, which have greatly impacted IECC's cash flow and budget.
- Current budget limitations have made it difficult to address some of the marketing and advertising objectives.
- Each college has their own approach to marketing and branding, leading to a lack of continuity and coordination throughout the District.
- Procedures and forms were drafted for a Tuition Loan Program; however, this program is on hold due to cash flow issues.
- Many staff still prefer to meet face to face rather than online so use of GoToMeeting has been limited.
- Train the Trainer Program has been put on hold due to RIF's.
- Time constraints to work on additional projects to enhance productivity, morale, and utilization of human resources.

FOCUS AREA: Academic Excellence

Progress and Accomplishments

- To improve consistency among the four colleges in advising and course placement, a master list of test score cutoffs was developed for use district-wide and has been very useful to all Student Services' staff. All colleges use the same guidelines for course placement, which has improved advising practices and consistency among the colleges.
- Training for all IECC advising staff was held on July 27, 2009, as part of the University Summer Tour. This advisor training will be scheduled annually and evaluation results from the training will be reviewed and appropriate action will be taken.
- The Student Satisfaction Survey was revised and updated by a Students First Committee with input from multiple college areas. Student Satisfaction Survey results will be analyzed and appropriate action will be taken to increase student satisfaction.
- A new interim reporting form has been implemented for special population programs.
- Perkins staff will continue to work with program specific advisement materials, advisory councils, and hold events geared to populations most in need of these services.
- Deans are currently reviewing and revising the Fall 2010 class schedule to improve the efficiency of the current class offerings.
- Program Review for FY10 is currently in progress so that the review will be completed and submitted to ICCB before the 8/1/2010 due date.
- IECC was awarded \$1.9 million in grant funds from the U.S. Department of Labor/ETA CBJT and is collaborating with Workforce Education to meet the area's training needs.
- A new Business and Industry Director was hired with grant funds and new marketing materials have been developed to increase training workshops and enrollments.
- A Business and Industry Training Needs Survey and Student/Employer Follow-up Surveys will be administered with results evaluated and activities implemented.
- IECC is the fiscal agent and grant administrator for LWIA 23, which provides funding and services for youth, adult, and dislocated worker programs and services.
- Online Instruction Committee will review the goals and objectives of the Online Education Plan and update the plan during the Spring 2010 semester.
- The Help Desk developed an evaluation that is emailed to students after they receive help desk services to evaluate their satisfaction with the resolution.
- Adjunct faculty have been encouraged to be more involved with the development of hybrid and online classes and to utilize the IECC Help Desk.
- Frontier Community College has developed an adjunct faculty e-lounge which has served as an online site for faculty and provides tutorials for college administrative purposes, a blog for faculty questions and ideas, and online professional development opportunities for faculty. Development of an e-lounge for each of the IECC colleges will be considered.
- General Education assessment was recently changed and the new assessment is being piloted during the Fall 2009 semester.

- IECC's Students First Project has successfully engaged all facets of IECC in the assessment process to ensure shared responsibility of student success. The project has held numerous events and activities that have promoted and improved the assessment culture within IECC as outlined in the annual Report on Assessment.
- The Assessment Toolkit has been updated with a new posting mechanism to allow for easier posting of the outcome being assessed, the data collected, the conclusions based on the assessment data, what changes or revisions are being made based on the data and any budget implications from the results of the assessment. Assessment outcomes can now be posted by faculty and staff allowing assessment results to be up-to-date at all times.
- Faculty salaries were reviewed and contract negotiations were completed and finalized.

Challenges

- Budget limitations and costs associated with advisor training, University Summer Tour, and placement tests.
- Staff resources and printing material costs to produce a resource booklet of all IECC Career and Technical programs with career placement information.
- Business and industry must improve its current website and more effectively market online B&I classes.
- New program development costs.
- An online course rotation procedure was drafted however it has been put on-hold at this time.
- Staff costs and time to develop and operate e-lounge at each college and to provide additional support to first-time online faculty.
- Costs associated with expanding help desk services and availability.
- Limited or non-participation by some faculty in the assessment of student learning.
- Assessment results not being utilized to improve student learning and not “closing the loop” of the assessment process.
- Limited or non-participation by some IECC staff in the Students First Project.
- Difficulty in trying to maintain faculty, staff, and administration input and participation in the assessment process.
- Limited funds available for costs of assessment activities, training, workshops, and Students First! Retreat.
- Lack of funding for faculty, equipment, and professional development to meet objectives and implement activities.

FOCUS AREA: Organizational Communication and Planning

Progress and Accomplishments

- The development of a Grant Fact Book is in progress with a timeline for completion in Fall 2010. Also by Fall 2010, an intranet link to feature current district grants and a grant resource team will be established.

- In 2009, IECC received the following new grants:

DOL/ETA CBJT Advanced Manufacturing	\$1,923,719	ICCB Local Food Grant	\$ 9,378
DCEO CSSI SE Region Healthcare Grant	100,000	DCEO WIA AARA Community Gardens	23,839
DCEO WIA Disability Navigator	2,685	DOE Fed Congressional Electrical Distribution	143,449
DCEO WIA ARRA FMLA Youth	1,182,984	DCEO Horticulture Grant	25,000
DCEO WIA ARRA FMLA DWP	1,895,671	The Graber Collection-Wildlife Preservation	938
DOL MSHA Brookwood-Sago	52,000	LSTA in Sync with Technology	40,000
LTC Illinois Arts Council Grant	335		

- Employee Satisfaction Survey was revised and updated. The survey was administered in October and completed by 215 full time employees. Specific questions that dealt with communication yielded positive results directly related to Strategic Plan initiatives and activities.
- Survey results indicate that employees prefer to receive work related information and notification in person as opposed to receiving an email. Survey results will continue to be monitored to determine the most successful forms of communication.
- IECC Fact Book 2009 was presented to Cabinet, Board of Trustees and published online in September 2009. Marketing directors use the Fact Book for public relations information and marketing.
- The colleges are providing alumni success stories called “Spotlight on Alumni” each month on page one of the online Connections newsletter which highlights the alumni successes within the District. These stories have increased awareness of successful alumni that began their education at an IECC college.
- The current Marketing Plan will be reviewed in July 2010 and retooled to focus on the future and attempt to combine each college’s marketing plan into the District plan.
- In 2009, the following CTE programs have been developed or are in the planning and development stages based on market demand:

FCC Engine Performance Specialist Certificate
 Automotive Service Specialist Certificate
 Graphic Arts & Design Certificate
 Welding Certificate
 LPN Certificate

OCC Medical Lab Technology Degree
 LPN Certificate

LTC OSP Technician Certificate
 Interconnect Technician Certificate
 Computer Telephony Certificate
 Welding Certificate
 Process Technology Degree and Certificate
 LPN Certificate

WVC Mine Electrical Maintenance III Certificate
 Advanced Manufacturing Degree:

Certificate

Automation Certificate

Advanced Machining

Certificate

Manufacturing Design Certificate

Reliability Maintenance

Industrial Leadership & Organization Certificate

Energy Technologies & Biofuels Certificate

LPN Certificate

Challenges

- Employees who work offsite or do not have easy access to networked computers and cannot easily access the IECC Intranet for information.
- Difficulty in locating alumni for success stories and obtaining permission and updated photos.
- Limited advertising and marketing funds.
- Budget constraints to develop, implement, and market new programs.

FOCUS AREA: Productive Partnerships

Progress and Accomplishments

- A list of community organizations in which the College Presidents are involved has been developed and will be maintained to increase contacts within community organizations.
- The new B&I Director has joined weTRaIN, the network of Illinois community college B&I's, to implement contract training techniques and share resources with other weTRaIN B&I's.
- A B&I strategic business plan, a mission statement, a standard training needs' analysis form and a budget tracking spreadsheet have been developed, which will assist in the development of a format to identify training requests in a timely manner.
- A list of training workshops and potential instructors continues to be developed in order to provide for a variety of formats for course delivery when training inquires are made. A Business and Industry brochure was composed and printed in-house; a contact database continues to be developed including mailing and email addresses.
- TRAC (Transfer, Recruitment, and Advising Committee) is developing a tool for distribution to high school counselors and administrators providing new program information and changes made throughout the year.
- A Dual Credit Handbook was developed and distributed to high school students, parents, counselors, faculty, and administrators to improve the knowledge and communication of the IECC dual credit program and opportunities. The Handbook will be reviewed annually for changes in policies and procedures.
- A Dual Credit Workshop was conducted in the Spring 2009 with participation from all 17 high schools, four community colleges, three regional vocational systems and two regional offices of education.
- All students are tested and meet established cutoff scores prior to enrollment in dual credit courses for consistency in course placement.
- All dual credit courses are evaluated and articulated on a 5-year basis, which will correspond with the annual ICCB Program Review Report.

- IECC was pursuing NACEP Certification because the State of Illinois had no set rules, policies or procedures governing dual credit. However, a new law passed in August 2009, Dual Credit Quality Act, will provide community colleges with established rules and policies, similar to NACEP Certification. Therefore, the District will not continue with the NACEP Certification.

Challenges

- The search for qualified external trainers is continuous.
- B&I must improve its website and more effectively market online classes.
- A policy on dual credit faculty qualifications was developed with an annual review and documentation of dual credit faculty qualifications. The policy was met with concern at the high schools. The new Illinois law sets even more restrictions on qualifications of faculty teaching transfer courses for dual credit impacting dual credit enrollment.
- The new law will most likely change IECC's current testing and assessment procedures, which may also impact dual credit enrollment.
- Dual credit scheduling issues and concerns.

FOCUS AREA: Community Outreach

Progress and Accomplishments

- Each college has established a Facebook Fan page that provides updates on class offerings, events, and announcements on a daily basis.
- The Deans will discuss at their next meeting in December 2009 how to increase media awareness to promote college activities and maintain website information in a timelier manner..

Challenges

- Budget and time constraints have made it difficult to work on the objectives of the Community Outreach Focus Area. The activities of this focus area have been rescheduled to Fall 2010.

Agenda Item #8C

Contract with Pepsi MidAmerica

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: Contract with Pepsi MidAmerica

For well over a decade, the District has entered into agreements with Pepsi MidAmerica to grant it exclusive rights to provide beverage and snack food to Olney Central College.

Pepsi MidAmerica wishes to extend our existing contract until April 28, 2023 or an additional five years. In exchange for this additional period, Pepsi MidAmerica has agreed to provide two indoor scoreboards, two sponsorship panels, and two Score Link modem kits.

Over the years that the District has contracted with Pepsi MidAmerica the company has been very willing to cooperate with the college in all of its endeavors and has provided free product when requested.

I ask the Board's approval of this addendum to the existing agreement with Pepsi MidAmerica.

TLB/rs

Attachment

ADDENDUM TO AGREEMENT

BETWEEN
PEPSI MIDAMERICA, MARION, ILLINOIS (First Party)
AND
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY CENTRAL COLLEGE, OLNEY, ILLINOIS (Second Party)

Original Agreement Signed: April 28, 1993

This addendum entered into this _____ day of _____, 2009 is attached to and made part of the above mentioned Agreement with all conditions intact to add/change the following:

1. First Party will additionally provide to the Second Party the scoreboards listed below in year 1 of this addendum:
 1. Two (2) model #2655 Electro-Mech indoor LED Multi-Sport Scoreboards.
 2. Two (2) model #BF-2109 Electro-Mech sponsorship panels.
 3. Two (2) ScoreLink 330 RF Modem kits with Retrofit RX and Embedded TX.
2. Second Party agrees to extend the aforesaid Agreement an additional Five (5) years. This agreement will expire on April 28, 2023.
3. Second Party allows First Party to have all the rights to all beverage, snack food vending, and any other requested full line vending throughout all campus locations.

Pepsi MidAmerica

Harry L. Crisp
Chairman

ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY CENTRAL COLLEGE
OLNEY, ILLINOIS

Authorized Agent:

Agenda Item #8D

Tuition Rate for Adjoined Counties

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: Tuition Rate for Adjoined Counties

The State's financial condition and the possibility of reduced State financial assistance to students mean that the District should review its tuition policy for students who reside in counties in which the District currently includes only a portion of the county. Currently, these students are charged an out-of-district tuition rate, but as the conditions of the State may worsen over the next few years, that rate may deny access to education for many students.

Therefore, I ask that the Board approve establishing a tuition rate for students residing in Illinois counties in which the District currently includes only a portion of the county, which would include Clark, Clay, Cumberland, Jasper, Hamilton, Wayne and White. Effective Summer Term 2010, the rate for these counties would be 125% of the in-district rate in effect at that time. The in-district rate for the 2010 academic year has been set at \$71.00 per semester hour. The suggested rate for the counties listed would therefore be \$89.00 per semester hour.

TLB/rs

Agenda Item #8E

Health Insurance Committee Recommendation

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 8, 2009

RE: Recommendation from Health Insurance Committee

In August the District received notice that the District's Blue Cross Blue Shield Health and Dental Insurance renewal for September 1, 2009 would reflect a 15% increase in premiums. After contacting Blue Cross Blue Shield, the company agreed to extend our existing contract on a month to month basis at the increased rates. At the August Board meeting, the Board approved a review of alternatives to the District's current insurance plan.

In addition, the Board hired J.W. Terrill, insurance consultants, to provide professional assistance to the District. Following the Board meeting, an IECC Health Insurance Committee was formed which included a cross-section of employees from across the District and various job classifications.

The eleven member Health Insurance Committee included two representatives from each college, two from the District Office, and one from Workforce Education. It was comprised of two administrative, two faculty, one classified, three professional/non-faculty, one athletics, one auxiliary, and one maintenance employee.

J.W. Terrill assisted the District in preparing a Request for Proposals for Insurance. After responses were received, J.W. Terrill and the Health Insurance Committee reviewed each proposal.

The insurance committee has developed three distinct insurance proposals as its recommendation for the Board's consideration.

These three proposals will be reviewed in detail at the Board meeting. Given the complex nature of the proposals, a thorough presentation of each proposal will be provided in detail at the Board meeting. Any questions the Board may have can be answered during and following that presentation.

Given the time deadlines that the District faces, the Board will be asked to approve the recommendation of the Insurance Committee following the presentation.

TLB/rs

Agenda Item #8F

Affiliation Agreement with Wayne County Health Department

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: Affiliation Agreement with Wayne County Health Department

Trustees were contacted earlier to get approval of this agreement so that it could go into effect and allow ADN nursing students to assist the Wayne County Health Department administer H1N1 vaccinations.

I now ask that the Board formally approve this new affiliation agreement for the Associate Degree Nursing Program with Wayne County Health Department, located in Fairfield, Illinois.

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 19 day of November, 2009,

by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL
COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program
(hereinafter referred to as DISTRICT #529) and **Wayne County Health Department**
Agency

Fairfield, IL 62837 (hereinafter referred to as AGENCY:
(City (State)

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 the DISTRICT, 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, Associate Degree 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 Associate Degree 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 A.D. 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. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. 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.

12. 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 Associate Degree 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 19 day of November, 2009.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

Frontier Community College

Vice President or
Director of Nursing Services

Department Head of Nursing, ADNP

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.

Revised: 08/02/89; 8/25/92
08/17/94; 10/05/94;
12/12/94; 10/2000; 7/04
Reviewed: 04/28/97; 10/08

Agenda Item #8G

Payment of End of Year Bills

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: Payment of End of Year Bills

Since the Board of Trustees meeting is occurring on December 8, bills will be received that should be paid before the close of the year.

A motion should be made that will allow the Chief Executive Officer to pay bills received after the December 8th Board meeting.

Bills paid under this procedure will be made available to the Board for review at the January Board meeting.

TLB/rs

Agenda Item #8H

2010 Board of Trustees Meeting Dates

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: Board Meeting Dates and Locations for 2010

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming year. The attached resolution sets forth meeting dates and locations for the IECC Board of Trustees for 2010.

I recommend approval of this resolution.

TLB/rs

Attachment

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2010:

Tuesday, January 19, 2010, 7 p.m., Lincoln Trail College

Tuesday, February 16, 2010, 7 p.m., Olney Central College

Tuesday, March 16, 2010, 7 p.m., Wabash Valley College

Tuesday, April 20, 2010, 7 p.m., Frontier Community College

Tuesday, May 18, 2010, 7 p.m., Lincoln Trail College

Tuesday, June 15, 2010, 7 p.m., Olney Central College

Tuesday, July 20, 2010, 7 p.m., Wabash Valley College

Tuesday, August 17, 2010, 7 p.m., Frontier Community College

Tuesday, September 21, 2010, 7 p.m., Lincoln Trail College

Tuesday, October 19, 2010, 7 p.m., Olney Central College

Tuesday, November 16, 2010, 7 p.m., Wabash Valley College

Tuesday, December 14, 2010, 7 p.m., Frontier Community College

12/09

Agenda Item #8I

Vehicle Lease – Lincoln Trail College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: LTC Vehicle Lease

The Lincoln Trail College Foundation has agreed to purchase a car that will be leased to Lincoln Trail College under the terms of the lease agreement which follows.

I ask the Board's approval of the lease agreement.

TLB/rs

Attachment

LEASE WITH OPTION TO PURCHASE

This agreement entered into the ____ day of December, 2009, by and between the Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2007 Pontiac G6 Sedan, 33,000 miles, VIN 1G2ZH58N774246063

The consideration to be paid for the lease shall be \$12,900.00, plus 3.5% simple interest to reflect a total lease amount, including interest, of \$13,700.88 payable as follows:

1. One payment of \$3,900.00 to be due and payable on the 9th day of December 2009.
2. Three payments of \$2,451.00 to be due and payable on the 15th day of July, 2010, 2011, and 2012.
3. The final payment, due July 15, 2013, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
4. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor.
5. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional one dollar (\$1.00) to be paid with the final payment.
6. During the term of the lease, the Lessee takes full responsibility for the following obligations:
 - a. To provide and pay for all necessary expenses to operate the leased vehicle.
 - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
 - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: _____

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: _____

Agenda Item #8J

Vehicle Lease – Lincoln Trail College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 8, 2009
RE: LTC Vehicle Lease

The Lincoln Trail College Foundation has agreed to purchase a van that will be leased to Lincoln Trail College under the terms of the lease agreement which follows.

I ask the Board's approval of the lease agreement.

TLB/rs

Attachment

LEASE WITH OPTION TO PURCHASE

This agreement entered into the ____ day of December, 2009, by and between the Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2007 Chrysler Town and Country Stow and Go Van, 28,000 miles, VIN 2A4GP54L67R304293

The consideration to be paid for the lease shall be \$15,900.00, plus 3.5% simple interest to reflect a total lease amount, including interest, of \$17,226.07 payable as follows:

1. One payment of \$1,000.00 to be due and payable on the 9th day of December 2009.
2. Three payments of \$4,057.00 to be due and payable on the 15th day of July, 2010, 2011, and 2012.
3. The final payment, due July 15, 2013, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
4. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor.
5. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional one dollar (\$1.00) to be paid with the final payment.
6. During the term of the lease, the Lessee takes full responsibility for the following obligations:
 - a. To provide and pay for all necessary expenses to operate the leased vehicle.
 - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
 - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: _____

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: _____

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT November 30, 2009

FUND	BALANCE
Educational	\$3,254,206.22
Operations & Maintenance	\$2,538,090.20
Operations & Maintenance (Restricted)	\$191,661.66
Bond & Interest	\$232,784.58
Auxiliary	\$1,867,682.10
Restricted Purposes	(\$583,960.91)
Working Cash	\$83,310.29
Trust & Agency	\$450,438.77
Audit	(\$11,512.66)
Liability, Protection & Settlement	\$622,356.59
TOTAL ALL FUNDS	\$8,645,056.84

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
November 30, 2009

ALL FUNDS

	Fiscal Year 2010
ASSETS:	
CASH	8,645,057
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	6,790,000
RECEIVABLES	4,495,407
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	516,115
OTHER ASSETS	443,842
TOTAL ASSETS AND OTHER DEBITS:	20,924,921
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	76,894
ACCOUNTS PAYABLE	112,451
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	646,546
TOTAL LIABILITIES:	835,891
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,809,387
PR YR BDGTD CHANGE TO FUND BALANCE	640,096
FUND BALANCES:	
FUND BALANCE	7,776,567
RESERVE FOR ENCUMBRANCES	8,862,980
TOTAL EQUITY AND OTHER CREDITS	20,089,030
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	20,924,921

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of November 30, 2009

ALL FUNDS

FY 2010
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	4,935,834
STATE GOVT SOURCES	1,803,267
STUDENT TUITION & FEES	8,406,909
SALES & SERVICE FEES	1,685,051
FACILITIES REVENUE	5,570
INVESTMENT REVENUE	55,323
OTHER REVENUES	6,569
TOTAL REVENUES:	16,898,523

EXPENDITURES:

INSTRUCTION	4,870,369
ACADEMIC SUPPORT	204,607
STUDENT SERVICES	530,458
PUBLIC SERV/CONT ED	28,782
OPER & MAINT PLANT	1,294,286
INSTITUTIONAL SUPPORT	4,265,133
SCH/STUDENT GRNT/WAIVERS	2,659,965
AUXILIARY SERVICES	2,340,419
TOTAL EXPENDITURES:	16,194,019

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	704,504
-------------------------------------	---------

Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1 -- November 30, 2009

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,046,931	877,258	2,924,189
State Government Sources	1,163,313	639,953	1,803,266
Net Tuition and Fees	2,534,675	-	2,534,675
Sales & Service Fees	7,229	-	7,229
Facilities Revenue	-	5,141	5,141
Investment Revenue	36,382	10,617	46,999
Other Revenues	(676)	29	(647)
TOTAL REVENUES:	<u>5,787,854</u>	<u>1,532,998</u>	<u>7,320,852</u>
EXPENDITURES:			
Salaries	5,967,981	332,596	6,300,577
Employee Benefits	785,181	67,718	852,899
Contractual Services	126,805	103,914	230,719
Materials	484,167	106,390	590,557
Travel & Staff Development	68,065	1,651	69,716
Fixed Charges	132,685	184,818	317,503
Utilities	51,601	376,912	428,513
Capital Outlay	39,061	72,743	111,804
Other	50,800	35	50,835
TOTAL EXPENDITURES:	<u>7,706,346</u>	<u>1,246,777</u>	<u>8,953,123</u>
TRANSFERS :			
INTERFUND TRANSFERS	(1,074,142)	-	(1,074,142)
TOTAL TRANSFERS:	<u>(1,074,142)</u>	<u>-</u>	<u>(1,074,142)</u>
NET INCREASE/DECREASE IN NET ASSETS	<u><u>(2,992,634)</u></u>	<u><u>286,221</u></u>	<u><u>(2,706,413)</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY08-10**

College	Category	FISCAL YEAR 2008			FISCAL YEAR 2009			FISCAL YEAR 2010			
		Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	% of Year
Frontier	Bills		\$827,143			\$1,015,340			\$755,299		
	Payroll		833,920			830,830			873,883		
	Totals	\$3,329,838	1,661,063	50%	\$3,755,487	1,846,170	49%	\$3,793,042	1,629,182	43%	42%
Lincoln Trail	Bills		632,235			1,010,860			718,982		
	Payroll		992,441			1,005,100			1,017,967		
	Totals	3,591,411	1,624,676	45%	4,326,545	2,015,960	47%	\$4,369,810	1,736,949	40%	42%
Olney Central	Bills		864,690			1,285,838			911,072		
	Payroll		1,747,022			1,833,614			1,957,392		
	Totals	6,192,685	2,611,712	42%	6,951,366	3,119,452	45%	\$7,020,880	2,868,464	41%	42%
Wabash Valley	Bills		1,019,989			1,495,188			1,268,277		
	Payroll		1,196,214			1,349,019			1,278,261		
	Totals	4,494,795	2,216,203	49%	5,534,773	2,844,207	51%	\$5,590,121	2,546,538	46%	42%
Workforce Educ.	Bills		734,656			747,984			865,805		
	Payroll		415,074			434,735			478,113		
	Totals	2,383,620	1,149,730	48%	2,550,712	1,182,719	46%	\$2,576,219	1,343,918	52%	42%
District Office	Bills		103,485			118,118			100,587		
	Payroll		373,622			381,650			356,155		
	Totals	1,295,077	477,107	37%	1,322,403	499,768	38%	\$1,335,627	456,742	34%	42%
District Wide	Bills		896,430			736,605			681,484		
	Payroll		351,302			366,038			338,806		
	Totals	7,320,241	1,247,732	17%	7,441,614	1,102,643	15%	7,762,251	1,020,290	13%	42%
GRAND TOTALS		\$28,607,667	\$10,988,223	38%	\$31,882,900	\$12,610,919	40%	\$32,447,950	\$11,602,083	36%	42%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
November 30, 2009

	Amount	% of Total
Salaries	6,300,577	54.31%
Employee Benefits	852,899	7.35%
Contractual Services	230,719	1.99%
Materials	590,557	5.09%
Travel & Staff Development	69,716	0.60%
Fixed Charges	317,503	2.74%
Utilities	428,513	3.69%
Capital Outlay	111,804	0.96%
Other	2,699,795	23.27%
	<u>11,602,083</u>	<u>100.00%</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**
- C. Approval of Semi-Annual Review of Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 3, 2009

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for item 400.1., 400.2., and 400.4. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-In-Status**
- 400.3. Special Assignment**
- 400.4. Resignations**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. William Rogers, Workforce Education Instructor, effective December 10, 2009

400.2. Change-In-Status

A. Administration

1. George Kocher, from Fiber Optic Trainer, WED, to Interim Program Director, Telecommunications, WED, effective January 1, 2010

400.3. Special Assignment

A. Extra-Curricular

1. Mitch Hannahs, Interim Administrator, LTC, \$2,000 / month, effective January 4, 2010 to June 30, 2010

400.4. Resignations

A. Administrative

1. Penny Quinn, Dean of Instruction, LTC, effective January 9, 2010

B. Classified

1. Megan Dillard, Assistant to the President, WVC, effective December 19, 2009

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

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

11/30/2009

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