

ILLINOIS EASTERN COMMUNITY COLLEGES

**BOARD OF TRUSTEES
MONTHLY MEETING**

January 19, 2010



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson IL 62454**

**Dinner – 6:00 p.m. – Learning Resource Center
Meeting – 7:00 p.m. – Learning Resource Center**

**Illinois Eastern Community Colleges
Board Agenda**

**January 19, 2010
7:00 p.m.
Lincoln Trail 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. Career and Technical Education/DOL Lease Bruce
 - B. Amended Cafeteria Plan Bruce
 - C. Robinson Enterprise Zone Expansion..... Bruce
 - D. Phase IX Carryover Funds Application
 - E. Phase IX Carryover Funds Resolution..... Bruce
 - F. Affiliation Agreement with Good Samaritan Regional Health - ADN..... Bruce
 - G. Affiliation Agreement with Newton 1st Financial Bank – Admin Info Tech/Med Office Asst . Bruce
 - H. Affiliation Agreement with Hoagland Chiropractic – Admin Info Tech/Med Office Asst..... Bruce
 - I. Fiscal Year 2011 Holiday Schedule..... Bruce
9. Bid Committee Report Bruce
 - Advanced Manufacturing Technology Equipment – WVC
 - Heavy Duty Diesel Dynamometer - WVC
10. District Finance
 - A. Financial Report..... Browning
 - B. Approval of Financial Obligations..... Browning
11. Chief Executive Officer’s Report Bruce
12. Executive Session Bruce

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, December 8, 2009.

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

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

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

(Beverly Turkal, President of Lincoln Trail College, was absent due to illness.)

(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.
Penny Quinn, Dean of Instruction of Lincoln Trail College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
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, November 17, 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.

#3-B. IECEA Representative: Gary Adams, President of the Illinois Eastern Colleges Education Association (IECEA), was recognized.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

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

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

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

#8-A. Joint Agreement with Lewis and Clark College: Chris Cantwell presented the Joint Agreement for Education Cooperation between Illinois Eastern Community Colleges, District #529 and Lewis and Clark Community College, District #536, located in Godfrey, Illinois. Changes and updates to this agreement from last year’s agreement are:

Illinois Eastern removed
Health Information Management, AAS.

Under the Agreement, IECC, 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.

Under the Agreement, Lewis and Clark Community College, District #536, agrees to accept students from IECC, District #529, in the following programs:

Dental Assisting, Certificate.
Dental Hygiene, AAS/Certificate.
Exercise Science, AAS.
Occupational Therapy Assistant, AAS.
Paralegal, AAS/Certificate.

Recommendation: The CEO recommended approval of the updated Joint Agreement with Lewis and Clark Community College.

Board Action: Trustee Brenda Culver made a motion to approve the updated Joint Agreement with Lewis and Clark Community College 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Strategic Plan Status Report: Chris Cantwell reviewed the Strategic Plan Status Report. Purpose of the 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. The 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 to ensure the plan's ongoing review and renewal. The Strategic Plan is designed as a "work in progress" that will evolve and be annually reviewed as IECC makes progress towards these strategic goals and sets new goals in the future.

The Strategic Planning Committee reviewed, evaluated, and prioritized the input and trends from internal and external analyses, 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.

Board Action: Trustee William Hudson made a motion to approve the IECC Strategic Plan Status Report 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Contract with Pepsi MidAmerica: For more than a decade, IECC 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 the existing contract until April 28, 2023 (an additional five years). In exchange for this extension, Pepsi MidAmerica has agreed to provide two indoor scoreboards, two sponsorship panels, and two Score Link modem kits. During the years that the

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

The CEO recommended approval of the following addendum to the existing agreement with Pepsi MidAmerica.

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.

Board Action: Trustee Walter Koertge made a motion to approve the foregoing addendum to the existing agreement with Pepsi MidAmerica 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Tuition Rate for Adjoined Counties: The State's financial condition and the possibility of reduced State financial assistance to students indicate 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, the CEO recommended 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 will include Clark, Clay, Cumberland, Jasper, Hamilton, Wayne and White. Effective Summer Term 2010, the rate for these counties will 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.

Board Action: Trustee John Brooks made a motion to approve the tuition rate for the adjoined counties of Clark, Clay, Cumberland, Jasper, Hamilton, Wayne and White as recommended, effective Summer Term 2010. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Health Insurance Committee Recommendation: In August the district received notice that IECC'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 the 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, each to be provided by Blue Cross Blue Shield, as follows.

1. A DISTRICT PLAN fully paid by the district with higher deductible limits of \$1,500 (single)/\$3,000 (family) coupled with a Health Savings Account (HSA) to allow employees to set aside pre-tax dollars to fund the deductibles. The district will make a \$1,500 contribution into each participant's HSA for 2010 only, to help transition into these higher deductible requirements. In 2011 and thereafter, it is anticipated that the district will make a \$200 per year contribution into each participant's HSA to help offset these higher deductible requirements. The district would pay the entire premium at no cost to employees for single coverage in this plan. Costs to add spouse, child/children, and family would continue to be paid by the employee but the rates are less expensive than current dependent rates. (Specific rates and benefit highlights are included in a separate attachment.)

2. An OPTIONAL PLAN which is the current coverage with no changes in deductibles. Employees who choose the OPTIONAL plan would be required to pay for the difference in premium between the DISTRICT plan and the OPTIONAL plan. The projected monthly difference in premium between the DISTRICT plan and the OPTIONAL plan is \$61.97 per month for employee coverage. The OPTIONAL plan will also allow coverage for spouse, child/children, and family. (Specific rates and benefit highlights are included in a separate attachment.)

3. A Medical Reimbursement Plan (MRP) which is an opt-out designed for those employees who are double covered and want to opt-out of IECC's plan and make their "other" plan their Primary insurance plan. As an incentive, the MRP would provide reimbursement for out of pocket expenses shown on the Primary carrier's Explanation of Benefits (EOB). This reimbursement would be 100%, up to a maximum of \$3,500.

DENTAL COVERAGE will remain with Blue Cross Blue Shield of Illinois, and will not change from the coverage the district currently has.

LIFE INSURANCE COVERAGE will not change from the coverage the district currently has.

The recommended plans will be effective February 1, 2010. In the interim period between now and February 1, the plans will be explained throughout the district, and individual employees will then be permitted to choose which plan they prefer.

Recommendation: The CEO recommended that the Board of Trustees adopt the recommendation of the IECC Health Insurance Committee and direct the administration to put in place the three different health insurance plans as outlined above, with no change in current dental and life insurance plans, for IECC non-bargaining employees, effective February 1, 2010.

Board Action: Trustee Brenda Culver made a motion to adopt the recommendation of the IECC Health Insurance Committee and direct the administration to put in place the three different health insurance plans as outlined, with no change in current dental and life insurance plans, for IECC non-bargaining employees, effective February 1, 2010. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver,

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

#8-F. Affiliation Agreement with Wayne County Health Department: IECC wishes to enter into a new affiliation agreement with Wayne County Health Department, located in Fairfield, Illinois. This affiliation agreement is for the Associate Degree Nursing Program. This allows ADN nursing students to assist the Wayne County Health Department administer the H1N1 vaccinations. The CEO recommended approval of this affiliation agreement.

Board Action: Trustee Walter Koertge made a motion to approve the affiliation agreement for the Associate Degree Nursing Program with Wayne County Health Department, Fairfield, Illinois, as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Payment of End of Year Bills: Since this Board of Trustees meeting is being held on December 8, bills will be received that should be paid before the close of the year. The CEO recommended that he be given authorization to pay bills received after the Board meeting.

Board Action: Trustee Marilyn Wolfe made a motion to approve payment of bills received in December after this Board meeting 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. 2010 Board of Trustees Meeting Dates: The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming year. The CEO recommended adoption of the following resolution setting meeting dates and locations for the IECC Board of Trustees for 2010.

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.

Meetings are held on the third Tuesday of each month, with the exception of the December meeting, which is held on the second Tuesday.

Board Action: Student Trustee Carter Wilkinson made a motion to adopt the foregoing resolution setting meeting dates and locations for the Board of Trustees for calendar 2010 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Vehicle Lease – LTC: The Lincoln Trail College Foundation has agreed to purchase a car that will be leased to LTC under the terms of the lease agreement, as follows:

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." 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: One payment of \$3,900.00 to be due and payable on the 9th day of December 2009. Three payments of \$2,451.00 to be due and payable on the 15th day of July, 2010, 2011, and 2012. 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. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor. 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.

#8-J. Vehicle Lease – LTC: The Lincoln Trail College Foundation has agreed to purchase a car that will be leased to LTC under the terms of the lease agreement, as follows:

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." 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: One payment of \$1,000.00 to be due and payable on the 9th day of December 2009. Three payments of \$4,057.00 to be due and payable on the 15th day of July, 2010, 2011, and 2012. 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. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor. 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.

Board Action: Trustee John Brooks made a motion to approve the two vehicle lease agreements with the LTC Foundation, for a 2007 Pontiac G6 Sedan and a 2007 Chrysler Town and Country Stow and Go Van, as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9– “Bid Committee Report” – None.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$8,645,056.84, as of November 30, 2009.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2009, totaling \$532,679.75, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for December 2009, in the amounts listed, and payments from the revolving fund for November 2009. 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, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – None.

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 following actions were taken relative to executive session minutes.

#13-A. Written Executive Session Minutes: No executive session was held during the regular meeting, Tuesday, November 17, 2009.

#13-B. Audio Recordings of Executive Session: No executive session was held during the regular meeting, Tuesday, November 17, 2009.

#13-C. Semi-Annual Review of Executive Session Minutes: The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in June 2009 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.

21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2009:

1. None.

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. None.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. Wednesday, April 9, 2008.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, June 16, 2009.
2. Tuesday, July 21, 2009.
3. Tuesday, August 18, 2009.
4. Tuesday, September 15, 2009.
5. Tuesday, October 20, 2009.
6. Tuesday, November 17, 2009.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

H. It is recommended that the following previously approved closed meeting minutes remain closed to the public record:

1. None.

Board Action: Student Trustee Carter Wilkinson made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. 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 that the “Ayes” have it and the motion carried.

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

400.1. Employment of Personnel

A. Faculty

1. 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.

Personnel Report Addendum

400.5. Employment of Personnel

A. Faculty

1. Tommie E. “Libby” Opell, Nursing Instructor, effective January 11, 2010.

400.6. Change in Status

A. Faculty

1. Theresa Marcotte, Dean of Instruction, WVC, to Nursing Instructor, effective January 6, 2010.

400.7. Resignation

A. Faculty

1. Susan Batchelor, Nursing Instructor, effective December 31, 2009.

#14-A. Board Action to Amend Personnel Report: Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Sections 400.5, 400.6, and 400.7, as recommended. Student Trustee Carter Wilkinson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18– “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Walter Koertge made a motion to adjourn. Student Trustee Carter Wilkinson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:55 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

Career and Technical Education/DOL Lease

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
RE: Career and Technical Education/DOL Lease

Career and Technical Education staff and the Small Business Development Center are currently housed at a facility on High Street, Olney, Illinois, which the District has leased for several years. Current monthly rental is \$1,000. The District will vacate this facility on January 31st.

When the District received the \$1.9 million grant from the US Department of Labor (DOL), that grant included funding for lease of space and required that additional training facilities be developed.

Space at 218 East Main Street, Olney, Illinois, provides us 4,500 square feet of space which is adequate to meet the needs of Career and Technical Education, Small Business Development Center and DOL staff and training facilities.

I ask the Board's approval of lease of space from February 1, 2010 until June 30, 2011 at a monthly rental of \$2,000, all of which will be paid from grant funds.

TLB/rs

Attachment

Tommie D. Fehrenbacher
P.O. Box 539
Olney, IL 62450

L E A S E

THIS LEASE made the _____ of _____, by and between Tommie D. Fehrenbacher of 1401 Whittle Ave., P.O. Box 539 Olney, Illinois hereinafter called "Landlord" and Illinois Eastern Community Colleges, hereinafter called "Tenant."

WITNESSETH: That the parties hereto for the consideration hereinafter mentioned covenant and agree as follows:

1. The landlord hereby leases to Tenant storefront premises at 218 E. Main St. Olney IL, to be used by tenant for offices. For a term commencing February 1, 2010 and ending June 30, 2011. Rent of \$2,000.00 per month payable on the 1st day of each month at the beginning of the month 1st day of the month thereafter.
2. Tenant hereby takes the lease to the said premises and agrees to pay the rent above provided.
3. Tenant covenants with the Landlord that at the expiration of the term of this lease, Tenant will yield up possession of the premises to Landlord without further notice in as good condition as when same were entered upon by Tenant, reasonable wear and tear and damage by fire and inevitable accident excepted.
4. Landlord agrees to furnish an air conditioning unit to the premises and to keep it in serviceable condition.
5. Tenant will arrange for and pay for all utilities to be used on the premises, including the operation of air conditioning.
6. During the term thereof, Landlord will at his expense maintain the exterior or outside and the structural portions of the building and the major plumbing. During the term of this lease and any renewal hereof, Tenant will at his expense maintain in good repair all other parts of the premises leased and will assume liability for any glass breakage due to Tenants misuse. Tenant will pay for all cleaning and redecoration.
7. Landlord will pay real estate taxes on the premises that fall due during the term of this lease and renewal hereof, if any.
8. Tenant will not make any alterations or addition to the premises without prior written consent of Landlord; Tenant shall in no event have any power, authority or right to incur or create or constitute a lien or claim in favor of Tenant or any third parties as against the right, title or interest of Landlord in or to the premises leased and notice is hereby given to all persons furnishing labor or materials for improvements or construction that any liens therefore shall attach only to the leasehold interest o

Tenant hereunder and shall be subject and Subordinate to all the rights, title and interest of the Landlord in and to said premises and building.

9. Landlord shall have free access to premises hereby leased for the purpose of examining or exhibiting same or of making any needful repairs; also Landlord shall have the right to place upon the leased premises' notices of "For Sale" or "To rent."
10. Tenant will keep the premises in clean and healthy condition and in accordance with the ordinances of the City of Olney and all Federal, State and Municipal laws and regulations concerning same.
11. The provisions of this lease shall bind and inure to the benefit of the Landlord and Tenant and their respective heirs, successors, legal representatives and assigns.
12. If default shall be made in payment of rent or in any of the covenants and agreements herein contained to be kept by Tenant, it shall be lawful for the Landlord to enter into and upon the premises hereby leased, either with or without process of law, and repossess the same and distrain for any rent that may be due thereon, at the election of Landlord; and in order to enforce a forfeiture for nonpayment of rent, it shall not be necessary to make a demand on the same day the rent shall become due, but a demand and refusal or failure to pay at any time on the same day or at any time on any subsequent day, shall be sufficient; and after such default Tenant and all persons in possession under tenant shall be deemed guilty of forcible detainer of the premises under the statute.
13. Tenant agrees that during the term of this lease at his expense, he will carry liability insurance with a company acceptable to Landlord providing for a minimum of \$300,000.00 per person \$300,000.00 per accident and \$50,000 for property for occurrences on the damaged premises.
14. Tenant shall not allow any intoxicating beverages or liquors to be sold on said premises.
15. Landlord covenants that the Tenant upon paying the rent and performing all covenants hereof, shall have and may peaceably and quietly have, hold and enjoy the leased premises for the term herein mentioned and for any renewal hereof in accordance with the terms of the lease.
16. Lessor understands that Lessee is primarily funded by state and federal government grants and appropriations which are subject to annual adjustment and possible elimination due to government funding priorities. Should Lessee's funding levels be significantly reduced, Lessee will be allowed to reduce the amount of Leased space with ninety (90) days written notice and verification of funding change. Should the great majority of Lessee's funding be eliminated, or funding is completely terminated, Lessee will be allowed to terminate tenancy with ninety (9)) days written notice and verification of funding change.

IN WITNESS WHEREOF, Landlord and Tenant have hereunto set their hands and seals to the foregoing lease executed in duplicate originals at the office of Tom

Fehrenbacher, 1401 Whittle Ave. Olney, IL, on the day and year first above stated.
Phone 618-395-2306.

Illinois Eastern Community Colleges

By _____

Title _____

Date _____

Tommy D. Fehrenbacher Date

Agenda Item #8B

Amended Cafeteria Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
SUBJECT: Amended Cafeteria Plan

At the December 2009 Board meeting, the Board of Trustees approved offering a Qualified High Deductible Health Plan. By offering a Qualified High Deductible Health Plan, District employees are allowed, under IRS rules, to have and to contribute to a Health Savings Account (HSA).

The attached resolution would amend our current Cafeteria Plan to allow such pre-tax contributions to HSA's. Following this memo and resolution are pages 1-7 of the Illinois Eastern Community Colleges Section 125 Summary Plan Description.

I recommend that the Board adopt the attached resolution to amend our current Cafeteria Plan to allow pre-tax employee contributions to HSA's.

TLB/rs

Attachment

ADOPTING RESOLUTION

The undersigned Principal of Illinois Eastern Community Colleges (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on January 19, 2010, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended Cafeteria Plan effective January 1, 2010, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one of more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

Principal

Date

**ILLINOIS EASTERN COMMUNITY COLLEGES
SECTION 125 PLAN
INTRODUCTION**

We have amended the "Premium Payment Plan" that we previously established for you and other eligible employees. Under this Plan, you will be able to pay for insurance coverage that we make available to you with a portion of your pay before Federal income or social security taxes are withheld.

Read this Summary Plan Description carefully so that you understand the provisions of our amended Plan and the benefits you will receive. This SPD describes the Plan's benefits and obligations as contained in the legal Plan document, which governs the operation of the Plan. The Plan document is written in much more technical and precise language. If the non-technical language in this SPD and the technical, legal language of the Plan document conflict, the Plan document always governs. Also, if there is a conflict between an insurance contract and either the Plan document or this Summary Plan Description, the insurance contract will control. If you wish to receive a copy of the legal Plan document, please contact the Administrator.

This SPD describes the current provisions of the Plan which are designed to comply with applicable legal requirements. The Plan is subject to federal laws, such as the Internal Revenue Code and other federal and state laws which may affect your rights. The provisions of the Plan are subject to revision due to a change in laws or due to pronouncements by the Internal Revenue Service (IRS) or other federal agencies. We may also amend or terminate this Plan. If the provisions of the Plan that are described in this SPD change, we will notify you.

We have attempted to answer most of the questions you may have regarding your benefits in the Plan. If this SPD does not answer all of your questions, please contact the Administrator (or other plan representative). The name and address of the Administrator can be found in the Article of this SPD entitled "General Information About the Plan."

I

ELIGIBILITY

1. When can I become a participant in the Plan?

Before you become a Plan member (referred to in this Summary Plan Description as a "Participant"), there are certain rules which you must satisfy. First, you must meet the eligibility requirements and be an active employee. After that, the next step is to actually join the Plan on the "entry date" that we have established for all employees. The "entry date" is defined in Question 3 below.

2. What are the eligibility requirements for our Plan?

You will be eligible to join the Plan once you have satisfied the conditions for coverage under our group medical plan. Of course, if you were already a participant before this amendment, you will remain a participant.

3. When is my entry date?

You can join the Plan on the same day you can enter our group medical plan.

4. Are there any employees who are not eligible?

Yes, there are certain employees who are not eligible to join the Plan. They are:
-- Employees who are not eligible to receive medical benefits under our group medical plan.

5. What must I do to enroll in the Plan?

You will automatically become a Participant in this Plan once you have satisfied the preceding requirements. If you do not want any or all of the benefits offered under the Plan, you may elect not to receive such benefits in accordance with the procedure as explained in this Summary.

II

OPERATION

1. How does this Plan operate?

Before the start of each Plan Year, you will be able to elect not to receive any or all of the benefits under the Plan. If you do not make such an election, then some of your upcoming pay will be paid to the Plan. The money will be used to pay for insurance coverage that we are offering to you and contributed to a Health Savings Account for you. The portion of your pay that is contributed to pay the premium expense and contributed to a Health Savings Account is not subject to Federal income or Social Security taxes. In other words, the plan allows you to use tax-free dollars to pay for insurance coverage and premium expenses which you normally pay for with out-of-pocket, taxable dollars, plus contributed to a Health Savings Account. (See the Article entitled "General Information About Our Plan" for the definition of "Plan Year.")

III

CONTRIBUTIONS

1. How much of my pay may the Employer redirect?

Each year, we will automatically contribute on your behalf enough of your compensation to pay for the insurance coverage provided unless you elect not to receive any or all of such coverage. These amounts will be deducted from your pay over the course of the year.

2. What happens to contributions made to the Plan?

Each Plan Year, contributions will automatically be used to pay the premium expenses for the insurance coverage you have selected and contributions to a Health Savings Account unless you elect not to participate in the Plan.

3. When must I decide what insurance coverage I want?

If you are already covered by any of the insured benefits offered by this Plan, you will automatically become a Participant to the extent of the premium for such insurance unless you elect, during the election period (defined below), not to participate in the Plan.

4. When is the election period for our Plan?

You will make your initial election on or before your entry date. (You should review Section I on Eligibility to better understand the eligibility requirements and entry date.) Then, for each following Plan Year, the election period is established by the Administrator and applied uniformly to all Participants. It will normally be a period of time prior to the beginning of each Plan Year. The Administrator will inform you each year

about the election period. (See the Article entitled "General Information About Our Plan" for the definition of Plan Year.)

5. May I change my elections during the Plan Year?

Generally, you cannot change the elections you have made after the beginning of the Plan Year. However, there are certain limited situations when you can change your elections. You are permitted to change elections if you have a "change in status" and you make an election change that is consistent with the change in status. Currently, Federal law considers the following events to be a change in status:

- Marriage, divorce, death of a spouse, legal separation or annulment;
 - Change in the number of dependents, including birth, adoption, placement for adoption, or death of a dependent;
 - Any of the following events for you, your spouse or dependent: termination or commencement of employment, a strike or lockout, commencement or return from an unpaid leave of absence, a change in worksite, or any other change in employment status that affects eligibility for benefits;
 - One of your dependents satisfies or ceases to satisfy the requirements for coverage due to change in age, student status, or any similar circumstance; and
 - A change in the place of residence of you, your spouse or dependent that would lead to a change in status, such as moving out of a coverage area for insurance.
- However, with respect to the Health Savings Account, you may modify or revoke your elections without having to have a change in status.

There are detailed rules on when a change in election is deemed to be consistent with a change in status. In addition, there are laws that give you rights to change health coverage for you, your spouse, or your dependents. If you change coverage due to rights you have under the law, then you can make a corresponding change in your elections under the Plan. If any of these conditions apply to you, you should contact the Administrator.

If the cost of a benefit provided under the Plan increases or decreases during a Plan Year, then we will automatically increase or decrease, as the case may be, your salary redirection election. If the cost increases significantly, you will be permitted to either make corresponding changes in your payments or revoke your election and obtain coverage under another benefit package option with similar coverage, or revoke your election entirely.

If the coverage under a Benefit is significantly curtailed or ceases during a Plan Year, then you may revoke your elections and elect to receive on a prospective basis coverage under another plan with similar coverage. In addition, if we add a new coverage option or eliminate an existing option, you may elect the newly-added option (or elect another option if an option has been eliminated) and make corresponding election changes to other options providing similar coverage. If you are not a Participant, you may elect to join the Plan. There are also certain situations when you may be able to change your elections on account of a change under the plan of your spouse's, former spouse's or dependent's employer.

6. May I make new elections in future Plan Years?

Yes, you may. For each new Plan Year, you may change the elections that you previously made. You may also choose not to participate in the Plan for the upcoming

Plan Year. If you do not make new elections during the election period before a new Plan Year begins, we will assume you want your elections for insured benefits only to remain the same and you will not be considered a Participant for the non-insured benefit options under the Plan for the upcoming Plan Year.

IV BENEFITS

1. What insurance coverage may I purchase?

Under our Plan, you can choose to receive your entire compensation or use a portion to pay premiums for:

- Health care premiums under our insured group medical plan.
- Our dental insurance plan.

Certain limits may apply on the amount of coverage that we obtain on your behalf. The insurance contracts will normally control.

The Administrator may terminate or modify Plan benefits at any time, subject to the provisions of any insurance contracts providing benefits described above. We will not be liable to you if an insurance company fails to provide any of the benefits described above. Also, your insurance will end when you leave employment, are no longer eligible under the terms of any insurance policies, or when insurance terminates. Any benefits to be provided by insurance will be provided only after (1) you have provided the Administrator the necessary information to apply for insurance, and (2) the insurance is in effect for you.

2. May I direct Plan contributions to my Health Savings Account?

Yes. Any monies that you do not apply toward available benefits can be contributed to your Health Savings Account, which enables you to pay for expenses which are not covered by our insured medical plan and save taxes at the same time. Please see your Plan Administrator for further details.

V BENEFIT PAYMENTS

1. When will I receive benefit payments?

The amount of pay you contribute to the Plan will be used to pay the premiums for the insurance coverage that is available. The provisions of the insurance policies will control what benefits will be paid and when.

2. Family and Medical Leave Act (FMLA)

If you take leave under the Family and Medical Leave Act, you may revoke or change your existing elections for health insurance. If your coverage in these benefits terminates, due to your revocation of the benefit while on leave or due to your nonpayment

of contributions, you will be permitted to reinstate coverage for the remaining part of the Plan Year upon your return.

If you continue your coverage during your unpaid leave, you may pre-pay for the coverage, you may pay for your coverage on an after-tax basis while you are on leave, or you and your Employer may arrange a schedule for you to "catch up" your payments when you return.

3. What happens if I terminate employment?

If you terminate employment during the Plan Year, your right to benefits will be determined in the following manner:

(a) Your Health Savings Account amounts will remain yours even after your termination of employment.

(b) For health benefit coverage on termination of employment, please see the Article entitled "Continuation Coverage Rights Under COBRA."

4. Will my Social Security benefits be affected?

Your Social Security benefits may be slightly reduced because when you receive tax-free benefits under our Plan, it reduces the amount of contributions that you make to the Federal Social Security system as well as our contribution to Social Security on your behalf.

VI

HIGHLY COMPENSATED AND KEY EMPLOYEES

1. Do limitations apply to highly compensated employees?

Under the Internal Revenue Code, highly compensated employees and key employees generally are Participants who are officers, shareholders or highly paid. You will be notified by the Administrator each Plan Year whether you are a highly compensated employee or a key employee.

If you are within these categories, the amount of contributions and benefits for you may be limited so that the Plan as a whole does not unfairly favor those who are highly paid, their spouses or their dependents. Federal tax laws state that a plan will be considered to unfairly favor the key employees if they as a group receive more than 25% of all of the nontaxable benefits provided for under our Plan.

Plan experience will dictate whether contribution limitations on highly compensated employees or key employees will apply. You will be notified of these limitations if you are affected.

VII

GENERAL INFORMATION ABOUT OUR PLAN

This Section contains certain general information which you may need to know about the Plan.

1. General Plan Information

Illinois Eastern Community Colleges Section 125 Plan is the name of the Plan.

Your Employer has assigned Plan Number 501 to your Plan.

The provisions of your amended Plan become effective on January 1, 2010. Your Plan was originally effective on January 1, 2004.

Your Plan's records are maintained on a twelve-month period of time. This is known as the Plan Year. The Plan Year begins on January 1 and ends on December 31.

2. Employer Information

Your Employer's name, address, and identification number are:

Illinois Eastern Community Colleges

233 E. Chestnut St.

Olney, Illinois 62450

37-0906196

3. Plan Administrator Information

The name, address and business telephone number of your Plan's Administrator are:

Illinois Eastern Community Colleges
233 E. Chestnut St.
Olney, Illinois 62450
618-393-2982

The Administrator keeps the records for the Plan and is responsible for the administration of the Plan. The Administrator will also answer any questions you may have about our Plan. You may contact the Administrator for any further information about the Plan.

4. Service of Legal Process

The name and address of the Plan's agent for service of legal process are:

Illinois Eastern Community Colleges
233 E. Chestnut St.
Olney, Illinois 62450

5. Type of Administration

The type of Administration is Insurer Administration.

Agenda Item #8C

Robinson Enterprise Zone Expansion

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
RE: Robinson Enterprise Zone Expansion

The City of Robinson has asked for the Board's approval to abate property taxes within the Robinson Enterprise Zone as expanded to include Rain CII Carbon. The abatement would be 100 percent of the increased taxes for a period of five years.

Rain CII Carbon is located on the southeast edge of Robinson and is in the process of installing a 30 megawatt electric power generation system. This generation system would use the current waste heat of the carbon plant and use it to power a turbine and generate electricity. Inclusion of the facility in the enterprise zone will help the company reduce the substantial cost of purchasing and installing the generator.

I ask the Board's approval of the inclusion of Rain CII Carbon in the existing enterprise zone.

TLB/rs

Attachment

TAX ABATEMENT RESOLUTION

The Board of Trustees of Illinois Eastern Community College District #529, Illinois does hereby adopt this resolution as follows:

The County Clerk of Crawford County, Illinois, is hereby directed to abate ad valorem taxes imposed upon real property located within the Robinson Enterprise Zone as the result of an Enterprise Zone as the result of an Enterprise Zone Expansion Ordinance adopted by the 'City Council of the City of Robinson, Crawford County, Illinois on October 27, 2009, as Ordinance number 2009-O-35, upon which new improvements will be renovated or rehabilitated, subject to the following conditions:

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

Upon roll call vote the following Board members voted aye.

Upon roll call vote the following Board members voted nay.

Passed and approved by the Board of Trustees of Illinois Eastern Community College District #529, Illinois,, at its regular Board meeting held on January 19, 2010, in Robinson, Illinois.

ILLINOIS EASTERN COMMUNITY COLLEGE
DISTRICT #529

BY: _____

G. ANDREW FISCHER, CHAIRMAN

ATTEST:

HARRY HILLIS, SECRETARY

Agenda Item #8D

Phase IX Carryover Funds Application

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
SUBJECT: 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 projects were completed under projected costs. The District now has PHS funds remaining and available for additional projects at all colleges.

Phase 9 bond proceeds were used to conduct a Plumbing and Electrical Survey to determine plumbing and electrical needs in our existing buildings. It is recommended, based upon this survey, that the remaining Phase 9 funds be used to upgrade plumbing and electrical needs at all colleges.

The survey identified plumbing upgrades at OCC, an electrical service upgrade at WVC. In addition, the survey proposed the upgrading of emergency lights at all colleges.

The total Project Application includes:

FCC	\$ 67,300
LTC	\$ 98,000
OCC	\$ 98,000
WVC	<u>\$104,000</u>
Total	\$367,300

This project application will be submitted to the Illinois Community College Board. If approved by the ICCB, the District would then bid, award and complete the projects. The project application for Plumbing and Electrical Upgrades is attached.

I ask the Board's approval of this Capital Project Application Form for submission to the Illinois Community College Board.

TLB/rs

Attachment

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District 529

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Plumbing & Electrical Upgrades – District Wide

Project Budget \$ 367,300 () check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date January 19, 2010

Application Type (check the appropriate application type and follow instructions):

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Plumbing & Electrical Upgrades – District Wide
Project Budget \$ 367,300

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

As part of the original Phase 9 projects, the ICCB approved a plumbing and electrical survey to be done District wide to identify infrastructure inadequacies due to the age of our buildings, some of which are more than 45 years old. The items below are the first phase of a multi-phase project to address the items identified in the original survey.

The International Building Code requires that batteries for emergency lighting must be able to provide power for a duration of not less than 90 minutes. Current emergency lighting fixtures in several buildings on all campuses are beyond the 5 to 7 year expected battery life. Additionally, existing emergency lighting systems do not in all areas of the buildings provide the illumination level required at the floor.

The International Building Code requires that exit signs must be able to provide continuous illumination independent of external power sources for a duration of not less than 90 minutes. Current exit signs in several buildings are not lighted in the event of failure of the external power system. Other existing exit lights that do have battery backup are well beyond the 5 to 7 year expected battery life.

The Wabash Valley College Advanced Technology Building has electrical service that is unsafe for current electrical needs. Service is provided from two separate feeds. The two service panels are original to the building (approximately 40 years old), and have several code violations – shared neutrals and grounds, lack of ground conductor to the 3 phase panel, bare conductor ends inside the panel, loose breakers connected to branch circuits, single breakers replaced with tandems that exceed the rating of the panel. Branch circuits do not have adequate capacity to provide power to specific pieces of equipment.

The backstage toilets/dressing rooms in the Olney Central College John D. Stull Performing Arts Center do not comply with the requirements of the American with Disabilities Act and the Illinois Accessibility Code. Clearances and fixtures do not meet the dimensional requirements of the codes and access to and around the plumbing fixtures are inadequate to accommodate persons with disabilities.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Provide emergency lighting systems that will meet the code mandated 90 minutes illumination time and proper illumination level at the floor. This will be phase 1 of a multi-phase project. International Building Code 1006.2 and 1006.3 and International Property Maintenance Code 604.3.

Provide exit lights that will properly illuminate in the event of external power failure. Exit lights will be LED, resulting in energy savings. This will be phase 1 of a multi-phase project. International Building Code 1011.5.3 and International Property Maintenance Code 604.3.

This first phase of emergency and exit lighting replacement is anticipated to include the following buildings:

- Lincoln Trail College – Williams Hall, College Center/Theater, Gym/Natatorium, Crisp Center.
- Olney Central College – Wattleworth Hall, First Floor, partial Second Floor.
- Wabash Valley College – Theater/Library/Science Building, partial.
- Frontier Community College – All buildings on campus.

Provide new electrical service to the WVC Advanced Technology Building meeting code and local utility company requirements. Provide dedicated branch circuits for individual pieces of equipment. International Property Maintenance Code 604.1, 604.2, 604.3, and 605.1.

Reconfigure spaces and replace existing plumbing fixtures and accessories in the OCC John D. Stull Performing Arts Center dressing rooms and toilets to provide accessibility and clearances for persons in wheelchairs and those with other physical constraints. Work will include associated general, hvac, and electrical work necessary to reconfigure and reconstruct the spaces. Illinois Accessibility Code 400.310 n).

Attachment #1

Project Budget

Check One:

New Construction

Remodeling

Project Name

Budget Amounts

New Construction

Remodeling

Land
Site Development
Construction (including Fixed Equipment)
Mechanical
Electrical
General Conditions
Contingency (10%)
A/E Professional Fees
Total

Protection, Health, and Safety Project Name Plumbing & Electrical Upgrades – District Wide

	<u>Budget Amounts</u>
Project Costs	<u>303,500</u>
Contingency	<u>30,400</u>
A/E Professional Fees & Reimb	<u>33,400</u>
Total	<u>\$ 367,300</u>

Attachment #2

Funding Source

District/College Name Illinois Eastern Community Colleges No. 529

Project Name Plumbing & Electrical Upgrades – District Wide

Check the source(s) of funds:

Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

 X Fund name (s): Protection Health Safety - Excess
funds from previously approved
protection, health, and safety projects

Bond Proceeds
(including protection, health,
and safety bonds)

 Type of bond issuance (s):

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

 Tax rate/fiscal year:

Contract for Deed
(ILCS 805/3-36)

 Term of Contract for Deed in months:

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

 Term of Lending Arrangements in months:

Lease Agreement
(ILCS 805/3-38)

 Term of Lease in months:

Capital Renewal Funding

 Proposed Fiscal Year Source(s):

ADA
Access for All Funding

 Proposed Fiscal Year Source(s):

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) x

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.
1118 West Main Street
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

January 19, 2010
Date

001-010485
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Emergency & Exit Lighting – All Campuses	173,500
Electrical Work – WVC Advanced Tech Bldg	70,000
Dressing Room Accessibility – OCC Performing Arts	<u>60,000</u>
Subtotal	303,500
Contingency - 10%	30,400
A/E Compensation & Reimbursables	<u>33,400</u>
Project Total	\$ 367,300

Note: Project not yet designed.

Agenda Item #8E

Phase IX Carryover Funds Resolution

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
SUBJECT: Phase IX Carryover Funds, Resolution

For PHS bond funded projects, the Board must approve both an Application and a Resolution which commits the Board to completion of the proposed projects.

I ask the Board's approval of the Resolution to Approve PHS Construction Project.

TLB/cr

Attachments

PROTECTION, HEALTH, AND SAFETY PROJECT

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Illinois Eastern Community College District No. 529 (Hereinafter referred to as IECC) is authorized to issue protection, health and safety bonds for the construction, remodeling, or rehabilitation of heating, ventilating, air conditioning, lighting, seating, water supply, toilet, handicapped accessibility, fire safety, and any other matter that will conserve, preserve, or provide for the protection and the health or safety of individuals, students, employees, or visitors in or on community college property and which will conserve the integrity of the physical facilities; and,

WHEREAS, there is a need for repair and alteration of certain facilities of IECC; 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:

Plumbing & Electrical Upgrades – District Wide

Total estimated cost including fees and contingency: \$ 367,300

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 Illinois Eastern 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 preserve or provide for the protection, health and safety of individuals, 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.

Resolution adopted by roll call vote this 19th day of January 2010.

Approved: Chairman: _____

Secretary: _____

Agenda Item #8F

Affiliation Agreement with Good Samaritan Regional Health Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
RE: Affiliation Agreement with Good Samaritan Regional Health

IECC wishes to enter into a new affiliation agreement with Good Samaritan Regional Health Center, located in Mt. Vernon, Illinois.

This affiliation agreement is for the Associate Degree Nursing Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

SCHOOL AFFILIATION AGREEMENT

This Agreement is made and entered into this 4th day of January, 2010, by and between the Illinois Eastern Community Colleges, Olney College Associate Degree Nursing Program, Frontier Community College Site, (hereinafter "SCHOOL") and Good Samaritan Regional Health Center, a _ Illinois not for profit corporation (hereinafter "FACILITY").

WHEREAS, SCHOOL, in conferring credentials upon its students, must provide and certify completion of certain practical learning and/or clinical experience, some of which may involve interaction with patients; and

WHEREAS, SCHOOL desires that certain of its students ("Students") and, when appropriate, certain of its faculty members, be permitted to visit and utilize the premises of FACILITY to afford such Students the opportunity to have practical learning and clinical experiences at FACILITY; and

WHEREAS, FACILITY recognizes the need for and desires to aid in the educational development of nursing (ADN, RN, PN, LPN), is an operating facility for the provision of health care services to its patients, and is willing to permit SCHOOL'S faculty and Students to participate in providing some of those services on its premises to the extent it is reasonable, proper, and professionally acceptable for them to do so.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

1. DUTIES OF SCHOOL.

Prior to assigning Students to FACILITY, SCHOOL shall:

- 1.1 Designate a member of its faculty ("Faculty Coordinator") to coordinate this Agreement with a designated member of FACILITY's staff, and obtain FACILITY's written or verbal approval of such Faculty Coordinator, which such approval FACILITY shall not unreasonably withhold. The coordination shall include on-site visits when practical and a continuing exchange of information on progress of the program; SCHOOL shall obtain and provide verification of a criminal background check on the Faculty Coordinator as provided by Illinois law for health care workers. In the event adverse information is obtained from the criminal background check, SCHOOL shall provide the information obtained to FACILITY. Failure to provide the information obtained shall disqualify the designated Faculty Coordinator from participation at FACILITY. The results of the criminal background check must be satisfactory to FACILITY.
- 1.2 Recommend for affiliation only those Students who have successfully completed all necessary requirements of SCHOOL's educational program and any appropriate professional requirements, and who have knowledge and

skills consistent with an ability to properly discharge the clinical duties or functions associated with the clinical experiences in which the Students will participate;

- 1.3 Be responsible for orienting Students to those applicable policies and procedures provided by FACILITY to SCHOOL, including standards of The Joint Commission and Student's responsibilities for the cost of his/her food, transportation, clothing and medical expenses, and to such other policies, procedures, rules and regulations as SCHOOL deems appropriate;

1.4 Provide FACILITY with the names, health status reports, including records of any immunizations required by FACILITY, and other pertinent information about each Student to be assigned to FACILITY before the beginning date of the Student's assignment at FACILITY;

- 1.5 Obtain FACILITY'S written approval of Students and periods of affiliation;

- 1.6 Advise Students to maintain the confidential nature of all information which may come to them with regard to patients and FACILITY records during the duration of the program and obtain from each Student a Statement of Confidentiality in the form attached to this Agreement as Exhibit 1;

- 1.7 Keep all records and reports on each Student's experience;

- 1.8 Represent and certify that its teaching program for Students involved under this Agreement is accredited by the North Central Association of Schools and Colleges and that SCHOOL is responsible for notifying FACILITY within ten (10) days in the event such accreditation is cancelled, withdrawn or otherwise terminated; and

- 1.9 Obtain evidence of health insurance from each Student prior to that Student's assignment at FACILITY.

- 1.10 Obtain and provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at FACILITY. In the event adverse information is obtained from the criminal background check, SCHOOL shall provide the information to FACILITY after obtaining an Authorization and Release from the STUDENT. In the event such Authorization and Release are not given by the STUDENT, the STUDENT shall be disqualified from participation at FACILITY. The results of the check must be satisfactory to FACILITY.

2. DUTIES OF FACULTY COORDINATOR. SCHOOL, through the Faculty Coordinator, shall;

- 2.1 Select, in cooperation with designated FACILITY personnel, the appropriate clinical experiences for Students;
- 2.2 Guide, coordinate and evaluate Students' performance at all times while Students are affiliated with FACILITY;
- 2.3 Meet with FACILITY personnel prior to and following Students' affiliations, and at such times as either party shall deem appropriate, to evaluate Students' performance and clinical experiences; and
- 2.4 Ensure that Students participate in ongoing training with respect to the learning and clinical experiences at the FACILITY, including but not limited to, being advised of any changes in FACILITY's policies and procedures, which may impact Student's expenses hereunder.

3. DUTIES OF FACILITY.

During this Agreement FACILITY shall;

- 3.1 Provide practical learning and/or clinical experiences to Students assigned to FACILITY;
- 3.2 Maintain primary responsibility at all times for patient care and total health services;
- 3.3 Cooperate with the Faculty Coordinator in the selection of any appropriate clinical experiences for Students;
- 3.4 Provide physical space for faculty members and Students to hold conferences and for their apparel and personal effects;
- 3.5 Provide SCHOOL with any applicable policies and procedures and inform SCHOOL, through the Faculty Coordinator, of any new applicable procedures and/or policies or any changes in procedures and/or policies which may affect the affiliation described hereunder; and
- 3.6 Allow Students to perform services for patients only when under the supervision of a registered nurse. Such registered nurse is to be registered, certified or licensed in the discipline in which supervision is provided. Students shall work, perform assignments, participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their supervisors designated by FACILITY.

4. TERMINATION OF STUDENT AFFILIATION. Upon the request of FACILITY, SCHOOL shall immediately withdraw a Student or SCHOOL faculty member, including Faculty Coordinator, from FACILITY in the sole discretion of FACILITY, with or without cause,

provided, however, FACILITY shall provide SCHOOL with written notice thereof within a reasonable time following the request for removal.

5. INSURANCE.

5.1 SCHOOL will maintain for each Student and faculty member assigned to FACILITY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If SCHOOL procures professional liability coverage that is not on an "occurrence basis," SCHOOL or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of SCHOOL or SCHOOL's employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). In addition, SCHOOL shall maintain general liability insurance on an occurrence basis for SCHOOL and all its Students, employees and faculty members participating in training programs at FACILITY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. SCHOOL shall also maintain workers' compensation insurance for any employees of SCHOOL performing services under this Agreement. SCHOOL shall furnish FACILITY with a certificate of insurance before the beginning date of each Student's assignment at the FACILITY. Such certificate of insurance shall provide that FACILITY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

5.2 It is understood that coverage of FACILITY and SCHOOL's Students, employees, and faculty, including Faculty Coordinator, under the above-referenced policies, or an acceptable substitute therefore, shall be a continuing condition of this Agreement. SCHOOL shall be responsible for satisfying any deductible or self-insured retention required by its liability coverage.

6. TERM AND TERMINATION.

This Agreement shall be effective on January 4, 2010 and will terminate on September 10, 2013. Notwithstanding the foregoing, either party may terminate this Agreement without cause at any time during the term by giving sixty (60) days' prior written notice, effective on the date stated therein, provided Students assigned to FACILITY shall be given an opportunity to complete their affiliation if reasonably practicable. Both parties agree to meet annually to evaluate the affiliation program and to review this Agreement.

7. NOTICES.

All notices given pursuant to this Agreement shall be in writing and personally delivered, or sent by certified mail, return receipt requested, postage fully paid, or sent by fax with written confirmation, to the parties at the addresses provided below. All notices shall be

deemed delivered upon such personal delivery, or forty-eight (48) hours after deposit in any United States Post Office, or upon the date appearing on the fax confirmation.

8. MISCELLANEOUS.

8.1 SCHOOL and FACILITY agree that no individual will be discriminated against on the basis of age, race, religion, creed, sex, national origin, disability, sexual orientation or veteran's status.

8.2 Students and faculty members, including Faculty Coordinator, shall remain at all times during this Agreement students and faculty members of SCHOOL and shall in no way be considered servants, agents, or employees of FACILITY. Students are trainees, not employees, and are not to replace FACILITY staff nor to be covered by FACILITY's Social Security, Workers' Compensation or Unemployment Compensation.

8.3 This Agreement shall not prevent FACILITY from accepting students for affiliation from other educational institutions.

8.4 In the event of accidental injury or illness of any Student or faculty member, FACILITY shall, upon request, provide emergency care at FACILITY, but FACILITY shall not be responsible for follow-up care, hospitalization or costs incurred in providing such care.

8.5 This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

8.6 This Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors, heirs, assigns and legal representatives. Neither this Agreement nor any rights hereunder may be assigned without the prior consent in writing of the non-assigning party; provided, however, that written consent is not required for FACILITY to assign this Agreement to any entity under common control, or affiliated, with FACILITY.

8.7 Individuals executing this Agreement on behalf of organizations represent and warrant that they have been authorized to do so.

8.8 This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations between the parties, either oral or written, relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. Any modifications or amendments hereto must be agreed to by both parties in writing and shall become effective on the date stated therein.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the year and date first above written.

**ILLINOIS EASTERN COMMUNITY
COLLEGES, OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
FRONTIER COMMUNITY COLLEGE SITE**

**GOOD SAMARITAN REGIONAL
HEALTH CENTER**

By: _____

Janet Kinkade, MSN, RN
Department Head
2 Frontier Drive
Fairfield, IL 62837
Phone: 618-842-3711, ext. 4522
Fax #: 618-842-7111

By: _____

Michael D. Warren, FACHE
President
605 N. 12th Street
Mt. Vernon, IL 62864
Fax #: 618-242-3196

By: _____

Tammy Fralicker, MSN, RN
Associate Dean of Nursing and Allied Health

By: _____

Jackie Davis, EdD
President, Olney Central College

By: _____

Chairperson
IECC Board of Trustees

EXHIBIT 1

STATEMENT OF CONFIDENTIALITY

I, the undersigned, acknowledge my responsibility under applicable state and federal laws and the School Affiliation Agreement dated January 4, 2010 between my school, Illinois Eastern Community Colleges, and Good Samaritan Regional Health Center, my clinical training facility, to keep confidential any information regarding the facility's patients. I agree not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient.

Dated this ___ day of _____ 20__.

Student Signature

Printed Name

Agenda Item #8G

**Affiliation Agreement with Newton 1st Financial Bank
Administrative Information Technology/Medical Office Assistant**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
RE: Affiliation Agreement with Newton First Financial Bank

IECC wishes to enter into a new affiliation agreement with Newton First Financial Bank, located in Newton, Illinois.

This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION
TECHNOLOGY PROGRAMS**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE) and FIRST FINANCIAL BANK (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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 for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY 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. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may made each spring if either party requests the review. 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 OLNEY CENTRAL COLLEGE's

Medical Office Assistant Program or Administrative Information Technology 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 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 _____ day of _____.

AGENCY
First Financial Bank
601 W. Jourdan Street
Newton, IL 62448

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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.

September 4, 2008

Agenda Item #8H

**Affiliation Agreement with Hoagland Chiropractic
Administrative Information Technology and Medical Office Assistant**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
RE: Affiliation Agreement with Hoagland Chiropractic

IECC wishes to enter into a new affiliation agreement with Hoagland Chiropractic, located in Robinson, Illinois.

This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION
TECHNOLOGY PROGRAMS**

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE) and HOAGLAND CHIROPRACTIC CLINIC (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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 for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY 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. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may made each spring if either party requests the review. 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 OLNEY CENTRAL COLLEGE's

Medical Office Assistant Program or Administrative Information Technology 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 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 _____ day of _____.

AGENCY

Hoagland Chiropractic Clinic - Todd Hoagland DC
1004 N Allen Street, Robinson, IL

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Hospital or Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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.

September 4, 2008

Agenda Item #8I

Fiscal Year 2011 Holiday Schedule

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 19, 2010
RE: 2011 Fiscal Year Holidays

Attached is a proposed schedule of holidays for Illinois Eastern Community College full-time employees for Fiscal Year 2011. There are no changes from prior IECC schedules of holidays.

I request Board approval of this schedule.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

2011 Fiscal Year Holidays for
Administrative, Technical,
Professional Non-Faculty,
Clerical & Maintenance Staff

2010	Monday	July 5	Independence Day
	Monday	September 6	Labor Day
	Monday	October 11	Columbus Day
	Thursday	November 11	Veteran's Day
	Thursday Friday	November 25 November 26	Thanksgiving
	Monday	December 20 - 31	Winter Break Christmas New Year's Day
2011	Monday	January 17	Martin Luther King Jr. Day
	Monday	February 21	President's Day
	Friday	April 22	Spring Break
	Monday	May 30	Memorial Day

1/14/10

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

JANUARY 19, 2010

Wabash Valley College

1. Advanced Manufacturing Technology Equipment
2. Heavy Duty Diesel Dynamometer

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation –Advanced Manufacturing Technology Equipment
DATE: January 19, 2010

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

Item #1 Engine Lathe

Bid Committee recommends acceptance of the low bid received to meet specifications for one (1) Lagun American Turnmaster engine lathe from **Municipal Tool and Machinery Company, Maryland Heights, MO** for a total bid of **\$18,330.00**. JBH Technologies had low bid of \$11,612 on Ganesh GT1340 that had only 2000RPM versus specification of 2500RPM. Similarly, Municipal had a second bid for \$18,012 for a Lagun Liberty LL-EC-13-40” that had only 2000RPM instead of 2500RPM.

Item #2 Mechanical Training System

Bid Committee recommends acceptance of the low bid received to meet specifications for one (1) Greystone Mechanical Training Bench from **JBH Technologies, Glenview, IL** for a total bid of **\$46,957.00**. Depco of Pittsburg, KS had low bid of \$33,395 but did not meet specification of having vibration analysis capability.

A bid tabulation sheet is attached.

Respectfully submitted,

Terry Bruce
Mike Gill
Harry Hillis, Jr.

Source of Funds: Department of Labor Grant
Acceptance of all bids is subject to Department of Labor approval.

Department: Wabash Valley College Advanced Manufacturing Department

Rationale for Purchase:

Item #1 A lathe is basic but versatile machining equipment. The Advance Technologies Center does not have a lathe and the Industrial Studies does not have a good one to move across town. Purchasing one will prevent many trips back to the WVC campus for short machining jobs during training and projects.

Item #2 This mobile laboratory equipment presents the operating principles of power transmission using the same industrial-strength components used in factory environments. Equipment includes laser alignment and vibration analysis demanded by high tech industries.

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

Advanced Manufacturing Technology Equipment
Wabash Valley College
Bid Tabulation

	Aidex Lexington, OH	Advanced Technologies Northville, MI	Depco LLC Pittsburg, KS	Hartwig St. Louis, MO	JBH Technologies Glenview, IL	Municipal Tool Maryland Heights, MO	
Item # 1 Engine Lathes							
Qty - 1	No-Bid	No-Bid		\$23,270.00	\$11,612.00	\$18,012.00	\$18,330.00
Qty - 2	No-Bid	No-Bid		\$45,040.00	\$20,770.00	\$33,324.00	\$33,960.00
Qty - 4	No-Bid	No-Bid		\$87,280.00	\$38,126.00	\$61,144.00	\$61,908.00
Item #2 Mechanical Training System							
Qty. -1	\$47,295.00	\$64,702.00	\$33,395.00	No-Bid	\$46,957.00	No-Bid	No-Bid

Engine Lathes (Quantity – 1, 2, or 4)

Required Minimum Specifications

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Onsite repair and service is mandatory.

Equipment

The bid is for four (4) engine lathes to be bid according to the specifications set forth. Please provide a bid for the purchase of one (1) lathe, an alternate bid for the purchase of two (2) lathes and another alternate bid for the purchase of (4) lathes.

Specifications

General Specifications

Centers	Height	152mm (6") or greater
Swing	Over Bed	330mm (13") or greater
	Over Cross Slide	210mm (8-1/8") or greater
Length		1016mm (40") or longer
Spindle	Bore	40mm (1-9/16") or greater
	Nose	Camlock
Speeds	Number	12 or more
	Range	40 to 2500rpm or greater
Motor		2.2kW (3HP) or greater
Leadscrew	Diameter	28mm (1-1/8")
	Thread	6mm pitch or 4 TPI
Threads	Metric Pitches	45 from 0.2 to 14mm
	Imperial Pitches	52 from 2 to 56 TPI
	Module Pitches	18 from 0.3 to 3.5 MOD
	Diametral Pitches	18 from 8 to 56 DP
Feeds	Metric	21 from 0.3 to 2mm/rev
	Imperial	21 from .001 to .080in/rev
Cross Slide	Width	140mm (5-1/2") min.
	Travel	190mm (7-1/2") min.
Top Slide	Width	82mm (3-1/4") min.
	Travel	92mm (7-1/2") min.
Tailstock	Quill Diameter	42mm (1-5/8") min.
	Travel	110mm (4-5/16") min.
	Morse Taper	3 MT

Additional Specifications

- 208 3 Phase
- Taper attachment
- Tooling Package including 3 Jaw chuck, 4 Jaw chuck, steady rest, follower rest, face plate, live tailstock center, drill chuck

Safety

Lathes to meet or exceed:

- International safety standards and CE regulations
- Full length leadscrew cover
- Torque limit protection of gearbox and leadscrew
- Interlock between thread and feed selection
- Rapid and controlled stopping of the spindle in the event of an emergency stop or mains disconnection

Warranty

One Year – Parts and labor on all components including tooling package.

Shipping, Set-up, and on-site Installation to be included in bid.

Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.

TOTAL BID FOR ITEM #1 QUANTITY 1 _____

TOTAL BID FOR ITEM #1 QUANTITY 2 _____

TOTAL BID FOR ITEM #1 QUANTITY 4 _____

Item #2 of 2

Mechanical Training System (Quantity - 1)

Power Requirements

240 3 phase power requirements

Control voltage 110 single phase

Specifications

One (1) Universal base assembly mobile workstation that allows the coverage of installation, use, maintenance, and troubleshooting of mechanical drive components including, but not limited to the following:

Motor and motor controls

Coupling and shafts

Reverse indicator shaft alignment

Gear drives (panel)

Bearings (panel)

Belt and single and multi-strand chain drives (panels)

Timing belt drives

Variable pitch sheaves

General maintenance and troubleshooting

Laser alignment system

Vibration analysis system

Clutches and brakes

Ball screws and linear bearings

Metal tool cabinet storage with spare parts

7 sets of all consumable parts

The universal base must include a disconnecting switch, current meter, and controls required to operate the motors. It also must include a Start/Stop push-button station for local or remote operation.

Warranty

One Year – Parts and labor on all components including tooling package.

Shipping, Set-up, and on-site Installation to be included in bid.

Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.

TOTAL BID FOR ITEM #2 _____

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is opened by Illinois Eastern Community Colleges.

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Heavy Duty Diesel Dynamometer

DATE: January 19, 2010

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

Bid Committee recommends acceptance of the low bid received to meet specifications for a Black Widow heavy duty diesel dynamometer from SuperFlow Technologies Group, Colorado Springs, CO for a total of \$45,500.00. Land & Sea’s dynamometer had low bid of \$43,120.50 but is actually for gasoline engines, so it would also require an additional adapter of unknown cost to be compatible with the diesel engines of this program. The equipment was specified as a heavy duty diesel dynamometer.

Heavy Duty Diesel Dynamometer Wabash Valley College Bid Tabulation	
Land & Sea Inc. Concord, NH	\$43,120.50
SuperFlow Technologies Group Colorado Springs, CO	\$45,500.00
Taylor Dynamometer Milwaukee, WI	\$99,519.50

Respectfully submitted,

Terry Bruce
Mike Gill
Harry Hillis, Jr.

Source of Funds: Department of Labor Grant
Acceptance of all bids is subject to Department of Labor approval.

Department: Wabash Valley College Energy Technologies

Rationale for Purchase: In order to be well prepared for post-program employment, students need the ability to evaluate the performance of diesel engines across their operating range using equipment consistent with industry standards.

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

Item #1 of 1

Heavy Duty Diesel Dynamometer (Quantity - 1)

All equipment will be professional grade and be acceptable to the educational institution. The equipment will be a reputable, nationally recognized brand. All equipment specified will be new equipment. Used equipment is not acceptable. Onsite repair and service is mandatory.

Equipment delivery is expected within 30 days after selected vendor is notified of award by IECC and approved by USDOL. Any later delivery date must be discussed with and approved by IECC.

Specifications

1,000 Horse Power Diesel Dynamometer system including:

Shaft-mount

19" toroid water-brake absorber

Strain gauge equipped torque tube

Data-acquisition computer with software and color laser printer

Manual load valve

28-channel data harness

Mobile engine stand

Wall console

Throttle

Splined input-shaft

Mounting hardware

Stainless braided hoses with aircraft fitting

Electronic Auto Load Servo

Electronic Throttle Controller

Cooling Tower Assembly

Minimum 16-Channel EGT thermocouple inputs with a minimum of 8-sensors

2-pressure sensors

2-engine temperature thermistors

2-airflow turbines

2-diesel fuel flow turbines

Weather Station, minimum 56-channel data-acquisition subsystem (with integral control relays) and Harnesses

Stand panels

Bell-housing mount

Flywheel drive plate

Manuals

Full set of print manuals and full set of manuals on CD

Training

Operator training for two people at Wabash Valley College

Warranty

One Year parts and labor warranty on all components

Shipping, Set-up, and on-site Installation to be included in bid.

TOTAL BID FOR ITEM #1 _____

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is opened by Illinois Eastern Community Colleges.

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT December 31, 2009

FUND	BALANCE
Educational	\$5,689,046.60
Operations & Maintenance	\$888,701.20
Operations & Maintenance (Restricted)	\$138,581.63
Bond & Interest	\$261,922.54
Auxiliary	\$1,630,501.40
Restricted Purposes	(\$465,732.77)
Working Cash	\$83,449.88
Trust & Agency	\$439,536.94
Audit	(\$16,220.29)
Liability, Protection & Settlement	\$631,153.95
TOTAL ALL FUNDS	\$9,280,941.08

Respectfully submitted,

Roger Browning, Treasurer

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

ALL FUNDS

	Fiscal Year 2010
ASSETS:	
CASH	9,280,941
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	6,790,000
RECEIVABLES	5,227,687
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	1,500,000
INVENTORY	516,115
OTHER ASSETS	443,842
TOTAL ASSETS AND OTHER DEBITS:	23,793,085
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	398
ACCOUNTS PAYABLE	49,025
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	2,280,149
TOTAL LIABILITIES:	2,329,572
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,809,387
PR YR BDGTED CHANGE TO FUND BALANCE	413,076
 FUND BALANCES:	
FUND BALANCE	10,693,609
RESERVE FOR ENCUMBRANCES	7,547,441
TOTAL EQUITY AND OTHER CREDITS	21,463,513
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	23,793,085

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

ALL FUNDS

FY 2010
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,026,285
STATE GOVT SOURCES	3,890,059
STUDENT TUITION & FEES	9,669,086
SALES & SERVICE FEES	1,830,823
FACILITIES REVENUE	5,670
INVESTMENT REVENUE	70,997
OTHER REVENUES	7,748
TOTAL REVENUES:	20,500,668

EXPENDITURES:

INSTRUCTION	5,948,919
ACADEMIC SUPPORT	229,396
STUDENT SERVICES	613,650
PUBLIC SERV/CONT ED	32,896
OPER & MAINT PLANT	1,481,315
INSTITUTIONAL SUPPORT	4,625,086
SCH/STUDENT GRNT/WAIVERS	3,031,283
AUXILIARY SERVICES	2,732,691
TOTAL EXPENDITURES:	18,695,236

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	1,805,432
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Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1 -- December 31, 2009

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,084,338	893,290	2,977,628
State Government Sources	3,241,808	648,251	3,890,059
Net Tuition and Fees	3,412,247	-	3,412,247
Sales & Service Fees	11,948	-	11,948
Facilities Revenue	-	5,240	5,240
Investment Revenue	42,223	15,037	57,260
Other Revenues	(268)	29	(239)
TOTAL REVENUES:	<u>8,792,296</u>	<u>1,561,847</u>	<u>10,354,143</u>
 EXPENDITURES:			
Salaries	7,320,550	392,322	7,712,872
Employee Benefits	807,640	68,813	876,453
Contractual Services	131,286	124,769	256,055
Materials	560,324	127,247	687,571
Travel & Staff Development	78,818	1,967	80,785
Fixed Charges	144,766	188,264	333,030
Utilities	61,424	438,677	500,101
Capital Outlay	47,392	82,924	130,316
Other	61,536	35	61,571
TOTAL EXPENDITURES:	<u>9,213,736</u>	<u>1,425,018</u>	<u>10,638,754</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>(1,495,582)</u>	 <u>136,829</u>	 <u>(1,358,753)</u>

**OPERATING FUNDS
COMPARISON REPORT FY08-10**

College	Category	FISCAL YEAR 2008			FISCAL YEAR 2009			FISCAL YEAR 2010			
		Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	% of Year
Frontier	Bills		\$1,031,891			\$1,266,774			\$859,364		
	Payroll		991,523			990,031			1,035,878		
	Totals	\$3,498,126	2,023,414	58%	\$4,001,795	2,256,805	56%	\$4,041,813	1,895,242	47%	50%
Lincoln Trail	Bills		794,030			1,165,765			800,382		
	Payroll		1,221,265			1,257,253			1,250,096		
	Totals	3,633,108	2,015,295	55%	4,326,545	2,423,018	56%	\$4,369,810	2,050,478	47%	50%
Olney Central	Bills		960,010			1,420,224			976,683		
	Payroll		2,144,661			2,266,954			2,420,246		
	Totals	6,192,685	3,104,671	50%	6,951,366	3,687,178	53%	\$7,020,880	3,396,929	48%	50%
Wabash Valley	Bills		1,221,729			1,768,959			1,454,260		
	Payroll		1,495,227			1,705,864			1,597,736		
	Totals	4,586,300	2,716,956	59%	5,612,397	3,474,823	62%	\$5,668,521	3,051,996	54%	50%
Workforce Educ.	Bills		787,658			954,640			1,012,465		
	Payroll		511,219			603,702			586,826		
	Totals	2,419,593	1,298,877	54%	2,726,659	1,558,342	57%	\$2,781,192	1,599,291	58%	50%
District Office	Bills		127,056			141,237			109,368		
	Payroll		445,264			455,957			421,828		
	Totals	1,295,077	572,320	44%	1,322,403	597,194	45%	\$1,217,108	531,196	44%	50%
District Wide	Bills		966,065			789,692			726,625		
	Payroll		416,962			438,960			400,262		
	Totals	6,982,778	1,383,027	20%	6,941,735	1,228,652	18%	7,348,626	1,126,887	15%	50%
GRAND TOTALS		\$28,607,667	\$13,114,560	46%	\$31,882,900	\$15,226,012	48%	\$32,447,950	\$13,652,019	42%	50%

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

	Amount	% of Total
Salaries	7,712,872	56.50%
Employee Benefits	876,453	6.42%
Contractual Services	256,055	1.88%
Materials	687,572	5.04%
Travel & Staff Development	80,785	0.59%
Fixed Charges	333,030	2.44%
Utilities	500,101	3.66%
Capital Outlay	130,315	0.95%
Other	3,074,836	22.52%
	<u>13,652,019</u>	<u>100.00%</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 14, 2010

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.2., 400.3., and 400.4. will be mailed under separate cover.

INDEX

400.1. Special Assignments

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

400.3. Resignation

400.4. Retirements

PERSONNEL REPORT

400.1. Special Assignments

A. Academic – Nursing

**Recommended
Spring 2010**

1. Angelia Williams Dept Head, Nursing, LTC

\$1,500 +
6 hrs. release time

B. Extra-Curricular

1. Lyn Huey Theater Lighting Tech, WVC

\$1,000

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

400.3. Resignation

A. Professional/Non-Faculty

1. David Brown, Program Manager for Mining, Workforce Education, effective December 31, 2009

400.4. Retirements

A. Faculty

1. Hal Kizer, Spanish Instructor, effective June 1, 2010

B. Classified

1. Lynda Price, Program Assistant, Workforce Education, effective April 1, 2010

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 2 Projects

	Estimated Budget										
District Office Roof Replacement	\$167,100	██████████									
District Wide Plumbing & Electrical Upgrades		██									
GRAND TOTAL	\$167,100		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

12/31/2009

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