

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

***MONTHLY MEETING***

July 20, 1999



**Location:**

**Olney Central College  
305 North West Street  
Olney, Illinois 62450**

**Dinner – 6:00 p.m. Banquet Room  
Meeting – 7 p.m. – Banquet Room**

**IECC BOARD AGENDA**

**7 P.M.**

**July 20, 1999**

1. **Call to order & Roll Call** ..... **Chairman Wattleworth**
2. **Disposition of Minutes** ..... **CEO Bruce**
3. **Recognition** ..... **Bruce**
  - A. **Visitors and Guests**
  - B. **IECCEA Representative**
4. **Public Comment**
5. **Reports**
  - A. **Report from Trustees**
  - B. **Report from Presidents**
  - C. **Report from George Woods**
  - D. **Report from Cabinet**
6. **Policy First Readings (and Possible Approval)**

None
7. **Staff Recommendations for Approval**
  - A. **Lawrence County Enterprise Zone Tax Abatement Resolution**..... **Bruce**
  - B. **1998-1999 Accountability/Program Review Report**..... **Cantwell**
  - C. **Lake Land College Cooperative Agreement** ..... **Cantwell**
  - D. **Contract for One-Stop Center and Lake Land College** ..... **Vespa**
  - E. **Dual Credit Agreements with Lawrence County, Flora, and Oblong**..... **Vespa**
8. **Bid Committee Report**..... **Allard**
  1. **Computers (LTC & OCC)**
9. **District Finance**
  - A. **Financial Report**..... **Allard**
  - B. **Approval of Financial Obligations** ..... **Bruce**
10. **Chief Executive Officer's Report** ..... **Bruce**
11. **Executive Session**..... **Bruce**
12. **Approval of Executive Session Minutes**..... **Bruce**
13. **Approval of Personnel Report**..... **Bruce**
14. **Collective Bargaining**..... **Bruce**
15. **Litigation**..... **Bruce**
16. **Acquisition & Disposition of Property** ..... **Bruce**
17. **Other Items**
18. **Adjournment**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Hwy 1, Robinson, Illinois, on Tuesday, June 15, 1999.

**AGENDA #1 – “Call to Order & Roll Call”** - The meeting was called to order at 7:30 p.m., by Dr. Kent L. Wattleworth, Chairman.

**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:

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Dr. Kent L. Wattleworth, Miss Marilyn J. Wolfe. Also present was Mr. Douglas C. Dollahan, student trustee. Trustees absent: None. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Dr. Hans Andrews, President of Olney Central College.

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. William J. Lex, President of Frontier Community College.

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

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

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mrs. Nancy J. Allard, Comptroller & Director of Finance.

Mrs. Marty Novak, Director of Personnel.

Mr. Harry Hillis, Jr., Board Secretary.

**CEO to Chair Meeting:** The Chairman asked Mr. Bruce to Chair this meeting. With Board concurrence, Mr. Bruce assumed the Chair.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, held Tuesday, May 18, 1999, were presented for approval.

**Board Action:** Miss Wolfe made a motion to approve, as prepared, open meeting minutes of the regular meeting, Tuesday, May 18, 1999. The motion was seconded by Ms. Jameson. 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 is adopted.

**AGENDA #3 – “Recognition”** –

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

**#3-B. IECCEA Representative:** None.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** -

**#5-A. Report from Trustees:** None.

**#5-B. Report from Presidents:** Informational reports from each of the four colleges were presented by Dr. Andrews, Dr. Arabatgis, Dr. Benson and Dr. Lex. An informational presentation was given on LTC’s educational program at the Robinson Correctional Center. Lincoln Trail College presented a Certificate of Appreciation to Dr. Kent Wattleworth for his service as a member and Chairman of the Board of Trustees.

**#5-C. Report from George Woods:** Mr. Woods presented an informational report on Workforce Education.

**#5-D. Report from Cabinet:** None.

**AGENDA #6 – “Policy Readings (and Possible Approval)”** – The following policy recommendation was presented.

**#6-A. Gift Ban Act (100.20):** The CEO presented the following new policy, State Gift Ban Act (100.20) and recommended that second reading be waived and the policy approved. This new act becomes effective July 1, 1999.

BOARD OF TRUSTEES –100

**State Gift Ban Act (100.20)**

The Board of Trustees and employees of the Illinois Eastern Community Colleges shall operate in compliance with the Illinois State Gift Ban Act, (Public Act 90-0737).

A. As used in this policy, the terms “employee,” “gift,” and “prohibited source” shall be defined as in the Act.

B. The Trustees and employees shall not accept any gifts, except as provided otherwise in section 15, and any other applicable provision of the State Gift Ban Act, from any prohibited source or in violation of any federal or state statute, rule or regulation. This ban applies to and includes spouses of an immediate family living with the Trustee or employee. (No prohibited source shall offer or make a gift that violates this section.)

C. Any Trustee or employee that is the recipient of a gift that is given in violation of this policy may, at his or her discretion, return the item to the donor or give an amount equal to its value to an appropriate charity.

D. The Chair of the Board shall designate an Ethics Officer for the District. The duties of the Ethics Officer shall be as provided in the Act:

(1) to review statements of economic interest and disclosure forms of Illinois Eastern Community Colleges Trustees and senior employees before they are filed with the Secretary of State;

(2) to provide guidance to Trustees and employees in the interpretation and implementation of the Gift Ban Act and this policy.

**Board Action:** Mrs. Kessler made a motion to waive second reading and adopt the foregoing Board Policy, State Gift Ban Act, 100.20. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#6-B. Appoint Ethics Officer:** Without objection, the Chairman appointed Mr. Harry Hillis, Jr., Board Secretary, to be Ethics Officer for the District relative to the new Policy 100.20.

**AGENDA #7 – “Staff Recommendations for Approval”** - The following staff recommendations were presented for approval.

**#7-A. Prevailing Rate of Wages:** The CEO recommended adoption of an Ordinance, titled “An Ordinance of the Board of Trustees of Illinois Eastern Community Colleges, Counties of Crawford, Richland, Wabash and Wayne, Illinois, Ascertain the Prevailing Rate of Wages for Laborers, Mechanics and Other Workers Employed in Any Public Works of Said District,” including attachments listing the prevailing rate of wages in each of the four counties.

**(Note:** A copy of the foregoing Ordinance and the attached prevailing rates of wages, is attached to the minutes or is on file, marked **Exhibit A**, and is made a part of the minutes by this reference.)

**Board Action:** Mr. Lane made a motion to adopt the ordinance finding the prevailing rate of wages as determined by the Illinois Department of Labor for the counties of Crawford, Richland, Wabash and Wayne as recommended. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-B. Working Cash Fund:** The CEO recommended approval of the following resolution authorizing the Treasurer to permanently transfer approximately \$106,450 Working Cash Fund interest to the General Fund on or before June 30, 1999.

#### **Resolution of the Board of Trustees – Working Cash Fund Transfer**

WHEREAS, the Board of Trustees affected the permanent transfer of interest earned on the Working Cash Fund monies to the General Fund on or before June 30, 1999.

WHEREAS, the Board of Trustees initiated this transfer which is pursuant to the Illinois Revised Statutes, Chapter 110, Section 805/3-33.6 for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

WHEREAS, the Board used these funds for aforesaid purposes and no repayment of this money is required.

SO BE IT RESOLVED, that the Board of Trustees authorize the Treasurer of the District to permanently transfer approximately \$106,450 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 1999.

**Board Action:** Mrs. Turkal made a motion to adopt the foregoing resolution providing for transfer of Working Cash Fund interest. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-C. FY1999-2000 Budget Resolution:** The CEO recommended adoption of the following budget resolution.

#### Resolution Establishing Budget Requirements

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the budget for said community college district for the 1999-2000 fiscal year:

1. Date of Fiscal Year: July 1, 1999 – June 30, 2000.
2. Publication of Notice of Public Hearing on Budget: On or before August 13, 1999.
3. Tentative Budget to be available for public inspection at the District Business Office: On and after August 13, 1999.
4. Mailing Tentative Budget to Board of Trustees: August 13, 1999.
5. Public Hearing on Budget: September 21, 1999, at the hour of 6:00 p.m. to 6:30 p.m., local time, at Frontier Community Colleges, 2 Frontier Drive, Fairfield, Illinois.
6. Adoption of Budget: September 21, 1999, following the public hearing.

**Board Action:** Dr. Fischer made a motion to adopt the foregoing resolution establishing budget requirements. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-D. Building & Maintenance Fund Expenditure Resolution:** The CEO recommended adoption of the following resolution authorizing certain expenditures from the Operations, Building and Maintenance fund.

#### **Resolution of the Board of Trustees – Building and Maintenance Fund Expenditure**

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to the Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-20.3.

WHEREAS, funds expended for obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including cost of interior decorating and the installation, improvement, repair, replacement and maintenance of building fixtures, for the rental of buildings and property for community college purposes or for the payment of all premiums for insurance upon buildings and building fixtures shall be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds.

WHEREAS, payment of all salaries for janitors, engineers and for other custodial employees and all costs of fuel, lights, gas, water, and custodial supplies and equipment, or the cost of a professional survey of the conditions of school buildings, or any

one or more of the preceding items may not be paid from tax levied for operations, building and maintenance purposes and the purchase of school grounds without resolution of the Board of Trustees.

SO BE IT RESOLVED, that the Board of Trustees of the Illinois Eastern Community Colleges District No. 529 by resolution authorizes the chief executive officer of the District to budget and expend funds from tax for operations, building and maintenance purposes for the payment of salaries of janitors, engineers or other custodial employees, such other contractors as required, and all costs of fuel, lights, gas, water, and custodial supplies and equipment or the cost of a professional survey of the condition of school buildings or of any one or more of the preceding items.

**Board Action:** Dr. Fischer made a motion to adopt the foregoing resolution authorizing expenditures from the operations, building and maintenance fund. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-E. Inter-Fund Loans Resolution:** The CEO recommended adoption of the following resolution for Inter-Fund loans.

#### Resolution of the Board of Trustees – Inter-Fund Loans

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District No. 529 desires to affect certain inter-fund loans for fiscal year 1999-2000, pursuant to 110 ILCS 805/3-34, and

WHEREAS, these inter-fund loans, from any fund to any other fund maintained by the Board, are for the purpose of disbursing such funds to be used in meeting the ordinary and necessary expenditures of the District.

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes the Treasurer of the District to make inter-fund loans as required for fiscal year 1999-2000, and to make the necessary transfers therefore.

BE IT FURTHER RESOLVED that each such inter-fund loan must be repaid and re-transferred to the proper funds within one year.

**Board Action:** Mrs. Kessler made a motion to adopt the foregoing resolution authorizing inter-fund loans. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-F. FY99 Capital Renewal Grant Application:** The CEO recommended approval of Illinois Eastern Community Colleges FY99 Capital Renewal Grant Application with an estimated cost of \$104,000. The FY99 capital renewal allocated amount is \$94,000 and the remaining cost of \$10,000 will be funded by Wabash Valley College local funds.

**Board Action:** Mr. Lane made a motion to approve the FY99 Capital Renewal Grant Application as recommended. The motion was seconded by Mrs. Kessler. 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 is adopted.

**#7-G. FY99 Capital Renewal Grant Application Resolution:** The CEO recommended adoption of the following resolution:

#### Resolution of the Board of Trustees - FY99 Capital Renewal Grant Application

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file this district’s FY99 Capital Renewal Grant Application and attachments thereto, with an estimated cost of \$104,000, as follows:

1. The FY99 capital renewal allocated amount is \$94,000 and the remaining cost of \$10,000 will be funded by local funds.
2. The estimated project budget is approved in the following amounts:  
LTC: Repair & Re-coat Natatorium Roof                      \$21,900



OCC: Install Ceiling System & Carpet	24,800	
WVC: Resurface Parking Lot	30,400	
FCC: Repair Cracks in Parking & Drives	<u>3,700</u>	
Subtotal	\$80,800	
Contingency		8,100
Construction Administration Fee	1,400	
A/E Compensation		8,900
On-Site Observation & Reimbursables	<u>4,800</u>	
<b>Total Estimated Project Cost</b>	<b>\$104,000</b>	
Local Supplement	<u>10,000</u>	
<b>Budget FY99 Funds</b>		<b>\$ 94,000</b>

3. The Board of Trustees certifies that local funds in the amount budgeted are available and use of said funds for this purpose is hereby authorized.

**Board Action:** Mr. Lane made a motion to adopt the foregoing Capital Renewal Grant Application resolution. The motion was seconded by Mrs. Turkal and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-H. RAMP 2001:** The CEO recommended approval of Illinois Eastern Community Colleges Resource Allocation and Management Plan (RAMP) for fiscal year 2001. The Plan includes five capital project requests from FCC, LTC and OCC, listed below in priority order.

1. Frontier Community College  
Project Name: Learning Resource Center  
District Priority No. 1 out of 5  
Total Building Budget: \$1,750,200
2. Lincoln Trail College  
Project Name: Center for Technology  
District Priority No. 2 out of 5  
Total Building Budget: \$7,643,000
3. Olney Central College  
Project Name: Applied Technology Center  
District Priority No. 3 out of 5  
Total Building Budget: \$1,241,215
4. Lincoln Trail College  
Project Name: Child Care Center  
District Priority No. 4 out of 5  
Total Building Budget: \$1,186,500
5. Lincoln Trail College  
Project Name: Scene Shop/Addition to Theater  
District Priority No. 5 out of 5  
Total Building Budget: \$762,700

**Board Action:** Mrs. Turkal made a motion to approve IECC's FY2001 RAMP document as presented. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student Advisory Vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-I. Constitution Fee:** The CEO recommended approval to charge a \$10 administration fee to students who choose to take IECC's Constitution examination, which was included in the catalog change approved by the Board of Trustees at the April Board meeting.

**Board Action:** Mr. Lane made a motion to approve a \$10 administration fee for students taking the Constitution exam. The motion was seconded by Mrs. Kessler and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-J. Approval of Agreement for Single Parent Services:** The CEO recommended approval of the following agreement for services to single parents with the Board of Control for Clay, Jasper, Richland and North Wayne School Districts. This agreement will continue the current level of services for single parents in high school and will include services to be provided by the Women's Center at Olney Central College.

Single Parent Contractual Agreement Between Illinois Eastern Community Colleges, Olney Central College, and the Board of Control of Clay, Jasper, Richland, and North Wayne Counties, August 1, 1999 – June 30, 2000

The Women's Center Program at Olney Central College will provide the following services for single parents and pregnant teens in Clay, Jasper, Richland and North Wayne school systems for the 1999-2000 school term.

1. 10 visits per school – minimum of one per month August – May.
2. Support group meetings – arranged at the school convenience program. Meetings include intake, problem solving skills, conflict management, communications skills, and parenting skills.
3. Referral and resource assistance to include child care, housing, medical assistance, adoption options, and other social service agencies.
4. Printed materials on healthy pregnancy, parenting skills, and career exploration.
5. Career exploration and job seeking skills assistance.
6. All reporting for Perkins III requirements for single parent population.
7. Final report on program activities and outcomes to Superintendents by July 30, 2000.

The contact amount for the Clay, Jasper, Richland and North Wayne Delivery System is \$10,000.00. The contract dates are August 1, 1999 – June 30, 2000.

**Amend on Face:** Without objection, the Chair directed that the foregoing agreement be amended on its face to show the contract dates to be August 1, 1999 – June 30, 2000.

**Board Action:** Miss Wolfe made a motion to approve the foregoing agreement for services to single parents with the Board of Control for area school districts. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Mrs. Turkal abstained. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes and 1 abstention, the Chair declared the motion carried.

**AGENDA #8 – "Bid Committee Report"** – The Bid Committee presented the following report and recommendations, followed by Board action as recorded.

**#8-A. Janitorial Supplies & Equipment:** Bid Committee recommends acceptance of the following low bids to meet specifications.

**Janitorial Equipment:**

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
			<b>Hesco Niles, IL</b>
4	2	Blower	\$283.00
			<b>Hillyard</b>

		<b>Effingham, IL</b>	
6	1	24" Gym Floor Finish Applicator	\$210.00
		<b>HP Products</b>	
		<b>Indianapolis, IN</b>	
1	16	Upright Vacuums	\$6,564.32
5	13	35 Quart Non-Metal Mop Buckets	<u>725.66</u>
			\$7,289.98
		<b>Industrial Soap</b>	
		<b>St Louis, MO</b>	
7	1	Lambs Wool Pads	\$22.85
		<b>Janitorial Equipment Total:</b>	<b>\$7,805.83</b>

**Janitorial Supplies:**

<b><u>Item #</u></b>	<b><u>Qty</u></b>	<b><u>Description</u></b>	<b><u>Bid Amount</u></b>
		<b>All-Type Vacuum</b>	
		<b>St Louis, MO</b>	
9	22	8 oz Measuring Cups	\$5.70
		<b>Cyclonic Industrial Sales</b>	
		<b>St Louis, MO</b>	
24	5	Rubber Overshoes-L	\$35.00
		<b>E-Z Clean</b>	
		<b>Terre Haute, IN</b>	
34	12	32 oz Plastic Funnel	\$27.72
		<b>Grainger</b>	
		<b>Decatur, IL</b>	
7	4	Stiff Bristle Deck Brush	\$12.80
		<b>Hesco</b>	
		<b>Niles, IL</b>	
22	48	Stiff Putty Knives	\$40.80
		<b>HP Products</b>	
		<b>Indianapolis, IN</b>	
8	48	24 oz Plastic Spray Bottles	\$11.52
23	24	Reusable Rubber Gloves-XL	7.20
33	24	16 oz Plastic Funnel	<u>27.60</u>
			\$46.32
		<b>Industrial Soap</b>	
		<b>St Louis, MO</b>	
3	4	36" Large Street Broom	\$43.96
4	3	24" Street Broom	20.01
5	28	Counter Brushes	47.04
6	24	Non-metal Dust Pans	37.20
10	24	Spraymakers for 24 oz Poly Bottle	6.00
11	5	19" Red Buffing Pads	56.10
12	5	20" Burnishing Pads	60.65
20	8	Green Utility Scrub Pads	12.24
21	9	Brown Utility Scrub Pads	15.39
25	4	16 qt Divided Plastic Bucket	22.88
28	30	14 qt Deluxe Heavy Duty Bucket	104.10
30	12	1 gal Plastic Bottle	7.92
31	12	20 oz Looped & Banded Wet Mop	46.92
32	12	24 oz Looped & Banded Wet Mop	<u>47.52</u>
			\$527.93
		<b>Lorenz Wholesale</b>	
		<b>Mattoon, IL</b>	
16	108	Net Sponges	\$178.20
27	4	Stretch & Dust Treated Polishing Cloth	<u>4.95</u>
			\$183.15

**Moore Research  
St Louis, MO**

26	62	Wool Felt Chalkboard Erasers	\$108.00
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**Schnaible Service & Supply  
Evansville, IN**

15	5	Supply Carrier 6 Position Type	\$23.10
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**Janitorial Supplies Total: \$1,010.52**

**Consumables:**

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Bid Amount</u>
<b>HP Products Indianapolis, IN</b>			
2	156	Roll Paper Towels	\$3,600.48
5	26	38 x 60 Trash Bags	408.72
6	1	Wax Bags	11.32
7	27	Sani Fresh Handsoap	829.44
10	20	120 Grit Sanding Screens	64.00
13	1	24" Lambs Wool Applicator Pads	39.00
			\$4,952.96
<b>Industrial Soap St Louis, MO</b>			
3	10	24 x 22 x 50 Trash Bags	\$92.30
8	6	9 x 13 Wypall Towels	173.46
9	348	"D" Alkaline Batteries	222.72
11	6	19" Black Stripping Pads	67.56
12	6	19" Green Scrubbing Pads	67.56
14	152	Double "A" Alkaline Batteries	71.44
15	56	Triple "A" Batteries	28.56
			\$723.60
<b>Royal Wholesale Mt Vernon, IL</b>			
1	245	Jumbo Junior Toilet Paper	\$5,000.45
4	12	33 x 40 Trash Bags	130.92
			\$5,131.37
<b>Consumables Total:</b>			<b>\$10,807.93</b>

Bid Committee recommends to reject the following bids:

- Equipment: #2 & 3
- Supplies: #1, 2, 13, 17, 18, 19 & 29
- Chemicals: All bids
- Consumables: #16

Totals:	Equipment	\$7,805.83
	Supplies	\$1,010.52
	Chemicals	0
	Consumables	\$10,807.93
<b>Grand Total:</b>		<b>\$19,624.28</b>

**Board Action:** Dr. Fischer made a motion to accept the foregoing recommendations of the Bid Committee for purchase of janitorial supplies and equipment as outlined. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yeay:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – "District Finance"** – The following District financial matters were presented:

**#9-A. Financial Report:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$3,353,027.91, as of May 31, 1999. The reports were accepted.

**#9-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of June, 1999, totaling \$580,492.96, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Mr. Lane made a motion to approve payment of the district financial obligations for the month of June, 1999, in the amounts listed, and payments from the revolving fund for the month of May, 1999. The motion was seconded by Mrs. Turkal and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “Chief Executive Officer's Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. FCC Library, \$1.5 Million.
2. Governor Ryan – Century Network – Olney Hub.
3. Pending Approval of Cisco Courses by ICCB.
4. Web Classes Software Implementation & Instructional Server.
5. National Panel – Jack Davis.
6. Upward Bound Funding.
7. Upward Bound Newsletter.
8. Excellence in Higher Education Newsletter – Dr. Andrews Article.
9. ISAC Grant/MAP Funding.
10. Summer Enrollment Comparison.
11. Governor Edgar Visit in September.
12. Campus Improvements.
13. What's Your IQ?

**AGENDA #11 – “Executive Session”** - The Chair recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to discuss collective negotiating matters; and, under Section 2(c)(5)&(6) of the Open Meetings Act to consider possible purchase or sale of real property; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act, and to conduct the semi-annual review of the minutes as mandated by Section 2.06.

**#11-A. Closed Meeting:** Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the Chair. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Ms. Jameson. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 8:45 p.m.

**#11-B. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. The motion was seconded by Mr. Lane. 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 is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:45 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

**AGENDA #12 – “Approval of Executive Session Minutes”** – The Board of Trustees took the following actions relative to minutes of closed meetings:

**#12-A. Semi-Annual Review of Minutes:** The Board of Trustees has caused to be conducted a semi-annual review of closed meeting minutes as mandated by Section 2.06 of the Open Meetings Act. The CEO presented the following recommendations:

**#12-A. (1):** Minutes of closed meetings of the following dates will be made a part of the public record:

1. Tuesday, September 15, 1998.
2. Tuesday, October 20, 1998.

3. Tuesday, November 17, 1998.

**#12-A. (2):** Minutes of closed meetings of the following dates will not be made a part of the public record because of a need for continued confidentiality at this time:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, May 20, 1997.
6. Tuesday, November 18, 1997.
7. Tuesday, January 20, 1998.

**Board Action:** Mrs. Kessler made a motion to approve the foregoing recommendations as outlined, for minutes of closed meetings held on the dates listed. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#12-B. Approval of Executive Session Minutes of May 18, 1999:** Mrs. Kessler made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, May 18, 1999, and that said minutes be made a part of the public record. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #13 – “Approval of Personnel Report”** - The CEO recommended approval of the following amended personnel report.

#### **400.1. Employment of Personnel**

##### A. Faculty

1. Robert Mason: Initial full-time employment as Physics Instructor. Amount: Based upon \$28,193 per academic year. Effective: August 16, 1999.

2. Ryan Petty: Initial full-time employment as Auto Body Instructor. Amount: Based upon \$26,643 per academic year. Effective: August 16, 1999.

3. Rebecca Sparks: Initial full-time employment as Nursing Instructor. Amount: Based upon \$36,322 per academic year. Effective: August 16, 1999.

##### B. Professional/Non-Faculty

1. Donita Kaare: Initial full-time employment as Director of the Learning Skills Center at Olney Central College. Amount: Based upon \$28,000 per fiscal year. Effective: July 1, 1999.

#### **400.2. Change in Status**

##### A. Administrative

1. Donna Henry, Nursing Instructor, to Associate Dean of Nursing & Allied Health at Olney Central College. Amount: Based upon \$58,000 per fiscal year. Effective: July 6, 1999.

#### **400.3. Reassignment**

##### A. Faculty

1. George Kocher, Assistant Program Director, Telecommunications & Industrial Training, Workforce Education, to full-time Instructor for the Detroit Chrysler project. Amount: Based upon \$46,014 (no change from current salary) with overload to be paid upon the completion of 19 weeks of classes. Effective: July 1, 1999.

#### **400.4. Change in Base Salary**

A. Professional/Non-Faculty

1. Glenda Raber, Coordinator of Radio Information Services (gr). Amount: Based upon \$21,738 per fiscal year. Effective: July 1, 1999.

#### **400.5. Robinson Correctional Center FY2000 Reemployment**

A. Administrative

1. Glen Donaldson, Associate Dean

B. Professional/Non-Faculty

1. Aimee Arthur, Youthful Offender Counselor

C. Clerical/Secretarial

1. Kay Conour, Secretary I

D. Faculty

1. Larry Conour, Computer Technology Instructor
2. Diana Fleming, Food Service Technology Instructor
3. Alice Holtzhouser, Business Management Instructor
4. Harvey Ricker, Commercial Custodial Services Instructor
5. Paul Stouse, Horticulture Instructor

#### **400.6. 1999-2000 Special Assignments**

##### Frontier Community College

###### Extra-Curricular

1. Kathy Doty, College Bowl Advisor, \$300.

###### Academic

1. Linda Branch, Lead Inst, Occ, \$550.
2. Lonnie Devin, Lead Inst, QIS, \$450.
3. Paul Jenkins, Lead Inst, ACR, \$450.
4. Jason Potts, Lead Inst, Drafting Tech, \$450.
5. Lisa Brooks, Lead Inst, Hospitality Mgmt, \$450.

###### Athletic

1. Kathy Harris, Athletic Director, \$3,500.

#### Extra-Curricular

1. Lonnie Devin, Scholastic Bowl Coordinator, \$350.
2. Carolyn DiBeasi, Scholastic Bowl Coordinator, \$350.
3. Searoba Mascher, Phi Theta Kappa Advisor, \$300.
4. TBD, Student Senate Advisor, \$500.

#### Academic

1. Russ Jausel, Lead Inst, Industrial Maint Tech, \$500.
2. Ray Lynn, Lead Inst, Auto Mechanics, \$225.  
(One-half year; retirement effective 12-21-99)
3. Art Miller, Lead Inst, Office Occup/Clerical, \$500.
4. TBD, Lead Inst, Accounting, \$450.
5. Jennifer Spengler, Lead Inst, Sec & Med Ofc Occup, \$450.
6. TBD, Lead Inst, Auto Body, \$450.

#### Academic – Nursing

1. Carolyn VonAlmen, Dept Head, Nursing/OCC, \$1,875 + 4.5 hrs rel time.
2. Genevieve Bruce, Dept Head, Nursing/FCC, \$2,500 + 6 hrs rel time.
3. Sandra Burtron, Dept Head, Nursing/LTC, \$2,500 + 12 hrs rel time.
4. Lovell Vallette, Dept Head, Nursing/WVC, \$2,500 + 12 hrs rel time.

#### Athletic

1. Ed Wright, Womens Tennis Coach, \$2,000.
2. Jessica Morris, Womens Volleyball Coach, \$3,000.

#### Extra-Curricular

1. Lisa Benson, WYSE Coordinator, \$100.
2. Lucille Lance, Phi Theta Kappa Advisor, \$300.
3. Bill Peacy, WYSE Coordinator, \$100.

#### Academic

1. Judy Brewster, Lead Inst, Social Services, \$450.
2. Byford Cook, Lead Inst, Machine Shop, \$500.
3. Lance Trousdale, Lead Inst, Manufacturing Tech, \$450.
4. Dan Edwards, Lead Inst, Radio/TV, \$450.
5. Bob Effland, Lead Inst, Electronic, \$500; WVJC Engineer, \$6,500 + ½ rel time.
6. Larry Hoeszle, Lead Inst, Diesel Equipment, \$500.
7. Linda Kolb, Lead Inst, Early Child Dev, \$450; Small World, \$2,400.
8. TBD, Lead Inst, Office Occup, \$450.
9. Don Mersinger, Lead Inst, Agriculture, \$500.
10. David Wilderman, Lead Inst, Marketing, \$450.

#### Athletic

1. Paul Schnarre, Athletic Director, \$3,500; Head Womens Softball Coach, \$3,000.



## Extra-Curricular

1. Louise Acree, Scholar Classic, \$700.
2. Jerry Bayne, Community Service Director, ½ rel time; Student Publications Advisor, \$1,000.
3. James Cox, Theatre House Manager, \$5,000.
4. Brenda Phegley, Phi Theta Kappa Advisor, \$300.

## Academic

1. Susan Rhine, TOEFL Testing & ESL, \$450.
2. Don Mersinger, Int'l Soccer Coach, \$1,500.

### 400.7. Resignations

#### A. Faculty

1. Kathleen Carot, Music/Theatre Instructor, effective August 3, 1999.

#### B. Professional/Non-Faculty

1. Debbie Chillson, Program Director, Economic Development/Small Business Development Center, effective June 30, 1999.

#### C. Maintenance/Custodial

1. Steven Martin, Custodian, Olney Central College, effective May 26, 1999.

## Addendum to Personnel Report

### 400.2. Change in Status

#### A. Professional/Non-Faculty

1. Jervaise McGlone, Coordinator of Student Success, Olney Central College, to Director of Women's Center, Olney Central College. Amount: Based upon \$28,000 per fiscal year. Effective: July 1, 1999. Employment is contingent upon continued funding of a grant.

**#13-A. Board Action to Amend Personnel Report:** Mr. Lane made a motion to amend the Personnel Report by adding the Addendum for change in status for Jervaise McGlone as presented. The motion was seconded by Miss Wolfe. 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 is adopted.

**#13-B. Board Action to Approve Personnel Report:** Ms. Jameson made a motion to approve the amended Personnel Report. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #14 – "Collective Bargaining"** – None.

**AGENDA #15 – "Litigation"** – None.

**AGENDA #16 – "Acquisition & Disposition of Property"** - None.

**AGENDA #17 – "Other Items"** – None.

**AGENDA #18 – “Adjournment”** – Dr. Fischer made a motion to adjourn. The motion was seconded by Miss Wolfe. 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 that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:55 p.m.

Approved:            Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

**Exhibits Attached to Minutes:**

**Exhibit A:**        Prevailing Wage Ordinance.

**Agenda Item #3**

**Recognition**

- A. Visitors and Guests**
- B. IECCEA Representative**

**Agenda Item #4**

**Public Comment**

## **Agenda Item #5**

### **Reports**

- A. Report from Trustees**
- B. Report from Presidents**
- C. Report from George Woods**
- D. Report from Cabinet**

**Agenda Item #6**

**Policy First Readings (and Possible Approval)**

None

**Agenda Item #7**

**Staff Recommendations for Approval**

- A. Lawrence County Enterprise Tax Abatement**
- B. 1998-1999 Accountability/Program Review Report**
- C. Lake Land College Cooperative Agreement**
- D. Contract for One-Stop Center and Lake Land College**
- E. Dual Credit Agreements with Lawrence County, Flora, Oblong**

**Agenda Item #7A**

**Agenda Item #7A**

**Lawrence County Enterprise Zone Tax Abatement Resolution**



## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: July 14, 1999

RE: Lawrence County Enterprise Zone Tax Abatement

Mr. Chairman, the following is a request and resolution for expansion of the Enterprise Zone which lies within the County of Lawrence, City of Lawrenceville, City of Bridgeport and City of Sumner.

A representative of Lawrence County, is here to answer any questions or concerns regarding this expansion.

## RESOLUTION

**WHEREAS**, the County of Lawrence, City of Lawrenceville, City of Bridgeport and City of Sumner have made it know to the Illinois Eastern Community College District #529 of their intention of applying for Enterprise Zone **expansion** by adding territory to their existing Enterprise Zone, all of which lies within the County of Lawrence, City of Lawrenceville, City of Bridgeport and City of Sumner. This additional territory is more fully described in Exhibit H and outlined on a map in Exhibit I.

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE** Illinois Eastern Community College District #529:

The Illinois Eastern Community College District #529 hereby authorizes and directs the County Clerk to abate the portion of its taxes on real property located in the County of Lawrence/City of Lawrenceville/City of Bridgeport/City of Sumner expanded Enterprise Zone (as described in Exhibit H and outlined on a map in Exhibit I resulting from an increase in equalized assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements and subject to the following limitations.

- a) The abatement shall apply to the taxes corresponding to an increase in equalized assessed valuation after improvements (either new construction or renovation or rehabilitation for industrial and commercial projects, and new construction for residential projects) have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.
- b) The abatement shall pertain only to that parcel within the enterprise zone which has been improved after the designation of the enterprise zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of the Tax Increment Redevelopment Project District as set forth in Ordinance No. 89-1165, or any other tax increment redevelopment project district which may be hereafter located within the Enterprise Zone.
- c) The abatement schedule listed in this section applies only to the **expanded** portion of the County of Lawrence/City of Lawrenceville's/City of Bridgeport's/City of Sumner's Enterprise Zone, as described in Exhibit H.

For **Industrial Projects** – a ten (10) year, graduated schedule (100% of the equalized assessed value of the improvements for year one (1); 90% for year two (2); 80% for year three (3); 70% for year four (4); 60% for year five (5); 50% for year six (6); 40% for year seven (7); 30% for year eight (8); 20% for year nine (9); and 10% for year ten (10). **Industrial Projects** are those projects where the primary use of the land and building(s) is of a manufacturing, assembly, wholesale or warehouse/distribution nature.

For **Commercial Projects** - a five (5) year, graduated schedule (100% of the equalized assessed value of the improvements for year one (1); 80% for year two (2); 60% for year three (3); 40% for year four (4); 20% for year five (5). **Commercial Projects** are those projects where the primary use of the land and building(s) is of a retail or service nature.

For **Residential Projects** – a five (5) year graduated schedule (100% of the equalized assessed value of improvements for year one (1); 80% of the equalized assessed value of the improvements for year two (2); 60% of the equalized assessed value of the improvements for year three (3); 40% of the equalized assessed value of the improvements for year for (4); 20% of the equalized assessed value of the improvements for year five (5); 0% of the equalized assessed value of the improvements for year six (6) and thereafter **Residential Projects** are those projects for the primary use of the land and building for new single family dwellings, but shall not include mobile homes as defined by 210 ILCS 115/2.1, dwelling structures containing multiple units for more than one family, or renovation, rehabilitation or additions to existing dwellings.

In certain cases, the above mentioned schedules may not be available for the entire period of time. The reason for this is, the abatement period cannot extend beyond the twenty (20) year “life” for which the County of Lawrence/City of Lawrenceville Enterprise Zone is authorized (to March 1<sup>st</sup>, 2010).

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
Harry Hillis, Jr. Secretary  
Board of Trustees

\_\_\_\_\_  
Kent L. Wattleworth, Chairman  
Board of Trustees

**Agenda Item #7B**

**Agenda Item #7B**

**1998-1999 Accountability/Program Review Report**

## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: July 14, 1999

RE: 1998-99 Accountability/Program Review Report (formerly PQP/Program Review)

Mr. Chairman, due to the length of the 1998-99 Accountability/Program Review Report, it is submitted to you under separate cover for your review prior to the Board of Trustees meeting, July 20.

The Accountability/Program Review Report was approved by the Cabinet on July 9<sup>th</sup>, 1999, and is due on August 1, 1999, to the Illinois Community College Board.

IECC's Accountability/Program Review Report contains the following sections:

Part A:	Forms A-1	Instructional Program: Occupational
Part B:	Forms B-1	Program Review Action Summary
Part C:	Part C-1	Occupational Program Reviews
	Part C-2	BHE and ICCB Special Focus Questions
	Part C-2.1	Annually Updated Priorities Statements
	Part C-2.3	Public Service Review Summary
	Part C-2.5	Executive Summary

I recommend approval of the 1998-99 Accountability/Program Review Report.

TLB/tes

**Agenda Item #7C**

**Agenda Item #7C**

**Lake Land College Cooperative Agreement**

## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: July 14, 1999

RE: Lake Land College Cooperative Agreement

Mr. Chairman, I recommend approval of the cooperative agreement with Lake Land College.

**LAKE LAND COLLEGE  
COOPERATIVE AGREEMENTS**

**1999-2000**

**By: Lake Land College**  
Civil Engineering Technology (AAS)  
Dental Hygiene (AAS)

**By: Illinois Eastern Community Colleges**  
Emergency Prep/Vol Firefighter II –  
    (Cert) Frontier  
Air Conditioning/Refrigeration –  
    (Cert/AAS) Lincoln Trail  
Auto Body Technology (AAS) Olney  
Welding & Cutting (Cert) Olney  
Associate in Fine Arts (Music Education) –  
    Lincoln Trail, Olney Central  
Associate in Fine Arts (Music Performance) –  
    Lincoln Trail, Olney Central  
Hospitality Management (AAS) – Lincoln Trail



**Agenda Item #7D**

**Agenda Item #7D**

**Contract for One-Stop Center and Lake Land College**

## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: July 14, 1999

RE: Contract for One-Stop Center and Lake Land College

Mr. Chairman, the following is a contract between Lake Land College and Illinois Eastern Community Colleges for conducting outreach services under the Job Training Partnership Act and the Illinois Employment and Training Center.

I recommend approval of the contract.

CONTRACT

for the provision of outreach services under

Title III of the

Job Training Partnership Act

between

Outreach Center: Illinois Eastern Community Colleges  
District #529  
233 E Chestnut  
Olney, Illinois 62450

and

Administrative Entity: Lake Land College  
Dislocated Worker Center  
1420 Wabash Avenue  
Mattoon, IL 61938

July 1, 1999 to June 30, 2000

**PART I**

**NOTICE OF AVAILABLE FUNDS**

In as much as Illinois Eastern Community Colleges, hereinafter called the Outreach Center (OC) has satisfied all conditions precedent to the award of a contract under the Job Training Partnership Act, Lake Land College Dislocated Worker Program, hereinafter called the Administrative Entity (AE) will, by the authority of the Illinois SDA 23 Private Industry Council and CEOs, and the Grant Recipient (GR), and as their designated Administrative Entity make funds available to the OC in accordance with the attached budgets. These funds are for the purpose of undertaking activities in accordance with the requirements of the Job Training Partnership Act administered by the SDA 23 Private Industry Council and CEOs, hereinafter called the PIC. The OC agrees to use funds provided under this Agreement to meet Job Training Partnership Act funding prerequisites and to prepare all necessary information for the JTPA program.

This Contract includes the following sections, all of which are incorporated into and made a part of this Contract:

- Part I            Notice of Available Funds
- Part II           Method of Compensation: Fiscal Recording/Reporting Requirements
- Part III          Terms and Conditions Governing the Contract
- Part IV          Assurances
- Part V           Scope of Work
- Part VI          Certifications
- Part VII         Budget and Activity Summaries

The OC is hereby authorized to incur costs against these funds from the beginning date of July 1, 1999 through the ending date of June 30, 2000. The OC's authorized signature below shall constitute acknowledgement of the OC's acceptance of these funds and the terms and conditions of this contract.

Approved by the Outreach Center:

\_\_\_\_\_

Authorized signature

\_\_\_\_\_

Date

Approved by the Administrative Entity:

\_\_\_\_\_

Authorized signature

\_\_\_\_\_

Date

## PART II

### METHOD OF COMPENSATION FISCAL RECORDING/REPORTING REQUIREMENTS

1. Compensation to the OC. Payments pursuant to this contract are subject to the availability of Federal Job Training Partnership Act funds and their appropriation and authorized expenditure under state law.

For carrying out the program objectives as described in Part V. the Scope of Work, the total compensation and reimbursement payable by the AE to the OC shall not exceed the amounts as outlined in the attached budgets.

All payment requests by the OC will be reviewed by the AE to insure such requests are in accordance with the approved program budget. The OC agrees to submit payment requests that are:

- a) only for costs necessary to complete JTPA program objectives;
  - b) eligible for payment under the State of Illinois cost principles for JTPA under 56 Illinois Administrative Code 2630; and
  - c) are in conformity with the State of Illinois administrative requirements for JTPA under 56 Illinois Administrative Code 2610.
2. Method of Compensation. Payments to the OC are subject to the initiation of a payment voucher. All payments are reimbursements for costs incurred.

The OC will maintain appropriate records of actual costs incurred and will submit this information to the AE with the payment vouchers.

Costs in accordance with the latest State of Illinois Travel Regulations travel policies approved and adopted by the OC are allowable for transportation, lodging, food, and related items incurred by employees who are traveling on official JTPA business. If State of Illinois Travel Regulations are not followed by the OC, the OC must have on file its approved travel policy for reference by the AE, the Illinois Department of Commerce & Community Affairs (DCCA), the Comptroller General of the United States, or any of their duly authorized representatives. The OC must retain receipts on file as source documentation for travel expenses of its employees.

The OC cannot be reimbursed for costs incurred in excess of the total approved budget. However, the OC may be reimbursed for costs exceeding amounts budgeted by specific line item. Any overexpenditure of an amount budgeted for a line item requires a commensurate underexpenditure of another line item. The OC must obtain prior approval from the AE to transfer more than 15% between line items in budgets.

If the OC expends funds contrary to the provisions of this contract, the approved Two Year Plan, or any local, state or federal rules, regulations, laws or policies, the AE may require the repayment of those funds. Other expenditures that do not conform to the scope of work may be improper only because the OC has failed to obtain approval of a

revised work program. In such cases, the AE may withhold funds until the revision is approved by the PIC.

An overpayment of grant funds (unliquidated balance) shall, at the AE's discretion, promptly be refunded to the AE accompanied by either a final expenditure report or the audit report. In addition, the OC agrees to repay the AE for any funds that are determined by the AE, GR, DCCA or DOL to have been spent improperly.

3. Financial Control Requirements. The OC's financial management system will be structured to provide for accurate, current, and complete disclosure of the financial results of the JTPA program. The OC is accountable for all funds received under this contract. The OC will maintain effective control and accountability over all funds, as required by the AE.

The OC agrees to keep records sufficient to permit the tracing of funds to a level of expenditure adequate to insure that funds have not been spent unlawfully.

4. Audit Requirements. The OC will procure an annual audit performed in accordance with OMB Circular A-133. Upon completion of the audit the OC will provide the AE with a complete copy of the audit.

In accordance with OMB Circular A-133 the OC will receive and review the audits of all contractors who annually receive \$25,000.00 or more and ensure that the audit resolution is completed within six months of the receipt of the audit.

DCCA and/or the AE reserves the right to conduct special audits, at any time during normal working hours, of funds expended under this contract.

In the case of a special audit procured by the DCCA, the GR, or the AE, the OC agrees to:

- a) cooperate with the audit firm selected;
- b) actively work with both the audit firm and the DCCA, the GR, or the AE to resolve any and all audit findings; and
- c) cooperate with the DCCA, the GR, or the AE's staff in preparing for, conducting, and resolving audits.

5. Access to Records. The OC will make available to federal, state, GR and AE staff (and/or their authorized representatives), upon reasonable request, any and all financial and participant records necessary for conducting audits, investigations and reviews authorized by the Job Training Partnership Act. The OC will maintain all participant and financial records, as previously outlined, and make them available for review for a period of time of not less than three years past the end of any given fiscal year. The OC agrees to maintain all records in compliance with the record retention laws of the State of Illinois as they apply to the OC.

### PART III

#### TERMS AND CONDITIONS GOVERNING THE CONTRACT

1. Modification and Amendment of the Contract. This Contract is subject to revision as follows:

a) Modifications by Operation of Law

This Contract is subject to such modifications as may be required by changes in federal or state law, regulations or policies. Any such required modifications shall be incorporated into and be part of this Contract as fully as if set forth herein.

The AE shall notify the OC of any pending implementation of or proposed amendment to such law, regulations or policies.

b) Modifications in Budget

If the OC has reason to believe that its operation for the grant period will exceed the total budget authorization, it shall request approval of the AE, in writing, to modify its budget. In no event, shall the OC make any changes in line items or cost categories which increases or decreases the total budget without prior written approval of the AE.

Failure of the OC to formally request approval for anticipated variation of the total budget amount shall be deemed sufficient reason for the AE to disallow costs incurred in excess of the total budget amount.

If the AE grants a revision in the total budget amount, a Grant Modification will be issued incorporating a revised budget.

c) Other Modifications by AE or OC

If either the AE or the OC desire to modify the terms of this Contract other than as set forth in Paragraphs 1.a and 1.b above, written notice of the proposed modification shall be given to the other party. No modification shall take effect unless agreed to in writing by both the AE and the OC.

2. Waivers. A waiver of any condition of this Contract must be in writing from the AE.

3. Monitoring and Evaluation. The AE will monitor and evaluate the budget of the OC under this Contract. The OC will be monitored for compliance with the rules, regulations and requirements of JTPA and others which the PIC or GR may promulgate, and will be monitored periodically throughout the duration of this Contract by the AE.

The Scope of Work will be assessed by the PIC Oversight Committee to gauge its impact upon the target population and for the effective and efficient utilization of Job Training Partnership Act funds. Assessment will occur both during the operation of the program and upon its completion.

4. Suspension. If the OC fails to comply with the conditions and/or terms of this Contract, the AE may, after notice to the OC, suspend funding and withhold further payments and/or prohibit the OC from incurring additional obligations of grant funds, pending corrective action by the OC or a decision to terminate in accordance with provision 5., hereof. The AE may determine to allow such necessary and proper costs which the OC could not reasonably avoid during the period of suspension provided such costs were necessary and reasonable for the conduct of the program.
5. Termination. This Contract may be terminated for loss of funding, for cause or for convenience.

a) Termination Due to Loss of Funding

This Contract can be terminated, in full or in part, at the discretion of the AE in the event that the AE suffers a loss of the State or Federal funding which permits it to fund, in full or in part, the OC. In the event the AE suffers such a loss of funding in full or in part, the AE will give the OC written notice which will set forth the effective date of full or partial termination, or if a change in funding is required, setting forth the change in funding and the changes in the approved budget.

b) Termination for Cause

If the AE determines that the OC has failed to comply with the conditions and/or terms of this contract, the AE may terminate the Contract, in whole or in part, at any time before the date of completion, and with at least a thirty day notice to the OC. The AE will promptly notify the OC, the GR, and the PIC in writing of the determination to terminate, the reasons for such termination, and the effective date of the termination. Payments made to the OC or recoveries by the AE shall be in accordance with the legal rights and liabilities of the parties.

c) Termination for Convenience

The AE or the OC may terminate the Contract, in whole or in part when the AE and the OC agree that continuation of the program objectives would not produce beneficial results commensurate with the further expenditures of funds. The AE and the OC will not incur new obligations for the terminated portion after the effective date, and will cancel as many outstanding obligations as possible.



6. Inspections. The OC will, as often as deemed necessary by the AE, the GR, or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives, permit the AE to have full access to and the right to examine any pertinent books, documents, papers, and records of the OC involving transactions related to this Contract for three years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. The OC shall include in all its subcontracts under this Contract a provision that the AE, the GR, or the Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives will have full access to and the right to examine any pertinent books, documents, papers and records of any such subcontractor involving transactions related to the contract for three years from the final payment under the subcontract.
7. State Not Liable. The funds to be remitted to the OC by the AE are available from a grant made to the AE and GR by the Illinois Department of Commerce and Community Affairs. Therefore, the AE, by entering into this Contract, does not pledge or promise to pay any compensation payable to the OC, or its subrecipients, from any monies to the treasury of the State or assets of the AE except such monies as shall be granted and paid to the AE by the DCCA for the program of which this Contract is a part. However, upon execution of this Contract, the AE shall set aside and hold in reserve from funds received from the DCCA an amount sufficient to reimburse costs incurred by the OC as provided herein.
8. Publication, Reproduction, and Use of Materials. The AE, GR and DCCA shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract.

Any publication produced as a result of this Contract shall include the following citation:

This project was conducted with funds provided under programs of the Job Training Partnership Act by the Illinois Department of Commerce & Community Affairs and does not necessarily represent in whole or in part the viewpoint of the Illinois Department of Commerce & Community Affairs.

Income generated through the copyrighting of any materials produced, in whole or in part, under this Contract will be subject to the Program Income requirements under Section 2630.30 of the State of Illinois Uniform Fiscal and Administrative Standards for the Job Training Partnership Act.

9. Interest of Public Officials and Employees. No officer or employee of the OC and no member of its governing body and no public official of the locality in which the program objectives will be carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such objectives shall: a.) participate in any decision related to any contract negotiated of any corporation, partnership, or association in which he/she is, directly or indirectly, interested, or b.) have any financial interest, direct or indirect, in such contract or in the work to be performed under such contract.
10. Bonus or Commission. The OC shall not pay any bonus or commission for the purpose of obtaining approval of the application for the financial assistance provided for herein, or any other approval by the AE which may be necessary in connection with carrying out the program objectives.
11. Equal Employment Opportunity.
  - a. In carrying out the program, the OC will not discriminate against any employee or applicant for employment because of race, color, age, religion, sex, or national origin. The OC will take affirmative action to insure that applicants are hired, and that employees are treated during employment, without regard to their race, color, age, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment of pay or other forms of compensation; and selection for training, including apprenticeship. The OC will post in conspicuous places, available to employees and applicants for employment, notices to be provided by the nondiscrimination clause. The OC will state that all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, or national origin.
  - b. The OC will cause or require to be inserted in any contract and subcontract for work or training, or modification thereof, all applicable Federal Equal Employment Opportunity provisions.
  - c. In the event of the OC's non-compliance with the provisions of the Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights, the OC may be declared ineligible for future contracts or subcontracts with the AE, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

12. Discrimination. The OC will refrain from unlawful discrimination in employment and will undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination, in accordance with the Illinois Human Rights Act.
13. Integration Clause. It is agreed between the parties that this Contract, with attachments, as written, is the full and complete Contract between the parties and that there are no oral agreements nor understandings between the parties other than what has been reduced to writing herein.
14. Severability Clause. If any provision under this Contract or its application to any person or circumstances is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or its application of this Contract which can be given effect without the invalid provision or application.
15. Bribery. The OC certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the OC made an admission of guilt of such conduct which is a matter of record, nor has any official, agent, or employee of the OC committed bribery or attempted bribery on behalf of the OC and pursuant to the direction or authorization of a responsible official of the OC.
16. Worker's Compensation Insurance, Social Security, Retirement & Health Benefits, and Taxes. The OC will provide and pay for worker's compensation insurance where the same is required, and shall accept full responsibility for the payment of unemployment insurance, and any other benefits and deductions required by law for OC employees who are performing services specified by this contract.
17. Ownership of Non-Expendable Personal Property. It is understood that nonexpendable personal property purchased by the OC with funds provided under this Contract and nonexpendable personal property received from the AE will not be the property of the OC but shall be held by it in trust for the benefit of this Contract and upon the election of the AE, the OC will surrender possession of such property to the AE or, at the AE's expense, ship same to any location designated by the AE.
18. Property Management. The OC may not purchase nonexpendable personal property items exceeding \$1500.00 without AE approval. The OC agrees to maintain appropriate property records and periodically conduct an inventory of all nonexpendable personal property purchased with Contract funds. The OC must also provide adequate insurance coverage on all property purchased with JTPA funds. Nonexpendable personal property must be used on the original project as long as needed.

When such nonexpendable personal property is no longer needed for the authorized purpose of this Contract, the OC shall advise the AE and may request approval for use of such nonexpendable personal property for other projects or activities which are consistent with those authorized by the Job Training Partnership Act. If the OC has no further use for the nonexpendable personal property purchased with contract funds, the OC will request disposition instructions from the AE. The AE may authorize the OC to ship nonexpendable personal property to the AE or to a third party named by it. If the OC is instructed to ship the nonexpendable personal property elsewhere, the OC will be reimbursed by the AE for the non-Federal share of the market value, plus shipping/transportation costs. If the OC is instructed by the AE to otherwise dispose of the nonexpendable personal property, the OC will be reimbursed by the AE for reasonable costs incurred in the disposition.

19. Procurement. The OC will follow the procurement standards as established in OMB Circular A-102 or A-110, by the AE, GR and PIC, and the SDA 23 Procurement and Contracting Policy as applicable.
20. Interest on Grant Funds. All interest earned on funds received by the OC under this Contract will be accounted for and reported to the AE annually. Interest earned on JTPA funds may be retained at the OC level and used by the OC for JTPA activities in accordance with applicable regulations and policies concerning expenditure of JTPA funds. The OC will advise the AE in writing of any expenditures made with interest from JTPA funds.
21. Annual Close-out. The OC shall within 15 days of the expiration of this contract report to the AE all final figures concerning expenditures for the duration of the contract period. The submission of the SDA close-out package to the DCCA will be the responsibility of the GR.

## PART IV

### ASSURANCES

The OC hereby assures and certifies that:

1. It possesses legal authority to enter into this Contract, and to execute the proposed program.
2. It will comply with the requirements of the Job Training Partnership Act (JTPA) of 1982, Public Law 97-300, hereinafter referred to as the "Act", and with the regulations and policies promulgated thereunder by the federal government, the State of Illinois Department of Commerce & Community Affairs, the PIC, the GR, and the AE.
3. The OC further assures and certifies that if the regulations promulgated pursuant to the Act are amended or revised, it shall comply with them or notify the AE within 30 days after promulgation of the amendments or revisions with which it cannot comply, so that the AE may take appropriate action including termination of this Contract if necessary.
4. It agrees to use federal funds available through the State of Illinois, the GR, and the AE under the Act to:
  - a) provide a range of services and training activities having measurable and potentially major impact on the causes of unemployment;
  - b) provide activities and services designed to prepare dislocated workers for entry into the labor force and to afford job training to dislocated workers facing barriers to employment who are in special need of such training to obtain productive employment;
  - c) provide supportive services, to the extent possible, to allow participants to participate in training;
  - d) coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to dislocated workers; and
  - e) establish linkages with the private sector of the community in an effort to place program participants in training or employment with private sector establishments.
5. It will comply with the General Program Requirements as provided for under Section 141, 142, and 143 of the Act.

6. It will comply with the non-discrimination and non-sectarian activities and provisions under Section 167 of the Act.
7. It will comply with Section 504 of the Act by assuring that each individual participating in any program established under the Act, or receiving any assistance under the Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. Appl. 453).
8. It will provide that adequate fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for federal funds paid by the state, GR or AE to the OC or any of its subcontractors, under this program, including procedures for monitoring the assistance provided under this program.
9. It agrees to submit all required reports in the timelines specified by the AE, GR, PIC, and/or PIC committees as appropriate.
10. It will permit and cooperate with federal and state investigations undertaken in accordance with Section 165 of the Act.
11. It will comply with the limitations on the use of funds as provided for under 20 CFR, paragraph 629.39.
12. It will comply with 20 CFR, paragraph 629.21 in making needs-based payments to individuals participating in a training program.
13. It will comply with a grievance procedure established in accordance with section 144 of the Act and applicable JTPA Policy Letters for grievances or complaints about its programs from participants, subgrantees, sub-contractors and other interested persons.
14. It agrees not to commit any unfair employment practices in Illinois as defined in the Illinois Fair Employment Practices Act (Illinois Revised Statute 1977, Chapter 48, para. 851 et. seq.) and further agrees to take affirmative action to ensure that no unfair practice is committed, in accordance with the Illinois Human Rights Act. (Illinois Revised Statute, Chapter 68, Section 1-101 et. seq.)
15. It will establish safeguards to prohibit employees from using positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
16. It agrees to comply with other program rules, regulations, policies and procedural requirements as may be promulgated by the AE or GR and approved by the PIC.

17. It will comply with the requirements of 20 CFR, Paragraph 629.35 to establish management systems and reporting and record keeping systems and will comply with the record retention requirements of paragraph 629.35.
18. It will provide bonding insurance for every officer, director, agent or employee who handles funds (cash, checks or other instruments of payment for program costs) under this Contract.
19. It will comply with the JTPA prohibition regarding exclusion from participation in, denial of benefits of, discrimination under, or denial of employment in the administration of any JTPA funded program on the basis of handicap. The OC further agrees to abide by the terms of implemented rules or regulations. The OC ensures that its program, when viewed in its entirety, is accessible to the handicapped, including limited or non-English speaking persons, and that information and services can be provided in different languages, if such languages are principally spoken by segments of the eligible population constituting at least 5% of the total eligible population. The OC further agrees to ensure physical accessibility to its buildings and it is in compliance with the Americans with Disabilities Act (ADA).
20. It will comply with the department requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
21. It will comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Water Act (33 U.S.C. 1368), Executive Order 11738 and U.S. Environmental Protection Agency regulations (40 CFR 15, revised as of July 1, 1989).
22. It will comply with the Copeland "Antikickback" Act (18 U.S.C.874) as supplemented in Department of Labor regulations (29CFR3, revised as of July 1, 1989).
22. It will comply with the Davis-Bacon Act (40 U.S.C.276a to a-7) as supplemented by Department of Labor regulations (20 CFR5, revised as of July 1, 1989).
22. It will comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.327-330) as supplemented by Department of Labor regulations (29 CFR5, revised as of July 1, 1989).
22. It will comply with the mandatory standards and policies related to energy efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L.94-163, effective December 22, 1975).

## PART V

### SCOPE OF WORK

This cost reimbursement Contract governs the establishment of an outreach office of the Lake Land College Dislocated Worker Program at the Illinois Employment Training Center to serve dislocated workers who reside in the Illinois Eastern Community College portion of the SDA 23. The office will be staffed by IECC District outreach employees and administered by Lake Land College Dislocated Workers Program, the Title 3 Administrative Entity, (AE), of SDA 23. This Outreach Center, (OC), will be responsible for offering the Dislocated Worker Program services as outlined in the two year plan as well as any additional conditions which are included in any special population grants received by AE. These services include but are not limited to Eligibility Determination, Basic Readjustment Services, Vocational Advisement, and O J T Development.

The OC will provide adequate personnel to perform these duties. The OC will provide monthly financial reports and reimbursement vouchers for the OC expenses and any direct training costs and participant support reimbursements. Adequate documentation must accompany all reimbursement vouchers.

The AE will provide administration, staff training, consultation, a Management Information System.





## **PART VI**

### **CERTIFICATIONS**

#### Certification Regarding Lobbying

#### Certification for Contracts, Grants, Loans and Cooperative Agreements

The OC certifies, to the best of its knowledge and belief, that:

- 1.) No Federal appropriated funds have been paid or will be paid, by or on behalf of the OC, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2.) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the OC shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3.) The OC will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters

The OC certifies to the best of its knowledge and belief, that it and its principals:

1.) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; 2.) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3.) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

4.) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

**Agenda Item #7E**

**Agenda Item #7E**

**Dual Credit Agreements with Lawrence County, Flora, and Oblong**

## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: July 14, 1999

RE: Dual Credit Agreement with Lawrence County, Flora, and Oblong

Mr. Chairman, I recommend approval of the IECC District Dual-Credit Agreements with Flora Community Unit School #35, Oblong Community Unit Distrit #4, and Lawrence County Community Unit #20.

Illinois Eastern Community Colleges District 529  
Dual-Credit Agreement

STATEMENT OF AGREEMENT

The Board of Trustees of Illinois Eastern Community Colleges District 529 and the Board of Education for [high school district] agree to enter into a partnership to provide dual-credit courses for academic and occupational courses that will be accessible and beneficial to high school students within the boundaries of the Illinois Eastern Community Colleges District. This agreement shall become effective on [date].

I. STATEMENT OF PURPOSE

Dual-credit courses expand student access to affordable higher education, provide challenging academic and occupational experiences to qualified high school students during their junior and senior years, and reduce the costs of a college education for students and their families. Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two- and four-year colleges and universities and to satisfy high school graduation requirements. Successful completion of occupational courses will allow students to simultaneously earn college credits, to satisfy high school graduation requirements, and to assist in the transition to the community college or job opportunities and careers. Dual-credit courses are important transitional links in the Illinois Education-to-Careers System for young people moving from secondary schools to colleges and universities and high-skill, high-wage careers.

II. GUIDELINES

- A. Dual-credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Education, the North Central Association, and the policies and standards of Illinois Eastern Community Colleges and the [high school board of education]. These policies, regulations, and standards apply to students, faculty, staff, instructional procedures, academic standards, and course offerings, whether courses are offered at the college campus, at off-campus sites, including distance learning and Internet, or at secondary schools.
- B. The Illinois Eastern community college and the high school will jointly select dual-credit courses in both transfer and occupational areas. Transfer courses offered for dual-credit should be articulated with Illinois colleges and universities. Occupational courses offered for dual-credit should be first-year courses in ICCB approved associate in applied science degree and certificate programs.
- C. Students enrolling in dual-credit courses must satisfy course placement tests or course prerequisites when applicable.
- D. High school students who wish to enroll in dual-credit courses must be recommended and approved by their high school counselor and principal.
- E. Academic advising services and course registration assistance will be provided jointly by the Illinois Eastern community college and the high school.

- F. Matters of student discipline will be handled cooperatively between the Illinois Eastern community college and the high school.
- G. Tuition for high school students who enroll in dual-credit courses will be based upon the following:
  1. Tuition is waived for students for day (regular school day) courses taught at either the high school or community college.
  2. Students will pay regular tuition rates for night classes (any class after 3:00 p.m.) or summer classes. Note: High school students enrolled in dual-credit courses are not eligible for state or federal financial assistance.
- H. A dual-credit course will be identified on the college transcript in the standard format and will not be identified as dual-credit course.
- I. Faculty teaching dual-credit courses will satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the North Central Association, the Illinois Community College Board, Illinois Eastern Community Colleges District, and the [high school].
- J. The Illinois Eastern community college and the [high school] will jointly supervise faculty teaching dual-credit courses. Full time high school faculty members who teach dual-credit courses as part of their regular teaching assignment will not receive additional compensation. Illinois Eastern community college part-time and full-time faculty who teach dual-credit courses, will be compensated according to the policy approved by the IECC Board of Trustees.
- K. Dual-credit courses offered during the regular school day shall have equipment and classroom/laboratory space provided by the host site at no charge to the other institution.
- L. The Illinois Eastern community college and the [high school] will jointly conduct monitoring and evaluation of dual-credit courses.
- M. There is a minimum enrollment of eight (8) students for dual-credit courses.
- N. Consultation and mutual agreement with the CEO of the Illinois Eastern Community Colleges District and the Superintendent of the Unit School District, or their designees, may address items not covered in this agreement.

III. BOARD APPROVAL

The Board of Trustees of Illinois Eastern Community Colleges District #529

By: \_\_\_\_\_  
 President Date

[Community Unit District # Board of Education]

By: \_\_\_\_\_  
 President Date





## **Agenda Item #8**

**Bid Committee Report  
July 20, 1999**

### Illinois Eastern Community Colleges

1. Computers (LTC & OCC)

TO: Board of Trustees  
 FROM: Bid Committee  
 SUBJECT: Bid Recommendation - Computers  
 DATE: July 20, 1999

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 that meets all specifications from Charley, Inc. located in Robinson, Illinois for (29) computers @\$971 each for a total of \$28,159.00.

Company	Bid
Charley, Inc. Robinson, IL	\$971.00
MicroPower Computer Systems Springfield, IL	\$1030.00
Dell Marketing Round Rock, Texas	\$1134.00

Respectfully submitted,

Nancy Allard  
 Alex Cline  
 Jack Davis  
 Harry Hillis, Jr.  
 Gayle Saunders

Source of Funds: OCC (12 Computers)  
 FY2000 Advanced Tech. Equip. Grant \$11,652

LTC (17 Computers)  
 Community Class/Auxiliary Fund \$ 6,507  
 Tech Prep Grant \$10,000

Department: For the New Cisco Labs at OCC and LTC

Rationale for Purchase: Computers are needed for the new dual credit programs with the high schools.

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

## Computer Specifications

Processor: Intel Pentium II 400Mhz w/ heatsink, 512K internal L2 secondary cache  
Systemboard: 1 AGP, 3 PCI, 1 ISA, 1 shared PCI/ISA; 2 serial, 1 parallel  
RAM: 64MB SDRAM  
Fixed Disk: 4.3 GB EIDE  
Video: 64-bit, 8 MB AGP 3D Video Card  
Monitor: Color Monitor 15" FST-NI. w/ at least 16-bit color .28 dot pitch or less  
Diskette: 1.44 MB Diskette Drive  
CD-ROM: 32X CD-ROM  
Sound Card: 16-bit, 64 voice  
Speakers: Altec ACS90  
Keyboard: 104 Key Enhanced  
Mouse: Microsoft Intellimouse w/ Intellipoint Software and mouse pad  
Case: Mid-Tower w/ 250W Power Supply  
Other: 3Com 10/100 10-BaseT Ethernet Card (UTP RJ-45)

**Warranty**

and Support: 30-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; **Telephone technical support 18 hour, 6-days-a-week required. Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system or systems with no restocking charge.**

NOTE: Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Any exceptions to warranty and support requirements or failure to comply will be considered non-responsive.

**ALL FREIGHT, DELIVERY AND OR INSTALLATION CHARGES ARE INCLUDED IN BID. OUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

<u>Per Unit</u>	<u>10 or More</u>	<u>20 or More</u>
<b>TOTAL BID</b> \$ _____	\$ _____	\$ _____
COMPANY _____		
SIGNATURE _____		
ADDRESS _____		
_____		
TELEPHONE _____	DATE _____	

**Recommended delivery date no later than August 6<sup>th</sup>, 1999.**

NOTE: PLEASE SUBMIT BID IN **TRIPLICATE.**

**Agenda Item #9**

**District Finance**

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

**Agenda Item #9**

**MEMORANDUM**

**TO: Board of Trustees**  
**FROM: Terry L. Bruce**  
**DATE: June 1, 1999**  
**RE: Financial Report**

**Mr. Chairman, the district's financial report is presented for your information.**

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**DISTRICT 529**

**TREASURER'S REPORT June 30, 1999**

<b><u>FUND</u></b>	<b><u>BALANCE</u></b>
Educational	\$1,266,670.20
Operations & Maintenance	\$151,276.74
Operations & Maintenance (Restricted)	\$427,859.39
Bond & Interest	(\$14,713.40)
Auxiliary	\$397,536.73
Restricted Purposes	\$(31,153.04)
Working Cash	\$0.00
Trust & Agency	\$127,315.55
Audit	\$1,465.75
Liability, Protection & Settlement	\$164,484.50
<b>TOTAL ALL FUNDS</b>	<b><u>\$2,490,742.42</u></b>

**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**LIST OF INVESTMENTS**

**June, 1999**

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of Interest</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to be Earned</b>
<b>Education Fund</b>						
5/25/99	8/23/99	5.18	Trust Bank (CD)	\$1,000,000	\$1,012,950	\$12,950
5/5/99	5/5/2000	5.06	Civitas Bank (CD)	32,000	33,619	1,619
<b>Operations &amp; Maintenance Fund</b>						
5/25/99	8/23/99	5.18	Trust Bank (CD)	\$100,000	\$101,295	\$1,295
<b>Operations &amp; Maintenance Fund (Rest)</b>						
6/8/99	8/7/99	4.92	Trust Bank (CD)	\$520,000	\$524,264	\$4,264
6/8/99	9/7/99	4.89	Community Bank & Trust (CD)	500,000	506,113	6,113
6/9/99	12/9/99	5.05	Mercantile Bank (CD)	500,000	512,625	12,625
<b>Auxiliary Fund</b>						
5/25/99	8/23/99	5.18	Trust Bank (CD)	\$400,000	\$405,180	\$5,180
<b>Working Cash Fund</b>						
4/17/98	10/17/99	5.59	Security Bank & Trust (CD)	\$675,000	\$734,738	\$59,738
12/16/98	6/16/00	5.10	Old National Bank (CD)	1,515,000	1,630,898	115,898
<b>Trust &amp; Agency Fund</b>						
5/5/99	5/5/2000	5.06	Civitas Bank (CD)	\$118,000	\$123,971	\$5,971
<b>Liability &amp; Protection Fund</b>						



ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
ANNUAL COMPARISON REPORT FY95-96

FISCAL YEAR 1995

FISCAL YEAR 1996

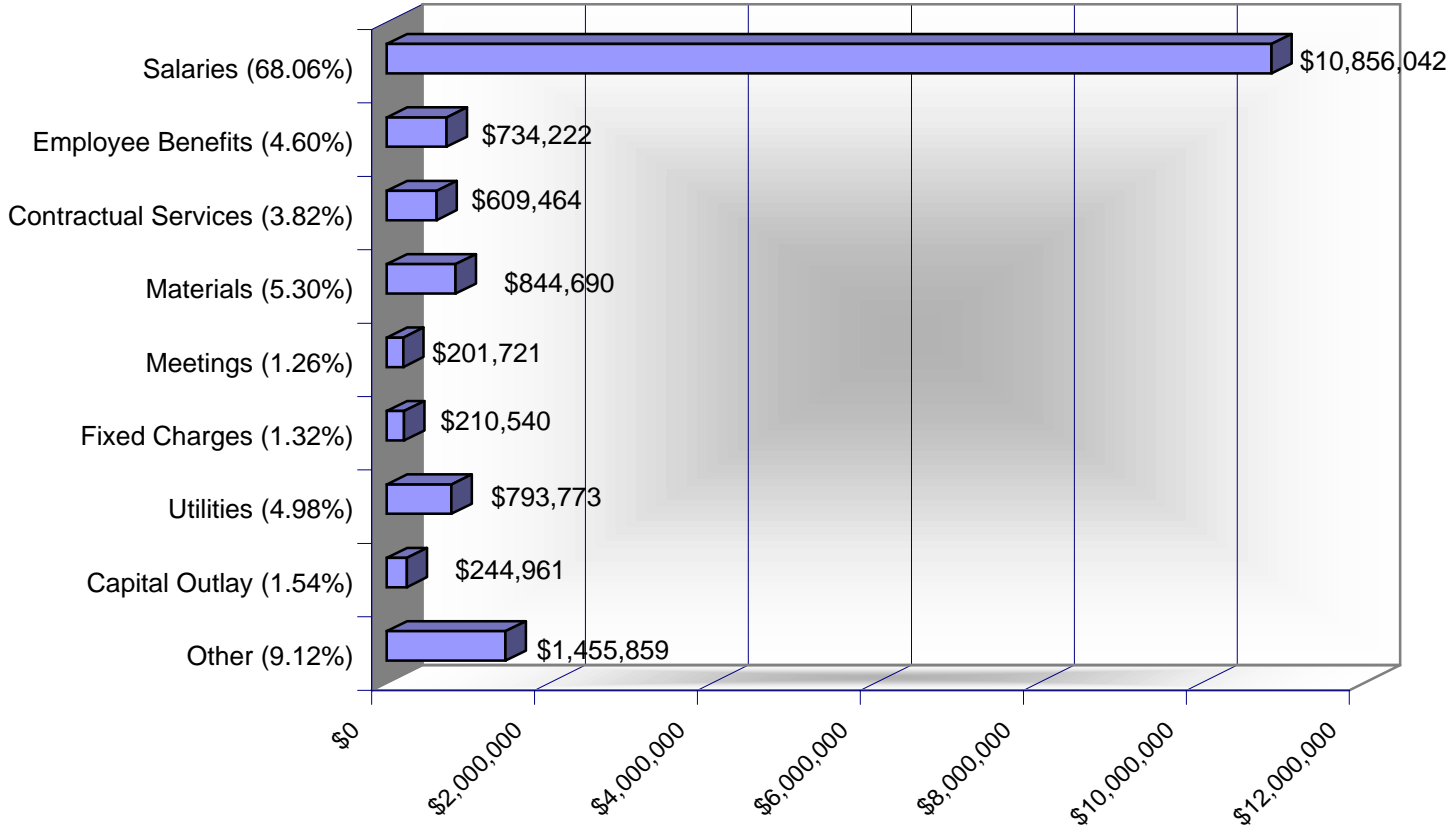
College	Category	Annual Budget	Spent Thru FY95	% of Bdgt.	Annual Budget	Spent Thru FY96	% of Bdgt.
Frontier	Bills		194,073			280,697	
	Payroll		1,197,955			1,261,346	
	Totals	1,413,998	1,392,028	98%	1,584,532	1,542,043	97%
Lincoln Trail	Bills		231,088			376,901	
	Payroll		1,399,336			1,451,821	
	Totals	1,695,376	1,630,424	96%	1,910,994	1,828,722	96%
Olney Central	Bills		278,903			508,385	
	Payroll		2,366,536			2,444,855	
	Totals	2,671,812	2,645,439	99%	2,992,001	2,953,240	99%
Wabash Valley	Bills		332,642			414,722	
	Payroll		1,863,163			1,827,712	
	Totals	2,207,561	2,195,805	99%	2,282,100	2,242,434	98%
Workforce Educ.	Bills		79,829			195,431	
	Payroll		1,139,903			1,301,780	
	Totals	1,219,803	1,219,732	100%	1,519,113	1,497,211	99%
District Office	Bills		159,613			210,287	
	Payroll		532,416			601,776	
	Totals	715,838	692,029	97%	816,740	812,063	99%
District Wide	Bills		1,155,991			520,503	
	Payroll		245,934			211,558	
	Totals	1,418,897	1,401,925	99%	838,763	732,061	87%
O & M	Bills		1,086,710			1,248,157	
	Payroll		588,897			594,759	
	Totals	1,680,635	1,675,607	100%	1,908,058	1,842,916	97%
GRAND TOTALS		13,023,920	12,852,989	99%	13,852,301	13,450,690	97%

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY97-99

College	Category	FISCAL YEAR 1997			FISCAL YEAR 1998			FISCAL YEAR 1999				Sum. & Fall Sem. Hours	Cost per Semester Hour
		Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	% of Year		
Frontier	Bills		\$329,606			\$468,945			\$639,432				
	Payroll		1,329,343			1,432,104			1,539,517				
	Totals	\$1,669,767	1,658,949	99%	\$1,982,133	1,901,049	96%	\$2,077,018	2,178,949	105%	100%	14,629	\$148.95
Lincoln Trail	Bills		413,208			728,756			737,682				
	Payroll		1,469,308			1,802,471			2,097,342				
	Totals	1,891,732	1,882,516	100%	2,602,512	2,531,227	97%	2,697,681	2,835,024	105%	100%	12,922	219.40
Olney Central	Bills		587,464			915,986			748,845				
	Payroll		2,436,174			2,756,240			3,068,790				
	Totals	3,051,721	3,023,638	99%	3,700,904	3,672,226	99%	3,761,268	3,817,635	101%	100%	18,299	208.63
Wabash Valley	Bills		375,255			670,962			712,149				
	Payroll		1,803,006			2,102,762			2,365,251				
	Totals	2,216,259	2,178,261	98%	2,822,934	2,773,724	98%	2,944,978	3,077,400	104%	100%	16,037	191.89
Workforce Educ.	Bills		229,218			235,163			604,441				
	Payroll		1,391,784			1,503,445			1,463,504				
	Totals	1,534,554	1,621,002	106%	1,608,675	1,738,608	108%	1,769,316	2,067,945	117%	100%	13,028	158.73
District Office	Bills		230,566			254,561			158,573				
	Payroll		639,092			654,755			742,223				
	Totals	904,204	869,658	96%	910,368	909,316	100%	924,251	900,796	97%	100%		
District Wide	Bills		933,803			1,865,596			759,886				
	Payroll		259,357			241,552			313,637				
	Totals	1,378,951	1,193,160	87%	2,037,720	2,107,148	103%	1,407,496	1,073,523	76%	100%		
O & M	Bills		1,199,831										
	Payroll		618,734										
	Totals	1,904,920	1,818,565	95%									
GRAND TOTALS		14,552,108	14,245,749	98%	15,665,246	15,633,298	100%	15,582,008	15,951,272	102%	100%	74,915	212.92

Excludes DOC

## Illinois Eastern Community Colleges FY99 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of June 30, 1999 - \$15,951,272

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	1,466,099	-29,654	1,462	164,448	-14,713	426,764
CASH IN BANK		--	--	--	--	--
IMPREST FUND	1,100	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	1,132,000	--	--	--	--	1,520,000
RECEIVABLES	5,996,053	447,973	30,035	450,521	--	26,550
INTERFUND RECEIVABLES		6,067	--	--	--	--
INVENTORY		--	--	--	--	--
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>8,597,252</b>	<b>424,386</b>	<b>31,497</b>	<b>614,969</b>	<b>-14,713</b>	<b>1,973,314</b>
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	43,649	--	--	--	--	--
CURRENT OBLIGATIONS PAYABLE		--	--	--	24,786	--
ACCOUNTS PAYABLE	65,699	-2,547	3,990	-235	--	--
ACCRUED EXPENSE	443,269	8,233	--	--	--	--
INTERFUND PAYABLES	6,067	--	--	--	--	--
DEFERRED REVENUE	3,633,117	--	30,035	450,521	--	--
OTHER LIABILITIES		--	--	--	--	--
<b>TOTAL LIABILITIES:</b>	<b>4,191,802</b>	<b>5,687</b>	<b>34,025</b>	<b>450,286</b>	<b>24,786</b>	
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT		--	--	--	--	--
REVENUE CONTROL		--	--	--	--	--
Fund Balances:						
FUND BALANCE	3,790,891	-53,573	-2,528	164,683	-39,499	1,582,786
RESERVE FOR ENCUMBRANCES	614,559	472,273	--	--	--	390,529
<b>TOTAL EQUITY AND OTHER CREDITS:</b>	<b>4,405,451</b>	<b>418,700</b>	<b>-2,528</b>	<b>164,683</b>	<b>-39,499</b>	<b>1,973,314</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</b>	<b>8,597,252</b>	<b>424,386</b>	<b>31,497</b>	<b>614,969</b>	<b>-14,713</b>	<b>1,973,314</b>

=====  
 ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)  
 =====

Governmental Fund Types

	Current	Prior
	Year	Year
	1999	1998

ASSETS and OTHER DEBITS:

ASSETS:

CASH	2,014,407	
CASH IN BANK		
IMPREST FUND	1,100	
CHECK CLEARING	2,000	
INVESTMENTS	2,652,000	
RECEIVABLES	6,951,132	
INTERFUND RECEIVABLES	6,067	

TOTAL ASSETS AND OTHER DEBITS:	11,626,705	
--------------------------------	------------	--

Liabilities, equity and other credits

LIABILITIES:

PAYROLL DEDUCTIONS PAYABLE	43,649	
CURRENT OBLIGATIONS PAYABLE	24,786	
ACCOUNTS PAYABLE	66,907	
ACCRUED EXPENSE	451,503	
INTERFUND PAYABLES	6,067	
DEFERRED REVENUE	4,113,673	
OTHER LIABILITIES		

TOTAL LIABILITIES:	4,706,585	
--------------------	-----------	--

EQUITY AND OTHER CREDITS:

Fund Balances:

FUND BALANCE	5,442,759	
RESERVE FOR ENCUMBRANCES	1,477,362	

TOTAL EQUITY AND OTHER CREDITS:	6,920,120	
---------------------------------	-----------	--

TOTAL LIABILITIES,	11,626,705	
--------------------	------------	--

EQUITY AND OTHER CREDITS:

=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)

Proprietary Fund Types

	AUXILIARY FUNDS	Current Year 1999	Prior Year 1998
<hr/>			
ASSETS and OTHER DEBITS:			
ASSETS:			
CASH	388,353	388,353	
CASH IN BANK			
IMPREST FUND	20,500	20,500	
CHECK CLEARING			
INVESTMENTS	400,000	400,000	
RECEIVABLES	123,842	123,842	
INTERFUND RECEIVABLES			
INVENTORY	348,431	348,431	
	<hr/>	<hr/>	<hr/>
TOTAL ASSETS AND OTHER DEBITS:	1,281,126	1,281,126	
Liabilities, equity and other credits			
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE			
CURRENT OBLIGATIONS PAYABLE			
ACCOUNTS PAYABLE	-11,099	-11,099	
ACCRUED EXPENSE	2,964	2,964	
INTERFUND PAYABLES			
DEFERRED REVENUE			
OTHER LIABILITIES			
	<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES:	-8,135	-8,135	
EQUITY AND OTHER CREDITS:			
INVESTMENT IN PLANT	899,315	899,315	
REVENUE CONTROL	389,945	389,945	
Fund Balances:			
FUND BALANCE			
RESERVE FOR ENCUMBRANCES			
	<hr/>	<hr/>	<hr/>
TOTAL EQUITY AND OTHER CREDITS:	1,289,261	1,289,261	
	<hr/>	<hr/>	<hr/>

TOTAL LIABILITIES, EQUITY AND OTHER CREDITS: 1,281,126 1,281,126

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 1999	Prior Year 1998
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH		126,127	126,127	
CASH IN BANK		--		
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	118,000	2,308,000	
RECEIVABLES		3,021	3,021	
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,190,000	247,149	2,437,149	
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		463	463	
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		140,413	140,413	
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
REVENUE CONTROL		--		
Fund Balances:				
FUND BALANCE	2,190,000	103,518	2,293,518	
RESERVE FOR ENCUMBRANCES		3,218	3,218	
TOTAL EQUITY AND OTHER CREDITS:	2,190,000	106,736	2,296,736	

TOTAL LIABILITIES,  
EQUITY AND OTHER CREDITS:

2,190,000      247,149      2,437,149

ILLINOIS EASTERN COMMUNITY COL  
Combined Balance Sheet--All Fund Types and Account Groups  
June 30, 1999  
(With comparative totals for June 30, 1998 )  
(amounts expressed in dollars)

Memorandum Only

ASSETS and OTHER DEBITS:

ASSETS:

	Current Year 1999	Prior Year 1998
CASH	2,528,887	
CASH IN BANK		
IMPREST FUND	21,600	
CHECK CLEARING	2,000	
INVESTMENTS	5,360,000	
RECEIVABLES	7,077,994	
INTERFUND RECEIVABLES	6,067	
INVENTORY	348,431	

TOTAL ASSETS AND OTHER DEBITS:

15,344,979

Liabilities, equity and other credits

LIABILITIES:

PAYROLL DEDUCTIONS PAYABLE	43,649	
CURRENT OBLIGATIONS PAYABLE	24,786	
ACCOUNTS PAYABLE	56,271	
ACCRUED EXPENSE	454,466	
INTERFUND PAYABLES	146,017	
DEFERRED REVENUE	4,113,673	
OTHER LIABILITIES		

TOTAL LIABILITIES:

4,838,862

EQUITY AND OTHER CREDITS:

INVESTMENT IN PLANT	899,315	
REVENUE CONTROL	389,945	

Fund Balances:

FUND BALANCE	7,736,277	
RESERVE FOR ENCUMBRANCES	1,480,579	

TOTAL EQUITY AND OTHER CREDITS:

10,506,117



TOTAL LIABILITIES,  
EQUITY AND OTHER CREDITS:

15,344,979

=====

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-1999  
Percentage of time remaining through the Budget: .000

GENERAL FUNDS

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	2,291,000.00	2,303,581.70	12,581.70	.549
STATE GOVT SOURCES	11,855,009.00	11,600,234.59	-254,774.41	-2.149
STUDENT TUITION & FEES	1,786,000.00	5,711,982.86	3,925,982.86	219.820
SALES & SERVICE FEES	.00	1,063.40	1,063.40	#####
FACILITIES REVENUE	.00	3,945.40	3,945.40	#####
INVESTMENT REVENUE	50,000.00	59,737.50	9,737.50	19.475
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	13,143.60	13,143.60	#####
OTHER REVENUES	200,000.00	148,117.87	-51,882.13	-25.941
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	16,182,009.00	19,841,806.92	3,659,797.92	22.616
EXPENDITURES:				
INSTRUCTION	8,219,464.15	7,881,294.55	-338,169.60	-4.114
ACADEMIC SUPPORT	549,996.25	532,637.87	-17,358.38	-3.156
STUDENT SERVICES	828,988.61	810,747.86	-18,240.75	-2.200
PUBLIC SERV/CONT ED	45,874.31	56,820.09	10,945.78	23.860
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,194,047.00	1,946,383.91	-247,663.09	-11.288
INSTITUTIONAL SUPPORT	3,743,638.68	3,318,739.76	-424,898.92	-11.350
SCH/STUDENT GRNT/WAIVERS	.00	1,404,648.40	1,404,648.40	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	15,582,009.00	15,951,272.44	369,263.44	2.370
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	611,185.00	485,828.40	-125,356.60	-20.510
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	611,185.00	485,828.40	-125,356.60	-20.510

NET INCREASE/DECREASE IN NET ASSETS

-11,185.00

3,404,706.08

3,415,891.08 #####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-1999  
Percentage of time remaining through the Budget: .000

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	.00	.00	.000
STATE GOVT SOURCES	1,066,800.00	1,066,400.00	-400.00	-.037
STUDENT TUITION & FEES	.00	.00	.00	.000
INVESTMENT REVENUE	100,000.00	136,967.00	36,967.00	36.967
OTHER REVENUES	.00	1,855.00	1,855.00	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,166,800.00	1,205,222.00	38,422.00	3.293
EXPENDITURES:				
INSTRUCTION	.00	.00	.00	.000
OPER & MAINT PLANT	670,976.00	477,129.65	-193,846.35	-28.890
INSTITUTIONAL SUPPORT	3,661,907.00	1,806,334.99	-1,855,572.01	-50.672
	-----	-----	-----	-----
TOTAL EXPENDITURES:	4,332,883.00	2,283,464.64	-2,049,418.36	-47.299
NET INCREASE/DECREASE IN NET ASSETS	-3,166,083.00	-1,078,242.64	2,087,840.36	65.944

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-1999  
Percentage of time remaining through the Budget: .000

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,371,466.00	1,380,449.84	8,983.84	.655
INVESTMENT REVENUE	.00	5,080.02	5,080.02	#####
OTHER REVENUES	.00	7,218.84	7,218.84	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,371,466.00	1,392,748.70	21,282.70	1.552
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,415,409.00	1,288,631.88	-126,777.12	-8.957
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,415,409.00	1,288,631.88	-126,777.12	-8.957
NET INCREASE/DECREASE IN NET ASSETS	-43,943.00	104,116.82	148,059.82	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-1999  
Percentage of time remaining through the Budget: .000

AUXILIARY FUNDS

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
STATE GOVT SOURCES	.00	.00	.00	.000
STUDENT TUITION & FEES	601,325.34	649,027.83	47,702.49	7.933
SALES & SERVICE FEES	2,389,162.54	1,957,959.80	-431,202.74	-18.048
FACILITIES REVENUE	1,128.00	16,578.00	15,450.00	###.###
INVESTMENT REVENUE	24,877.00	45,926.21	21,049.21	84.613
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	285.00	285.00	#####
OTHER REVENUES	322,173.95	670,853.81	348,679.86	108.227
	-----	-----	-----	-----
TOTAL REVENUES:	3,338,666.83	3,340,630.65	1,963.82	.059
AUXILIARY ENTERPRISES:				
SALARIES	1,148,588.94	844,287.90	-304,301.04	-26.493
EMPLOYEE BENEFITS	45,428.00	49,030.69	3,602.69	7.931
CONTRACTUAL SERVICES	146,086.36	138,566.80	-7,519.56	-5.147
GEN. MATERIAL & SUPPLIES	2,114,899.34	1,513,548.04	-601,351.30	-28.434
CONF/TRAVEL MEETING EXPENSE	192,584.76	174,226.02	-18,358.74	-9.533
FIXED CHARGES	18,600.00	21,431.70	2,831.70	15.224
UTILITIES	22,647.00	25,451.41	2,804.41	12.383
CAPITAL OUTLAY	114,241.12	83,359.54	-30,881.58	-27.032
OTHER EXPENDITURES	146,776.48	105,710.51	-41,065.97	-27.979
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	3,949,852.00	2,955,612.61	-994,239.39	-25.172
NET INCREASE/DECREASE IN NET ASSETS	-611,185.17	385,018.04	996,203.21	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-1999  
Percentage of time remaining through the Budget: .000

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	-140,000.00	125,356.60	265,356.60	#####
TOTAL REVENUES:	-140,000.00	125,356.60	265,356.60	#####
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	.00	125,356.60	125,356.60	#####
TOTAL TRANSFERS AMONG FUNDS:	.00	125,356.60	125,356.60	#####
NET INCREASE/DECREASE IN NET ASSETS	-140,000.00	.00	140,000.00	100.000

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-JUN-1999  
Percentage of time remaining through the Budget: .000

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	30,000.00	30,324.50	324.50	1.082
INVESTMENT REVENUE	.00	46.90	46.90	#####
	-----	-----	-----	-----
TOTAL REVENUES:	30,000.00	30,371.40	371.40	1.238
EXPENDITURES:				
INSTITUTIONAL SUPPORT	24,342.00	27,241.22	2,899.22	11.910
	-----	-----	-----	-----
TOTAL EXPENDITURES:	24,342.00	27,241.22	2,899.22	11.910
NET INCREASE/DECREASE IN NET ASSETS	5,658.00	3,130.18	-2,527.82	-44.677

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other Revenues, Expenditures, Other Changes  
AS OF 30-JUN-1999  
Percentage of time remaining through the Budget: .000

LPS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	450,000.00	454,987.42	4,987.42	1.108
INVESTMENT REVENUE	.00	5,116.37	5,116.37	#####
TOTAL REVENUES:	----- 450,000.00	----- 460,103.79	----- 10,103.79	----- 2.245
EXPENDITURES:				
INSTITUTIONAL SUPPORT	518,564.00	363,984.35	-154,579.65	-29.809
TOTAL EXPENDITURES:	----- 518,564.00	----- 363,984.35	----- -154,579.65	----- -29.809
NET INCREASE/DECREASE IN NET ASSETS	-68,564.00	96,119.44	164,683.44	#####



**Agenda Item #10**

**Agenda Item #10**

**Chief Executive Officer's Report**

**Agenda Item #11**

**Agenda Item #11**

**Executive Session**

**Agenda Item #12**

**Agenda Item #12**

**Approval of Executive Session Minutes**

**Agenda Item #13**

**Agenda Item #13**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** July 14, 1999  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. The resignation letters will be mailed with the employment packets.

mr

Attachment

# **PERSONNEL REPORT**

## **INDEX**

**400.1. Employment of Personnel**

**400.2. President Contracts**

**400.3. 1999-00 Special Assignments**

**400.4. Reduction-in-Force**

**400.5. Resignations**

**400.6. Retirements**

## PERSONNEL REPORT

### 400.1. Employment of Personnel

#### A. Faculty

1. Daniel Bruneau: Initial full-time employment as Theatre/Music Instructor. Amount: Based upon \$32,837 per academic year. Effective: August 16, 1999.  
Code: 011-5005L-1301-101  
011-2310L-1301-101
2. Matt Fowler: Initial full-time employment as Office Careers Instructor. Amount: Based upon \$26,643 per academic year. Effective: August 16, 1999.  
Code: 013-1020W-1301-102
3. Richard Poskin: Initial full-time employment as Biology Instructor. Amount: Based upon \$27,032 per academic year. Effective: August 16, 1999.  
Code: 013-2605W-1301-101
4. Cathy Robb: Initial full-time employment as Office Careers Instructor. Amount: Based upon \$26,643 per academic year. Effective: August 16, 1999.  
Code: 013-1020W-1301-102
5. Donna Savage: Initial full-time employment as Computer Instructor. Amount: Based upon \$27,609 per academic year. Effective: August 16, 1999.  
Code: 014-5204F-1301-102  
014-5212F-1301-103
6. Kristi Urfer: Initial full-time employment as Accounting Instructor. Amount: Based upon \$32,837 per academic year. Effective: August 16, 1999.  
Code: 012-5203O-1301-102

#### B. Professional/Non-Faculty

1. Donna Meadows: Initial full-time employment as Manager of Food Services at Lincoln Trail College. Amount: Based upon \$20,125 per ten months. Effective: August 1, 1999.  
Code: 56100L-6100L-1201-601

#### C. Technical

1. Karen Devall: Initial full-time employment as Library Technician at Olney Central College. Amount: Based upon \$13,000 per fiscal year. Effective: July 21, 1999.  
Code: 012-2010O-1201-201
2. Olivia (Libby) Zwilling: Initial full-time employment as Career Advisor at Olney Central College. Amount: Based upon \$18,500 per fiscal year. Effective: July 21, 1999.  
Code: 012-3080O-1201-308

## **400.2. President Contracts**

## **400.3. 1999-00 Special Assignments**

Olney Central College - Special Assignment

Academic 1999-00

- |    |            |                      |        |
|----|------------|----------------------|--------|
| 1. | Ryan Petty | Lead Inst, Auto Body | \$ 450 |
|----|------------|----------------------|--------|

Wabash Valley College – Special Assignment

Academic 1999-00

- |    |            |                           |        |
|----|------------|---------------------------|--------|
| 1. | Cathy Robb | Lead Inst, Office Careers | \$ 500 |
|----|------------|---------------------------|--------|

## **400.4.Reduction-in-Force**

### A. Technical

1. Jennifer Hering, Food Service Technician at Wabash Valley College. Effective: July 31, 1999.

## **400.5.Resignations**

### A. Faculty

1. Charles Butler, Workforce Education Instructor effective July 23, 1999.
2. William Peacy, Chemistry Instructor effective August 15, 1999.

### B. Technical

1. Fred Strohm, Computer Technician, LTC, effective August 20, 1999.

## **400.5.Retirements**

### A. Faculty

1. John (Jack) Frey, Workforce Education Instructor, effective July 31, 1999.
2. Sharon McDaniel, Office Careers Instructor, effective May 31, 1999.





**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition & Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

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

**Phase III**

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

**Phase IV**

Environmental Barriers FCC, LTC & WVC	\$366,300										
Exit Modifications - WVC	\$61,700										
Replace Stage Curtains OCC & WVC	\$55,700										
Stage Floor Replacement OCC	\$48,400										
Flooring Replacements Asbestos - WVC	\$105,000										
Roof Replacements OCC & WVC	\$128,400										

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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**TENTATIVE**  
**Protection, Health, and Safety**  
**Projects Schedule**  
**Phase IV**

**Phase IV**

<b>MECHANICAL &amp; ELECTRICAL PROJECTS:</b>	<b>Estimated Budget</b>										
Replace Rooftop Units LTC	\$363,000										
Replace Rooftop Units OCC	\$779,300										
HVAC/Dehumidification Upgrades – WVC	\$284,300										
HVAC Replacement FCC	\$137,900										
Fire Alarm & Emergency Lighting Replacement LTC & WVC	\$382,000										
Electrical Renovations WVC	\$284,300										
Furnace Replacement FCC	\$84,700										
Lighting & Fire Alarm Upgrades - FCC & OCC	\$69,600										
<b>TOTALS :</b> ESTIMATED BUDGET \$3,781,600 BID AMOUNT \$2,727,815			<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>