

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**June 17, 2003**



**Location:**

**Wabash Valley College  
2200 College Drive  
Mt. Carmel, Illinois 62863**

**Dinner – 6:00 p.m. – Cafeteria  
Meeting – 7:00 p.m. – Science Building Room 61**

**Illinois Eastern Community Colleges  
Board Agenda**

**June 17, 2003**

**7:00 p.m.**

**Wabash Valley College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. GLB Act/Information Security Plan
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. FY 2003-2004 Budget Resolution.....Browning
  - B. Inter-Fund Loans Resolution.....Browning
  - C. Building and Maintenance Fund Resolution.....Browning
  - D. Working Cash Fund Resolution .....Browning
  - E. Prevailing Rate of Wages .....Browning
  - F. HIPAA Agreement ..... Bruce
  - G. FY2005 RAMP Capital Requests..... Bruce
  - H. Technology Plan Revisions ..... Bruce
  - I. LTC Library Renovations ..... Bruce
  - J. Massage Therapy Student Fees ..... Bruce
  - K. Remedial Online Communication Student Fee ..... Bruce
  - L. Textbook Rental Fee ..... Bruce
  - M. Accrual Run-Out ..... Bruce
9. Bid Committee Report.....Browning
  - A. None

- 10. District Finance
  - A. Financial Report .....Browning
  - B. Approval of Financial Obligations .....Browning
- 11. Chief Executive Officer's Report ..... Bruce
- 12. Executive Session ..... Bruce
- 13. Approval of Executive Session Minutes..... Bruce
  - A. Approval of Executive Session Minutes
  - B. Semi-Annual Review of Executive Session Minutes
- 14. Approval of Personnel Report ..... Bruce
- 15. Collective Bargaining ..... Bruce
- 16. Litigation ..... Bruce
- 17. Acquisition and Disposition of Property..... Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, May 20, 2003.

**AGENDA #1 – “Call to Order & Roll Call”** – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Mr. Harry Hillis, Jr., to call the roll.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Joseph Kiser, student trustee. Trustees absent at roll call: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

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

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

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

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

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

Regular Meeting, Tuesday, April 15, 2003.

**Board Action:** Mr. Williams made a motion to approve the minutes of the foregoing meeting as prepared. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

**#3-A. Visitors & Guests:** Visitors & guests present were recognized. Dr. Davis noted that Jennifer Mathes, OCC Dean of Instruction, recently received her Doctor’s degree from the University of Illinois.

**#3-B. IECCEA Representative:** Mr. Dan Tahtinen, President of Illinois Eastern Community Colleges Education Association, presented a handout on behalf of the association.

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

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** Trustee Marilyn Wolfe reported on attendance at Lobby Day in Springfield.

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

**#5-C. Report from Cabinet:** Mr. Woods presented an informational report on Coal Mining Technology/Telecom. Ms. Schwartz presented an update on preparations for the Higher Learning Commission-North Central Accreditation visit in April 2005. All IECC HLC committees have met. The self-study organizational chart was presented.

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

**#6-A. FERPA Policy Revision:** A revised IECC Family Educational Rights of Privacy Act (FERPA) policy was presented for approval (Policy 500.11). The revision changes “CFR 34” to “34 CFR.” It also adds the definition of educational records (Section B.4).

**Board Action:** Mr. Williams made a motion to waive second reading and approve the revised IECC Family Educational Rights of Privacy Act Policy (500.11) as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A. FY2004 and FY 2005 Long Range Plan:** Ms. Cantwell reviewed the district’s Long Range Plan for fiscal years 2004 and 2005. The plan emphasizes improvement in instruction and student support services; also revitalizing facilities, and obtaining state-of-the-art equipment and teaching tools. The document will be used as an ongoing two-year guide with an annual review to allow for revisions and addition of another year. The CEO recommended approval.

**Board Action:** Miss Wolfe made a motion to approve the Long Range Plan for fiscal years 2004-2005 as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. 2003 Annual Report Card:** Ms. Cantwell reviewed Illinois Eastern Community Colleges' Annual Report Card for fiscal year 2003, which describes the district's effectiveness in meeting its stated mission and purpose. Information contained in the report card is used to identify and support modifications that will increase student success. The report card indicates that the district has met or exceeded its established standards. The CEO recommended approval.

**Board Action:** Mrs. Culver made a motion to approve the 2003 Annual Report Card as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. HIPAA Agreements:** The CEO recommended approval of Health Insurance Portability and Accountability Act (HIPAA) Agreements between Illinois Eastern Community Colleges and Newton Rest Haven in Newton, Illinois; Holiday Manor in Princeton, Indiana; and Mt. Vernon Countryside Manor in Mt. Vernon, Illinois.

**Board Action:** Mr. Koertge made a motion to approve Health Insurance Portability and Accountability Act (HIPAA) Agreements with Newton Rest Haven, Holiday Manor and Mt. Vernon Countryside Manor as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Cosmetology Lease:** The CEO recommended approval of a lease for new facilities for the Olney Central College Cosmetology Program at 104 East Main, Olney, Illinois, at a cost of \$1,000 per month. Lease of the current facility was recently renewed, but with this lease the landlord has agreed to cancel the current lease to be superseded by the new lease. The new facility will allow enrollment of additional students in the program.

**Board Action:** Mr. Williams made a motion to approve the lease of facilities for the Cosmetology Program at 104 East Main, Olney, Illinois, as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. PHS Capital Project Application – Data Center Acoustics & Electrical Service:** The CEO recommended approval of the Capital Project Application – Data Center Acoustics and Electrical Service at the District Office. Estimated project cost is \$39,325, and includes the following: Construct partition & door, modify fire suppression system, HVAC unit, electrical service upgrade, miscellaneous, contingency and A/E professional fees. The application includes a detailed description identifying the scope of work, the project's programmatic justification, project budget, and funding source.

**Board Action:** Mr. Rost made a motion to approve the Capital Project Application for Data Center Acoustics and Electrical Service at the District Office as recommended. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Mr. Kiser's student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. PHS Capital Project Board Resolution – Data Center Acoustics & Electrical Service:**

The CEO recommended adoption of the following resolution approving a Capital Project Application – Data Center Acoustics and Electrical Service at the District Office.

**Resolution of the Board of Trustees – Capital Project Application  
Data Center Acoustics & Electrical Service**

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

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

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

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

WHEREAS, the project recommended for repair and alterations are:

Data Center Acoustics & HVAC Upgrade: \$39,325.

Total Estimated cost including fees and contingency: \$39,325.

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and are not routine maintenance projects.

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

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary for the protection, health, and safety of the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.

Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

**Board Action:** Mr. Koertge made a motion to adopt the foregoing Board Resolution relative to the Capital Project Application for Data Center Acoustics and Electrical Service at the District Office as recommended. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Mr. Kiser's 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.

**Additions to Agenda** – Without objection, the Chair directed that the following items be added to the agenda: Approval to Renew Joint Agreement for Education Cooperation with Kaskaskia College, and amendments to the contracts with the Illinois Department of Corrections for the Educational Programs at the Robinson Correctional Center and the Lawrence Correctional Center.

**#8-G. Joint Agreement with Kaskaskia College:** Ms. Cantwell reviewed the Joint Agreement for Education Cooperation between Illinois Eastern Community Colleges and Kaskaskia College. Under the agreement, the colleges agree to accept students in certain programs that are not offered by their home district, thus providing additional educational programs to the students of each district involved in the agreement. The only changes to the agreement are as follows:

Added to IECC:

Heating, Air/Conditioning & Refrigeration, AAS/Certificate  
Industrial Manufacturing Technology, AAS

Dropped from Kaskaskia:

Business Management, AAS

Under the agreement, Illinois Eastern Community Colleges District No. 529 agrees to accept students from Kaskaskia College District No. 501 in the following programs:

Coal Mining Technology, AAS/Certificate  
Diesel Equipment Technology, AAS  
Heating, Air/Conditioning & Refrigeration, AAS/Certificate  
Industrial Manufacturing Technology, AAS  
Machine Shop Technology, AAS/Certificate  
Radio-TV Broadcasting, AAS  
Telecommunications Technology, AAS/Certificate

Under the agreement, Kaskaskia College District No. 501 agrees to accept students from Illinois Eastern Community Colleges District No. 529 in the following programs:

Basic Carpentry, Certificate  
Nail Technology, Certificate  
Dental Assisting, Certificate  
Respiratory Therapy, AAS  
Physical Therapist Assistant, AAS

**Recommendation:** The CEO recommended approval of the Cooperative Agreement with Kaskaskia College as presented.

**Board Action:** Mrs. Culver made a motion to approve the foregoing Joint Agreement for Education Cooperation with Kaskaskia College as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Amendments to Department of Corrections Contracts:** The CEO recommended approval of the following amendments to the contracts with the Illinois Department of Corrections for LTC Educational Programs at the Robinson Correctional Center and the Lawrence Correctional Center.

**1. Amend FY03 Contract With DOC for RCC:** Amendment to the contract with the Illinois Department of Corrections for the Robinson Correctional Center for FY2003, increases the budget from \$407,335 to \$413,035 for an increase of \$5,700. The increase is the result of the Horticulture Program selling \$4,400 in plant sales and DOC providing an additional \$1,300 for vocational textbooks. The \$4,400 was applied toward air conditioning the horticulture classroom. Funds have been moved within the budget to cover the cost of graduation fees for those receiving certificates.

**Board Action:** Miss Wolfe made a motion to approve the foregoing amendment to IECC's FY03 contract with the Illinois Department of Corrections for RCC as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**2. Amend FY04 Contract with DOC for RCC:** Amendment to the contract with the Illinois Department of Corrections for the Robinson Correctional Center for FY2004, to add \$2,500 to the budget for flower sales.

**Board Action:** Mr. Williams made a motion to approve the foregoing amendment to IECC's FY04 contract with the Illinois Department of Corrections for Robinson Correctional Center as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**3. Amend FY04 Contract with DOC for LCC:** Amendment to the contract with the Illinois Department of Corrections for the Lawrence Correctional Center for FY2004, to add funds to the budget to provide for addition of a Construction Trades Technology course to the curriculum.

**Board Action:** Mrs. Culver made a motion to approve the foregoing amendment to IECC's FY04 contract with the Illinois Department of Corrections for Lawrence Correctional Center. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9– “Bid Committee Report” –**

**#9-A. IECC – General Repair Work Phases 3 & 4, Wall Repairs WVC Library/Science, Roof Replacement WVC Main Hall:** Mr. Browning presented the recommendation of Marion Poggas of *image architects* for the general repair work at all campuses and wall repairs and roof replacement at Wabash Valley College. Based on the bid tabulation and the recommendation from Mr. Poggas, the Bid Committee recommends acceptance of the following bids: General Work – Kieffer Brothers Construction Co. Inc., Mt. Carmel, IL, \$93,200; Roof Work – Shay Roofing, Millstadt, IL, \$111,271. Source of Funds: Protection, Health & Safety Bond Funds. The CEO recommended approval of the recommendation.

**Board Action:** Mr. Williams made a motion to approve the recommendation of the Architect and Bid Committee and accept the bids of Kieffer Brothers Construction Co. and Shay roofing for the general repair work at all campuses and wall repairs and roof replacement at Wabash Valley College as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. LTC South Campus – Fiber Optic Fusion Splicer:** Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Agents Private International LTD, Ontario, Canada, for a total of \$21,374.10, for a fiber optic fusion splicer. Source of Funds: Auxiliary. Department: Workforce Education. The CEO recommended approval of the recommendation.

**Board Action:** Miss Wolfe made a motion to approve the recommendation of the Bid Committee and accept the bid of Agents Private International LTD for a fiber optic fusion splicer as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$6,065,670.11, as of April 30, 2003.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of May 2003, totaling \$997,513.67, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of the district financial obligations for the month of May 2003, in the amounts listed, and payments from the revolving fund for the month of April 2003. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. State Funding.
2. Self-Funded Insurance.
3. Paraprofessional Advisory Committee (Kathy Pampe is on state committee).
4. ICCB Business & Industry Advisory Committee (Roger Browning is on state committee).
5. Massage Therapy Certificate (temporary approval given).
6. Illinois Cooperative Work-Study Program Grant (\$23,200).
7. FY2004 ICCB Operating Grants to Colleges.
8. IRS Audits.
9. IECC Faculty Salary Statistics.
10. Upward Bound Summer Program.
11. Spring Enrollment Report – District Up 5%.
12. Doctoral Students (Jervaise McGlone & Kathy Pampe).
13. Upward Bound Re-Funded for Another 4 Years.
14. Deaths of Former OCC Presidents. Two former Presidents of OCC died recently. Mr. Leslie E. Purdy was 1<sup>st</sup> President of OCC; Mr. Gail L. Lathrop was 3<sup>rd</sup> President of OCC.
15. Higher Learning Commission Newsletter (IECC Accreditation & Assessment News).

**AGENDA #12 – “Executive Session”** – The CEO 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 consider collective negotiating matters; 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.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:35 p.m.

**#12-B. Closed Meeting Ended:** Miss Wolfe made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared 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 9:10 p.m.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The CEO recommended that closed meeting minutes of the Regular Meeting, Tuesday, April 15, 2003, be approved and remain closed at this time.

**Board Action:** Mrs. Culver made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, April 15, 2003, but that closed meeting minutes of that date will remain closed and not be opened to public inspection at this time. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

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

- A. Faculty
  - 1. Rodney Maxey, Automotive Service Technology Instructor.
  - 2. John Nutter, WED Instructor.

#### **400.2. Reduction-in-Force & Adoption of Resolution**

- A. Classified
  - 1. Sarah Kincaid, Office Assistant (GR), DO.

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has authority to dismiss any technical personnel employed by the Board; and

WHEREAS, the Board of Trustees has decided to dismiss Sarah Kincaid as a classified employee in and for this Community College District effective on the 30<sup>th</sup> day of June, 2003.

Now, Therefore be it and it is hereby resolved by the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois; as follows:

1. That the Board of Trustees has decided to and hereby does dismiss Sarah Kincaid as a classified employee in and for this Community College District effective on the 30<sup>th</sup> day of June, 2003.
2. That the dismissal of said individual constitutes honorable dismissal.
3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individual of the dismissal.
4. That this resolution shall be in full force and effect immediately upon its adoption.

#### **400.3. Non-Renewal of Contract**

- A. Classified
  - 1. Carol Watts, Records Assistant, LCC/RCC.

#### **400.4. Administrative Guidelines (external report)**

IECC's Administrative Guidelines for Part-time and Full-time Non-Bargaining Unit Faculty Instruction, Paragraph 2.G. is revised to read as follows (with changes underlined):

2. G. Non-credit Instruction and Credit and Non-Credit Industrial Training Courses – Pay for conducting non-credit instruction and credit and non-credit industrial training courses is based upon the income generated (profitability) from the course or workshop and market demand. The pay should generally not exceed the income from the course or workshop unless there is a positive balance in the restricted purposes account which supports the non-credit or industrial training program.

#### **400.5. Resignations**

A. Professional/Non-Faculty

1. Tony Hill, Coach, LTC, effective May 15, 2003.
2. Stephanie Smith, Coach, WVC, effective May 31, 2003.

#### **400.6. FY02-03 Special Assignment**

A. WVC – Athletic

1. Clyde Buck, Coach – Head W Basketball, recommended June 1, 2003, \$6,000.

#### **Personnel Report Addendum**

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

A. Faculty

1. Rodney Maxey, Automotive Service Technology Instructor, hire at MS; upon successful completion of 12 graduate hours prior to August 14, 2003, pay rate to go to MS+12 effective August 14, 2003.

##### **400.7. Retirement**

A. Faculty

1. Genevieve Bruce, Nursing Instructor, effective July 1, 2003.

**Board Action to Amend Personnel Report:** Mr. Williams made a motion to amend the Personnel Report as recommended to add the addendum as presented. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Mr. Williams made a motion to adjourn. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:15 p.m.

Approved:      Chairman: \_\_\_\_\_

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

Minutes of a special meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Thursday, May 22, 2003.

**Notice of Special Meeting:** This special meeting was called by Mr. James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** Purpose of this special meeting was to interview and discuss candidates for the Presidential vacancy at Lincoln Trail College.

**AGENDA #1 – “Call to Order & Roll Call”** – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 6:46 p.m.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Miss Marilyn J. Wolfe. Trustees absent at roll call: Mr. Kevin C. Williams and Mr. Joseph Kiser, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business. (Mr. Williams check in by telephone at 6:55 pm. and entered the meeting at 7:30 p.m.)

**Also present** at this meeting, in addition to trustees: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

**AGENDA #2 – “Recognition of Visitors & Guests”** – None.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Executive Session”** – The CEO 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].

**#4-A. Closed Meeting:** Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Miss Wolfe. Trustees absent: Mr. Williams, Mr. Kiser. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 7:00 p.m.

**#4-B. Closed Meeting Ended:** Miss Wolfe made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared 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 9:05 p.m.

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

**AGENDA #5 – “Adjournment”** – Dr. Fischer made a motion to adjourn. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:06 p.m.

Approved:      Chairman: \_\_\_\_\_

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

Minutes of a special meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Thursday, May 29, 2003.

**Notice of Special Meeting:** This special meeting was called by Mr. James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** Purpose of this special meeting was to interview and discuss candidates for the Presidential vacancy at Lincoln Trail College.

**AGENDA #1 – “Call to Order & Roll Call”** – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 6:30 p.m.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Joseph Kiser, student trustee. Trustees absent at roll call: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

**Also present** at this meeting, in addition to trustees: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Mr. Harry Hillis, Jr., Board Secretary.

**AGENDA #2 – “Recognition of Visitors & Guests”** – None.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Executive Session”** – The CEO 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].

**#4-A. Closed Meeting:** Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 6:31 p.m.

**#4-B. Closed Meeting Ended:** Mr. Williams made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared 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 10:00 p.m.

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

**AGENDA #5 – “Adjournment”** – Mr. Williams made a motion to recess this meeting, with the Board of Trustees to reconvene on Wednesday, June 4, 2003, at 6:30 p.m. in the Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting temporarily adjourned at 10:02 p.m., until the designated and announced date, time and place.

Approved:      Chairman: \_\_\_\_\_

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

Minutes of a reconvened special meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Wednesday, June 4, 2003.

This meeting is being held pursuant to a recess taken at a duly convened public (special) meeting, held on Thursday, May 29, 2003.

**Purpose:** Purpose of this reconvened special meeting was to interview and/or discuss candidates for the Presidential vacancy at Lincoln Trail College.

**AGENDA #1 – “Call to Order & Roll Call”** – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 6:30 p.m.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Miss Marilyn J. Wolfe. Also present was Mr. Joseph Kiser, student trustee. Trustees absent at roll call: Mr. Kevin C. Williams. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business. (Mr. Williams check in by telephone at 6:30 pm. and entered the meeting at 7:40 p.m.)

**Also present** at this meeting, in addition to trustees: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Mrs. Tara Buerster, Director of Personnel; Mr. Harry Hillis, Jr., Board Secretary.

**AGENDA #2 – “Recognition of Visitors & Guests”** – None.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Executive Session”** – The CEO 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].

**#4-A. Closed Meeting:** Mr. Koertge made a motion to hold a closed meeting to consider the matters outlined by the CEO. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Miss Wolfe. Trustees absent: Mr. Williams, Mr. Kiser. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 6:32 p.m.

**#4-B. Closed Meeting Ended:** Miss Wolfe made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared 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 7:50 p.m.

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

**AGENDA #5 – “Adjournment”** – Dr. Fischer made a motion to adjourn. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 7:52 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- B. IECEA Representatives**

**Agenda Item #4**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

- A. Trustees**
  - B. Presidents**
  - C. Cabinet**
- Coal Mining Technology/Telecom**

**Agenda Item #6**

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

**GLB Act/Information Security Plan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: Gramm Leach Bliley (GLB) Act

Under newly enacted federal legislation, the Board must adopt a policy that complies with the federal statute on protection of critical information and data.

I ask the Board's approval of this policy that develops a procedure for an IECC Information Security Plan.

TLB/rs

Attachment

**Gramm Leach Bliley (GLB) Act (100.21)**

The Board of Trustees and Employees of the Illinois Eastern Community Colleges shall operate in compliance with the Gramm Leach Bliley (GLB) Act, (16 CFR Part 314).

In order to comply with Federal Law and to protect critical information and data, the Chief Executive Officer in conjunction with the Cabinet shall develop a procedure for an Information Security Plan to comply with this regulation.

The goal of this procedure will be to define IECC's Information Security Plan, to provide an outline to assure ongoing compliance with federal regulations related to the Plan, and to position IECC for likely future privacy and security regulations.

GLB mandates that IECC appoint an Information Security Plan Coordinator, conduct a risk assessment of likely security and privacy risks, institute a training program for all employees who have access to covered data and information, oversee service providers and contracts, and evaluate and adjust the Information Security Plan periodically.

The Coordinator must help the relevant offices of IECC identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program, and regularly monitor and test the program.

**Agenda Item #7**

**Policy Second Reading**

**A. None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**FY 2003-2004 Budget Resolution**

**Agenda Item #8A**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
SUBJECT: FY 2003-2004 Budget Resolution  
DATE: June 17, 2003

Attached is the budget resolution that requires approval by the Board of Trustees. It outlines the schedule for the publication notice of a tentative budget, the budget hearing, and the adoption of the budget.

RB/cr

Attachment

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 2004 fiscal year:

1. Date of Fiscal Year: July 1, 2003 - June 30, 2004.
2. Publication of Notice of Public Hearing on Budget: On or before August 8, 2003.
3. Tentative Budget to be available for Public Inspection at the District Business Office: On and after August 8, 2003.
4. Mailing Tentative Budget to Board of Trustees: August 8, 2003.
5. Public Hearing on Budget: September 16, 2003 at the hour of 6:00 p.m. to 6:30 p.m., local time, Olney Central College, 305 Northwest Street, Olney, IL 62450.
6. Adoption of Budget: September 16, 2003 following the Public Hearing.

BY ORDER OF THE BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT NO. 529

\_\_\_\_\_  
Chairman, Board of Trustees

\_\_\_\_\_  
June 17, 2003  
Date

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
June 17, 2003  
Date

**Agenda Item #8B**

**Inter-Fund Loans Resolution**

**Agenda Item #8B**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
DATE: June 17, 2003  
SUBJECT: Inter-Fund Loans Resolution

State statute requires that the Board of Trustees approve by resolution each year certain inter-fund loans and transfers. These inter-fund loans, from any fund to any other fund maintained by the Board are for the purpose of meeting the ordinary and necessary expenditures of the district.

It is recommended that the Board adopt the attached resolution authorizing the Treasurer of the District to make inter-fund loans as required for fiscal year 2004, and to make necessary transfers.

RB/cr

**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 2004, 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.

SO 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 2004, and to make the necessary transfers therefor.

BE IT FURTHER RESOLVED, that each such inter-fund loan must be repaid and retransferred to the proper fund no later than June 30, 2004.

BY ORDER OF THE BOARD OF TRUSTEES,  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
DISTRICT #529

\_\_\_\_\_  
Chairman, Board of Trustees

June 17, 2003  
Date

\_\_\_\_\_  
Secretary, Board of Trustees

June 17, 2003  
Date

**Agenda Item #8C**

**Building and Maintenance Fund Resolution**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
DATE: June 17, 2003  
SUBJECT: Building and Maintenance Fund Resolution

State statute requires that the Board of Trustees appoint by resolution the authority to budget and expend funds collected from tax revenues for the purpose of operations and maintenance of the district campuses and properties.

It is recommended that the attached resolution be adopted by the Board authorizing the Chief Executive Officer of the District to budget and expend funds from tax revenues collected 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.

Thank you.

RB/cr

**RESOLUTION OF THE BOARD OF TRUSTEES  
BUILDING AND MAINTENANCE FUND RESOLUTION**

WHEREAS, expenses payable from taxes levied for operations, building and maintenance purposes and for the purchase of school grounds are subject to 110 ILCS 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 building, 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 College 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.

BY ORDER OF THE BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
DISTRICT #529

\_\_\_\_\_  
Chairman, Board of Trustees

June 17, 2003  
Date

\_\_\_\_\_  
Secretary, Board of Trustees

June 17, 2003  
Date

**Agenda Item #8D**

**Working Cash Fund Resolution**

**Agenda Item #8D**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
DATE: June 17, 2003  
SUBJECT: Working Cash Fund

State statute requires that the Board of Trustees approve by resolution the transfer of interest earned on the Working Cash Fund to the General Fund for the purpose of paying general obligations of the District. Attached is a resolution to comply with that requirement.

Each year the principal of the Working Cash Fund remains intact. If for some reason the principal was spent and the District was unable to repay it, the Working Cash Fund would be gone. The only way for reestablishment is through voter referendum.

It is recommended that the attached resolution be adopted authorizing the treasurer to permanently transfer approximately \$86,259 Working Cash Fund interest to the General Fund on or before June 30, 2003.

Thank you.

RB/cr

Attachment

**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, 2003.

WHEREAS, the Board of Trustees initiated this transfer which is pursuant to 110 ILCS 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 authorizes the Treasurer of the District to permanently transfer approximately \$86,259 Working Cash Fund interest to the General Fund, said transfer to be made on or before June 30, 2003.

BY ORDER OF THE BOARD OF TRUSTEES,  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
DISTRICT #529

\_\_\_\_\_  
Chairman, Board of Trustees

June 17, 2003  
Date

\_\_\_\_\_  
Secretary, Board of Trustees

June 17, 2003  
Date

**Agenda Item #8E**

**Prevailing Rate of Wages**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
DATE: June 17, 2003  
RE: Prevailing Rate of Wages

Each year the Illinois Department of Labor forwards to us the attached prevailing wage rates for the campus counties of Crawford, Richland, Wabash, and Wayne.

The State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city, or any public body or any political subdivision or by any one under contract for public works,” approved June 26, 1941. Official action is required by the Board on this recommendation.

I recommend that the prevailing rate of wages determined by the Illinois Department of Labor be approved for the counties of Crawford, Richland, Wabash, and Wayne.

RB/cr

Attachment

**AN ORDINANCE OF THE BOARD OF TRUSTEES  
OF ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF CRAWFORD, RICHLAND, WABASH AND WAYNE, ILLINOIS  
ASCERTAINING THE PREVAILING RATE OF WAGES  
FOR LABORERS, MECHANICS AND OTHER WORKERS EMPLOYED  
IN ANY PUBLIC WORKS OF SAID DISTRICT**

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Illinois Eastern Community Colleges District #529, counties of Crawford, Richland, Wabash and Wayne investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Board of Trustees, employed in performing construction of public works, for said Board of Trustees.

NOW THEREFORE, BE IT ORDAINED BY THE CHIEF EXECUTIVE OFFICER AND BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by any one under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as the prevailing rate of wages for construction work in Crawford, Richland, Wabash and Wayne Counties as determined by the Department of Labor of the State of Illinois as of **June of 2003**, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Board of Trustees. The definition of any terms appearing in this Ordinance which are also used in aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the BOARD OF TRUSTEES to the extent required by the aforesaid Act.

SECTION 3: The Board Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Board of Trustees this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Board Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Board Secretary shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Board Secretary shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 17th day of June, 2003.

APPROVED: \_\_\_\_\_

Chief Executive Officer of the Board of Trustees  
Illinois Eastern Community Colleges

(SEAL)

ATTEST: \_\_\_\_\_

Board Secretary

STATE OF ILLINOIS )  
COUNTIES OF CRAWFORD, RICHLAND, WABASH, AND WAYNE ) s.s.  
ILLINOIS EASTERN COMMUNITY COLLEGES )

CERTIFICATE

I, Harry Hillis, Jr., DO HEREBY CERTIFY THAT I am the Board Secretary in and for the Board of Trustees; that the foregoing is a true and correct copy of an Ordinance duly passed by the Chief Executive Officer and Board of Trustees of Illinois Eastern Community Colleges being entitled: "AN ORDINANCE OF THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, COUNTIES OF CRAWFORD, RICHLAND, WABASH AND WAYNE, ILLINOIS ASCERTAINING THE PREVAILING RATE OF WAGES FOR LABORERS, MECHANICS AND OTHER WORKERS EMPLOYED IN ANY PUBLIC WORKS OF SAID DISTRICT," at a regular meeting held on the 17th day of June, 2003, the ordinance being a part of the official records of said Board of Trustees.

DATED: This 17th day of June, 2003.

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Board Secretary

(SEAL)

**CERTIFICATE**

To All To Whom These Presents Shall Come, Greeting:

I, Harry Hillis, Secretary, Board of Trustees do hereby certify that the  
(Name of Certifying Official) (Title of Certifying Official)

attached is a true and correct copy of Ordinance/Resolution \_\_\_\_\_

adopted by Illinois Eastern Community Colleges Board of Trustees on  
(Name of Public Body)

June 17, 2003  
(Date of Adoption)

(SEAL)

\_\_\_\_\_  
(Signature of Official)

## LEGAL NOTICE

The Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, on June 17, 2003, passed an ordinance establishing the prevailing wage rates for construction on public works, as determined by the Illinois Department of Labor.

Anyone wishing to inspect said ordinance may do so at the Business Office of IECC, 233 East Chestnut Street, Olney, Illinois, during normal office hours, Monday through Friday.

By order of the Board of Trustees

Harry Hillis, Jr., Board Secretary

# Crawford County Prevailing Wage for June 2003

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.500
ASBESTOS ABT-MEC		BLD		20.800	0.000	2.0	2.0	2.0	2.000	2.980	0.000	0.000
BOILERMAKER		BLD		26.000	28.500	1.5	1.5	2.0	3.900	8.440	0.000	0.150
BRICK MASON		BLD		22.650	24.150	2.0	2.0	2.0	3.200	5.100	0.000	0.575
CARPENTER		BLD		24.640	26.390	1.5	1.5	2.0	2.550	5.470	0.000	0.250
CARPENTER		HWY		23.170	24.920	1.5	1.5	2.0	2.550	5.820	0.000	0.250
CEMENT MASON		BLD		24.080	25.330	1.5	1.5	2.0	3.200	6.550	0.000	0.200
CEMENT MASON		HWY		21.550	23.050	1.5	1.5	2.0	3.200	3.650	0.000	0.200
CERAMIC TILE FNSHER		BLD		24.750	0.000	1.5	1.5	2.0	3.200	4.000	0.000	0.000
COMM SYSTEMS TECH		BLD		17.950	19.750	1.5	1.5	2.0	3.300	0.540	0.000	0.000
ELECTRICIAN		BLD		25.850	27.250	1.5	1.5	2.0	3.650	4.780	0.000	0.290
ELEVATOR CONSTRUCTOR		BLD		27.795	31.270	2.0	2.0	2.0	5.775	2.880	1.670	0.000
GLAZIER		BLD		21.610	0.000	1.5	1.5	2.0	3.200	3.400	0.000	0.090
HT/FROST INSULATOR		BLD		24.350	25.350	1.5	1.5	2.0	2.950	5.710	0.000	0.090
IRON WORKER		ALL		22.820	24.120	1.5	1.5	2.0	4.250	6.400	0.000	0.340
LABORER		BLD		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.400
LABORER		HWY		19.450	19.900	1.5	1.5	2.0	3.850	4.650	0.000	0.400
LATHER		BLD		24.640	26.390	1.5	1.5	2.0	2.550	5.470	0.000	0.250
MACHINIST		BLD		31.920	33.670	2.0	2.0	2.0	3.200	3.100	2.200	0.000
MARBLE FINISHERS		BLD		24.750	0.000	1.5	1.5	2.0	3.200	4.000	0.000	0.000
MARBLE MASON		BLD		26.250	0.000	1.5	1.5	2.0	0.000	4.000	0.000	0.000
MILLWRIGHT		BLD		24.400	26.150	1.5	1.5	2.0	5.000	3.720	0.000	0.250
MILLWRIGHT		HWY		16.450	17.700	1.5	1.5	2.0	2.800	3.000	0.000	0.000
OPERATING ENGINEER		ALL	1	24.950	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
OPERATING ENGINEER		ALL	2	16.350	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
PAINTER		ALL		22.500	23.500	1.5	1.5	2.0	4.050	3.000	0.000	0.180
PILEDRIVER		BLD		25.140	26.890	1.5	1.5	2.0	2.550	5.470	0.000	0.250
PILEDRIVER		HWY		23.670	25.420	1.5	1.5	2.0	2.550	5.820	0.000	0.250
PIPEFITTER		ALL		25.760	27.690	1.5	1.5	2.0	4.200	4.600	0.000	0.450
PLASTERER		BLD		23.540	25.040	1.5	1.5	2.0	3.200	6.450	0.000	0.200
PLUMBER		ALL		25.760	27.690	1.5	1.5	2.0	4.200	4.600	0.000	0.450
ROOFER		BLD		20.750	22.750	1.5	1.5	2.0	3.150	3.150	0.000	0.000
SHEETMETAL WORKER		BLD		25.150	26.410	1.5	1.5	2.0	4.750	3.870	0.000	0.380
SPRINKLER FITTER		BLD		29.390	30.890	1.5	1.5	2.0	3.900	4.600	0.000	0.200
STONE MASON		BLD		22.650	24.150	2.0	2.0	2.0	3.200	5.100	0.000	0.575
TELECOM WORKER		ALL		21.900	23.400	1.5	1.5	2.0	3.000	2.650	1.430	0.000
TERRAZZO FINISHER		BLD		24.750	0.000	1.5	1.5	2.0	3.200	4.000	0.000	0.000
TERRAZZO MASON		BLD		26.250	0.000	1.5	1.5	2.0	0.000	4.000	0.000	0.000
TILE LAYER		BLD		24.640	26.390	1.5	1.5	2.0	2.550	5.470	0.000	0.250
TILE MASON		BLD		26.250	0.000	1.5	1.5	2.0	0.000	4.000	0.000	0.000
TRUCK DRIVER		ALL	1	24.270	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	2	24.690	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	3	24.900	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	4	25.160	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	5	25.940	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		O&C	1	18.670	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER		O&C	2	18.990	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER		O&C	3	19.150	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER		O&C	4	19.350	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000

TRUCK		DRIVER
O&C 5		19.950
0.000 1.5		1.5 2.0
4.360 2.225	M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.	0.000 0.000
TUCKPOINTER		BLD
22.650	OSA (Overtime is required for every hour worked on Saturday)	24.150 2.0
2.0 2.0		3.200 5.100
0.000 0.575	OSH (Overtime is required for every hour worked on Sunday and Holidays)	

Legend:

- H/W (Health & Welfare Insurance)
- Pensn (Pension)
- Vac (Vacation)
- Trng (Training)

## Explanations

### CRAWFORD COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

#### COMMUNICATION SYSTEMS TECHNICIAN

Installation, operation, inspection, maintenance, repair, and service of radio, television, recording, voice sound and vision production and reproduction apparatus, equipment and appliances used for domestic, commercial, education, entertainment and private telephone systems.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

#### TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

## OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Power Cranes, Draglines, Derricks, Shovels, Gradalls, Mechanics, Tractor Highlift, Tournadozer, Concrete Mixers with Skip, Tournamixer, Two Drum Machine, One Drum Hoist with Tower or Boom, Cableways, Tower Machines, Motor Patrol, Boom Tractor, Boom or Winch Truck, Winch or Hydraulic Boom Truck, Truck Crane, Tournapull, Tractor Operating Scoops, Bulldozer, Push Tractor, Asphalt Planer, Finishing Machine on Asphalt, Large Rollers on Earth, Rollers on Asphalt Mix, Ross Carrier or similar Machine, Gravel Processing Machine, Asphalt Plant Engineer, Paver Operator, Dredging Equipment, or Dredge Engineer, or Dredge Operator, Central Mix Plant Engineer, CMI or similar type machine, Concrete Pump, Truck or Skid Mounted, Tower Crane, Engineer or Rock Crusher Plant, Concrete Plant Engineer, Ditching Machine with dual attachment, Tractor Mounted Loaders, Cherry Picker, Hydro Crane, Standard or Dinkey Locomotives, Scoopmobiles, Euclid Loader, Soil Cement Machine, Back Filler, Elevating Machine, Power Blade, Drilling Machine, including Well Testing, Caissons, Shaft or any similar type drilling machines, Motor Driven Paint Machine, Pipe Cleaning Machine, Pipe Wrapping Machine, Pipe Bending Machine, Apsco Paver, Boring Machine, (Head Equipment Greaser), Barber-Greene Loaders, Formless Paver, (Well Point System), Concrete Spreader, Hydra Ax, Span Saw, Marine Scoops, Brush Mulcher, Brush Burner, Mesh Placer, Tree Mover, Helicopter Crew (3), Piledriver-Skid or Crawler, Stump Remover, Root Rake, Tug Boat Operator, Refrigerating Machine, Freezing Operator, Chair Cart- Self-Propelled, Hydra Seeder, Straw Blower, Power Sub Grader, Bull Float, Finishing Machine, Self-Propelled Pavement Breaker, Lull (or similar type Machine), Two Air Compressors, Compressors hooked in Manifold, Overhead Crane, Chip Spreader, Mud Cat, Sull-Air, Fork Lifts (except when used for landscaping work), Soil Stabilizer (Seaman Tiller, Bo Mag, Rago Gator, and similar types of equipment), Tube Float, Spray Machine, Curing Machine, Concrete or Asphalt Milling Machine, Snooper Truck-Operator, Backhoe, Farm Tractors (with attachments), 4 Point Lift System (Power Lift or similar type), Skid-Steer (Bob Cat or similar type), Wrecking Shears, Water Blaster.

Class 2. Concrete Mixers without Skips, Rock Crusher, Ditching Machine under 6', Curbing Machine, One Drum Machines without Tower or Boom, Air Tugger, Self-Propelled Concrete Saw, Machine Mounted Post Hole Digger, two to four Generators, Water Pumps or Welding Machines, within 400 feet, Air Compressor 600 cu. ft. and under, Rollers on Aggregate and Seal Coat Surfaces, Fork Lift (when used for landscaping work), Concrete and Blacktop Curb Machine, One Water Pump, Oilers, Air Valves or Steam Valves, One Welding Machine, Truck Jack, Mud Jack, Gunnite Machine, House Elevators when used for hoisting material, Engine Tenders, Fireman, Wagon Drill, Flex Plane, Conveyor, Siphons and Pulsometer, Switchman, Fireman on Paint Pots, Fireman on Asphalt Plants, Distributor Operator on Trucks, Tampers, Self-Propelled Power Broom, Striping Machine (motor driven), Form Tamper, Bulk Cement Plant, Equipment Greaser, Deck Hands, Truck Crane Oiler-Driver, Cement Blimps, Form Grader, Temporary Heat, Throttle Valve, Super Sucker (and similar type of equipment).

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

# Richland County Prevailing Wage for June 2003

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.500
ASBESTOS ABT-MEC		BLD		20.800	0.000	2.0	2.0	2.0	2.000	2.980	0.000	0.000
BOILERMAKER		BLD		26.000	28.500	1.5	1.5	2.0	3.900	8.440	0.000	0.150
BRICK MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
CARPENTER		BLD		22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
CARPENTER		HWY		22.190	23.940	1.5	1.5	2.0	4.750	4.600	0.000	0.250
CEMENT MASON		BLD		23.500	24.000	1.5	1.5	2.0	3.200	2.050	0.000	0.100
CEMENT MASON		HWY		22.650	24.150	1.5	1.5	2.0	0.000	4.550	0.000	0.200
CERAMIC TILE FNSHER		BLD		23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
COMM SYSTEMS TECH		BLD		17.950	19.750	1.5	1.5	2.0	3.300	0.540	0.000	0.000
ELECTRICIAN		BLD		25.850	27.250	1.5	1.5	2.0	3.650	4.780	0.000	0.290
FLOOR LAYER		BLD		24.420	25.170	1.5	1.5	2.0	3.000	2.700	0.000	0.330
GLAZIER		BLD		21.610	0.000	1.5	1.5	2.0	3.200	3.400	0.000	0.090
HT/FROST INSULATOR		BLD		24.350	25.350	1.5	1.5	2.0	2.950	5.710	0.000	0.090
IRON WORKER		ALL		23.500	24.750	1.5	1.5	2.0	3.850	6.300	0.000	0.325
LABORER		BLD		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.400
LABORER		HWY		19.450	19.900	1.5	1.5	2.0	3.850	4.650	0.000	0.400
MACHINIST		BLD		31.920	33.670	2.0	2.0	2.0	3.200	3.100	2.200	0.000
MARBLE FINISHERS		BLD		23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
MARBLE MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
MILLWRIGHT		BLD		22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
MILLWRIGHT		HWY		22.690	24.440	1.5	1.5	2.0	4.750	4.600	0.000	0.250
OPERATING ENGINEER		ALL	1	24.950	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
OPERATING ENGINEER		ALL	2	16.350	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
PAINTER		ALL		22.500	23.500	1.5	1.5	2.0	4.050	3.000	0.000	0.180
PILEDRIVER		BLD		22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
PILEDRIVER		HWY		22.690	24.440	1.5	1.5	2.0	4.750	4.600	0.000	0.250
PIPEFITTER		ALL		25.760	27.690	1.5	1.5	2.0	4.200	4.600	0.000	0.450
PLASTERER		BLD		23.500	24.000	1.5	1.5	2.0	3.200	2.050	0.000	0.100
PLUMBER		ALL		25.760	27.690	1.5	1.5	2.0	4.200	4.600	0.000	0.450
ROOFER		BLD		20.700	23.200	1.5	1.5	2.0	3.850	4.800	0.000	0.500
SHEETMETAL WORKER		ALL		26.040	27.040	1.5	1.5	2.0	4.150	3.370	1.560	0.040
SPRINKLER FITTER		BLD		29.390	30.890	1.5	1.5	2.0	3.900	4.600	0.000	0.200
STONE MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
TELECOM WORKER		ALL		21.900	23.400	1.5	1.5	2.0	3.000	2.650	1.430	0.000
TERRAZZO FINISHER		BLD		23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
TILE MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
TRUCK DRIVER		ALL	1	24.270	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	2	24.690	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	3	24.900	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	4	25.160	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	5	25.940	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TUCKPOINTER		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

## Explanations

### RICHLAND COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only, and is in no a limitation of the product handled. Ceramic takes into consideration most hard tiles.

#### COMMUNICATION SYSTEMS TECHNICIAN

Installation, operation, inspection, maintenance, repair, and service of radio, television, recording, voice sound and vision production and reproduction apparatus, equipment and appliances used for domestic, commercial, education, entertainment and private telephone systems.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

#### OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Power Cranes, Draglines, Derricks, Shovels, Gradalls, Mechanics, Tractor Highlift, Tournadozer, Concrete Mixers with Skip, Tournamixer, Two Drum Machine, One Drum Hoist with Tower or Boom, Cableways, Tower Machines, Motor Patrol, Boom Tractor, Boom or Winch Truck, Winch or Hydraulic Boom Truck, Truck Crane, Tournapull, Tractor Operating Scoops, Bulldozer, Push Tractor, Asphalt Planer, Finishing Machine on Asphalt, Large Rollers on Earth, Rollers on Asphalt Mix, Ross Carrier or similar Machine, Gravel Processing Machine, Asphalt Plant Engineer, Paver Operator, Dredging Equipment, or Dredge Engineer, or Dredge Operator, Central Mix Plant Engineer, CMI or similar type machine, Concrete Pump, Truck or Skid Mounted, Tower Crane, Engineer or Rock Crusher Plant, Concrete Plant Engineer, Ditching Machine with dual attachment, Tractor Mounted Loaders, Cherry

Picker, Hydro Crane, Standard or Dinkey Locomotives, Scoopmobiles, Euclid Loader, Soil Cement Machine, Back Filler, Elevating Machine, Power Blade, Drilling Machine, including Well Testing, Caissons, Shaft or any similar type drilling machines, Motor Driven Paint Machine, Pipe Cleaning Machine, Pipe Wrapping Machine, Pipe Bending Machine, Apsco Paver, Boring Machine, (Head Equipment Greaser), Barber-Greene Loaders, Formless Paver, (Well Point System), Concrete Spreader, Hydra Ax, Span Saw, Marine Scoops, Brush Mulcher, Brush Burner, Mesh Placer, Tree Mover, Helicopter Crew (3), Piledriver-Skid or Crawler, Stump Remover, Root Rake, Tug Boat Operator, Refrigerating Machine, Freezing Operator, Chair Cart- Self-Propelled, Hydra Seeder, Straw Blower, Power Sub Grader, Bull Float, Finishing Machine, Self-Propelled Pavement Breaker, Lull (or similar type Machine), Two Air Compressors, Compressors hooked in Manifold, Overhead Crane, Chip Spreader, Mud Cat, Sull-Air, Fork Lifts (except when used for landscaping work), Soil Stabilizer (Seaman Tiller, Bo Mag, Rago Gator, and similar types of equipment), Tube Float, Spray Machine, Curing Machine, Concrete or Asphalt Milling Machine, Snooper Truck-Operator, Backhoe, Farm Tractors (with attachments), 4 Point Lift System (Power Lift or similar type), Skid-Steer (Bob Cat or similar type), Wrecking Shears, Water Blaster.

Class 2. Concrete Mixers without Skips, Rock Crusher, Ditching Machine under 6', Curbing Machine, One Drum Machines without Tower or Boom, Air Tugger, Self-Propelled Concrete Saw, Machine Mounted Post Hole Digger, two to four Generators, Water Pumps or Welding Machines, within 400 feet, Air Compressor 600 cu. ft. and under, Rollers on Aggregate and Seal Coat Surfaces, Fork Lift (when used for landscaping work), Concrete and Blacktop Curb Machine, One Water Pump, Oilers, Air Valves or Steam Valves, One Welding Machine, Truck Jack, Mud Jack, Gunnite Machine, House Elevators when used for hoisting material, Engine Tenders, Fireman, Wagon Drill, Flex Plane, Conveyor, Siphons and Pulsometer, Switchman, Fireman on Paint Pots, Fireman on Asphalt Plants, Distributor Operator on Trucks, Tampers, Self-Propelled Power Broom, Striping Machine (motor driven), Form Tamper, Bulk Cement Plant, Equipment Greaser, Deck Hands, Truck Crane Oiler-Driver, Cement Blimps, Form Grader, Temporary Heat, Throttle Valve, Super Sucker (and similar type of equipment).

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

## LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

# Wabash County Prevailing Wage for June 2003

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.500
ASBESTOS ABT-MEC		BLD		20.800	0.000	2.0	2.0	2.0	2.000	2.980	0.000	0.000
BOILERMAKER		BLD		26.000	28.500	1.5	1.5	2.0	3.900	8.440	0.000	0.150
BRICK MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
CARPENTER		BLD		22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
CARPENTER		HWY		22.190	23.940	1.5	1.5	2.0	4.750	4.600	0.000	0.250
CEMENT MASON		BLD		24.080	25.330	1.5	1.5	2.0	3.200	6.550	0.000	0.200
CEMENT MASON		HWY		21.550	23.050	1.5	1.5	2.0	3.200	3.650	0.000	0.200
CERAMIC TILE FNSHER		BLD		23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
COMMUNICATION TECH		BLD		18.350	19.650	1.5	1.5	2.0	0.000	0.550	0.000	0.000
ELECTRICIAN		BLD		25.300	26.300	1.5	1.5	2.0	4.150	5.820	0.000	0.380
FLOOR LAYER		BLD		24.420	25.170	1.5	1.5	2.0	3.000	2.700	0.000	0.330
GLAZIER		BLD		21.610	0.000	1.5	1.5	2.0	3.200	3.400	0.000	0.090
HT/FROST INSULATOR		BLD		24.350	25.350	1.5	1.5	2.0	2.950	5.710	0.000	0.090
IRON WORKER		ALL		23.500	24.750	1.5	1.5	2.0	3.850	6.300	0.000	0.325
LABORER		BLD		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.400
LABORER		HWY		19.450	19.900	1.5	1.5	2.0	3.850	4.650	0.000	0.400
MACHINIST		BLD		31.920	33.670	2.0	2.0	2.0	3.200	3.100	2.200	0.000
MARBLE FINISHERS		BLD		23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
MARBLE MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
MILLWRIGHT		BLD		22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
MILLWRIGHT		HWY		22.690	24.440	1.5	1.5	2.0	4.750	4.600	0.000	0.250
OPERATING ENGINEER		ALL	1	24.950	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
OPERATING ENGINEER		ALL	2	16.350	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
OPERATING ENGINEER		O&C		13.400	0.000	1.5	1.5	2.0	3.750	2.300	0.000	0.000
PAINTER		BLD		21.250	22.000	1.5	1.5	2.0	4.150	3.500	0.000	0.330
PAINTER		HWY		22.400	23.150	1.5	1.5	2.0	4.150	3.500	0.000	0.330
PAINTER OVER 30FT		BLD		22.000	22.750	1.5	1.5	2.0	4.150	3.500	0.000	0.330
PAINTER PWR EQMT		BLD		22.250	23.000	1.5	1.5	2.0	4.150	3.500	0.000	0.330
PAINTER PWR EQMT		HWY		23.400	24.150	1.5	1.5	2.0	4.150	3.500	0.000	0.330
PILEDRIVER		BLD		22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
PILEDRIVER		HWY		22.690	24.440	1.5	1.5	2.0	4.750	4.600	0.000	0.250
PIPEFITTER		BLD		26.530	28.030	1.5	1.5	2.0	4.200	5.930	0.000	0.550
PLASTERER		BLD		23.540	25.040	1.5	1.5	2.0	3.200	6.450	0.000	0.200
PLUMBER		BLD		26.530	28.030	1.5	1.5	2.0	4.200	5.930	0.000	0.550
ROOFER		BLD		22.180	23.180	1.5	1.5	2.0	3.600	3.250	0.000	0.000
SHEETMETAL WORKER		ALL		26.040	27.040	1.5	1.5	2.0	4.150	3.370	1.560	0.040
SPRINKLER FITTER		BLD		29.390	30.890	1.5	1.5	2.0	3.900	4.600	0.000	0.200
STONE MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
TELECOM WORKER		ALL		21.900	23.400	1.5	1.5	2.0	3.000	2.650	1.430	0.000
TERRAZZO FINISHER		BLD		23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
TERRAZZO MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
TILE MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
TRUCK DRIVER		ALL	1	24.270	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	2	24.690	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	3	24.900	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	4	25.160	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		ALL	5	25.940	0.000	1.5	1.5	2.0	4.225	2.225	0.000	0.000
TRUCK DRIVER		O&C		13.940	0.000	1.5	1.5	2.0	2.550	1.500	0.000	0.000

TUCKPOINTER                      BLD    23.890 25.390 1.5    1.5 2.0 4.250 4.900 0.000 0.425

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

## Explanations

### WABASH COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only, and is in no a limitation of the product handled. Ceramic takes into consideration most hard tiles.

#### COMMUNICATIONS TECHNICIAN

Installation, operation, inspection, modification, maintenance and repair of systems used for the transmission and reception of signals of any nature, for any purpose, including but not limited to, sound and voice transmission/transference systems, communication systems that transmit or receive information and/or control systems, television and video systems, micro-processor controlled fire alarm systems, and security systems, and the performance of any task directly related to such installation or service. EXCLUDES installation of electrical power wiring and conduit raceways exceeding fifteen (15) feet in length.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

#### TRUCK DRIVER - OIL AND CHIP

Encompasses following types of work when participating on public works projects involving oil and chip activities: Ready Mix, Gravel Truck

Drivers, Asphalt Distributor Truck and Lowboy Drivers.

#### OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Power Cranes, Draglines, Derricks, Shovels, Gradalls, Mechanics, Tractor Highlift, Tournadozer, Concrete Mixers with Skip, Tournamixer, Two Drum Machine, One Drum Hoist with Tower or Boom, Cableways, Tower Machines, Motor Patrol, Boom Tractor, Boom or Winch Truck, Winch or Hydraulic Boom Truck, Truck Crane, Tournapull, Tractor Operating Scoops, Bulldozer, Push Tractor, Asphalt Planer, Finishing Machine on Asphalt, Large Rollers on Earth, Rollers on Asphalt Mix, Ross Carrier or similar Machine, Gravel Processing Machine, Asphalt Plant Engineer, Paver Operator, Dredging Equipment, or Dredge Engineer, or Dredge Operator, Central Mix Plant Engineer, CMI or similar type machine, Concrete Pump, Truck or Skid Mounted, Tower Crane, Engineer or Rock Crusher Plant, Concrete Plant Engineer, Ditching Machine with dual attachment, Tractor Mounted Loaders, Cherry Picker, Hydro Crane, Standard or Dinkey Locomotives, Scoopmobiles, Euclid Loader, Soil Cement Machine, Back Filler, Elevating Machine, Power Blade, Drilling Machine, including Well Testing, Caissons, Shaft or any similar type drilling machines, Motor Driven Paint Machine, Pipe Cleaning Machine, Pipe Wrapping Machine, Pipe Bending Machine, Apsco Paver, Boring Machine, (Head Equipment Greaser), Barber-Greene Loaders, Formless Paver, (Well Point System), Concrete Spreader, Hydra Ax, Span Saw, Marine Scoops, Brush Mulcher, Brush Burner, Mesh Placer, Tree Mover, Helicopter Crew (3), Piledriver-Skid or Crawler, Stump Remover, Root Rake, Tug Boat Operator, Refrigerating Machine, Freezing Operator, Chair Cart- Self-Propelled, Hydra Seeder, Straw Blower, Power Sub Grader, Bull Float, Finishing Machine, Self-Propelled Pavement Breaker, Lull (or similar type Machine), Two Air Compressors, Compressors hooked in Manifold, Overhead Crane, Chip Spreader, Mud Cat, Sull-Air, Fork Lifts (except when used for landscaping work), Soil Stabilizer (Seaman Tiller, Bo Mag, Rago Gator, and similar types of equipment), Tube Float, Spray Machine, Curing Machine, Concrete or Asphalt Milling Machine, Snooper Truck-Operator, Backhoe, Farm Tractors (with attachments), 4 Point Lift System (Power Lift or similar type), Skid-Steer (Bob Cat or similar type), Wrecking Shears, Water Blaster.

Class 2. Concrete Mixers without Skips, Rock Crusher, Ditching Machine under 6', Curbing Machine, One Drum Machines without Tower or Boom, Air Tugger, Self-Propelled Concrete Saw, Machine Mounted Post Hole Digger, two to four Generators, Water Pumps or Welding Machines, within 400 feet, Air Compressor 600 cu. ft. and under, Rollers on Aggregate and Seal Coat Surfaces, Fork Lift (when used for landscaping work), Concrete and Blacktop Curb Machine, One Water Pump, Oilers, Air Valves or Steam Valves, One Welding Machine, Truck Jack, Mud Jack, Gunnite Machine, House Elevators when used for hoisting material, Engine Tenders, Fireman, Wagon Drill, Flex Plane, Conveyor, Siphons and Pulsometer, Switchman, Fireman on Paint Pots, Fireman on Asphalt Plants, Distributor Operator on Trucks, Tampers, Self-Propelled Power Broom, Striping Machine (motor driven), Form Tamper, Bulk Cement Plant, Equipment Greaser, Deck Hands, Truck Crane Oiler-Driver, Cement Blimps, Form Grader, Temporary Heat, Throttle Valve, Super Sucker (and similar type of equipment).

OPERATING ENGINEER - OIL AND CHIP

Encompasses following types of work when participating on public works projects involving oil and chip activities: Spreading and compaction of seal coat aggregate on liquid asphalt or road oil and the preparation for such work for maintenance purposes.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

## Wayne County Prevailing Wage for June 2003

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.500
ASBESTOS ABT-MEC		BLD		20.800	0.000	2.0	2.0	2.0	2.000	2.980	0.000	0.000
BOILERMAKER		BLD		26.000	28.500	1.5	1.5	2.0	3.900	8.440	0.000	0.150
BRICK MASON		BLD		23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
CARPENTER		BLD		22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
CARPENTER		HWY		22.190	23.940	1.5	1.5	2.0	4.750	4.600	0.000	0.250
CEMENT MASON		BLD		23.500	24.000	1.5	1.5	2.0	3.200	2.050	0.000	0.100
CEMENT MASON		HWY		22.650	24.150	1.5	1.5	2.0	0.000	4.550	0.000	0.200
CERAMIC TILE FNSHER		BLD		23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
ELECTRICIAN		ALL		28.710	30.960	1.5	1.5	2.0	3.650	5.170	0.000	0.430
ELECTRONIC SYS TECH		BLD		18.250	18.750	1.5	1.5	2.0	3.800	0.550	0.000	0.000
FLOOR LAYER		BLD		24.420	25.170	1.5	1.5	2.0	3.000	2.700	0.000	0.330
GLAZIER		BLD		21.610	0.000	1.5	1.5	2.0	3.200	3.400	0.000	0.090
HT/FROST INSULATOR		BLD		24.350	25.350	1.5	1.5	2.0	2.950	5.710	0.000	0.090
IRON WORKER		ALL		23.500	24.750	1.5	1.5	2.0	3.850	6.300	0.000	0.325
LABORER		BLD		19.500	19.950	1.5	1.5	2.0	3.850	4.700	0.000	0.400
LABORER		HWY		19.450	19.900	1.5	1.5	2.0	3.850	4.650	0.000	0.400

MACHINIST	BLD	31.920	33.670	2.0	2.0	2.0	3.200	3.100	2.200	0.000
MARBLE FINISHERS	BLD	23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
MARBLE MASON	BLD	23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
MILLWRIGHT	BLD	22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
MILLWRIGHT	HWY	22.690	24.440	1.5	1.5	2.0	4.750	4.600	0.000	0.250
OPERATING ENGINEER	ALL 1	24.950	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
OPERATING ENGINEER	ALL 2	16.350	0.000	1.5	1.5	2.0	4.000	5.800	0.000	0.550
PAINTER	ALL	19.150	19.650	1.5	1.5	1.5	2.800	2.500	0.000	0.250
PAINTER OVER 30FT	ALL	22.250	22.750	1.5	1.5	1.5	2.800	2.500	0.000	0.250
PAINTER PWR EQMT	ALL	22.250	22.750	1.5	1.5	1.5	2.800	2.500	0.000	0.250
PILEDRIIVER	BLD	22.180	23.430	1.5	1.5	2.0	4.750	4.600	0.000	0.250
PILEDRIIVER	HWY	22.690	24.440	1.5	1.5	2.0	4.750	4.600	0.000	0.250
PIPEFITTER	BLD	27.400	29.590	1.5	1.5	2.0	4.250	6.300	0.000	0.300
PLASTERER	BLD	23.500	24.000	1.5	1.5	2.0	3.200	2.050	0.000	0.100
PLUMBER	BLD	27.400	29.590	1.5	1.5	2.0	4.250	6.300	0.000	0.300
ROOFER	BLD	17.650	18.450	1.5	1.5	2.0	3.800	3.450	0.000	0.000
SHEETMETAL WORKER	ALL	26.040	27.040	1.5	1.5	2.0	4.150	3.370	1.560	0.040
SPRINKLER FITTER	BLD	29.390	30.890	1.5	1.5	2.0	3.900	4.600	0.000	0.200
STONE MASON	BLD	23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425
TELECOM WORKER	ALL	21.900	23.400	1.5	1.5	2.0	3.000	2.650	1.430	0.000
TERRAZZO FINISHER	BLD	23.890	0.000	1.5	1.5	2.0	4.250	4.900	0.000	0.100
TERRAZZO MASON	BLD	28.500	28.800	1.5	1.5	2.0	0.000	2.950	0.000	0.000
TRUCK DRIVER	ALL 1	24.090	0.000	1.5	1.5	2.0	5.750	2.575	0.000	0.000
TRUCK DRIVER	ALL 2	24.490	0.000	1.5	1.5	2.0	5.750	2.575	0.000	0.000
TRUCK DRIVER	ALL 3	24.690	0.000	1.5	1.5	2.0	5.750	2.575	0.000	0.000
TRUCK DRIVER	ALL 4	24.940	0.000	1.5	1.5	2.0	5.750	2.575	0.000	0.000
TRUCK DRIVER	ALL 5	25.690	0.000	1.5	1.5	2.0	5.750	2.575	0.000	0.000
TUCKPOINTER	BLD	23.890	25.390	1.5	1.5	2.0	4.250	4.900	0.000	0.425

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

# Explanations

## WAYNE COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

## EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

## CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only, and is in no a limitation of the product handled. Ceramic takes into consideration most hard tiles.

## ELECTRONIC SYSTEMS TECHNICIAN

Installing, assembling and maintaining sound and intercom, protection alarm (security), master antenna television, closed circuit television, computer hardware and software programming and installation to the network's outlet and input (EXCLUDING all cabling, power and cable termination work historically performed by wiremen), door monitoring and control, nurse and emergency call programming and installation to the system's outlet and input (EXCLUDING all cabling, power and cable termination work historically performed by wiremen), clock and timing; and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with the above systems. All work associated with these system installations will be included EXCEPT (1) installation of protective metallic conduit, excluding less than ten-foot runs strictly for protection of cable, and (2) 120 volt AC (or higher) power wiring and associated hardware.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

#### OPERATING ENGINEERS - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Power Cranes, Draglines, Derricks, Shovels, Gradalls, Mechanics, Tractor Highlift, Tournadozer, Concrete Mixers with Skip, Tournamixer, Two Drum Machine, One Drum Hoist with Tower or Boom, Cableways, Tower Machines, Motor Patrol, Boom Tractor, Boom or Winch Truck, Winch or Hydraulic Boom Truck, Truck Crane, Tournapull, Tractor Operating Scoops, Bulldozer, Push Tractor, Asphalt Planer, Finishing Machine on Asphalt, Large Rollers on Earth, Rollers on Asphalt Mix, Ross Carrier or similar Machine, Gravel Processing Machine, Asphalt Plant Engineer, Paver Operator, Dredging Equipment, or Dredge Engineer, or Dredge Operator, Central Mix Plant Engineer, CMI or similar type machine, Concrete Pump, Truck or Skid Mounted, Tower Crane, Engineer or Rock Crusher Plant, Concrete Plant Engineer, Ditching Machine with dual attachment, Tractor Mounted Loaders, Cherry Picker, Hydro Crane, Standard or Dinkey Locomotives, Scoopmobiles, Euclid Loader, Soil Cement Machine, Back Filler, Elevating Machine, Power Blade, Drilling Machine, including Well Testing, Caissons, Shaft or any similar type drilling machines, Motor Driven Paint Machine, Pipe Cleaning Machine, Pipe Wrapping Machine, Pipe Bending Machine, Apsco Paver, Boring Machine, (Head Equipment Greaser), Barber-Greene Loaders, Formless Paver, (Well Point System), Concrete Spreader, Hydra Ax, Span Saw, Marine Scoops, Brush Mulcher, Brush Burner, Mesh Placer, Tree Mover, Helicopter Crew (3), Piledriver-Skid or Crawler, Stump Remover, Root Rake, Tug Boat Operator, Refrigerating Machine, Freezing Operator, Chair Cart- Self-Propelled, Hydra Seeder, Straw Blower, Power Sub Grader, Bull Float, Finishing Machine, Self-Propelled Pavement Breaker, Lull (or similar type Machine), Two Air Compressors, Compressors hooked in Manifold, Overhead Crane, Chip Spreader, Mud Cat, Sull-Air, Fork Lifts (except when used for landscaping work), Soil Stabilizer (Seaman Tiller, Bo Mag, Rago Gator, and similar types of equipment), Tube Float, Spray Machine, Curing

Machine, Concrete or Asphalt Milling Machine, Snooper Truck-Operator, Backhoe, Farm Tractors (with attachments), 4 Point Lift System (Power Lift or similar type), Skid-Steer (Bob Cat or similar type), Wrecking Shears, Water Blaster.

Class 2. Concrete Mixers without Skips, Rock Crusher, Ditching Machine under 6', Curbing Machine, One Drum Machines without Tower or Boom, Air Tugger, Self-Propelled Concrete Saw, Machine Mounted Post Hole Digger, two to four Generators, Water Pumps or Welding Machines, within 400 feet, Air Compressor 600 cu. ft. and under, Rollers on Aggregate and Seal Coat Surfaces, Fork Lift (when used for landscaping work), Concrete and Blacktop Curb Machine, One Water Pump, Oilers, Air Valves or Steam Valves, One Welding Machine, Truck Jack, Mud Jack, Gunnite Machine, House Elevators when used for hoisting material, Engine Tenders, Fireman, Wagon Drill, Flex Plane, Conveyor, Siphons and Pulsometer, Switchman, Fireman on Paint Pots, Fireman on Asphalt Plants, Distributor Operator on Trucks, Tampers, Self-Propelled Power Broom, Striping Machine (motor driven), Form Tamper, Bulk Cement Plant, Equipment Greaser, Deck Hands, Truck Crane Oiler-Driver, Cement Blimps, Form Grader, Temporary Heat, Throttle Valve, Super Sucker (and similar type of equipment).

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

**Agenda Item #8F**

**HIPAA Agreement**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: HIPAA Agreement

Mr. Chairman, I request approval of the Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and Fairfield Memorial Hospital in Fairfield, Illinois. The agreement is attached.

TLB/rs

Attachment

**BUSINESS ASSOCIATE CONTRACT**

THIS CONFIDENTIALITY AGREEMENT is made and entered into by and between Fairfield Memorial Hospital/Way-Fair (hereinafter called "PROVIDER"), a not-for-profit corporation, with its principal place of business located at 303 NW 11<sup>th</sup> Street, Fairfield, IL 62837

-AND-

BUSINESS ASSOCIATE (hereinafter called "BUSINESS ASSOCIATE"),  
\_\_\_\_\_, with its principal  
place of business being  
\_\_\_\_\_.

**Recitals**

- A. BUSINESS ASSOCIATE performs, or assists in the performance, of a function or activity or provides services of a type for PROVIDER that makes BUSINESS ASSOCIATE a "business associate" for purposes of the HIPAA privacy regulations.
- B. PROVIDER will disclose protected health information to BUSINESS ASSOCIATE in conjunction with the function, activity, or services performed or provided by BUSINESS ASSOCIATION.
- C. PROVIDER and BUSINESS ASSOCIATE desire to enter into a contract as required by the HIPAA privacy regulations to provide satisfactory assurance to PROVIDER that BUSINESS ASSOCIATE will appropriately safeguard that protected health information.

**Agreement**

NOW THEREFORE, PROVIDER and BUSINESS ASSOCIATE agree as follows:

- 1. **Definitions.** All terms and phrases in this Contract shall have the same meanings as defined in 45 C.F.R. §160 and §164, as amended from time to time. Without limiting the generality of the foregoing, as used in this Contract, the following terms shall have the following meanings:
  - a. "HIPAA privacy regulations" shall mean the regulations at 45 C.F.R. §160 and §164, as amended from time to time.
  - b. "Secretary" shall mean the Secretary of the United States Department of Health and Human Services ("HHS") or any other officer or employee of HHS to whom the authority involved has been delegated.
- 2. **Restriction on Use and Disclosure of Protected Health Information.** Except as permitted or required by this Contract or as required by law, BUSINESS ASSOCIATE shall not use or further disclose any protected health information disclosed or otherwise made available to it by PROVIDER.

3. **Authorized Uses and Disclosures.** BUSINESS ASSOCIATE is hereby authorized to use and disclose protected health information for the following purposes:
  - a. ***Management and Administration.*** BUSINESS ASSOCIATE may use and disclose protected health information for the proper management and administration of BUSINESS ASSOCIATE or to carry out the legal responsibilities of BUSINESS ASSOCIATE, provided:
    1. The disclosure is required by law; or,
    2. BUSINESS ASSOCIATE obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person and the person will immediately notify the BUSINESS ASSOCIATE of any instances of which it is aware in which the confidentiality of the information has been breached.
  - b. ***Data Aggregation Services.*** BUSINESS ASSOCIATE may use and disclose protected health information to provide data aggregation services relating to the health care operations of PROVIDER.
4. **BUSINESS ASSOCIATE'S Obligations.**
  - a. ***Safeguards.*** BUSINESS ASSOCIATE shall use appropriate safeguards to prevent use or disclosure of protected health information other than as permitted or required by this Contract or as required by law.
  - b. ***Reporting.*** BUSINESS ASSOCIATE shall report to PROVIDER any use or disclosure of protected health information not permitted by this Contract of which it becomes aware. This report shall be given to PROVIDER as soon as possible after BUSINESS ASSOCIATE discovers the impermissible use or disclosure but not more than thirty (30) days after the discovery.
  - c. ***Agents and Subcontractors.*** BUSINESS ASSOCIATE shall ensure that any agent, including any subcontractor, to whom it provides protected health information, received from, or created or received by BUSINESS ASSOCIATE on behalf of PROVIDER, agrees in writing to the same restrictions and conditions that apply to BUSINESS ASSOCIATE under this Contract.
  - d. ***Individual's Access to Information.*** BUSINESS ASSOCIATE shall make available and permit access to protected health information about an individual by that individual in accordance with 45 C.F.R. §164.524.
  - e. ***Amendment of Protected Health Information.*** BUSINESS ASSOCIATE shall make available protected health information for amendment and incorporate any amendments to protected health information in accordance with 45 C.F.R. §164.526.

- f. **Accounting of Disclosures.** BUSINESS ASSOCIATE shall make available the information required to provide an accounting of disclosures in accordance with 42 C.F.R. §528. Such information shall be given to PROVIDER by BUSINESS ASSOCIATE within ten (10) days after PROVIDER notifies BUSINESS ASSOCIATE of PROVIDER's need for the information.
  - g. **Practices, Books, and Records.** BUSINESS ASSOCIATE shall make its internal practices, books, and records relating to the use and disclosure of protected health information received from, or created or received by BUSINESS ASSOCIATE on behalf of PROVIDER, to the Secretary for the purpose of determining PROVIDER's compliance with HIPAA privacy regulations.
  - h. **Return or Destruction of Information.** At the termination of this Contract, if feasible, BUSINESS ASSOCIATE shall return or destroy all protected health information received from, or created or received by BUSINESS ASSOCIATE on behalf of, PROVIDER that BUSINESS ASSOCIATE still maintains in any form and shall retain no copies of such information. If such return or destruction of such information is not feasible, BUSINESS ASSOCIATE shall extend the protections of this Contract to the information and shall limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
  - i. **Cure of Noncompliance.** If PROVIDER notifies BUSINESS ASSOCIATE that a pattern of activity or practice of BUSINESS ASSOCIATE constitutes a material breach or violation of this Contract or of the HIPAA privacy regulations, BUSINESS ASSOCIATE shall immediately take reasonable steps to cure the breach or end the violation.
  - j. **Mitigation.** BUSINESS ASSOCIATE shall mitigate, to the extent practicable, any harmful effect that is known to BUSINESS ASSOCIATE or to PROVIDER of a use or disclosure of protected health information in violation of BUSINESS ASSOCIATE's policies and procedures, this Contract, or the HIPAA privacy regulations.
5. **Term of this Contract.** This Contract shall be effective when executed on behalf of both of the parties hereto and shall continue in full force and effect until terminated in accordance with Paragraph 6, below.
6. **Remedies.**
- a. **Failure to Cure.** If, after receiving notice from PROVIDER of a material breach or violation of this Contract by BUSINESS ASSOCIATE, BUSINESS ASSOCIATE fails to immediately take steps to cure the breach or end the violation or if such steps were unsuccessful, if PROVIDER determines that it is not feasible to terminate this Contract pursuant to Paragraph (9)(b), below, PROVIDER will report the problem to the Secretary.

- b. ***Injunction.*** Notwithstanding any other rights or remedies provided for in this Contract, PROVIDER retains all rights to injunctive relief to prevent or stop the unauthorized use or disclosure of protected health information by BUSINESS ASSOCIATE, or any agent, subcontractor or other third party that received protected health information from BUSINESS ASSOCIATE.
7. **Indemnification.** BUSINESS ASSOCIATE shall indemnify and hold PROVIDER harmless from and against any and all loss, cost, damage, or expense, including reasonable attorneys' fees, that arise out of: any breach by BUSINESS ASSOCIATE of this Contract or of the HIPAA privacy regulations; or, the need for PROVIDER to enforce any provision of this Contract.
8. **Subpoena.** In the event BUSINESS ASSOCIATE receives a subpoena for any protected health information in BUSINESS ASSOCIATE's possession, BUSINESS ASSOCIATE shall immediately notify PROVIDER of the subpoena and deliver a copy of the subpoena to PROVIDER. BUSINESS ASSOCIATE shall respond to the subpoena only in accordance with the HIPAA privacy regulations.
9. **Termination.** This Contract shall terminate upon the occurrence of any of the following events:
  - a. ***Mutual Agreement.*** This Contract may be terminated by mutual written agreement of the parties.
  - b. ***Failure to Cure.*** If, after receiving notice from PROVIDER of a material breach or violation of this Contract by BUSINESS ASSOCIATE, BUSINESS ASSOCIATE fails to immediately take steps to cure the breach or end the violation or if such steps were unsuccessful, PROVIDER may terminate this Contract by giving written notice of such termination to BUSINESS ASSOCIATE.
10. **Effect of Termination.**
  - a. ***Termination Does Not Preclude Other Remedies.*** Termination of this Contract by PROVIDER shall be in addition to and not in place of any other remedies that may be available to PROVIDER.
  - b. ***Survival.*** Termination of this Contract shall be without prejudice to the rights and obligations of the parties that have accrued prior to the effective date of the termination or that by their nature extend beyond termination. Without limiting the generality of the preceding sentence, notwithstanding termination of this Contract, the provisions of Paragraph (4)(h) shall remain in full force and effect until such time as BUSINESS ASSOCIATE has destroyed or returned all of the protected health information received from, or created or received by BUSINESS ASSOCIATE on behalf of, PROVIDER, pursuant to Paragraph (4)(h).

11. **Notices.** Any notices required or permitted to be given under this Contract shall be in writing and shall be personally delivered or sent by certified or registered mail, first class postage prepaid, return receipt requested, or by prepaid overnight delivery service such that proof of delivery will be obtained, and shall be addressed as set forth below or to such other address as may be specified in a prior written notice to the other party:

a. If to PROVIDER:

ATTN.: Dana Shantel Taylor, Privacy Officer  
Fairfield Memorial Hospital  
303 NW 11<sup>th</sup> Street  
Fairfield, IL 62837

b. If to BUSINESS ASSOCIATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Such notice shall be deemed to be given on the date it is deposited in the mail as stated above, on the date it is given to the overnight delivery service, or the date it is given personally to the party to whom it is directed. A notice shall be deemed to have been given personally to a party if it is handed to the representative of the party to whom the notice must be addressed or if left at his or her office located at the street address to which a notice would be mailed.

12. **Amendment.** This Contract may not be changed, modified, or amended except by a written agreement executed on behalf of each of the parties.
13. **No Waiver.** No waiver of one or more of the provisions of this Contract or the failure to enforce any provision of this Contract by either party shall be construed as a waiver of any subsequent breach of this Contract, nor a waiver of the right at any time thereafter to require strict compliance with all of its terms.
14. **Entire Agreement.** This Contract sets forth the entire agreement and understanding between the parties as to the matters contained in it, and supersedes all prior discussions, agreements, and understandings of every kind and nature between them.
15. **Headings.** The headings placed before the various paragraphs and subparagraphs of this Contract are inserted for ease of reference only, do not constitute a part of this Contract, and shall not be used in any way whatsoever in the construction or interpretation of this Contract.
16. **Governing Law.** This Contract shall be construed and enforced in accordance with, and governed by, the laws of the State of Illinois.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized representatives set forth below.

PROVIDER

BUSINESS ASSOCIATE

\_\_\_\_\_  
Dana Shantel Taylor, Privacy Officer  
Fairfield Memorial Hospital  
303 NW 11<sup>th</sup> Street  
Fairfield, IL 62837

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Katherine J. Bunting RN MSN  
Chief Nurse Executive  
Fairfield Memorial Hospital  
303 NW 11<sup>th</sup> Street  
Fairfield, IL 62837

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**Agenda Item #8G**

**FY2005 RAMP Capital Requests**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: RAMP 2005 Capital Requests

Mr. Chairman, I recommend approval of the Resource Allocation and Management Plan for FY2005 which includes 4 capital project requests from FCC, LTC, OCC, and WVC. The RAMP manual has been sent to you under separate cover for your perusal prior to tonight's meeting. Please bring your copy with you for reference.

TLB/rs

To: Terry Bruce

From: Chris Cantwell

Date: June 9, 2003

Re: FY05 RAMP (Resource Allocation and Management Plan)

---

IECC's RAMP (Resource Allocation and Management Plan) for FY 2005 includes 4 capital project requests from FCC, LTC, OCC, and WVC, which were approved by the Cabinet on Wednesday, June 4, 2003.

The 4 capital project requests for FY 2005 in ranking order are:

Olney Central College

Project Name: Applied Technology Center

District Priority No.: 1 of 4

Total Building Budget: \$1,424,216

Wabash Valley College

Project Name: Technology/Student Support Expansion to Main Hall

District Priority No.: 2 of 4

Total Building Budget: \$5,397,088

Frontier Community College

Project Name: Student Center

District Priority No.: 3 of 4

Total Building Budget: \$2,833,294

Lincoln Trail College

Project Name: Center for Technology

District Priority No.: 4 of 4

Total Building Budget: \$7,026,049

**Agenda Item #8H**

**Technology Plan Revisions**

**Agenda Item #8H**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: Technology Plan Revisions

Because of increasing fiscal pressures, the Cabinet has found it necessary to revise the Technology Plan that the Board recently adopted. It is proposed that the Technology Plan be amended to reduce the network equipment from \$40,000 to \$20,000; the network backup and surge protection from \$20,000 to \$10,000; and the computer projection units from \$50,000 to \$0 and create a district-wide contingency fund of \$80,000 that can be utilized to meet pressing needs because of these reductions. The revised Technology Plan Budget is attached.

Because of possible future state funding reductions, even the amended Technology Plan may not be fully implemented.

TLB/rs

Attachment

# REVISED

## Technology Plan Budget FY 2004 - 2008

### 1 Administrative Systems

Activity	Description	FY 2004	FY 2005	FY 2006
1	IT Security Implementation	\$20,000.00	\$0.00	\$0.00
2	HP 9000 Hardware Upgrade	\$0.00	\$0.00	\$85,000.00
3	Laptop Upgrades	\$0.00	\$0.00	\$0.00
<b>Administrative Systems Totals</b>		<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$85,000.00</b>

### 2 Network Infrastructure

Activity	Description	FY 2004	FY 2005	FY 2006
1	Network Equipment	\$20,000.00	\$40,000.00	\$40,000.00
2	Network Servers	\$85,000.00	\$0.00	\$0.00
3	Network Power Backup and Surge Protection	\$10,000.00	\$0.00	\$0.00
4	Wireless Networking Equipment	\$0.00	\$25,000.00	\$0.00
5	Firewall Hardware	\$0.00	\$0.00	\$15,000.00
6	Campus Administrative File Servers	\$0.00	\$0.00	\$25,000.00
7	Instructional File Servers	\$0.00	\$0.00	\$25,000.00
8	Web Servers	\$0.00	\$0.00	\$0.00
<b>Network Infrastructure Totals</b>		<b>\$115,000.00</b>	<b>\$65,000.00</b>	<b>\$105,000.00</b>

### 3 Telecommunications

Activity	Description	FY 2004	FY 2005	FY 2006
1	Telephone System Software Upgrades	\$25,000.00	\$0.00	\$0.00
2	Call Pilot Voice/Email/Fax Integration Software	\$0.00	\$125,000.00	\$0.00
<b>Telecommunications Totals</b>		<b>\$25,000.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>

### 4 Software

Activity	Description	FY 2004	FY 2005	FY 2006
1	Software Upgrades	\$50,000.00	\$50,000.00	\$50,000.00
<b>Software Totals</b>		<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>

### 5 Other Technology Resources

Activity	Description	FY 2004	FY 2005	FY 2006
1	PC Replacements - 200 Per Year @ \$750 each	\$150,000.00	\$150,000.00	\$150,000.00
2	Other Technology Needs*	\$80,000.00	\$0.00	\$0.00
3	Computer Projection Units	\$0.00	\$50,000.00	\$50,000.00
4	Smart Symposium interactive Lecterns	\$0.00	\$0.00	\$0.00
<b>Other Technology Resources Totals</b>		<b>\$230,000.00</b>	<b>\$200,000.00</b>	<b>\$200,000.00</b>
<b>Totals</b>		<b>\$440,000.00</b>	<b>\$440,000.00</b>	<b>\$440,000.00</b>

\* Discretionary use at each campus. To be based upon the same guidelines as the former ICCB Advanced Technology Grant.

Draft  
5/15/2003

**Agenda Item #8I**

**LTC Library Renovations**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: LTC Library Renovations

The Lincoln Trail College Foundation has agreed to make major improvements to the Learning Resource Center at Lincoln Trail College.

Based upon estimates received, the Foundation would replace the badly worn carpet in the library for \$14,000; repaint the walls for \$2,675; and are currently soliciting proposals to repaint the ceiling tile for a yet undisclosed amount.

These improvements would vastly enhance the appearance of the library and I seek the Board's approval to proceed with the Foundation's request to replace carpeting and painting the walls and ceiling at the LTC Learning Resource Center.

TLB/rs

**Agenda Item #8J**

**Massage Therapy Student Fees**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: Massage Therapy Student Fees

Olney Central College will soon begin instruction in Massage Therapy. The Cabinet has approved the following fee schedule:

**Massage Therapy Fees**

Program Insurance Liability Fee	\$15 per year
THM 1210 Massage Therapy Techniques I	\$20
THM 1215 Massage Therapy Techniques II	\$20
THM 1220 Massage Therapy Techniques III	\$20
THM 1250 Massage Therapy Student Clinical I	\$20
THM 1255 Massage Therapy Student Clinical II	\$20

I ask for the Board's approval of these Cabinet approved fees.

TLB/rs

**Agenda Item #8K**

**Remedial Online Communication Student Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: Remedial Basic Online Communication Student Fees

IECC course offerings have expanded and more students are taking on-line courses that need preparation to successfully complete an on-line course.

The Cabinet approved a course fee of \$10 per credit hour for remedial on-line instruction – REM 0430 Basic Online Communication.

I ask the Board's approval of this fee.

TLB/rs

**Agenda Item #8L**

**Textbook Rental Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: Textbook Rental Fee

Frontier Community College has substantially increased enrollment, which has dramatically increased textbook costs. To help cover the cost of new textbooks, Frontier has proposed the implementation of a \$10 per three hour course textbook fee.

Although concern was expressed in Cabinet that this \$10 per course fee may have a negative impact on enrollment, given the financial situation facing the District, Frontier administration and the Cabinet felt that there was no choice but to implement a textbook rental fee. I ask the Board's approval of this textbook rental fee at Frontier Community College.

TLB/rs

**Agenda Item #8M**

**Accrual Run-Out**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: June 17, 2003  
RE: July 11, 2003 Accrual Run – Paid Bills to be Hand Delivered

Our fiscal year ends on June 30<sup>th</sup>, and under general accounting rules we have a short accrual period for FY03 bill payment run-out. Then, on July 11<sup>th</sup> we will pay all FY03 obligations received during this run-out period. Due to the “run-out” bills being paid on July 11<sup>th</sup>, they will actually be paid before the Board approves them.

For the July Board meeting, I will hand carry to the Board the bills paid on July 11<sup>th</sup> for your review. Additionally, the Board will review the “regular” FY04 July bills which will be sent electronically as usual.

Mr. Chairman, this is the procedure followed in prior years and I request Board approval to pay the July 11<sup>th</sup> FY03 “run-out” bills prior to Board approval, with the understanding that these bills will be made available for Board review at the July Board meeting.

TLB/rs

**Agenda Item #9**

**Bid Committee Report**

**A. None**

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT May 31, 2003**

<b>FUND</b>	<b>BALANCE</b>
-------------	----------------

<b>Educational</b>	<b>\$2,265,552.28</b>
--------------------	-----------------------

<b>Operations &amp; Maintenance</b>	<b>\$155,874.21</b>
-------------------------------------	---------------------

<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$3,696,781.87</b>
--------------------------------------------------	-----------------------

<b>Bond &amp; Interest</b>	<b>\$10,607.99</b>
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<b>Auxiliary</b>	<b>\$429,555.72</b>
------------------	---------------------

<b>Restricted Purposes</b>	<b>\$80,045.75</b>
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<b>Working Cash</b>	<b>\$86,163.36</b>
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<b>Trust &amp; Agency</b>	<b>\$113,492.84</b>
---------------------------	---------------------

<b>Audit</b>	<b>\$39,856.32</b>
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<b>Liability, Protection &amp; Settlement</b>	<b>\$891,418.44</b>
-----------------------------------------------	---------------------

<b>TOTAL ALL FUNDS</b>	<b>\$7,769,348.78</b>
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**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**LIST OF INVESTMENTS**

**May 2003**

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to</b>
<b>Education Fund</b>						
05/07/03	07/07/03	2.00	Old National Bank in Mt. Carmel (CD)	1,000,000	1,003,333	3,333
05/07/03	08/07/03	2.00	Old National Bank in Mt. Carmel (CD)	1,000,000	1,005,000	5,000
<b>Operations &amp; Maintenance</b>						
<b>Operations &amp; Maintenance Fund (Rest)</b>						
<b>Bond &amp; Interest</b>						
<b>Auxiliary Fund</b>						
05/07/03	07/07/03	2.00	Old National Bank in Mt. Carmel (CD)	300,000	301,000	1,000
<b>Restricted Purposes</b>						
<b>Working Cash Fund</b>						
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
11/18/02	11/18/03	1.80	Trust Bank (CD)	675,000	687,150	12,150
<b>Trust &amp; Agency Fund</b>						
05/07/03	06/07/03	2.00	Old National Bank in Mt. Carmel (CD)	200,000	200,333	333
<b>Liability &amp; Protection Fund</b>						
<b>Total</b>				4,690,000		

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

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	2,421,426	80,046	39,856	891,418	10,608	3,696,782
IMPREST FUND	1,000	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	2,000,000	--	--	--	--	--
RECEIVABLES	2,366,187	296,207	--	--	--	--
ACCRUED REVENUE	--	--	--	--	--	--
INTERFUND RECEIVABLES	--	1,736	--	--	--	--
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	6,790,613	377,989	39,856	891,418	10,608	3,696,782
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	-4,287	--	--	--	--	--
ACCOUNTS PAYABLE	-35,626	3,631	--	-644	--	--
ACCRUED EXPENSE	--	--	--	--	--	--
INTERFUND PAYABLES	--	--	--	--	--	--
DEFERRED REVENUE	--	--	--	--	--	--
OTHER LIABILITIES	663,964	--	--	--	--	--
TOTAL LIABILITIES:	624,051	3,631	--	-644	--	--
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT	--	--	--	--	--	--
PR YR BDGTD CHANGE TO FUND	--	--	--	--	--	--
BALANCE						
Fund Balances:						
FUND BALANCE	5,246,658	-107,893	39,856	892,062	10,608	1,343,312
RESERVE FOR ENCUMBRANCES	919,905	482,250	--	--	--	2,353,470
TOTAL EQUITY AND OTHER CREDITS:	6,166,563	374,357	39,856	892,062	10,608	3,696,782
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	6,790,613	377,989	39,856	891,418	10,608	3,696,782
=====						

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

Governmental Fund Types

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	7,140,137	3,786,007
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	2,000,000	1,300,000
RECEIVABLES	2,662,394	7,069,380
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
TOTAL ASSETS AND OTHER DEBITS:	11,807,267	12,188,638
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-4,287	2,901
ACCOUNTS PAYABLE	-32,639	126,653
ACCRUED EXPENSE		29,019
INTERFUND PAYABLES		
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	663,964	629,741
TOTAL LIABILITIES:	627,038	6,023,403
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	7,424,604	5,074,246
RESERVE FOR ENCUMBRANCES	3,755,625	1,090,989
TOTAL EQUITY AND OTHER CREDITS:	11,180,228	6,165,235
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	11,807,267	12,188,638

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

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	429,556	842,022
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	300,000	300,000
RECEIVABLES	67,966	55,018
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	1,239,044	1,338,562
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-58,115	16,045
ACCRUED EXPENSE		23,313
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-58,115	39,359
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	20,270	419,531
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,297,159	1,299,204
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,239,044	1,338,562

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

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	86,163	113,493	199,656	183,664
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	200,000	2,390,000	2,398,000
RECEIVABLES		2,912	2,912	2,912
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	<u>2,276,163</u>	<u>316,405</u>	<u>2,592,568</u>	<u>2,584,576</u>
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		4,035
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		<u>139,950</u>	<u>139,950</u>	<u>143,985</u>
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,276,163	167,717	2,443,881	2,435,760
RESERVE FOR ENCUMBRANCES		8,738	8,738	4,830
TOTAL EQUITY AND OTHER CREDITS:	<u>2,276,163</u>	<u>176,455</u>	<u>2,452,618</u>	<u>2,440,591</u>
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<u>2,276,163</u>	<u>316,405</u>	<u>2,592,568</u>	<u>2,584,576</u>
	=====	=====	=====	=====

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

Memorandum Only

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	7,769,349	4,811,693
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	4,690,000	3,698,000
RECEIVABLES	2,733,272	7,127,310
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	15,638,879	16,111,776
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-4,287	2,901
ACCOUNTS PAYABLE	-90,754	146,734
ACCRUED EXPENSE		52,332
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	663,964	629,741
TOTAL LIABILITIES:	708,873	6,206,747
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	20,270	419,531
BALANCE		
Fund Balances:		
FUND BALANCE	9,868,484	7,510,006
RESERVE FOR ENCUMBRANCES	3,764,363	1,095,819
TOTAL EQUITY AND OTHER CREDITS:	14,930,006	9,905,029
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	15,638,879	16,111,776

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

EDUCATIONAL FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,766,410.00	1,792,748.41	26,338.41	1.491
STATE GOVT SOURCES	11,846,245.00	9,447,992.97	-2,398,252.03	-20.245
STUDENT TUITION & FEES	6,700,711.00	9,731,164.72	3,030,453.72	45.226
SALES & SERVICE FEES	25,000.00	29,121.19	4,121.19	16.485
FACILITIES REVENUE	.00	.00	.00	.000
INVESTMENT REVENUE	130,000.00	81,713.27	-48,286.73	-37.144
OTHER REVENUES	102,000.00	64,789.07	-37,210.93	-36.481
DUMMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,570,366.00	21,147,529.63	577,163.63	2.806
EXPENDITURES:				
INSTRUCTION	9,897,460.00	9,041,665.15	-855,794.85	-8.647
ACADEMIC SUPPORT	498,902.23	450,005.43	-48,896.80	-9.801
STUDENT SERVICES	1,221,706.99	1,105,233.76	-116,473.23	-9.534
PUBLIC SERV/CONT ED	74,688.00	66,929.65	-7,758.35	-10.388
OPER & MAINT PLANT	138,000.00	115,944.79	-22,055.21	-15.982
INSTITUTIONAL SUPPORT	4,824,897.78	3,990,971.23	-833,926.55	-17.284
SCH/STUDENT GRNT/WAIVERS	3,765,630.00	3,908,134.09	142,504.09	3.784
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,421,285.00	18,678,884.10	-1,742,400.90	-8.532
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	671,221.00	775,221.00	104,000.00	15.494
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	671,221.00	775,221.00	104,000.00	15.494
NET INCREASE/DECREASE IN NET ASSETS	-522,140.00	1,693,424.53	2,215,564.53	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	752,745.00	762,033.71	9,288.71	1.234
STATE GOVT SOURCES	1,565,080.00	1,190,574.43	-374,505.57	-23.929
FACILITIES REVENUE	30,000.00	29,411.00	-589.00	-1.963
INVESTMENT REVENUE	10,000.00	10,322.19	322.19	3.222
OTHER REVENUES	5,000.00	.00	-5,000.00	-100.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,362,825.00	1,992,341.33	-370,483.67	-15.680
EXPENDITURES:				
ACADEMIC SUPPORT	-3,120.00	.00	3,120.00	100.000
STUDENT SERVICES	.00	-208.14	-208.14	#####
OPER & MAINT PLANT	2,515,026.00	2,147,342.86	-367,683.14	-14.619
INSTITUTIONAL SUPPORT	.00	1,673.90	1,673.90	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,511,906.00	2,148,808.62	-363,097.38	-14.455
NET INCREASE/DECREASE IN NET ASSETS	-149,081.00	-156,467.29	-7,386.29	-4.955

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	3,506,957.08	3,506,957.08	#####
STATE GOVT SOURCES	76,900.00	73,945.72	-2,954.28	-3.842
INVESTMENT REVENUE	8,200.00	40,129.66	31,929.66	389.386
	-----	-----	-----	-----
TOTAL REVENUES:	85,100.00	3,621,032.46	3,535,932.46	###.###
EXPENDITURES:				
OPER & MAINT PLANT	76,958.00	54,227.42	-22,730.58	-29.536
INSTITUTIONAL SUPPORT	829,452.00	828,116.66	-1,335.34	-.161
	-----	-----	-----	-----
TOTAL EXPENDITURES:	906,410.00	882,344.08	-24,065.92	-2.655
NET INCREASE/DECREASE IN NET ASSETS	-821,310.00	2,738,688.38	3,559,998.38	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,469,646.00	1,516,077.69	46,431.69	3.159
INVESTMENT REVENUE	.00	5,384.42	5,384.42	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,469,646.00	1,521,462.11	51,816.11	3.526
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,469,646.00	1,455,526.25	-14,119.75	-.961
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,469,646.00	1,455,526.25	-14,119.75	-.961
NET INCREASE/DECREASE IN NET ASSETS	.00	65,935.86	65,935.86	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	44,950.00	.00	-44,950.00	-100.000
STUDENT TUITION & FEES	494,125.00	236,022.85	-258,102.15	-52.234
SALES & SERVICE FEES	2,760,601.00	2,318,821.13	-441,779.87	-16.003
FACILITIES REVENUE	1,415.00	1,390.00	-25.00	-1.767
INVESTMENT REVENUE	17,833.00	21,291.57	3,458.57	19.394
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	20,000.00	20,000.00	#####
OTHER REVENUES	73,914.00	24,064.27	-49,849.73	-67.443
	-----	-----	-----	-----
TOTAL REVENUES:	3,392,838.00	2,621,589.82	-771,248.18	-22.732
AUXILIARY ENTERPRISES:				
SALARIES	1,232,480.00	943,145.48	-289,334.52	-23.476
EMPLOYEE BENEFITS	72,473.00	63,613.11	-8,859.89	-12.225
CONTRACTUAL SERVICES	305,476.00	156,181.90	-149,294.10	-48.873
GEN. MATERIAL & SUPPLIES	2,363,563.00	1,760,747.11	-602,815.89	-25.505
CONF/TRAVEL MEETING EXPENSE	298,727.00	216,522.00	-82,205.00	-27.518
FIXED CHARGES	86,120.00	68,950.90	-17,169.10	-19.936
UTILITIES	15,950.00	10,783.83	-5,166.17	-32.390
CAPITAL OUTLAY	250,100.00	42,573.11	-207,526.89	-82.978
INTERFUND TRANSFERS	775,221.00	-775,221.00	-1,550,442.00	#####
OTHER EXPENDITURES	175,875.00	114,023.19	-61,851.81	-35.168
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,575,985.00	2,601,319.63	-2,974,665.37	-53.348
NET INCREASE/DECREASE IN NET ASSETS				
	-2,183,147.00	20,270.19	2,203,417.19	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	104,000.00	86,163.36	-17,836.64	-17.151
	-----	-----	-----	-----
TOTAL REVENUES:	104,000.00	86,163.36	-17,836.64	-17.151
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-104,000.00	.00	104,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-104,000.00	.00	104,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	208,000.00	86,163.36	-121,836.64	-58.575

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	45,000.00	46,306.95	1,306.95	2.904
INVESTMENT REVENUE	.00	937.47	937.47	#####
	-----	-----	-----	-----
TOTAL REVENUES:	45,000.00	47,244.42	2,244.42	4.988
EXPENDITURES:				
INSTITUTIONAL SUPPORT	46,016.00	25,004.29	-21,011.71	-45.662
	-----	-----	-----	-----
TOTAL EXPENDITURES:	46,016.00	25,004.29	-21,011.71	-45.662
NET INCREASE/DECREASE IN NET ASSETS	-1,016.00	22,240.13	23,256.13	#####

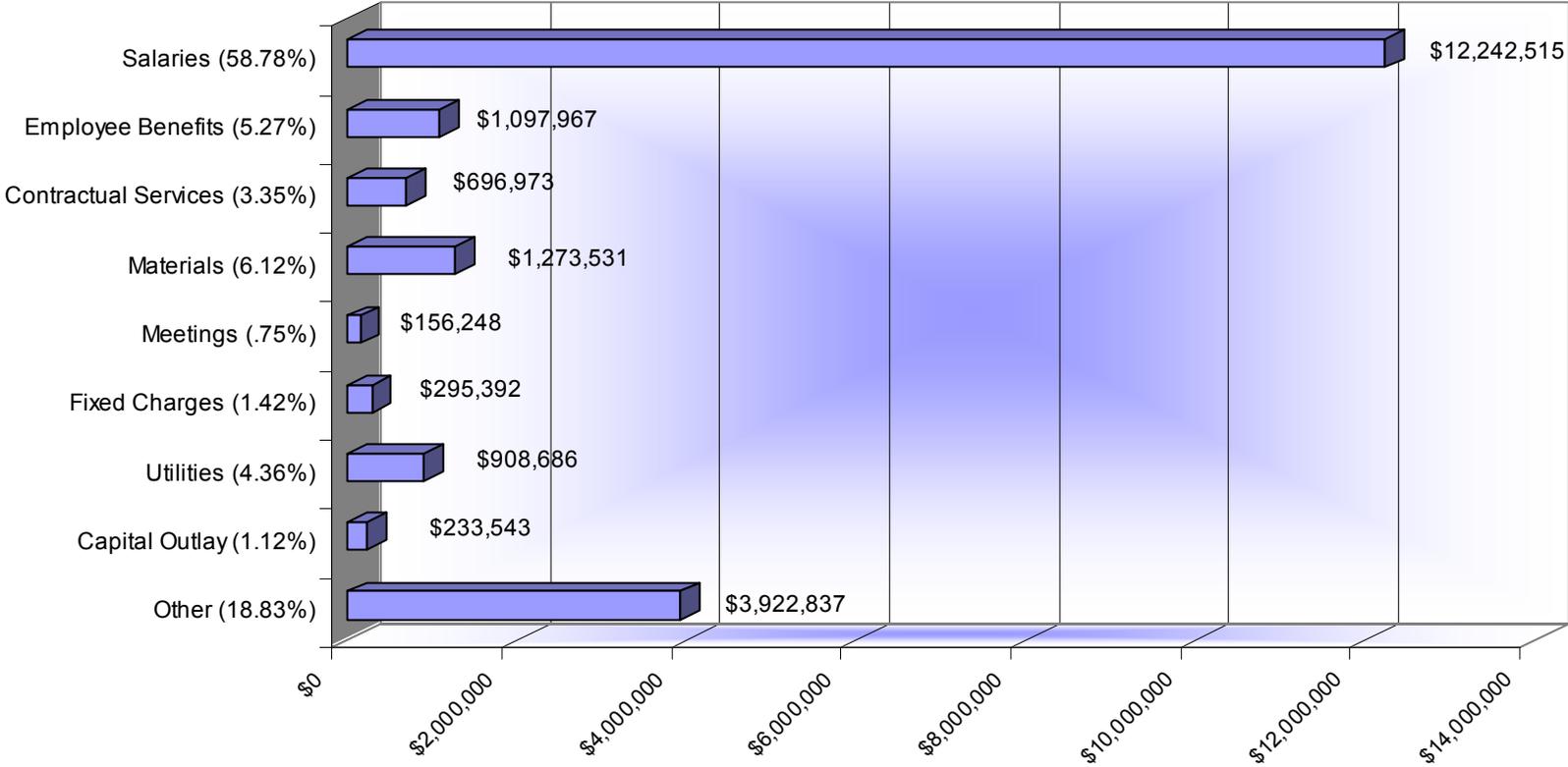
ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev, Exp, Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAY-2003  
Percentage of time remaining through the Budget: 8.219

LIAB, PROTECT, SETTLEMENT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	467,221.00	471,774.83	4,553.83	.975
INVESTMENT REVENUE	.00	18,615.80	18,615.80	#####
	-----	-----	-----	-----
TOTAL REVENUES:	467,221.00	490,390.63	23,169.63	4.959
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,084,557.00	316,307.99	-768,249.01	-70.835
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,084,557.00	316,307.99	-768,249.01	-70.835
NET INCREASE/DECREASE IN NET ASSETS	-617,336.00	174,082.64	791,418.64	#####



## Illinois Eastern Community Colleges FY2003 Operating Funds



Illinois Eastern Community Colleges Dist. #529  
■ As of May 31, 2003 - \$20,827,693

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

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

**Agenda Item #14**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** June 11, 2003  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.3., and 400.7., will be mailed under separate cover.

mk

Attachments

# **INDEX**

**400.1. Employment of Personnel**

**400.2. Reduction-in-Force and Adoption of Resolution**

**400.3. Change in Status**

**400.4. Reemployment of IECC/LTC Correctional Center Employees for FY03-04. Employment is completely dependent upon funding from the Department of Corrections.**

**400.5. Notice of Intent to Renew President Contracts**

**400.6. FY03-04 Special Assignments**

**400.7. Resignation**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. Nixie Hnetkovsky, Life Science Instructor
2. Kathy Ketterman, Nursing Instructor
3. Sheila Rangel, Nursing Instructor
4. Phyllis Wells, Nursing Instructor

## 400.2. Reduction-in-Force and Adoption of Resolution

### A. Classified

1. Jeffery Davenport, Computer Technician (GR), FCC
2. Nicole Weber, Program Advisor (GR), OCC

## 400.3. Change in Status

### A. Professional/Non-Faculty

1. Rick Arp, LTC, Athletic Director/Coach at \$42,270 per fiscal year to Coach at \$40,270 per fiscal year.

## 400.4. Reemployment of IECC/LTC Correctional Center Employees for FY03-04. Employment is completely dependent upon funding from the Department of Corrections.

### A. Administrative

- |    |                |                                |
|----|----------------|--------------------------------|
| 1. | Glen Donaldson | Associate Dean/RCC             |
| 2. | Tim Watson     | Correctional Site Director/LCC |

### B. Professional/Non-Faculty

- |    |              |                                 |
|----|--------------|---------------------------------|
| 1. | Amber Ramsey | Youthful Offender Counselor/RCC |
| 2. | Jody Rusk    | Youthful Offender Counselor/LCC |

### C. Classified

- |    |                 |                      |
|----|-----------------|----------------------|
| 1. | Kay Conour      | Office Assistant/RCC |
| 2. | Beverly Hemrich | Office Assistant/LCC |

D. Faculty

- |    |                   |                                        |
|----|-------------------|----------------------------------------|
| 1. | Amy Bowler        | Food Service Tech Inst/RCC             |
| 2. | Larry Conour      | Computer Tech Inst/RCC                 |
| 3. | Alice Holtzhouser | Business Management Inst/RCC           |
| 4. | Ida McVaigh       | Business Management Inst/LCC           |
| 5. | Karen Mason       | Food Service Tech Inst/LCC             |
| 6. | Larry Nelson      | Commercial Custodial Services Inst/LCC |
| 7. | Harvey Ricker     | Commercial Custodial Services Inst/RCC |
| 8. | Mary Roark        | Computer Tech Inst/LCC                 |
| 9. | Paul Stouse       | Horticulture Inst/RCC                  |

**400.5. Notice of Intent to Renew President Contracts**

**400.6. FY03-04 Special Assignments (attachment)**

**400.7. Resignation**

A. Faculty

1. Jason Dockter, English/Speech Instructor, effective June 6, 2003.

# ATTACHMENT

## 400.6. FY03-04 Special Assignments – Frontier Community College

<u>Academic</u>		Recommended 2003-04
1. Jeff Cutchin	Lead Inst CISCO Systems	\$ 450
2. Kathy Doty	Lead Inst Office Occupations	\$ 450

<u>Extra-Curricular</u>		
1. Jeff Cutchin	Computer Technician	\$ 6,000
2. Kathy Doty	College Bowl Team Advisor	\$ 350
3. Jeannette Wiles	Phi Theta Kappa Advisor	\$ 300

6-3-03

# ATTACHMENT

## 400.6. FY03-04 Special Assignments - Lincoln Trail College

<u>Academic</u>		Recommended 2003-04
1. Jason Potts	Lead Inst Computer/Technology	\$ 700
<u>Athletic</u>		
1. Mitch Hannahs	Athletic Director	\$ 3,500
<u>Extra-Curricular</u>		
1. Sandra Burtron	Scholastic Bowl Coordinator	\$ 700
2. Diane Reed	Phi Theta Kappa Advisor	\$ 300
3. Kathy Harris	Student Senate Advisor	\$ 1,000
4. Deanna Chrysler	Pool Manager	\$ 1,000
5. Yvonne Newlin	Performing Arts Coordinator	\$ 1,000

6-3-03

# ATTACHMENT

## 400.6. FY03-04 Special Assignments - Olney Central College

<u>Academic</u>		Recommended 2003-04
1. Mark Fitch	Lead Inst Collision Repair Tech	\$ 450
2. Johnie Harrell	Lead Inst CRT Auto Service Tech	\$ 450
3. Russ Jausel	Lead Inst Industrial Maint Tech	\$ 550
4. John Kendall	Lead Inst Sec & Med Office Occ	\$ 450
5. TBD	Lead Inst Office Occup/Clerical	\$ 500
6. Ryan Roark	Lead Inst CISCO Systems	\$ 450
7. Kristi Urfer	Lead Inst Accounting	\$ 450

### Academic – Nursing

1. TBD	Dept Head, Nursing/OCC	\$ 2,500 + 12hrs rel time
2. Nancy Buttry	Dept Head, Nursing/FCC	\$ 2,500 + 12hrs rel time
3. Sandra Burtron	Dept Head, Nursing/LTC	\$ 2,500 + 12 hrs rel time
4. Kathleen Nelson	Dept Head, Nursing/WVC	\$ 2,500 + 12 hrs rel time

### Extra-Curricular

1. Lisa Benson	WYSE Coordinator	\$ 300
2. Lucille Lance	Phi Theta Kappa Advisor	\$ 300
3. Rob Mason	Asst WYSE Coordinator	\$ 200
4. Steve Marrs	Performing Arts Coordinator	\$ 1,000
5. Laurel Cutright	Asst WYSE Coordinator	\$ 200

### Other

1. Ed Wright	Coordinator of Food Services	\$12,000
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# ATTACHMENT

## 400.6. FY03-04 Special Assignments - Wabash Valley College

### Academic

Recommended  
2003-04

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

### Athletic

1.	Paul Schnarre	Athletic Director	\$ 3,500
		Head W Softball Coach	\$ 6,000
2.	Clyde Buck	Head W Basketball Coach	\$ 6,000

### Extra-Curricular

1.	Jerry Bayne	Community Service Director	\$ ½ rel time
		Student Publications Advisor	\$ 1,000
2.	Brenda Phegley	Phi Theta Kappa Advisor	\$ 300
3.	Audrey Tice	Art Gallery Coordinator	\$ 700

6-3-03

# ATTACHMENT

## 400.6. FY03-04 Special Assignments - District Office

### Extra-Curricular

Recommended  
2003-04

1. Don Mersinger      Int'l Soccer Coach

\$ 1,500

6-3-03

**Agenda Item #15**  
**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**



