

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 19, 2002



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**March 19, 2002
7:00 p.m.
Wabash Valley College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... Bruce
3. Recognition of Visitors and Guests Bruce
Special Recognition of Student Trustee..... Bruce
 - A. Visitors and Guests
 - B. IECCEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Increase Out-of-State Tuition Rate Bruce
 - B. ISU 2+2 Social Services Program Articulation Agreement Bruce
 - C. Termination of Video Distance Learning System Bruce
 - D. Agreement Between IECC and Kidney Center of Terre Haute Bruce
 - E. Transfer Unreserved General Fund to Restricted Purpose E-Commerce Bruce
 - F. Appointment of Audit Committee Member..... Bruce
9. Bid Committee Report Browning
 - Frontier Community College
 1. Library Furniture
 2. Office Furniture
 - IECC District Office
 1. Remodeling
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
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, February 19, 2002.

AGENDA #1 – “Call to Order & Roll Call” – The meeting was called to order at 7:00 p.m. by Mr. James W. Lane, Jr., Chairman, who chaired the meeting.

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. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Blake Smith, student trustee. Trustees absent at roll call: Mrs. Shirley B. Kessler. 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. Hans Andrews, President of Olney Central College.
Dr. John Arabatgis, President of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Dr. Michael Dreith, President of Frontier Community College.
Mr. Roger Browning, Chief Finance Officer.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mrs. Marty Novak, Director of Personnel.
Ms. Tara Buerster, Coordinator, Personnel Services.
Mr. Harry Hillis, Jr., Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, January 15, 2002, were presented for approval.

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

AGENDA #3 – “Recognition” –

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

#3-B. IECCEA Representative: Mr. Dan Tahtinen, President of Illinois Eastern Community Colleges Education Association, commented on the matter of proposed reductions in force.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Mrs. Culver noted that Mr. Loy Bourne, Noble, was fatally injured in a motor vehicle accident on February 9, 2002. Mr. Bourne served as a member of the first Board of Trustees of Community College District No. 529.

#5-B. Report from Presidents: Informational reports from each of the four colleges were presented by Dr. Andrews, Dr. Arabatgis, Dr. Benson, Dr. Dreith.

#5-C. Report from Cabinet: None.

#5-D. Shirley B. Kessler - Resignation from Board of Trustees: The Chairman presented a letter from Shirley B. Kessler, indicating that she is resigning her position on the IECC Board of Trustees, effective 2/20/02, due to the fact that she is out of the area a large portion of the time.

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

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

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

#8-A. Big Creek Woods Memorial Nature Preserve Management Plan: The CEO recommended approval of a management plan for the Big Creek Woods Memorial Nature Preserve, as requested by the Illinois Nature Preserves Commission. The plan allows for removal of non-native species of plants on the preserve, located just south of Olney on State Highway 130. The preserve provides protection for 40 acres of upland, bottomland, and forest, a sandstone cliff community, a population of the state-endangered grass-leaved lily, and a quarter mile segment of the Big Creek stream.

Board Action: Mr. Rost made a motion to approve the Big Creek Woods Memorial Nature Preserve Management Plan 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Authorization to Terminate FCC Nursing Building Lease: Illinois Eastern Community Colleges/FCC currently has a board-approved lease for facilities for the nursing program. The CEO recommended that he be given authorization to terminate the lease, based upon availability of the new Learning Resource Center/Nursing Facility at FCC. The current lease terminates on July 1, 2002 and requires a 90-day notice for termination.

Board Action: Dr. Fischer made a motion to authorize the CEO to terminate the FCC Nursing Building lease at an appropriate time on or before July 1, 2002 as recommended. Mr. Smith seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Acceptance of Data and Characteristics Survey: The Illinois Community College Board annually collects and reviews data from all community colleges in the state. That data is then presented in the Data and Characteristics Survey. Mr. Browning reviewed the survey, highlighting IECC’s position relative to other colleges on various types of financial and educational data. IECC continued to have the lowest per capita cost of any district in the state, \$207.45. The state’s highest was \$378.50. Illinois Eastern also led the state in number of Associate in Science degrees awarded, 384. The district also awarded 30 Associate in Arts degrees and 80 Associate in Liberal Studies and General Education degrees, for 494 total graduates in the transfer and general studies area. IECC also leads the state in enrollment, with a head count of 70.56 students and a full-time equivalency of 32.14 students, per 1,000 population.

Board Action: The Chair directed that the minutes reflect that the fiscal year 2000 Data & Characteristics Survey was reviewed and accepted by the Board of Trustees.

#8-D. Statement of Final Construction Compliance Projects: The IECC District Board of Trustees is required by the Illinois Community College Board to take action on PHS, Capital Renewal and locally funded completed projects. Mr. Browning outlined the Statement of Final Construction Compliance for Illinois Eastern Community Colleges as required by ICCB. There is a total of \$97,828 in costs for Protection, Health and Safety, and locally funded completed projects listed as follows:

ICCB Project Number B0983-1197 – Asbestos Abatement (floor tile removal) at Main Hall & Student Union at WVC – PHS Funds – Actual Cost \$38,049.

ICCB Project Number L0019-0199 – Renovations – Fiber Optics Lab – LTC – Local Funds – Actual Cost \$59,779.

Total Costs: \$97,828.

The CEO recommended approval.

Board Action: Miss Wolfe made a motion to approve the Statement of Final Construction Compliance Projects as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Purchase of Sanyo Building: The CEO recommended that action on this item be deferred until after executive session. Without objection, the Chair so directed. (See Agenda Item #17.)

#8-F. Tuition Increase: The CEO recommended approval for a \$2.00 per credit hour tuition increase, effective Summer Term 2002. This will increase the current tuition rate of \$40.00 per credit hour to \$42.00 per credit hour. Revenue generated will be needed to fill the budgetary gap caused by an overall reduction in state funding.

Board Action: Miss Wolfe made a motion to approve a \$2.00 per credit hour tuition increase 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” –

#9-A. FCC – Shelving for New Library: The Bid Committee recommended acceptance of the low bid to meet specifications, from Illini Supply Inc., Decatur, IL, \$35,692, for shelving for the new Library at Frontier Community College. Funds: Education Fund (carryover funds from FY01). Department: Learning Resource Center.

Board Action: Mr. Williams made a motion to accept the recommendation of the Bid Committee for purchase of shelving from Illini Supply for the new Library at FCC. Mr. Smith seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 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 \$3,604,642.59, as of January 31, 2002.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of February, 2002, totaling \$1,002,566.52, 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 February, 2002, in the amounts listed, and payments from the revolving fund for the month of January, 2002. 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 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. Microsoft Authorized Academic Training Program (AATP) Ends.
2. Dual Credit Information.
3. January 17 Meeting with Area Superintendents.
4. IECCEA Communications Committee Meeting, January 22 – New Hires, E-Mail, Dual Credit.
5. ICCTA Southwestern Regional Meeting, March 12, at Kaskaskia College.
6. FCC Computer Theft.
7. ILDPH Bioterrorism Plan Distribution Site.
8. Higher Learning Commission – North Central Association Self-Study Committee.
9. Prison Presidents’ Meeting and Issues to Resolve.
10. Illinois Center of Specialized Professional Support (ICSPS) Mini-Award.
11. Presentation at ICCTA Seminar on Hella Regional Training Academy.
12. State of Illinois Third Quarter Payments.
13. J. Roy Dee Memorial Scholarship.
14. Appreciation Cards from Department of Corrections.
15. Jack Davis Research Presentation.
16. E-Commerce Grant - \$150,000.
17. New Training Opportunity with Department of Corrections.
18. Literacy Contract with Robinson Public Library.
19. Small Business Openings.
20. Summary of Transfer GPAs to University of Illinois.
21. Enrollment Report – IECC Up 13%.

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)(3) of the Open Meetings Act to consider selection of a person to fill a vacancy on the Board of Trustees; and, under Section 2(c)(5) of the Open Meetings Act for setting of a price for purchase or lease of real property; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

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

Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver. Trustees absent: Mrs. Kessler. The motion having received 5 yea votes and 1 nay vote, 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 9:30 p.m.

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

Letter from Students: Brian Bramlet and Jeffrey Banks, students in the Electronics Technology program, presented a letter with 16 signatures, expressing concern over termination of two instructors listed in the proposed reductions-in-force.

AGENDA #13 – “Approval of Executive Session Minutes” – Mr. Rost made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, January 15, 2002, but that closed meeting minutes of that date 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 Personnel Report and Addendum and recommended approval.

400.1. Employment of Personnel

- A. Professional/Non-Faculty
 - 1. Jessica Renae Crank, Curriculum Development Specialist, Title III, District Office.

400.2. FY01-02 Special Assignments

- A. Lincoln Trail College – Extra-Curricular
 - 1. Brad Musgrave, Scholastic Bowl Coordinator, \$700.
- B. Olney Central College – Academic – Nursing
 - 1. Donna Henry, OCC Department Head, Nursing, \$2,500.

400.3. Request for Approval of Proposed Non-College Employment

Request was withdrawn from the agenda.

400.4. Faculty Seniority List for 2001-2002

The faculty seniority list for 2001-2002 was presented for approval.

400.5. Retirements

- A. Faculty
 - 1. Charles Acree, Machine Shop Instructor, effective May 10, 2002.
 - 2. Ed Fitch, Psychology Instructor, effective May 10, 2002.

PERSONNEL REPORT ADDENDUM

400.6. Reemployment of Faculty for the 2002-2003 Academic year

A. Continuation of Tenure: Bea Abernathy, Gary Adams, Tom Baird, Jerry Bayne, Mary Jane Becktell, Lisa Benson, Linda Branch, Judy Brewster, Robert Brosseau, C. Allen Brown, Genevieve Bruce, Clyde Buck, James Burnett, Bonnie Burns, Sandra Burtron, Victor Connor, Byford Cook, David Cunningham, David Denton, Lonnie Devin, Kathy Doty, Dan Edwards, Bob Effland, Donald Florida, Carole Fusco, David Goodson, Scott Hanson, Rod Harmon, Kathryn Harris, Larry Hoeszle, Kathleen Hudson, Russell Jausel, E. Ary Jennings, Hal Kizer, Linda Kolb, Thomas Kucharik, Howard Lanam, Lucille Lance, Don Leynaud, Larry Markman, Steve Marrs, Searoba Mascher, Mary McCarthy, Don Mersinger, Arthur Miller, Wayne Morris, Cindy Myer, Kathleen Nelson, Yvonne Newlin, Patricia Owens, Kay T. Perry, Brenda Phegley, Daniel Polgar, Judith Puckett, Randy Questelle, Gaziur Rahman, Diane Reed, Susan Rhine, An Roy, Terry Russell, Paul Schnarre, Fred Schwappach, Dennis Sileven, Howard Stearns, Dan Tahtinen, Elizabeth Tate, Teresa Tegeler, William Tucker, Carolyn Von Almen, Sharon Welty, David Wilderman, Mitchell Wolfe.

B. Initial Tenure: Dan Bruneau, Matt Fowler, Connie Girten, George Kocher, Robert Mason, Richard Poskin, Cathy Robb, Paul Sainer, James Tucker, Kristi Urfer.

C. Non-Tenure: Nancy Buttry, Jeff Cutchin, Laurel Cutright, John Day, Jason Dockter, Mark Fitch, Tamara Halterman, Johnnie Harrell, Steve Higgins, Janet Kinkade, Kenneth Mager, Robert Manning, Christian Mathews, Travis Matthews, Rebecca Mooneyhan, Ryan Roark, Gary Spraggins, Gary Wangler, Joe Wilson, Ann Wolven, Nicole Zeller.

400.7. Extension of Non-Tenure Status & Adoption of Resolution

A. Faculty

1. Randal Hargis

Resolution Extending Service Requirements for Tenure

WHEREAS, Randal Hargis is a faculty member in and for Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois; and,

WHEREAS, the said faculty member is completing such faculty member's third consecutive school year of employment with this Community College District; and,

WHEREAS, Section 3B-2 of the Public Community College Act (110ILCS 805/3B-2) provides that a faculty member who has been employed in any community college district for a period of three consecutive years shall enter upon tenure; and,

WHEREAS, said Section 3B-2, however, provides that this Board of Trustees may at its option extend such period for one additional school year as therein provided; and,

WHEREAS, this Board of Trustees has determined that the best interest of this Community College District require that such period be extended for one additional school year in the case of said faculty member.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES of Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

1. That this Board of Trustees hereby finds, determines and declares that the best interests of this Community College District require that the period of three consecutive school years normally qualifying a faculty member for tenure be extended for one additional school year relative to Randal Hargis, a faculty member in and for this Community College District.

2. That this Board of Trustees hereby extends the minimum service requirements for tenure by one additional school year of employment relative to Randal Hargis.
3. That the said faculty member shall be given notice not later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred, which notice shall be substantially in the form presented to this Board of Trustees during an executive or closed session held on the date hereof.
4. That this Resolution shall be in full force and effect immediately from and after its adoption.

400.8. Reductions-in-Force & Adoption of Resolution

A. Faculty

1. Randal Hargis, Microcomputer Support Specialist
2. Paul Jenkins, Air Conditioning & Refrigeration
3. Michael McKern, Industrial Maintenance
4. Katherine Overstreet, Adult Education
5. Jason Potts, Drafting Technology
6. Larry Reed, Electronics
7. Clint Weisgerber, Manufacturing Technology

Resolution

WHEREAS, this Board of Trustees of Community College District Number 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, is empowered pursuant to Section 3B-5 of the Public Community College Act (110ILCS805/3B-5) to dismiss a faculty member upon a decision of this Board of Trustees to decrease the number of faculty members employed by this Board due to budget reductions; and,

WHEREAS, this Board of Trustees has decided to decrease the number of faculty members employed by this Board as hereinafter set forth; and

WHEREAS, the said Section 3B-5 further provides that no tenured faculty member may be terminated under the provisions of that Section while any probationary faculty member, or any other employee with less seniority, is retained to render a service which a tenured employee is competent to render; and

WHEREAS, as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will no longer require the services of Randal Hargis, Michael McKern, Katherine Overstreet, and Clint Weisgerber, as probationary faculty members and Paul Jenkins, Jason Potts, and Larry Reed, as tenured faculty members in and for this Community College District; and,

WHEREAS, there is no service which the said employees are competent to render which is held by any other employee with less seniority than said employees.

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

1. That this Board of Trustees has decided to and hereby does decrease the number of faculty members employed by this Board by seven (7) effective as of the end of the current school year or term, that is, effective on the 10th day of May, 2002.
2. That as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will require the services of seven (7) less full-time faculty members.

3. That this Board of Trustees has, accordingly, decided to terminate the employment of and dismiss Randal Hargis, Michael McKern, Katherine Overstreet, and Clint Weisgerber, as probationary faculty members and Paul Jenkins, Jason Potts, and Larry Reed, as tenured faculty members in and for this Community College District, effective at the end of the current school year or term, that is, the 10th day of May, 2002.
4. That this Board of Trustees specifically finds, determines and declares that there is no service which the said employees are competent to render which is held by any other employee with less seniority than said employees.
5. That this dismissal is an honorable dismissal for the reason stated above.
6. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to give notice to the said faculty members of such faculty members' dismissal not later than 60 days before the end of the current school year, together with a statement of honorable dismissal and the reason therefore, both substantially in the form attached hereto and incorporated herein by this reference.
7. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to take such further or different action as may be necessary or appropriate to give effect to the foregoing.
8. That this Resolution shall be in full force and effect immediately upon its adoption.

400.9. Resignation

A. Faculty

1. Joyce Rusk, Office Careers, effective May 10, 2002.

#14-A. Board Action to Adopt Addendum to Personnel Report: Mr. Williams made a motion to amend the Personnel Report to add the Addendum as presented. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion is adopted.

#14-B. Board Action to Approve Sections 400.1 & 400.2 of Personnel Report: Mr. Williams made a motion to approve Sections 400.1 and 400.2 of the Personnel Report, employment of Jessica Crank, and FY01-02 special assignments. 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#14-C. Withdraw Section 400.3 of Personnel Report: Mr. Williams made a motion to withdraw Section 400.3 of the Personnel Report, request for approval of proposed non-college employment. 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.

#14-D. Board Action to Approve Section 400.4 of Personnel Report: Mr. Rost made a motion to approve Section 400.4 of the Personnel Report, the Faculty Seniority List for 2001-2002, as listed in the Board Agenda of this date. 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#14-E. Board Action to Approve Section 400.5 of Personnel Report: Mrs. Culver made a motion to accept with regret the retirement letters of Charles Acree and Ed Fitch. Mr. Williams 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.

#14-F. Board Action to Approve Section 400.6 of Personnel Report: Mr. Rost made a motion to approve Section 400.6 of the Personnel Report, reemployment of faculty for the 2002-2003 academic year. 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#14-G. Board Action to Approve Section 400.7 of Personnel Report: Dr. Fischer made a motion to approve Section 400.7 of the Personnel Report, extension of non-tenure status of Randal Hargis and adoption of resolution. 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. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#14-H. Board Action to Approve Section 400.8 of Personnel Report: Mr. Rost made a motion to approve Section 400.8 of the Personnel Report, reductions-in-force of Randal Hargis, Paul Jenkins, Michael McKern, Katherine Overstreet, Jason Potts, Larry Reed, and Clint Weisgerber and adoption of resolution. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver. Trustees absent: Mrs. Kessler. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried.

#14-I. Board Action to Approve Section 400.9 of Personnel Report: Mr. Williams made a motion to accept with regret the resignation of Joyce Rusk. Mr. Smith 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 #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Acquisition & Disposition of Property” – The Chair directed that the Board of Trustees consider Agenda Item #8-E, Purchase of Sanyo Building, which was deferred earlier in this meeting.

Purchase of Sanyo Building: The CEO reported that negotiations for purchase of the 39,000 square foot Sanyo Building located adjacent to the FCC campus have concluded successfully. The building will allow for needed office space of the maintenance, student services and emergency preparedness staffs. The purchase will eliminate the need to build the planned, and budgeted for, maintenance building. The CEO presented the following resolution and recommended its adoption.

Resolution for Acquisition of the Sanyo Building Located Adjacent to the Primary Site of Frontier Community College

The Board of Trustees of Community College District #529 hereby resolves:

1) That the Board of Trustees wishes to purchase the existing Sanyo Building and that funds are available to purchase this building.

2) That the programs that will be offered within this building have been approved by the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE); and that the Board of Trustees will seek approval from the ICCB and IBHE for any future program expansion.

3) That the Board of Trustees has submitted two appraisals of the property to the ICCB.

4) That to the best of the Board's knowledge and inspection, the building is not a threat to public safety, that the building has structural integrity, and does not contain asbestos, toxic materials, underground storage tanks, or present other hazardous conditions.

5) That the site is adjacent to the current campus of Frontier Community College.

6) That the Board of Trustees has worked closely with the City of Fairfield, The Frontier Community College Foundation, and the Fairfield National Bank to purchase the building at a cost of \$300,000, divided as set forth below:

Illinois Eastern Community College District \$100,000; Frontier Community College Foundation \$50,000; City of Fairfield \$50,000; Fairfield National Bank (Current Owner) Gift \$100,000. Total \$300,000.

Therefore, the Board of Trustees of Community College District #529 seeks the approval of the Illinois Community College Board for the purchase of the building described above.

Board Action: Mr. Williams made a motion to adopt the foregoing resolution for purchase of the Sanyo Building as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Lane, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver. Mr. Rost abstained. Trustees absent: Mrs. Kessler. The motion having received 4 yea votes and 1 nay vote, and 1 abstention, the Chair declared the motion carried.

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 10:00 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Out-of-State Tuition Increase

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 19, 2002

RE: Out-of-State Tuition Increase for Designated Indiana Counties

Mr. Chairman, I request the Board's approval for a \$4.00 per credit hour tuition increase for Indiana students in designated counties. This would increase tuition for those border counties from the current out-of-state tuition rate of \$80.00 per credit hour to \$84.00 per credit hour. This increase would become effective Summer Term 2002.

TLB/rs

Agenda Item #8B

ISU Articulation Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 19, 2002
RE: Indiana State University Articulation Agreement

Mr. Chairman, I recommend the attached 2 + 2 Social Services Articulation Agreement between Illinois Eastern Community Colleges (Wabash Valley College) and Indiana State University.

TLB/rs

Attachment

INDIANA STATE UNIVERSITY

Office of Program Articulation and Course Transfer

2+2 PROGRAM ARTICULATION AGREEMENT ROUTING SHEET

A.A.S. Social Services to B.S. Community Health

INSTITUTION: Illinois Eastern Community College District
(Wabash Valley Campus)

ADDRESS: 233 East Chestnut Street, Olney, IL 62450-2298

Contact person, title, and phone number: Rita Adams, Program Director
618-393-2982 ext. 5558 adamsr@iecc.cc.il.us

ISU CONTACT PERSON:
Name, Title, and phone number: _____

APPROVALS

Indiana State University

(1) Department _____
Patricia Plummer _____
Department Chairperson Date 12/13/01

(2) School/College _____
Douglas R. Junious _____
Dean Date 12/14/01

Director of Program Articulations and Course Transfer Date: _____

(3) Office of Academic Affairs _____

Provost & Vice President for Academic Affairs Date

APPROVALS

Partner Institution

Institution: Illinois Eastern Community College District

Institutional Representative Date

INDIANA STATE UNIVERSITY
SCHOOL OF HEALTH AND HUMAN PERFORMANCE
2+2 PROGRAM ARTICULATION AGREEMENT
for
B. S. in COMMUNITY HEALTH

**Indiana State University
and
Illinois Eastern Community College
Wabash Valley Campus**

Statement of Intent

The purpose of this articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate in Applied Science (A.A.S.) in Social Services from the Wabash Valley campus of Illinois Eastern Community College would be eligible to complete the requirements for the B.S. degree in Community Health at Indiana State University (ISU). Such eligibility is subject to the conditions detailed below and in attachments to this agreement.

Principles upon which Articulation is Based

1. The articulation initiatives are consistent with the Commission of Higher Education's State Policy (effective July 1, 1996) on Associate Degree Programs Offered at Public Institutions.
2. Relationships between Illinois Eastern Community College and ISU faculty and administrations have been and will continue to be in spirit of cooperation which provides the basis for all articulation initiatives.
3. Recognizing that changes in curricula and course content are inevitable, each institution agrees to discuss with the other institution all curriculum changes affecting this agreement before the changes are implemented.
4. Graduates of the Wabash Valley campus of Illinois Eastern Community College A.A.S. Degree program in Social Services who successfully compete the B.S. Degree program in Community Health, meeting all transfer, retention and graduation requirements as stated in the Indiana State University catalog, will be awarded the degree of B.S. in Community Health.

Specifics of Articulated Programs

1. Associate in Applied Science degree
 - A. Illinois Eastern Community College will develop and offer an Associate in Applied Science degree in Social Services at the Wabash Valley campus of Illinois Eastern Community College.
 - B. The A.A.S. degree will be designed as a transfer degree for students wishing to complete a baccalaureate degree at ISU following the completion of the A.A.S. degree and the degree will consist entirely of course work transferable to ISU.
2. Curriculum
 - A. The A.A.S. degree will range from 27-38 semester-hours (40-60%) of course work which are the equivalent to freshman and sophomore level technical courses required for a B.S. degree in Community Health.
 - B. The A.A.S. degree program will range from 27-38 semester-hours (40-60%) of course work which are transferable to ISU to satisfy the Basic Studies and Liberal Studies portion of the baccalaureate General Education program.
 - C. The maximum number of semester-hours to be transferred from an A.A.S. degree program will be 64.
 - D. Course syllabi for the Illinois Eastern Community College courses which have been found to be equivalent are on file in the office of Program Articulation and Course Transfer. Illinois Eastern Community College agrees to use these syllabi, or their updates, as the foundation for those courses.
 - E. All graduating students from Indiana State University must earn a minimum of 50 credit hours at the 300/400 level. These credits will be distributed between General Education and the major courses.
3. Faculty Credentials
 - A. Desired faculty credentials for the courses taught should become part of this articulation agreement and be documented in course syllabi.

- Faculty qualifications should meet the following guidelines for Associate degree programs:

- an adequate number of appropriately qualified full-time faculty,
- the qualifications should include, but not be limited to, emphasis upon: extent, recency, and pertinence of academic preparation; teaching as well as practical experience; and membership and participation in organizations that provide support for, and contribute to, the appropriate body of content, and
- normally at least substantial or continuing progress toward a master's degree is required in a discipline closely related to the instructor's assignment for regular faculty members with a goal to increase the number of faculty with master's degrees.

- B. These credential requirements apply to both full-time, regular faculty as well as temporary and/or adjunct faculty.
- C. Illinois Eastern Community College agrees to maintain an adequate number of qualified full-time faculty to provide a desirable mix of full-time/part-time faculty.
- D. Illinois Eastern Community College agrees and commits itself to work toward full implementation of the faculty credential requirements of the syllabi.

4. Program Articulation

The course patterns and equivalencies inherent in this 2+2 articulation agreement are shown in the chart in Appendix A. It should be used as a guide for student advising and course transfer acceptance.

5. Course Transfer and Grandfathering

- A. **Students who seek to transfer course credit from Illinois Eastern Community College into the ISU School of Health and Human Performance will have their transfer request evaluated on a course-by-course basis consistent with the prescribed policies and practices of Indiana State University and the School of Health and Human Performance.**
- B. **Students who have taken Social Services course work at Illinois Eastern Community College before the implementation of this agreement may be allowed, on a case-by-case and course-by-course basis, to transfer those courses into the B.S. program at ISU.**

- C. Individuals who began an A.A.S. degree in Social Services may be given the opportunity to either transfer to the A.S. program, or, if the A.A.S. has been awarded, to take additional course work to earn an A.S. degree at Illinois Eastern Community College.
 - D. The 2+2 articulation agreement is null and void if a student does not complete the prescribed program with the appropriate course grades (C) and overall gpa (2.00).
6. All students transferring course credit from Illinois Eastern Community College to ISU, whether following completion of the A.S. degree or for individual courses, will do so via official transcripts. Courses that are not included within the original articulation and/or transfer agreements will be reviewed on a course-by-course basis.
7. Program Review
- A. ISU will maintain records of students transferring from Illinois Eastern Community College to the ISU School of Health and Human Performance. In the event that questions arise, ISU reserves the right to review the A.A.S. in Social Services at the Wabash Valley campus of Illinois Eastern Community College at either state-wide, regional or campus level.
 - B. ISU reserves the right to disqualify any region or campus in which significant deviations from this agreement are found.
 - C. A review of the articulation agreement will commence after the second full year of implementation and every three years hence.
 - D. Annually a report will be prepared by ISU regarding the success rate of Illinois Eastern Community College graduates who are completing a B.S. degree program at ISU.
 - E. All 2+2 programs will have a student outcomes assessment plan [SOAP] jointly prepared by the Illinois Eastern Community College and ISU program faculty to be filed with the ISU Provost's office.

Indiana State University	Wabash Valley	
Community Health [47]	Social Services [25]	Major [36]
HLTH 111 [3] Per Hlth Sci	EDU 1107 [3]	
HLTH 210 [3] P/P Envir Hlth		HLTH 210 [3] P/P Envir Hlth
HLTH 212 [3] Intro Ind Hlth		HLTH 212 [3] Intro Ind Hlth
HLTH 221 [3] Com Hlth Concepts		HLTH 221 [3] Com Hlth Concepts
HLTH 340 [3] Biostatistics		HLTH 340 [3] Biostatistics
HLTH 341 [3] Res Methods		HLTH 341 [3] Res Methods
HLTH 360 [3] Epidemiology		HLTH 360 [3] Epidemiology
HLTH 380 [3] Com Hlth Prac	SSS 1203 [3]	
HLTH 392 [3] Educ Meth		HLTH 392 [3] Educ Meth
HLTH 393 [2] Coop Prac	SSS 2201 [3]	
six from the following		
HLTH 401 [1] Subst Abuse	SOC 2104 [3]	
HLTH 402 [1] Mental HLTH	SOC 2104	
HLTH 403 [1] Comm Dis	SOC 2104	
HLTH 404 [1] Consumer HLTH		HLTH 404 [1] Consumer HLTH
HLTH 405 [1] Nutrition Educ		HLTH 405 [1] Nutrition Educ
HLTH 406 [1] Human Sex Educ		HLTH 406 [1] Human Sex Educ
HLTH 407 [1] Peer HLTH Fac		HLTH 407 [1] Peer HLTH Fac
HLTH 424 [3] HLTH Prog Plan		HLTH 424 [3] HLTH Prog Plan
HLTH 428 [3] HLTH Prog Eval		HLTH 428 [3] HLTH Prog Eval
HLTH 480 [3] Senior Sem		HLTH 480 [3] Senior Sem
HLTH 491 [3] Internship	SSS 2201 + 2203 [10]	HLTH 491 [3]
Foundation Courses [6]		Foundation Courses [6]
COMM 356 [3] Argumentation		COMM 356 [3] Argumentation
PSY 362 [3] Psy of Person	PSY 2104 [3]	Substitute
LIFS 112/112L [3]		LIFS 112/112L [3]
Electives [15-18]	SSS 1201 [3] [24] SSS 1202 [3] SOC 2102 [3] EDU 1108 [2] SOC 2103 [3] SSS 2202 + 2204 [2] PSY 2109 [3] Math Elective [3]	
General Education [57]	[19]	[35]
Basic Studies [26]	[3]	[20]
ENG 101 [3]	ENG 1111 [3]	
ENG 105 [3] or		ENG 105 [3]
ENG 107 [3]		
ENG 305 [3]		ENG 305 [3]

COMM 101[3]		COMM 101 [3]	
Foreign Language [6]		FL [6]	
CS 102 [3] ITL Effective 2002			
MATH 102 [3] QML Effect 2001		MATH 102 [3]	
PE 101 [2]		PE 101 [2]	
Liberal Studies [31]	[16]	[15]	
SMS/F/E	GEG 1101 [4]		
SMS/E (FCS 201 [3])	HEC 1101 [3]		
SBS/F/E (PSY 101 [3])	PSY 1101 [3]		
SBS/E [3] (SOC 120 [3])	SOC 2101 [3]		
LAPS/F [3]		LAPS/F [3]	
LAPS/E [3]		LAPS/E [3]	
HS [3]	HIS 1111/1112 [3]		
MC:USD [3]		MC:USD [3]	
MC:IC [3]		MC:IC [3]	
CAPSTONE [3] (HLTH 480 [3])		CAPSTONE [3] (HLTH 480 [3])	
Credits Transferred [62]		62	77
Total for Graduation [126-129]			139

Agenda Item #8C

Termination of Video Distance Learning System

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 19, 2002
RE: Termination of Video Distance Learning System

Illinois Eastern Community Colleges is re-evaluating the current video distance learning system and we feel it is time to end its use. Low utilization, maintenance costs, aging equipment, and connectivity problems are the primary reasons for this conclusion.

The State of Illinois has ended funding for new interactive video classrooms and has not provided funding for equipment upgrades. As the equipment ages, it becomes more expensive and difficult to keep the video systems operational causing more failed or interrupted connections. Attached is the cost per classroom for connecting the system. There are currently five classes in intermittent operation.

Considering all the factors involved, it is not feasible for IECC to continue supporting interactive video courses.

Mr. Chairman, I request approval to end the current video learning system.

TLB/rs

Attachment

Distance Learning Annual Costs Per School

<u>Annual T-1 Cost*</u>	<u>Annual Codec ** Maintenance Cost</u>	<u>Annual Madge Model 20 Maint.</u>	<u>Annual Hub*** Maintenance Cost</u>	<u>Total Annual Cost</u>
\$7,200	\$3,900	\$608	\$2,281	\$13,989

* E-Rate discount not included.

** Codec Maintenance is optional if school has sufficient technical staff. Maintenance covers control system support and parts replacement.

*** 1/5 of the total hub maintenance cost.

Parts Replacement and Support Costs

<u>Item</u>	<u>Manufacture</u>	<u>Model Number</u>	<u>Cost</u>
Microphone	Crown	CM 31L	\$300
Access Switch	Madge	Model 20	\$13,000
Modem	US ROBOTICS	33.6 EXTERNAL	\$93
CSU	Verilink	C150	\$700
Camera	Panasonic	WV-CL354	\$930
Video Distribution Amp	Panasonic	WJ-300C	\$350
Document Camera	Panasonic	WE-160	\$1,800
Touch Screen	Intellitouch	P-284-6468	\$850
Surge Protector	Tripplite	LCR-4000	\$400
CODEC Boards	BT	VC-2300	\$2,000 each
CODEC Support	BT	VC-2300	T&M \$225/hr Min 2 hours
Control System Support	ICI	N/A	T&M \$85/hr Min 2 hours
Control System Replacement	ICI		\$15,000
Voicecrafter 3000	Coherent	APS-3010A	\$3,900
VCR	Panasonic	AG-5700-P	\$1,500
Madge 200 Board (Repair)	Madge	QRVX	\$2,000
Entire System Replacement	V-Tel		\$65,000

Agenda Item #8D

Agreement Between IECC and Kidney Center of Terre Haute

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 1st day of March, 2002

by and between ILLINOIS EASTERN COMMUNITY COLLEGES,
DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN
TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH
VALLEY COLLEGE, for its Associate Degree Nursing Program

(hereinafter referred to as DISTRICT #529) and Kidney Center of Terre
Haute, LLC, Terre Haute, IN (hereinafter referred to as AGENCY:

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S
facilities for clinical nursing laboratory practice by students of the Nursing
Program for the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to
the nursing students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts
to be kept and performed by the parties hereto, the parties do herewith agree
as follows:

1. The AGENCY agrees to make its facilities available in all areas
of patient care for observation and participation by the students and faculty
of the DISTRICT #529, Associate Degree Nursing Program subject to the
conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Department Head of the Associate Degree Nursing Program on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A.D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

12. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Associate Degree Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their nursing laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 1st day of March, 2002.

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529, OLNEY
CENTRAL COLLEGE
LINCOLN TRAIL COLLEGE

Vice President or
Director of Nursing Services

Department Head of Nursing, ADNP

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of age, color, race, national origin, gender, religion or disability.

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

APPROVED THIS 19th Day of March, 2002.

James Lane, Chairman Date
Board of Trustees
Community College District #529
Olney, Illinois

ATTEST: _____
Harry Hillis, Secretary Date
Board of Trustees
Community College District #529
Olney, Illinois

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

PRECEPTOR AGREEMENT

AMENDMENT TO AGENCY AFFILIATION AGREEMENT

This Amendment to Agency Affiliation Agreement is entered into this 1st day of March, 2002, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE, and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program, (hereinafter sometimes referred to as “District #529) and Kidney Center of Terre Haute, LLC, of Terre Haute, IN, (hereinafter sometimes referred to as “Agency”)

Whereas, the parties have previously entered into an Agency Affiliation Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and agreements contained herein, the parties agree to the following terms and conditions for a Preceptorship Program.

1. DEFINITION OF TERMS FOR:

A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.

B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title “Voluntary Clinical Teaching Associate for Olney Central College Associate Degree Nursing Program.” The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.

C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.

D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experience, and assigns the student’s final grade.

E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.

F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.

G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

2. **PRECEPTOR SELECTION:** The nurse preceptor should be:

A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency.

B. Recommended by supervisor/nurse manager.

C. Willing to serve as a preceptor to students.

D. Supportive of the philosophy of the OCC-ADN Program.

3. **PRECEPTOR RESPONSIBILITIES:** Each preceptor shall have the following responsibilities:

A. Complete orientation as provided by District #529.

B. Supervise patient care according to clinical objectives.

C. Choose the preceptee's patient assignment based on clinical objectives.

D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.

E. Review preceptee's daily objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.

F. Supervise and guide the student in the clinical area.

G. Teach patient-centered care to the preceptee.

H. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.

I. Assist the preceptee in organizing and prioritizing daily patient care routines.

J. Provide feedback to the preceptee and evaluate the preceptee's progress toward fulfilling designated clinical objectives on a weekly basis.

K. Collaborate with the faculty liaison as necessary to evaluate progress and address any additional educational issues.

L. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.

4. PRECEPTOR TITLE:

Voluntary Clinical Teaching Associate for
Olney Central College
Associate Degree Nursing Program

5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:

A. Provide guidance and support to the preceptor.

B. Be responsible for student learning experiences.

6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:

A. Help to identify learning experiences needed for the individual student.

B. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.

C. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.

D. Help with student evaluation process.

E. Be a resource and support person in guiding the preceptor in his/her role.

F. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.

G. Assign the same clinical objectives as for other students.

H. Recruit preceptors for this experience.

I. Orient preceptors to the OCC-ADN philosophy; objectives, roles, and responsibilities.

J. Be available to the preceptor when preceptor is working directly with the student.

K. Be responsible for the final determination of the student's successful completion of the objectives.

L. Collaborate with the preceptor in evaluation of the student's clinical experience.

M. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.

N. Student hours with preceptorship shall be no more than ten (10) hours per week.

O. Ask students to apply for clinical areas of interest.

7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:

A. Confer daily with preceptor for mutual evaluation of daily patient care activities.

B. Accept accountability for nursing judgment and care of patient.

C. Achieve clinical objectives at a predetermined satisfactory level.

D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.

E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.

F. Ask for feedback regarding clinical performance.

G. Self-evaluate clinical experiences.

H. Present to the preceptor skills performance check-off list from OCC-ADN program at each clinical. Failure to present this list indicates that student is not prepared for clinical.

I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.

J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise

K. Notify instructor if assigned to a preceptor where student is also employed.

8. INSURANCE: Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.

9. LIABILITY: Liability will be the same as written in the current Agency Affiliation Agreement.

In Witness Whereof, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the day and year first above written.

AGENCY:

**ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529,
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING
PROGRAM**

Vice President or
Director of Nursing Services

LINCOLN TRAIL COLLEGE

Department Head of Nursing, ADN

Associate Dean of Nursing and Allied
Health

Administrator, Hospital
or Agency

President, Olney Central College

Illinois Eastern Community Colleges, District #529, does not discriminate on the basis of age, color, race, national origin, sex, religion or disability.

APPROVED THIS 19th Day of March, 2002.

James Lane, Chairman Date
Board of Trustees
Community College District #529
Olney, Illinois

ATTEST: _____
Harry Hillis, Secretary Date
Board of Trustees
Community College District #529
Olney, Illinois

Agenda Item #8E

Transfer from Unreserved General Fund to Restricted Purpose E-Commerce Fund

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 19, 2002
RE: Transfer from Unreserved Fund to Restricted Purpose E-Commerce

On July 11, 2001, the Governor announced that \$150,000.00 in grant funds from the State of Illinois would be made available for the operation of the E-Commerce Program at Lincoln Trail College. The District received the funds for this grant just last week.

Because of the lateness of the grant receipt, the Board needs to transfer funds from our unreserved general fund balance account to a restricted purpose fund for use on the E-Commerce project. The attached resolution makes the transfer and creates the fund.

TLB/rs

Attachment

RESOLUTION

The Board of Trustees of Illinois Eastern Community Colleges District #529 hereby states that:

WHEREAS Illinois Eastern Community College District #529 wishes to fund the operation of an E-Commerce project located at Lincoln Trail College; and,

WHEREAS the State of Illinois has made bond funds available for reimbursement of designated construction projects already completed by the Board of Trustees in exchange for the operation of the E-Commerce project; and,

WHEREAS the District has an Unreserved General Fund Balance from which a transfer can be made to a Restricted Purposes Fund; and,

WHEREAS the Board must create a Restricted Purposes E-Commerce Fund for the sole purpose of acceptance of the funds transferred from the Unreserved General Fund Balance; and

THEREFORE the Board of Trustees of Community College District #529 hereby authorizes the transfer of the sum of \$150,000.00 from the Unreserved General Fund Balance; and hereby creates a Restricted Purposes E-Commerce Fund; and authorizes the transfer of the above funds into such newly created fund.

ADOPTED THIS 19th Day of March, 2002.

Chairman, Board of Trustees Date
Community College District #529

ATTEST: _____
Secretary, Board of Trustees Date
Community College District #529

Agenda Item #8F

Appointment of Audit Committee Member

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 19, 2002
RE: Appointment of Audit Committee Member

The resignation of Shirley Kessler as Trustee creates a vacancy on the Audit Committee. The other current member is Marilyn Wolfe.

A replacement member should be appointed to complete the committee for the Board's evaluation of the auditing process.

TLB/rs

Agenda Item #9

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

MARCH, 2002

Frontier Community College

1. Library Furniture
2. Office Furniture

IECC District Office

1. Remodeling Office

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation – Library Furniture for Learning Resource Center
 DATE: March 13, 2002

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

Per the attached Bid Tabulation, the Bid Committee recommends acceptance of the following low bids received to meet specifications:

	<u>Item</u>	<u>Bid Amount</u>
A) Brodart Company, McElhattan, PA	#1	\$5,025.36
	#2	854.46
	#3	3,458.40
	#4	<u>514.80</u>
		<u>\$9,853.02</u>

(Items #1-4 finishes were specified to match each other, therefore we recommend that the bid be awarded to the same vendor.

B) Reject all bids and purchase outright. #5
 Bids received are not the design needed.

C) Illini Supply, Decatur, IL	#6	834.00
	#7	<u>544.00</u>
		<u>\$1378.00</u>

(The lower bid received from Miller Office Equipment and Tri-State Bus. Equipment is for Lesro. This does not meet specifications according to the manufacturer because the corners are not reinforced. Again, these two items need to come from the same vendor so as to match the finish)

D) School Specialty, Greenville, WI	#8	645.61
E) Demco Inc., Madison, WI	#9	269.00
F) Highsmith, Fort Atkinson, WI	#10	384.25
G) Smith & Butterfield, Evansville, IN	#11	223.84

(Illini Supply and Brodart bid a shorter length booktruck than specified)

Respectfully submitted,

Roger Browning
 Ted Davis
 Michael Dreith
 LaVonna Miller

Funds: FY02 Carryover funds
 Department: Learning Resource Center

Rationale: tables, chairs, and accessories are to furnish and equip the new Learning Resource Center
The "Advertisement for Bids" was placed in the Robinson Daily News for one (1) day.

**Frontier Community College
LIBRARY FURNITURE
BID TABULATION**

Item #	Description	Qty	Brodart Co McElhattan, PA	Demco Inc Madison, WI	Highsmith Fort Atkinson, WI	Illini Supply Decatur, IL	Miller Office Equip Olney, IL	Rapid Reproductions Terre Haute, IN	School Specialty Inc Greenville, WI	Smith & Butterfield Evansville, IN	Tri-State Business Carmi, IL
1	Round table-29" high	12	*5,025.36	5064.00	6,871.44	9,000.00	4,380.00	No bid	4,903.44	5,493.60	4,680.00
2	Round table-25" high	2	*854.46	844.00	1,145.24	1,126.00	730.00	No bid	817.24	915.60	780.00
3	Sled-base chair-32" high	33	*3,458.40	5,247.00	3,970.89	4,290.00	5,148.00	No bid	5,131.83	5,974.65	5,841.00
4	Sled-base chair-25" high	4	*514.80	636.00	481.32	576.00	656.00	No bid	622.04	696.52	744.00
5	Computer/study carrel	4	2,220.60	2,656.00	2,013.60	3,220.00	1,020.00	No bid	2,599.16	2,130.00	1,120.00
6	Single chairs	3	1,199.10	942.00	924.00	834.00	<u>468.00</u>	No bid	1,079.46	999.81	<u>531.00</u>
7	Two-seat unit	1	599.88	534.00	506.81	544.00	<u>311.00</u>	No bid	609.15	561.58	<u>339.00</u>
8	Map Cabinet	1	No bid	1,556.00	No bid	2,063.00	1,159.00	1,790.68	645.61	1,902.60	2,143.00
9	Wooden literature organizer	1	326.09	269.00	376.47	394.00	375.00	No bid	384.21	411.76	449.00
10	Double-tier lockers	1	No bid	399.74	384.25	429.00	650.00	No bid	No bid	556.36	525.00
11	3-tier booktruck	1	<u>206.65</u>	249.00	263.03	<u>188.00</u>	275.00	No bid	No bid	223.84	227.00

*Item #1-4 –specified that finishes must match each other.

Bids do not meet specs. #6 & #7 Miller Office & Tri-State bids did not have reinforced corners.

#11 Illini & Brodart bid shorter booktruck than what was specified.

BID SPECIFICATIONS FOR LIBRARY FURNISHINGS:

Item	Quantity	Description	UNIT PRICE	TOTAL PRICE
1	12	48" Round table 29" high	1 _____	_____
2	2	48" Round table 25" high Table tops to be 1 1/4" thick solid core with high pressure laminate covering and beveled edge. Legs to be minimum 2 1/4" thick solid oak with adjustable glides. Medium oak finish.	2 _____	_____
3	33	Sled-base chair with upholstered seat and back, 32" high	3 _____	_____
4	4	Sled-base chair with upholstered seat and back, 25" high Solid oak construction, hardwood corner blocks to reinforce seat, radius corners, upholstery to be stain and fire resistant with polyurethane foam cushions. Medium oak finish to match tables above.	4 _____	_____
5	4	Computer/Study Carrel Single starter unit with add-on capability, wheelchair accessible. Wood veneer end panels, high pressure laminated storage shelf and work surface, enclosed back. Rear opening to accommodate electrical wiring. Wood legs with leveling glides. Adjustable height work surface at least 46 5/8" x 26 7/8" in size. Medium oak finish.	5 _____	_____
6	3	Lounge furniture Single chairs	6 _____	_____
7	1	Two-seat unit Solid hardwood framework with reinforced corners, upholstered seats and backs with flame retardant filling. Sled base with glides. Medium oak finish.	7 _____	_____
8	1	Map cabinet Stackable flat file cabinet 42"x30". Mayline or equivalent. Solid oak drawer fronts, oak veneer sides and backs. Two cabinets of 5 drawers each with one coordinating cap and 1 coordinating base. Medium oak finish.	8 _____	_____
9	1	Wooden literature organizer 60 compartments with the opening in each measuring 3"H x 9"W x 12"D Removable shelves to adjust compartment height. Medium Oak finish.	9 _____	_____

BID SPECIFICATIONS FOR LIBRARY FURNISHINGS CONT'D:

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
10	1	Steel double-tier lockers 6 lockers per section To include coat hook and ceiling hook To include top shelf with at least 9" clearance Locker size to be a minimum of 36"H x 12"W x 15"D Base of locker section to be closed with front and end bases Latch to accommodate padlock To include number plates with numbers 1-6	10_____	_____
11	1	3-tier Booktruck Minimum specifications: 16-gauge tubular steel frame 6 sloping shelves – 20-gauge cold-rolled steel, 6 ½" shelf depth 12" between shelves Overall unit 47"H x 28" x 17"D 5" diameter rubber swivel casters with ball bearings	11_____	_____

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

TOTAL BID_____

SIGNATURE_____

COMPANY_____

ADDRESS_____

TELEPHONE_____

DATE_____

NOTE: Please submit bid in duplicate.

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation – Office Furniture for Learning Resource Center & Nursing Dept.
 DATE: March 13, 2002

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

Per the attached Bid Tabulation, the Bid Committee recommends acceptance of the following low bids received to meet specifications:

	<u>Item</u>	<u>Bid Amount</u>
A) School Specialty, Greenville, WI	#1	\$1,159.70
	#2	1,163.36
	#3	1,599.23
	#4	2,096.88
B) Corporate Express, St. Louis, MO	#5	603.50
C) School Specialty, Greenville, WI	#6	828.78
D) Corporate Express, St. Louis, MO	#7	431.36
	#8	3,369.28
	#9	5,728.88
Item #8 & 9 – Dean’s Office Supply bid 1/1/2” rather than 2” panels as specified. Highsmith bid all items as a total package bid; therefore not being awarded total package increased their bid for these two items from \$8370.42 to \$9262.80.		
E) School Specialty, Greenville, WI	#10	544.50
	#11	313.69
	#12	528.61

Respectfully submitted,

Roger Browning
 Ted Davis
 Michael Dreith
 LaVonna Miller

Funds: FY02 Carryover funds

Department: Learning Resource Center and Nursing

Rationale: Furnishings will equip offices, a classroom, a conference room, a tutor room, and computer workstations in the new Learning Resource Center/Nursing Building

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

**Frontier Community College
OFFICE FURNITURE
BID TABULATION**

I T E M #	Description	Qty	Corporate Express St. Louis, MO	Dean's Office Supply Mt. Carmel, IL	Highsmith Fort Atkinson, WI	Illini Supply Decatur, IL	Martin Printing Flora, IL	Miller Office Equip Olney, IL	Office Furniture Warehouse Mt. Vernon, IL	Rago Office Products Lawrenceville, IL	School Specialty Greenville, WI	Smith & Butterfield Evansville, IN	Tri-State Business Carmi, IL
1	High-back executive chair	5	Arms 187.55 Chairs 1,204.40	1,283.10	1,354.75	1,405.00	1,520.00	1,295.00	1,687.70	1,619.30	1,159.70	1,498.65	1,365.00
2	Sled-base guest chair	8	1,203.60	1,282.16	1,393.44	1,216.00	1,519.84	1,272.00	1,275.36	1,718.48	1,163.36	1,295.84	1,364.00
3	Cantilever-base guest chair	19	1,626.21	1,732.42	1,905.70	1,653.00	2,052.00	1,691.00	1,723.30	1,976.00	1,599.23	1,750.85	1,843.00
4	Task chair	24	2,107.20	2,292.48	2,487.60	2,136.00	2,660.88	2,256.00	2,332.96	2,558.16	2,096.88	2,268.72	2,388.00
5	18x72" folding table	10	603.50	624.00	811.80	630.00	740.00	620.00	607.80	759.00	674.40	617.50	650.00
6	High-back executive chair	3	861.63	917.91	949.08	870.00	1,086.00	927.00	913.05	1,306.50	828.78	927.69	976.50
7	4-drawer vertical file cabinet	4	431.36	464.64	555.56	756.00	536.00	488.00	452.56	684.00	433.52	490.20	516.00
8	Receptionist/secretary workstation	1	3,369.28	<u>2,992.40</u>	*3,516.06	3,280.00	3,856.54	No bid	No bid	No bid	No bid	3,316.72	3,400.00
9	Staff workstation	3	5,728.88	<u>4,521.20</u>	*4,854.36	5,763.00	7,220.00	No bid	No bid	No bid	No bid	5,708.18	6,075.00
10	Desk	1	Desk 309.93 Return 202.41 Tray 38.31	594.55	675.30	564.00	704.00	605.00	600.00	907.50	544.50	600.88	632.50
11	Knee-space credenza	1	320.38	345.92	386.36	328.00	410.00	395.00	344.08	518.00	313.69	349.60	368.00
12	Desk	1	547.94	583.74	629.48	553.00	691.00	595.00	580.64	771.00	528.61	589.95	621.00

Bids do not meet specs -Item 8 & 9 – Dean's Office bid 1/1/2" rather than 2" panels as specified.

*Item #8 & 9 – Highsmith bid all items as a total package bid, therefore not being awarded total package increased their bid for these two

items from \$8370.40 to \$9262.80.

**OFFICE FURNITURE
SPECIFICATIONS:**

<u>Item #</u>	<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1	5	High-back Executive Chair – Contoured seat and back, molded form, pneumatic seat height adjustment, 360-degree swivel, adjustable tilt, five-star base with dual wheel hooded casters, to include stationery t-arms, HON 6003 or equivalent with price code M2 upholstery, black frame	_____	_____
2	8	Sled Base Guest Chair – Upholstered seat and back, foam padding, HON 6008 or equivalent with price code M2 upholstery, black frame	_____	_____
3	19	Cantilever-base Guest Chair – Upholstered seat and back, foam padding, HON 7906 or equivalent with price code M2 upholstery, light gray frame	_____	_____
4	24	Task Chair – Upholstered seat and back, foam padding, five-star base with dual wheel hooded casters, pneumatic seat height adjustment, black frame, HON 7901 or equivalent with price code M2 upholstery	_____	_____
5	10	18 x 72” Folding Table – Tubular steel legs, bullnose t-mold edge, Bevis FTD 1872 or equivalent in light gray frame, gray nebula laminate top	_____	_____
6	3	High-back Executive Chair – Upholstered seat and back with contoured cushions, upholstered arms, pneumatic seat height adjustment 360-degree swivel, tilt adjustment, five-star base with dual wheel hooded casters, HON 2911 or equivalent in medium oak base cap and price code M2 upholstery	_____	_____
7	4	4-drawer Vertical File Cabinet – High-side drawers, 25” deep, letter width, spring-loaded follower block, like numbered lock core on all four units, HON 514P or equivalent in light gray	_____	_____

**OFFICE FURNITURE
SPECIFICATIONS CONT'D:**

- | | | | | |
|----|---|--|--|--|
| 8 | 1 | <p>Receptionist/Secretary Workstation –
 Work surfaces should consist of high pressure laminate on 1 1/8" solid core high-density particleboard, each work surface should have two cord grommets and t-mold edges, countertops should consist of high-pressure laminate tops with t-mold edges and should include necessary brackets for installation, frame construction of panels should consist of aluminum uprights with top and bottom rectangular steel tubes, each panel should be at least 2" in thickness and include levelers for up to 2" of adjustment, all panels should include a 2 1/8" thick raceway with a vinyl base rail cover with 100% attachment, method panel fabric should be Grade III or equivalent and must meet Class A or Class 1 fire rating, includes 1 36"W x 24"D corner work surface, 2 48"W x 24"D work surface, 2 42"W x 24"D work surface, 2 42"H x 36"D raceway panel, 2 42"H x 48"W raceway panel, 3 42"H x 24"W raceway panel, 2 68"H x 42"W raceway panel, 1 36"W x 15"D corner countertop, 1 48"W x 15"D straight countertop, 1 72"W x 15"D straight countertop, 2 42"W overhead storage with flipper doors and lock, 1 keyboard platform 30-degree tilt feature, fully retractable, 4 adjustments (height, depth, tilt, swivel), 1 42"W x 18"D lateral 2-drawer file with lock, 1 box/box/file freestanding file pedestal, 1 file/file freestanding file pedestal, all files with full-face integral drawer pulls</p> | | |
| 9 | 3 | <p>Staff Workstation –
 Work surface, countertop and panel, specs same as Receptionist/Secretary Workstation above, includes 3 42"W x 30"D corner work surface, 3 42"W x 30"D work surface, 3 36"W x 30"D work surface, 6 42"H x 42"W raceway panel, 3 42"H x 30"W raceway panel, 3 68"H x 42"W raceway panel, 3 68"H x 36"W raceway panel, 3 keyboard platform 30-degree tilt feature, fully retractable, 4 adjustments (height, depth, tilt, swivel), 3 36"W overhead storage with flipper doors and lock, 3 box/box/file freestanding file pedestal, 3 36"W x 18"D lateral 2-drawer file with lock, all file drawers to have full-face integral drawer pulls</p> | | |
| 10 | 1 | <p>Desk –
 Steel over honeycomb core with high-pressure laminate top with 3/4" modesty panel, radius-edge desktop with wire grommets for cord management, drawers should be full-suspension and locking, HON 38292L or equivalent (box/file drawers), HON 38215R or equivalent return (box/file drawers), with 30" wide metal keyboard and mouse tray HON 4028 or equivalent</p> | | |

**OFFICE FURNITURE
SPECIFICATIONS CONT'D:**

- | | | | | |
|----|---|--|-------|-------|
| 11 | 1 | Knee-space Credenza –
Specs to match Desk listed above, HON 38851 or equivalent
(box/file on each side) | _____ | _____ |
| 12 | 1 | Desk –
High-pressure laminate over 1 1/8" solid core high-density
particleboard with a waterfall radius edge in a medium oak
finish, recessed modesty panel, locking file drawers and wire
management grommets, 72"W x 36"D x 29 1/2"H, HON 10799
or equivalent | _____ | _____ |

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

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____ DATE _____

NOTE: Please submit bid in duplicate

TO: Board of Trustees
 FROM: Roger Browning
 SUBJECT: District Office- Remodeling
 DATE: March 13, 2002

Attached is the recommendation-received from Marion Poggas, Image Architects for remodeling the District Office.

REMODEL DISTRICT OFFICE

DIVISION I – GENERAL WORK

BIDDER	BID SECURITY	BASE BID
AKRA Builders, Inc. Effingham, IL	X	\$20,342.00
Kieffer Bros. Construction Co. Mt. Carmel, IL	X	17,525.00
K. Wohltman Construction Effingham, IL	X	13,700.00
Schrey Systems, Inc. Olney, IL	X	16,515.00

Project Scope:

Work consists of selective demolition. Installation of hollow metal frames and wood doors, aluminum casement windows, finish hardware, glass and glazing, gypsum drywall, carpet and painting.

Rationale: Remodeling is needed to create additional office space.

Source of Funds: Operating

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

image Architects inc

1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901
310 Broadway Suite 7 Cape Girardeau, Missouri 63701

618.457.2128 618.549.5725 fax
573.334.6666 573.334.1178 fax

March 12, 2002

Mr. Roger Browning
Illinois Eastern Community Colleges
233 East Chestnut
Olney, Illinois 62450

Re: Remodel District Office
Olney, Illinois

Dear Mr. Browning:

We have reviewed the submitted bids for the work on the referenced project. We are unaware of any reason to prevent award of the base bid as follows:

General K. Wohltman Construction, Inc. \$13,700.00

If you have any questions, please feel free to contact our office.

Sincerely,

IMAGE ARCHITECTS INC.

Marion J. Poggas
Marion J. Poggas, AIA
President

Agenda Item #10

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT February 28, 2002

FUND	BALANCE
Educational	\$2,096,283.15
Operations & Maintenance	(\$57,963.87)
Operations & Maintenance (Restricted)	\$153,790.64
Bond & Interest	(\$3,208.00)
Auxiliary	\$11,881.01
Restricted Purposes	(\$172,153.09)
Working Cash	\$9,293.91
Trust & Agency	\$168,011.17
Audit	\$18,395.75
Liability, Protection & Settlement	\$360,674.90
TOTAL ALL FUNDS	\$2,585,005.57

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

February 2002

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
*04/04/01	04/04/02	5.25	Citizens National Bank of Albion (CD)	100,000	105,250	5,250
*04/04/01	04/04/02	4.83	First National Bank of Allendale (CD)	100,000	104,830	4,830
01/07/02	03/07/02	3.07	Community Bank & Trust (CD)	1,000,000	1,005,117	5,117
Operations & Maintenance						
01/07/02	03/07/02	3.07	Community Bank & Trust (CD)	350,000	351,791	1,791
Operations & Maintenance Fund (Rest)						
02/22/01	03/22/02	5.64	Community Bank & Trust (CD)	500,000	530,550	30,550
02/22/01	06/21/02	5.67	Community Bank & Trust (CD)	800,000	860,480	60,480
Bond & Interest						
Auxiliary Fund						
04/06/01	04/06/02	5.42	First Crawford State Bank (CD)	500,000	527,100	27,100
01/07/02	03/07/02	3.07	Community Bank & Trust (CD)	300,000	301,535	1,535
Restricted Purposes						
Working Cash Fund						
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
01/07/02	06/07/02	3.33	Community Bank & Trust (CD)	70,500	71,478	978
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
Trust & Agency Fund						
06/13/01	06/13/02	4.51	Peoples National Bank (CD)	137,500	143,701	6,201
Liability & Protection Fund						
01/07/02	03/07/02	3.07	Community Bank & Trust (CD)	200,000	201,023	1,023
01/07/02	06/07/02	3.33	Community Bank & Trust (CD)	200,000	202,775	2,775

Total

6,448,000

*Community Development Investments

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

EDUCATIONAL FUND

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	1,686,410.00	1,769,266.82	82,856.82	4.913
STATE GOVT SOURCES	11,286,524.00	5,762,600.38	-5,523,923.62	-48.943
STUDENT TUITION & FEES	6,652,043.00	6,020,053.45	-631,989.55	-9.501
SALES & SERVICE FEES	60,000.00	20,840.36	-39,159.64	-65.266
FACILITIES REVENUE	.00	.00	.00	.000
INVESTMENT REVENUE	150,000.00	107,365.94	-42,634.06	-28.423
OTHER REVENUES	100,000.00	31,816.92	-68,183.08	-68.183
PROV FOR CONTINGENCY	200,000.00	.00	-200,000.00	-100.000
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,134,977.00	13,711,943.87	-6,423,033.13	-31.900
EXPENDITURES:				
INSTRUCTION	9,645,901.00	5,981,574.81	-3,664,326.19	-37.988
ACADEMIC SUPPORT	544,769.73	315,382.29	-229,387.44	-42.107
STUDENT SERVICES	1,212,198.05	772,667.95	-439,530.10	-36.259
PUBLIC SERV/CONT ED	73,733.00	48,817.91	-24,915.09	-33.791
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	140,994.00	86,029.16	-54,964.84	-38.984
INSTITUTIONAL SUPPORT	4,945,342.22	2,992,199.28	-1,953,142.94	-39.495
SCH/STUDENT GRNT/WAIVERS	3,465,000.00	2,570,057.69	-894,942.31	-25.828
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,027,938.00	12,766,729.09	-7,261,208.91	-36.255
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	704,704.00	824,611.00	119,907.00	17.015
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	704,704.00	824,611.00	119,907.00	17.015
NET INCREASE/DECREASE IN NET ASSETS	-597,665.00	120,603.78	718,268.78	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	722,745.00	758,257.23	35,512.23	4.914
STATE GOVT SOURCES	1,538,080.00	750,932.23	-787,147.77	-51.177
FACILITIES REVENUE	55,000.00	20,649.28	-34,350.72	-62.456
INVESTMENT REVENUE	10,000.00	6,220.18	-3,779.82	-37.798
OTHER REVENUES	30,000.00	4,548.69	-25,451.31	-84.838
	-----	-----	-----	-----
TOTAL REVENUES:	2,355,825.00	1,540,607.61	-815,217.39	-34.604
EXPENDITURES:				
STUDENT SERVICES	.00	220.57	220.57	#####
OPER & MAINT PLANT	2,462,864.00	1,361,443.02	-1,101,420.98	-44.721
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,462,864.00	1,361,663.59	-1,101,200.41	-44.712
NET INCREASE/DECREASE IN NET ASSETS	-107,039.00	178,944.02	285,983.02	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	85,771.00	85,712.87	-58.13	-.068
INVESTMENT REVENUE	94,050.00	128,048.23	33,998.23	36.149
OTHER REVENUES	98,100.00	101,944.32	3,844.32	3.919
TOTAL REVENUES:	----- 277,921.00	----- 315,705.42	----- 37,784.42	----- 13.595
EXPENDITURES:				
OPER & MAINT PLANT	85,771.00	37,355.08	-48,415.92	-56.448
INSTITUTIONAL SUPPORT	3,504,299.00	2,066,466.51	-1,437,832.49	-41.031
TOTAL EXPENDITURES:	----- 3,590,070.00	----- 2,103,821.59	----- -1,486,248.41	----- -41.399
NET INCREASE/DECREASE IN NET ASSETS	-3,312,149.00	-1,788,116.17	1,524,032.83	46.013

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,466,402.00	1,416,853.46	-49,548.54	-3.379
INVESTMENT REVENUE	.00	3,982.70	3,982.70	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,466,402.00	1,420,836.16	-45,565.84	-3.107
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,412,923.00	1,323,441.00	-89,482.00	-6.333
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,412,923.00	1,323,441.00	-89,482.00	-6.333
NET INCREASE/DECREASE IN NET ASSETS	53,479.00	97,395.16	43,916.16	82.119

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	376,026.00	209,193.10	-166,832.90	-44.367
SALES & SERVICE FEES	2,545,577.00	1,794,256.83	-751,320.17	-29.515
FACILITIES REVENUE	1,715.00	970.00	-745.00	-43.440
INVESTMENT REVENUE	11,589.00	10,179.66	-1,409.34	-12.161
OTHER REVENUES	113,499.00	43,382.85	-70,116.15	-61.777
	-----	-----	-----	-----
TOTAL REVENUES:	3,048,406.00	2,057,982.44	-990,423.56	-32.490
AUXILIARY ENTERPRISES:				
SALARIES	1,260,136.00	665,629.44	-594,506.56	-47.178
EMPLOYEE BENEFITS	113,328.00	39,496.89	-73,831.11	-65.148
CONTRACTUAL SERVICES	291,646.00	145,259.40	-146,386.60	-50.193
GEN. MATERIAL & SUPPLIES	2,272,847.00	1,404,654.62	-868,192.38	-38.198
CONF/TRAVEL MEETING EXPENSE	298,088.00	197,757.99	-100,330.01	-33.658
FIXED CHARGES	65,791.00	54,853.75	-10,937.25	-16.624
UTILITIES	13,450.00	4,814.35	-8,635.65	-64.206
CAPITAL OUTLAY	285,002.00	136,176.86	-148,825.14	-52.219
INTERFUND TRANSFERS	824,704.00	-824,704.00	-1,649,408.00	#####
OTHER EXPENDITURES	143,382.00	99,061.60	-44,320.40	-30.911
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,568,374.00	1,923,000.90	-3,645,373.10	-65.466
NET INCREASE/DECREASE IN NET ASSETS	-2,519,968.00	134,981.54	2,654,949.54	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	120,000.00	79,793.91	-40,206.09	-33.505
	-----	-----	-----	-----
TOTAL REVENUES:	120,000.00	79,793.91	-40,206.09	-33.505
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	.00	120,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-120,000.00	.00	120,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	79,793.91	-160,206.09	-66.753

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	35,000.00	33,842.09	-1,157.91	-3.308
INVESTMENT REVENUE	.00	289.85	289.85	#####
	-----	-----	-----	-----
TOTAL REVENUES:	35,000.00	34,131.94	-868.06	-2.480
EXPENDITURES:				
INSTITUTIONAL SUPPORT	43,340.00	18,076.04	-25,263.96	-58.292
	-----	-----	-----	-----
TOTAL EXPENDITURES:	43,340.00	18,076.04	-25,263.96	-58.292
NET INCREASE/DECREASE IN NET ASSETS	-8,340.00	16,055.90	24,395.90	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 28-FEB-2002
Percentage of time remaining through the Budget: 33.425

LIAB, PROTECT, SETTLEMENT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	320,000.00	308,023.37	-11,976.63	-3.743
INVESTMENT REVENUE	.00	14,247.24	14,247.24	#####
OTHER REVENUES	.00	3,015.88	3,015.88	#####
TOTAL REVENUES:	----- 320,000.00	----- 325,286.49	----- 5,286.49	----- 1.652
EXPENDITURES:				
INSTITUTIONAL SUPPORT	940,872.00	185,200.65	-755,671.35	-80.316
TOTAL EXPENDITURES:	----- 940,872.00	----- 185,200.65	----- -755,671.35	----- -80.316
NET INCREASE/DECREASE IN NET ASSETS	-620,872.00	140,085.84	760,957.84	#####

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,395,819	4,682,687
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	3,250,000	6,502,000
RECEIVABLES	1,194,265	1,394,722
ACCRUED REVENUE		41,800
INTERFUND RECEIVABLES		91,446
TOTAL ASSETS AND OTHER DEBITS:	6,843,085	12,715,655
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-17,089	65,520
ACCOUNTS PAYABLE	-628,924	-415,500
ACCRUED EXPENSE		29,252
INTERFUND PAYABLES		93
DEFERRED REVENUE		99,576
OTHER LIABILITIES	531,942	627,018
TOTAL LIABILITIES:	-114,071	405,959
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	2,177,088	7,538,519
RESERVE FOR ENCUMBRANCES	4,780,067	4,771,177
TOTAL EQUITY AND OTHER CREDITS:	6,957,155	12,309,696
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	6,843,085	12,715,655

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	11,881	303,037
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	800,000	600,000
RECEIVABLES	183,013	147,256
ACCRUED REVENUE		4,539
INTERFUND RECEIVABLES		
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	1,430,853	1,490,791
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-17,406	2,493
ACCRUED EXPENSE		22,059
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-17,406	24,552
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND BALANCE	134,982	558,837
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,448,259	1,466,238
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,430,853	1,490,791
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2002	Prior Year 2001
<hr/>				
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	9,294	168,011	177,305	85,889
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,260,500	137,500	2,398,000	2,488,000
RECEIVABLES		17,907	17,907	7,886
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	<hr/> 2,269,794	<hr/> 323,418	<hr/> 2,593,212	<hr/> 2,581,775
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		1,001
ACCRUED EXPENSE		--		210
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		<hr/> 139,950	<hr/> 139,950	<hr/> 141,161
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,269,794	174,789	2,444,583	2,433,628
RESERVE FOR ENCUMBRANCES		8,679	8,679	6,985
TOTAL EQUITY AND OTHER CREDITS:	<hr/> 2,269,794	<hr/> 183,468	<hr/> 2,453,262	<hr/> 2,440,613
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<hr/> 2,269,794	<hr/> 323,418	<hr/> 2,593,212	<hr/> 2,581,775
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Memorandum Only

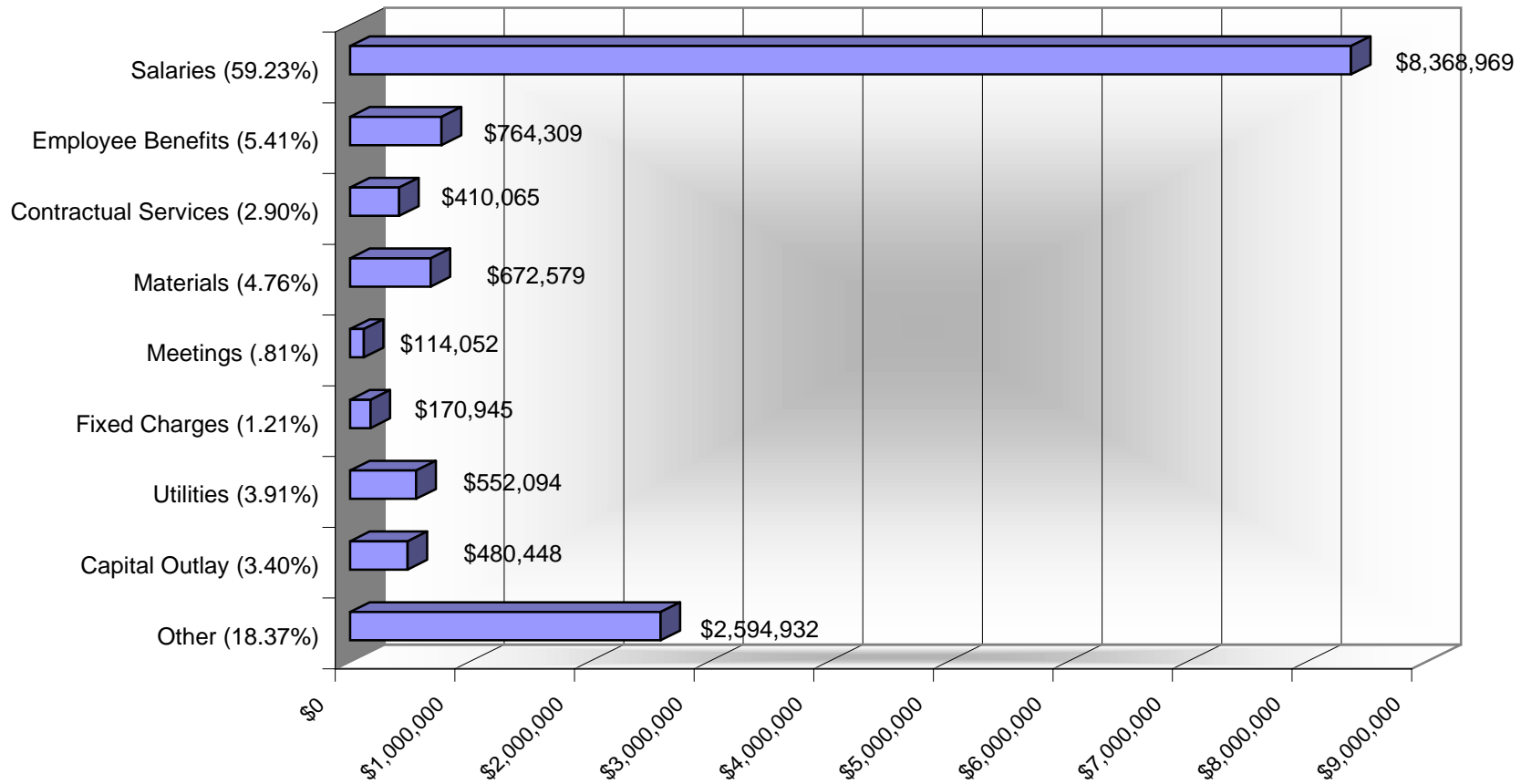
	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,585,006	5,071,612
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	6,448,000	9,590,000
RECEIVABLES	1,395,185	1,549,864
ACCRUED REVENUE		46,339
INTERFUND RECEIVABLES		91,446
INVENTORY	415,459	415,459
	10,867,150	16,788,221
TOTAL ASSETS AND OTHER DEBITS:		
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-17,089	65,520
ACCOUNTS PAYABLE	-646,330	-412,006
ACCRUED EXPENSE		51,522
INTERFUND PAYABLES	139,950	140,043
DEFERRED REVENUE		99,576
OTHER LIABILITIES	531,942	627,018
	8,473	571,673
TOTAL LIABILITIES:		
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND	134,982	558,837
BALANCE		
Fund Balances:		
FUND BALANCE	4,621,671	9,972,147
RESERVE FOR ENCUMBRANCES	4,788,747	4,778,162
	10,858,677	16,216,548
TOTAL EQUITY AND OTHER CREDITS:		
	10,867,150	16,788,221
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	=====	=====

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY00-02

College	Category	FISCAL YEAR 2000			FISCAL YEAR 2001			FISCAL YEAR 2002				Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	% of Year		
Frontier	Bills		\$794,801			\$883,136			\$942,544				
	Payroll		1,029,812			1,038,573			1,126,949				
	Totals	\$2,620,195	1,824,613	70%	\$3,172,980	1,921,709	61%	\$3,284,528	2,069,493	63%	67%		
Lincoln Trail	Bills		799,499			856,538			775,950				
	Payroll		1,438,737			1,519,759			1,575,516				
	Totals	3,250,689	2,238,236	69%	3,499,900	2,376,297	68%	3,637,973	2,351,466	65%	67%		
Olney Central	Bills		818,202			1,151,622			1,076,313				
	Payroll		2,040,352			2,168,693			2,252,830				
	Totals	4,484,872	2,858,554	64%	4,703,754	3,320,315	71%	4,927,734	3,329,143	68%	67%		
Wabash Valley	Bills		685,989			910,865			839,917				
	Payroll		1,624,750			1,748,699			1,819,251				
	Totals	3,694,006	2,310,739	63%	3,967,821	2,659,564	67%	4,058,086	2,659,168	66%	67%		
Workforce Educ.	Bills		650,978			641,928			827,585				
	Payroll		588,762			623,606			652,151				
	Totals	1,619,930	1,239,740	77%	2,394,245	1,265,534	53%	2,425,081	1,479,736	61%	67%		
District Office	Bills		170,713			170,208			162,416				
	Payroll		487,096			536,411			561,440				
	Totals	1,086,064	657,809	61%	1,130,151	706,619	63%	1,230,418	723,856	59%	67%		
District Wide	Bills		910,889			1,119,273			1,134,699				
	Payroll		338,074			371,194			380,832				
	Totals	2,018,560	1,248,963	62%	2,485,981	1,490,467	60%	2,926,982	1,515,531	52%	67%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		18,774,316	12,378,654	66%	21,354,832	13,740,505	64%	22,490,802	14,128,393	63%	67%		

Excludes DOC

Illinois Eastern Community Colleges FY2002 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of February 28, 2002 - \$14,128,393

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: March 14, 2002
RE: Personnel Report

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

mk

Attachment

INDEX

400.1. Employment of Personnel

400.2. Authorization to hire Lawrence Correctional Center employee for FY02 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements

400.3. Change in Employment Status

400.4. Retirements

PERSONNEL REPORT

400.1. Employment of Personnel

A. Administrative

1. Vicky Bell – Director of the Learning Resource Center - LTC

B. Faculty

1. Phil Edmondson – Workforce Education Instructor, WED
2. Ida McVaigh – Business Management Instructor, Lawrence Correctional Center

C. Classified

1. Darla Morthland-Ditter – Program Advisor, Educational Talent Search – DO

400.2. Authorization to hire Lawrence Correctional Center employee for FY02 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Faculty

1. Karen Mason – Food Service Technology Instructor, Lawrence Correctional Center

400.3. Change in Employment Status

A. Administrative

1. Tara Buerster - Director of Personnel - DO

400.4. Retirements

A. Administrative

1. Marty Novak, Director of Personnel, DO, effective March 31, 2002.

B. Faculty

1. Linda Branch, Office Careers Instructor, effective May 10, 2002.
2. Rod Harmon, History Instructor, effective May 30, 2002

Agenda Item #15
Collective Bargaining Report

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

Phase III

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

Phase IV

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

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
----------------	-----------	--------------------	---------------	---------------	---------------	----------------	------------------	----------------

02/28/2002

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

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

02/28/2002

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

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

02/28/2002