

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 15, 2001



Location:

**Frontier Community College
2 Frontier Drive
Fairfield, Illinois 62837**

**Dinner – 6 p.m. – Classroom West Room 105
Meeting – 7 p.m. – Classroom West Room 103 and 104**

**Illinois Eastern Community Colleges
Board Agenda**

May 15, 2001

7:00 p.m.

Frontier Community College

1. Call to Order & Roll Call..... Chairman Lane
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. 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. Policy for Filling Board Vacancy
7. Policy Second Reading
 - A. None
8. Staff Recommendations for Approval
 - A. Approval for Joint Agreement with Southwestern Illinois College Cantwell
 - B. Approval for Joint Agreement with Kaskaskia College Cantwell
 - C. Approval of Long Range Plan 2002 and 2003 Cantwell
 - D. Approval of 2001 Annual Report Card Cantwell
 - E. Change Order for \$15,950.00 – LTC Natatorium Bruce
9. Bid Committee Report Bruce
Illinois Eastern Community Colleges
Liability, Auto and General Insurance Package
Student Intercollegiate and Intramural Insurance
10. District Finance
 - A. Financial Report Bruce
 - B. Approval of Financial Obligations Bruce
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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Science Building Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, April 17, 2001.

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

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Also present was Mr. Brent Engel, student trustee. Trustees absent at roll call: None. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Hans Andrews, President of Olney Central College.
Dr. John Arabatgis, President of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Mr. Bob Boyles, Interim Administrator, Frontier Community College.
Mr. George Woods, Dean of Community Development & Workforce Education.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Mrs. Marty Novak, Director of Personnel.
Mr. Harry Hillis, Jr., Board Secretary.

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

- A. Regular Meeting, Tuesday, March 20, 2001.
- B. Special Meeting, Wednesday, April 4, 2001.
- C. Special Meeting, Monday, April 9, 2001.

Board Action: Dr. Fischer made a motion to approve the foregoing open meeting minutes as prepared. Ms. Jameson 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.

Special Recognition – Student Trustee – Brent Engel: A plaque was presented to Mr. Brent Engel, in recognition of and appreciation for his year of service as the student member of the Board of Trustees.

Seating of Student Trustee – Blake Smith: – The oath of office was administered to Mr. Blake Smith, a student at Wabash Valley College, and he was seated as student member of the Board of Trustees for the coming year.

AGENDA #3 – “Recognition” –

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

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: The Chair noted a letter from a doctoral student at the University of Illinois, asking trustees to complete a survey for her.

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

#5-C. Report from Cabinet: Informational reports were presented by the following members of the CEO's Cabinet.

- (1) Workforce Education – Mr. George Woods
- (2) Personnel – None.
- (3) Information & Communication Technology – None.
- (4) Finance – None.
- (5) Communications & Recruitment – None.
- (6) Career Education & Economic Development – None.
- (7) Academic Affairs & Grants – None.

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

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

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

#8-A. Approval for Extension of Nursing Lease: The CEO recommended extension of the lease between the Alva C. Davis Estate and IECC District No. 529 for a building located approximately two miles east of Fairfield, IL. This amendment extends the lease through June 30, 2002. Monthly rent remains the same at \$800. This space houses the Nursing Program.

Board Action: Miss Wolfe made a motion to approve extension of the lease for Nursing Program space between the Alva C. Davis Estate and IECC 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Elvan Wallace & Carol Wallace/IECC Newton Building Lease: The CEO recommended approval of a lease between Elvan Wallace and A. Carol Wallace and IECC District No. 529 for Frontier Community College classroom, other college related events and community purposes, for property located at 207 East Jourdan Street, Newton, IL. This lease is for a term beginning June 1, 2001 and ending May 31, 2004. Monthly rent is to increase from \$500 to \$537 and utilities from \$200 to \$300. (Prior lease was between B&J Developing, Inc. & IECC.)

Board Action: Mrs. Kessler made a motion to approve the lease between Elvan Wallace and A. Carol Wallace and IECC for property at 207 East Jourdan Street, Newton, IL, 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Amendment to Building Lease Agreement for SBDC/Business & Industry Training: The CEO recommended approval of an amendment to the lease agreement for SBDC/Business & Industry Training office space to clarify the renovation amount and the beginning date for reimbursement. Paragraph 4 stipulates renovation cost of this office space will not exceed \$5,000 and will be reimbursed and paid by Lessee to Lessor in equal monthly payments payable over a 32-month period commencing July 1, 2001.

Board Action: Ms. Jameson made a motion to approve the amended building lease agreement for SBDC/B&I Training office space as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Approval of Revised Investment Policy: The CEO recommended approval of a revised Investment Policy (300.12). The only change is in paragraph 3 of the existing policy, which will now read as follows:

“Pledged securities or a Letter of Credit from the Federal Home Loan Bank shall be required in the amount of the uninsured portions of the invested funds.”

Board Action: Mrs. Kessler made a motion to waive first reading and adopt the revised Investment Policy (300.12) as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Approval of Implementation of Internet Content Management Software: The CEO recommended approval for implementation of Internet Content Management software in compliance with the Children’s Internet Protection Act.

Board Action: Ms. Jameson made a motion to approve implementation of Internet Content Management software 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Approval of Security Camera Placement: The CEO recommended approval of the Security Camera Committee recommendations as to placement of current cameras. In summary: OCC and WVC recommend that security cameras not be placed in computer classrooms. FCC and LTC recommend the continuation of existing camera placement, including in computer classrooms, with changes in what the camera views.

Board Action: Dr. Fischer made a motion to approve the Security Camera Committee recommendations as outlined. 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Approval of Revised Purchasing Procedures: The CEO recommended approval of a revised Purchasing Procedures Policy (300.14), to read as follows:

BUSINESS PROCEDURES – 300

Purchasing Procedures (300.14)

All purchases of supplies, services, equipment, and other materials will be made centrally by the Business Office, and procedures for purchasing will be developed and recorded in a procedure manual.

The Board supports a policy of not knowingly entering into any purchase commitment which would result in a conflict of interest. District employees shall not knowingly purchase goods or services from their immediate families or from other employees except under the following conditions: (a) **if the immediate family member does not have a substantial financial interest in the operation of the business;** (b) there is no other qualified or responsible provider; (c) a substantial additional cost for the goods or services will be incurred if the purchase is made from another provider; (d) **and other exceptions as approved by the Board of Trustees.** In such instances, the purchasing party will so notify the Board in a timely manner. Immediate family means living in the immediate household.

This policy does not discriminate against the procurement of recycled-content products. Products with recycled-content should be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled-content.

Board Action: Mrs. Culver made a motion to waive first reading and adopt the revised Purchasing Procedures Policy (300.14) as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-H. Approval of Local Plan for FY2002: The CEO recommended approval for the FY2002 Local Plan for submission to the Illinois State Board of Education. The plan contains a review of all occupational programs in the district and serves as a funding request for the Perkins III grant and Program Improvement grant, outlining the proposed budget for the two grant programs.

Board Action: Dr. Fischer made a motion to approve the Local Plan for FY2002 as recommended. Ms. Jameson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

Additional Action Item: Without objection, the Chair directed that the following action item be added to the agenda:

#8-I. DOC FY2002 Budget for Lawrence Correctional Center: The CEO recommended approval for the Department of Corrections proposed budget for FY2002 for the Lawrence Correctional Center (LTC educational services), in the amount of \$528,370:

I. Income (Estimated): \$528,370.

II. Expenditures: Administration \$115,278; Baccalaureate \$40,584; Business Management \$50,200; Computer Technology \$54,700; Commercial Custodial Services \$48,200; Construction Occupations \$48,200; Food Service \$48,200; Horticulture \$48,200; Youthful Offender \$39,660; Vocational Improvement \$1,200; Indirect \$33,948. Total Expenditures \$528,370.

III. Amount Requested from DOC School District: \$528,370.

Total Budget Summary of Programs: Personnel Services \$354,500; Fringe Benefits \$60,822; Equipment 0; Commodities \$51,000; Travel \$6,500; Other Costs \$55,548. Total \$528,370.

Board Action: Dr. Fischer made a motion to approve the Department of Corrections FY2002 Budget for Lawrence Correctional Center as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #9 – “Bid Committee Report” –

#9-A. OCC – Tartan Flooring Removal – Gymnasium: Dennis Hostetter, Kam Solutions, Mattoon, IL, recommended acceptance of the base bid of \$81,186.77 from Central States Environmental Services, Inc., Centralia, IL for the project for the removal and disposal of the tartan floor from the Gymnasium at Olney Central College. The flooring contains mercury and will be considered hazardous material/waste in regards to removal and disposal techniques. Source of Funds: Protection, Health & Safety.

Board Action: Mrs. Kessler made a motion to accept the bid of Central States Environmental Services, Inc. for tartan floor removal at OCC as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-B. OCC – Floor Replacement – Gymnasium: Mr. Marion Poggas, *image architects*, recommends awarding of base bid and alternate for floor replacement in the Gymnasium at Olney Central College as follows: E.H. Montgomery Construction Co., Vincennes, IN, Base Bid A and Alternate No. G-3: \$185,000. Work will consist of removal of existing concrete slab, pour new depressed concrete slab, install new wood gymnasium flooring system. Source of Funds: Protection, Health & Safety.

Board Action: Mrs. Kessler made a motion to accept the bid of E.H. Montgomery Construction Company for gymnasium floor replacement at OCC 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. WVC – Soda Vending: Bid Committee recommends acceptance of the only bid to meet specifications, from Central States Coca-Cola, Du Quoin, IL. Central States Coca-Cola is making a one-time contribution of \$20,000 and a current agreement value of \$15,500 for a total payment of \$35,500. Source of Funds: Vending.

Board Action: Dr. Fischer made a motion to accept the bid of Central States Coca-Cola for soda vending at WVC as recommended. Mrs. Turkal seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$3,199,946.14, as of March 31, 2001. The reports were accepted.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of April, 2001, totaling \$725,603.28, 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 April, 2001, in the amounts listed, and payments from the revolving fund for the month of March, 2001. 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. LTC Telecom Program/Zerkle Letter.
2. SIU – Edwardsville Probation.
3. Enrollment Reports – Up 3%.
4. Honor for Judith Puckett.
5. IBHE Article on High School Prep.

6. Displaced Homemaker Program Featured in Newsletter.
7. \$1,000 Study with Agricultural Development.
8. ACT Work Keys Profiler.

AGENDA #12 – “Executive Session” – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

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

Dr. Fischer, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 8:35 p.m.

#12-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. 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 and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 10:20 p.m.

Addition to Exceptions: Following the closed meeting, the Chair announced in public session that during the closed session the Board of Trustees had also considered selection of a person to fill a vacancy on the Board of Trustees, as permitted under Section 2(c)(3) of the Open Meetings Act.

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

AGENDA #13 – “Approval of Executive Session Minutes” – Ms. Jameson made a motion to approve, as prepared, minutes of closed meetings held on the following dates:

- A. Regular Meeting, Tuesday, March 20, 2001.
- B. Special Meeting, Wednesday, April 4, 2001.

Minutes of the closed meeting of Tuesday March 20, 2001 will remain closed and not be opened to the public record at this time. Minutes of the closed meeting of Wednesday, April 4, 2001 will be opened to the public record.

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.

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

400.1. Resignations

- A. Professional/Non-Faculty
 1. Jay Spoonhour, Coach, WVC, effective April 9, 2001.
- B. Classified
 1. Cheryl Blank, Upward Bound Student Advisor, District Office, effective May 11, 2001.
 2. Michael Lowe, Computer Technician, OCC, effective May 31, 2001.

Addendum – Personnel Report

400.1. Employment of Frontier Community College President – Michael Dreith.

400.2. Employment of Olney Central College President Successor – Jackie Davis.

Board Resolution

Whereas, the Board wishes to plan for the future leadership of the colleges within our district, and

Whereas, succession planning is a process for identifying and developing leadership talent for future strategic tasks so that the succession candidate will be successful in running the operation, and

Whereas, succession planning assures continuity of leadership and avoids transition problems, and

Whereas, during the Board's search for President of Frontier Community College it came to the Board's attention that Olney Central College President Hans Andrews may be contemplating retirement within the next year, and

Whereas, to provide uninterrupted leadership to Olney Central College, it is the decision of the Board to implement a plan of succession for the President of Olney Central College;

Whereas, having reviewed the application and qualifications of Jackie Davis, and the Board having interviewed him concerning management style, accomplishments, and his plans for the future direction of community colleges;

Therefore, it is the decision of the Board of Trustees to designate and hire Jackie Davis as the successor to President Hans Andrews, upon President Hans Andrews' retirement, effective no later than June 30, 2002.

#14-A. Board Action to Adopt Resolution: Ms. Jameson made a motion to adopt the foregoing Board Resolution relating to employment of Olney Central College President Successor Jackie Davis and to add the resolution to the Personnel Report. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Mrs. Kessler. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried.

#14-B. Board Action to Add Addendum to Personnel Report: Ms. Jameson made a motion to amend the Personnel Report to add the Addendum, 400.1, Employment of Frontier Community College President, and 400.2, Employment of Olney Central College President Successor. 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 and the Chair declared that the "Ayes" have it and the motion is adopted.

#14-C. Separate Vote on Personnel Report Addendum Section 400.2: Mrs. Kessler requested that Addendum Section 400.2, Employment of Olney Central College President Successor, be split out as a separate vote. The Chair approved the request without objection and directed that Addendum Section 400.2 be split out as a separate vote.

#14-D. Board Action to Approve Personnel Report Addendum Section 400.2: Dr. Fischer made a motion to approve Personnel Report Addendum Section 400.2, Employment of Olney Central College President Successor Jackie Davis. Mr. Smith seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Mrs. Kessler. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried.

#14-E. Board Action to Approve Personnel Report Addendum Section 400.1, Employment of Frontier Community College President Michael Dreith: Dr. Fischer made a motion to approve the Personnel Report Addendum Section 400.1, Employment of Frontier Community College President Michael Dreith. 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#14-F. Board Action to Approve Full Personnel Report as Amended: Ms. Jameson made a motion to approve the full personnel report as amended, including addendum sections 400.1 and 400.2. 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – The following additional items were acted upon.

#18-A. Beverly Turkal – Resignation from Board of Trustees: Beverly L. Turkal submitted a letter of resignation as a member of this Board of Trustees, because of her appointment as a member of the Illinois State Board of Education.

Board Action: Mrs. Culver made a motion to accept the resignation of Beverly Turkal as a member of the Board of Trustees of Illinois Eastern Community Colleges, with regret, effective immediately. 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.

#18-B. Larry Rost – Appointment to Board of Trustees: Miss Wolfe made a motion to appoint Larry Rost as a member of this Board of Trustees to fill the vacancy created by the resignation of Beverly Turkal. 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, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #19 – “Adjournment” – Mr. Rost made a motion to adjourn. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 10:40 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**
- G. 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)

Policy for Filling Board Vacancy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 15, 2001
RE: Policy for Filling Board Vacancy

Pursuant to the Board's request, I have enclosed a draft policy for filling board vacancies.

Following the April Board meeting, I requested a quick survey of the community college's concerning this matter. Twenty-nine colleges responded.

Where there is no published policy, all colleges follow the statute.

Of the twenty-one colleges that have published policies, all generally have adopted as board policy the state statute setting forth the procedure for filling a board vacancy. The draft that I have attached is a general restatement of existing state law.

In addition, five colleges -- Morton, Black Hawk, Highland, Lake Land, and Lincoln Land -- notify the public of the vacancy and request letters of interest.

TLB/rs

Policy for Filling Board Vacancy

Whenever a vacancy occurs, the remaining members shall fill the vacancy within 60 days, and the person so appointed shall serve until a successor is elected at the next regular election for Board members. If the vacancy occurs with less than four months remaining before the next scheduled Trustee election, and the term of office of the Board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding Trustee election.

Agenda Item #7

Agenda Item #7

Policy Second Reading - None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Approval for Joint Agreement with Southwestern Illinois College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 15, 2001
RE: Agreement with Southwestern College

Mr. Chairman, I recommend approval of the agreement with Southwestern College for joint program offerings.

TLB/rs

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
and
SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522

This agreement is made this **25th day of April 2001** and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

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

I. INSTITUTIONAL IDENTIFICATION

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

II. EDUCATIONAL PROGRAMS

SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Aviation Maintenance Technology	AAS Degree
Aviation Pilot Training	AAS Degree/Certificate
Construction Management Tech	AAS Degree
Deckhand Studies	Certificate
Desktop Publishing	AAS Degree
Electrical/Electronic Tech Programs	AAS Degree/Certificates
Engineering Technology	AAS Degree
Fire Science	AAS Degree/Certificate
Health Information Technology	AAS Degree
Horticulture	AAS Degree/Certificate
Industrial Metalworking	AAS Degree/Certificate
Industrial Pipefitting	AAS Degree/Certificate

Major Appliance Technology	AAS Degree/Certificate
Massage Therapy	Certificate
Medical Assistant	AAS Degree/Certificate
Medical Laboratory Technology	AAS Degree
Paralegal Studies	AAS Degree
Paramedic	AAS Degree
Physical Therapist Assistant	AAS Degree
Process Operations Technology	Certificate
Respiratory Care Technology	Certificate
Sign Language/Basic Communication	Certificate
Sign Language/Interpreter	AAS Degree
Ward Clerk	Certificate of Completion
Webmaster	AAS Degree

ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agree to accept students from SOUTHWESTERN ILLINOIS COLLEGE, District 522, in the following programs:

Professional Ag Applicator	Certificate
Agricultural Technology/Business	AAS Degree
Agricultural Technology/Production	AAS Degree
Diesel Equipment Technology	AAS Degree
Manufacturing Technologies	AAS Degree
Radio/TV Broadcasting	AAS Degree
Telecommunications Technology	AAS Degree
Telecom Outside Plant/Interconnect	Certificate

III. STUDENT ENROLLMENT AND RESPONSIBILITY

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

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

IV. RECEIVING DISTRICT'S RESPONSIBILITIES

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

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

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

V. FINANCE

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

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

VI. PUBLICITY AND CATALOG

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

VII. AMENDMENTS TO AGREEMENT

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

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

Agenda Item #8B

Approval for Joint Agreement with Kaskaskia College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 15, 2001
RE: Agreement with Kaskaskia College

Mr. Chairman, I recommend approval of the agreement with Kaskaskia College for joint program offerings.

TLB/rs

**RESOLUTION ON JOINT AGREEMENTS
WITH
SOUTHWESTERN ILLINOIS COLLEGE
ILLINOIS EASTERN COMMUNITY COLLEGES
LAKE LAND COLLEGE
LEWIS AND CLARK COMMUNITY COLLEGE
LINCOLN LAND COMMUNITY COLLEGE
REND LAKE COLLEGE
SHAWNEE COMMUNITY COLLEGE
SOUTHEASTERN ILLINOIS COLLEGE**

WHEREAS, Kaskaskia College, Southwestern Illinois College, Illinois Eastern Community Colleges, Lake Land College, Lewis and Clark Community College, Lincoln Land College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College desire to provide readily accessible educational services to the greatest number of students at the lowest possible cost, and

WHEREAS, Southwestern Illinois College, Illinois Eastern Community Colleges, Lake Land College, Lewis and Clark Community College, Lincoln Land College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College have certain programs which Kaskaskia College does not offer and Kaskaskia College has certain programs that Southwestern Illinois College, Illinois Eastern Community Colleges, Lake Land College, Lewis and Clark Community College, Lincoln Land College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College do not offer,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Community College District #501 authorizes the continuation of the agreements with Southwestern Illinois College, Illinois Eastern Community Colleges, Lake Land College, Lewis and Clark Community College, Lincoln Land College, Rend Lake College, Shawnee Community College, and Southeastern Illinois College as written and agreed to by the respective college administrators effective July 1, 2001

DATED THIS 19TH DAY OF APRIL, 2001

JOINT AGREEMENT PROGRAMS WITH KASKASKIA COLLEGE

Southwestern Illinois College, Lake Land College, Lewis and Clark Community College, Lincoln Land Community College, Illinois Eastern Community Colleges, Rend Lake College, Shawnee Community College and Southeastern Illinois College

Southwestern Illinois College, District No. 522, agrees to accept students from **KASKASKIA COLLEGE, District No. 501**, in the following programs:

Air Conditioning, Heating and Refrigeration	AAS/Certificate
Apprentice	AAS/Certificate
Aviation Maintenance	Certificate
Banking and Financing	AAS
Construction Management Technology	AAS
Deckhand Studies	Certificate
Desktop Publishing	AAS
Engineering Technology	AAS
Fire Science	AAS/Certificate
Health Information Technology	AAS
Horticulture	AAS
Hospitality and Food Service Management	AAS/Certificate
Major Appliance Repair	AAS/Certificate
Massage Therapy	Certificate
Medical Assistant Program	AAS/Certificate
Medical Laboratory Technician	AAS
Paralegal Studies	AAS
Paramedic	AAS
Process Operations Technology	Certificate
Sign Language/Interpreter	AAS
Sign Language/Basic Communication	Certificate
Ward Clerk	Certificate

Illinois Eastern Community College District No. 529, agrees to accept students from **KASKASKIA COLLEGE, District #501**, in the following programs:

Coal Mining Technology	AAS/Certificate
Diesel Equipment Technology	AAS
Machine Shop Technology	AAS/Certificate
Radio-TV Broadcasting	AAS
Telecommunications Technology	AAS/Certificate

Lake Land College, District No. 517, agrees to accept students from **KASKASKIA COLLEGE, District #501**, in the following programs:

Aviation Maintenance	AAS
Dental Hygiene	AAS

Lewis and Clark Community College, District No. 536, agrees to accept students from **KASKASKIA COLLEGE, District #501**, in the following programs:

Fire Science	AAS/Certificate
Library and Information Technology	AAS/Certificate

Lincoln Land Community College, District #526, agrees to accept students from **KASKASKIA COLLEGE, District No. 501**, in the following program:

Agri-Fertilizer Operations	AAS
Aviation Maintenance	AAS

Rend Lake College, District No. 521, agrees to accept students from **KASKASKIA COLLEGE, District No. 501**, in the following programs:

Agricultural Mechanics	AAS/Certificate
Agriculture Production	AAS/Certificate
Associate Degree Nursing (RN) (LPN Graduate Only)	
Architectural Technology	AAS/Certificate
Building Maintenance/Custodial Services	Certificate
Culinary Arts Management	AAS/Certificate
EMT Paramedic	Certificate
Fire Science	AAS/Certificate
Graphic Design	AAS/Certificate
Horticulture	AAS/Certificate
Manufacturing Technology	AAS
Micro Computer Maintenance	AAS/Certificate
Mining Technology	AAS/Certificate
Occupational Therapist Assistant	AAS
Refrigeration, Heating & Air Conditioning	AAS/Certificate

Shawnee Community College, District No. 531, agrees to accept students from **KASKASKIA COLLEGE, District No. 501**, in the following programs:

Conservation Law Enforcement Technology	AAS
Wildlife Technology	AAS

Kaskaskia College students who are interested in enrolling in one of the joint agreement programs must request a letter of certification of residency from the Director of Development and Enrollment at Kaskaskia College. Students who are approved will be eligible for the in-district tuition rate and must meet all entrance requirements at the respective college.

Revised 4/00

KASKASKIA COLLEGE JOINT AGREEMENT PROGRAMS

Kaskaskia College, District No. 501, agrees to accept students from **SOUTHWESTERN ILLINOIS COLLEGE, District #522**, in the following programs:

Agriculture Business	AAS/Certificate
Dental Assisting	Certificate
Diagnostic Medical Sonography	Certificate

Kaskaskia College, District No. 501, agrees to accept students from **ILLINOIS EASTERN COMMUNITY COLLEGES, District No. 529**, (Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), in the following programs:

Business Management	AAS
Nail Technology	Certificate
Dental Assisting	Certificate
Certified Respiratory Therapy Technician	Certificate
Physical Therapist Assistant	AAS

Kaskaskia College, District No. 501, agrees to accept students from **LAKE LAND COLLEGE, District No. 517**, in the following programs:

Auto Body Technology	Certificate
Certified Respiratory Therapist	Certificate
Dental Assisting	Certificate
Diagnostic Medical Sonography	Certificate
Radiologic Technology	AAS
Welding Technology	Certificate

Kaskaskia College, District No. 501, agrees to accept students from **Lewis and Clark Community College, District No. 536**, in the following program and courses:

Diagnostic Medical Sonography	Certificate
FIFI 102 Firefighter II - Introduction	
FIFI 104 Firefighter II – Basic	
FIFI 110 Firefighter II - Advanced	

Kaskaskia College, District No. 501, agrees to accept students from **LINCOLN LAND COMMUNITY COLLEGE, District #526**, in the following programs:

Dental Assisting	Certificate
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Kaskaskia College, District No. 501, agrees to accept students from **REND LAKE COLLEGE, District No. 521**, in the following programs:

Associate Degree Nurse (RN)	Certificate
Cosmetology	Certificate
Computer Information Systems	AAS
Dental Assisting	Certificate
Diagnostic Medical Sonography	Certificate
Industrial Repair and Maintenance	Certificate
Music Emphasis	AA
Physical Therapist Assistant	AAS
Radiologic Technology	AAS
Certified Respiratory Therapist	Certificate

Kaskaskia College, District No. 501, agrees to accept students from **SHAWNEE COMMUNITY COLLEGE, District No. 531**, in the following programs:

Certified Respiratory Therapist	Certificate
Diagnostic Medical Sonography	Certificate

Kaskaskia College District No. 501, agrees to accept students from **SOUTHEASTERN ILLINOIS COLLEGE, District #533**, in the following program:

Diagnostic Medical Sonography	Certificate
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Students who are interested in enrolling in Kaskaskia College in a joint agreement program must request a letter of certification of residency from their respective community college district. Students who are approved will be eligible for the in-district tuition rate and must meet all Kaskaskia College entrance requirements.

Revised 4/01

COOPERATIVE AGREEMENT

The Joint Agreement between Kaskaskia College and Illinois Eastern Community Colleges is hereby extended for a one-year period beginning July 1, 2001.

KASKASKIA COLLEGE

Chairman of the Board of Trustees

President

Date _____

ILLINOIS EASTERN COMMUNITY COLLEGES

Chairman of the Board of Trustees

President

Date

Agenda Item #8C

Approval of Long Range Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: May 15, 2001
RE: Approval of Long Range Plan

Mr. Chairman, I recommend approval of the Long Range Plan for Fiscal Year 2002 and 2003.

TLB/rs

**ILLINOIS EASTERN
COMMUNITY COLLEGES**



Long Range Plan

FY 2002 and 2003

Approved by the Cabinet on: May 1, 2001

Approved by the Board of Trustees on:

Distributed on:

Long Range Plan

FY 2002 & 2003

The Long-Range Plan for Fiscal Years 2002 and 2003 is the product of college and district office-based planning. The emphasis on improvement in instruction, student support services, revitalizing facilities, and obtaining state-of-the-art equipment and teaching tools have moved the college district into an excellent position of leadership as it enters the 21st century.

To help ensure the continued viability of District #529, it is deemed essential that the four colleges, workforce education, and the district office continue making improvements in: (1) instruction; (2) student support services; and (3) facilities and operations. Therefore, each of the major entities has established specific objectives designed to meet these broad-based goals.

The number of area residents per thousand population enrolled in courses remains number one in the state. The unit cost of instruction and other state community college statistics continue to reflect the efficiency of the district's operations. Impending changes to the state's community college equalization formula mandates that the district continue to seek new sources for revenue. The goals of this plan: (1) instruction; (2) student support services; and (3) facilities and operations are designed to increase student enrollment, persistence, retention, and contribute significantly to the economic growth of the region. In addition, because of the scarcity of state capital improvement funds, it is critically important that the district pursue local funding sources, such as protection/health/safety bonds and college foundation support to maintain the upkeep of the district's educational facilities. Ultimately, successful attainment of these goals will create increases in the district's revenue from tuition and state credit hour grant reimbursements.

Change and flexibility are essential if the district is to continue to be effective in achieving its mission. Changing demographics require that the colleges constantly analyze their marketing strategies for programs and services to ensure that changes are made where appropriate.

This plan will be used as an ongoing two-year guide with an annual review. The annual review will allow for revisions as well as adding a new year. The progress and status of the FY 2001 long-range plan objectives are listed in the far right column of the Long-Range Planning Guide.

LONG RANGE PLANNING GUIDE

FY 2001

1. Improvement of Instruction (FY 2001):				
College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Develop the A.A.S. Degree in Cisco systems networking	3 additional part-time instructors. \$5,000 (estimated), \$20,000 training	Necessary Additional Equipment \$60,000	Discussion with district staff has begun for development of the AAS Degree in CISCO for FY 2002
FCC	Upgrade computers in Cisco lab	None	17 Computers and Two Printers \$30,000	Completed
FCC	Conduct four part-time instructors' in-service workshops in separate counties	None	\$2,500	Two part-time instructors' in-service workshops were conducted
FCC	Develop certificate program for entry level manufacturing employees	None	None	Completed
FCC	Continue development of a Psychiatric Rehabilitation Certificate in cooperation with state agencies	None	None	The third course of the four-course sequence has been developed and is scheduled to be offered Fall 2001. On going
FCC	Upgrade two computer labs	None	\$60,000	One computer lab was upgraded
LTC	Hire full-time telecom and/or computer instructor based on enrollment	1 FT faculty; \$28,000	None	Proposed in FY 2001 budget request. Completed. One instructor hired Fall 2000. A second hired Spring 2001
LTC	Do feasibility study and submit for approval to ICCB new health occupations program	None	None	Under discussion with Curriculum Committee
LTC	Offer courses for MBS degree extension in Computer Graphic Arts	PT Faculty: \$10,000	Macintosh Computers (10) \$20,000	Budget request for FY 2001. Two courses offered. Extend development to FY2002
LTC	Begin instructional programs at the Lawrenceville Correctional Center	Hire full-time instructors and educational coordinator as per DOC contract	To be determined	Waiting on DOC facility completion
LTC	Offer reasonable and moderate extension courses on Microcomputer Support Specialist (E-commerce specialization)	1 PT faculty: \$3,000	None	Several courses revised and new course developed to be offered Summer 2001
LTC	Upgrade computers for Telecom faculty, administrative assistants, and LRC administrative assistant	None	\$9,000	Proposed in FY 2001 budget request. Completed
OCC	Upgrade Classrooms	None	Supplies/Labor \$70,000 Complete acoustical ceilings 2 nd floor of Wattleworth Hall- Capital Renewal Grant	To be completed by end of FY 2001
OCC	Divide classroom 214 into 2 classrooms	None	Equipment - \$9,500 OCC	Completed – January 2001

			Foundation	
OCC	Upgrade/Replace Classroom Furniture in Science Rooms/Music Room	None	Equipment/Furniture \$15,000 OCC Foundation / Deferred Maint. Grant	Furniture purchased and installed (physics room and music room) – April 2001
OCC	Add Speech Pathology Program	1 FT Faculty: \$26,000	None	Cancelled
OCC	Add Music Instructor	1 FT Faculty: \$30,000	None	Accomplished in FY 2000 due to immediate need
OCC	Purchase and install at least two more LCD projectors in classrooms so that faculty can deliver lectures by PowerPoint	None	\$10,000	Accomplished in FY 2000 (Foundation supported for full amount)
OCC	Implement part-time faculty evaluation system	None	None	Initiated fall semester FY 2001
OCC	Upgrade science labs	None	\$10,000 – OCC Foundation	Completed
OCC	Install safety shower in Chemistry Lab	None	\$3,000 – OCC Foundation	Completed
OCC	Modify Administration of Justice AAS program to add a concentration in corrections	None	None	Began fall, FY 2001
WVC	Improve Psychology Instruction	1 FT Faculty	\$30,000	Accomplished in FY2001
WVC	Implement Professional Agriculture Applicator Certificate	None	None	Accomplished in FY2001
WED	Increase OSHA-related training	1 FT Faculty \$38,000	None	Completed (hired 2/1/01)
WED	Increase MSHA-related training	PT instruction (wages) \$25,000	None	
WED	Replace/upgrade existing notebook computers (classroom use)	None	Equipment--\$30,000 (20 Notebooks @ \$1,500 ea.)	Completed
WED	Faculty Improvement—Attend TRAM/National Instructors Conference (Mining)	None	None	Completed
WED	Faculty Improvement—Attend OSHA-approved training sessions (3 faculty)	\$3,000 (6 classes @ \$500 ea.)	None	Completed
WED	Purchase video projectors	None	Equipment--\$15,000 (3 @ \$5,000)	Completed
WED	Purchase TV/VCR stands for big-screen TVs	None	Equipment--\$800 (4 @ \$200)	Completed
WED	Replace aging VCRs	None	Equipment--\$750 (5 @ \$150)	Completed
WED	Replace older faculty notebook computers	None	Equipment--\$9,000 (6 @ \$1,500)	Completed
WED	Purchase/upgrade software/site licenses for notebook computers	None	Equipment--\$4,000	Completed
WED	Purchase CD-ROM drives for office computers	None	Equipment--\$2,000 (4 @ \$500)	3 or 4 purchased
DIST	Online course training	None	\$10,000	Webmaster conducted First Class training at each

				campus. Additional software licenses were purchased for First Class of WebCT software. WebCT is being implemented Fall 2000
DIST	Instructional Resources	None	\$25,000	Technology Plan
DIST	The Business/Industry Training Center will be a certified ACT Work Keys Testing Center with a certified Job Profiler. These testing services will help both industry and schools better prepare students/employees for the workplace	None	Grant funds	The testing center will be fully implemented in 2002

2. Improvement of Student Support Services (FY 2001):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Increase Records Office staff support	.75 clerical \$10,000	None	A .75 clerical position has been added to the Records Office staff in 2000
FCC	Reorganize functions of the Records Office	None	None	Completed
LTC	Expand One Stop Shop Satellite Office	None	None	Achieved. Additional expansion planned for FY 2003
LTC	Hire performing arts secretary	1 PT staff: \$9,000	None	Budget request for FY 2001 (achieved P.T. 30 hrs. per week for \$9,000 FY 2000)
LTC	Computer Lab Supervisor	1 PT staff: \$9,000	None	Budget request for FY 2001. Completed
LTC	Hire Career Advisor	1 FT staff: \$20,000	None	Budget request for FY 2001. Completed
LTC	Upgrade support position in LRC to technical status	None	\$2,000	Budget request for FY 2001. Completed
OCC	Upgrade office equipment in Student Services	None	Office Equipment / Computer Equipment \$11,000	Completed – February 2001
DIST	Credit Card Payment Gateway Server	None	\$60,000	Budget request for FY 2001 – Purchased. Implementation planned for Summer 2001
DIST	Online Registration Implementation	None	None	In progress
DIST	Online Course Training	None	None	In progress
DIST	Expand the services and resources of IETA w/WIA			On-going
DIST	Continue expansion of ETC and partnership			On-going

3. Improvement of Facilities and Operations (FY 2001):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Update/implement campus technology plan	None	\$60,000	Completed
FCC	Construct New LRC building	None	\$1.7 million	Funded in FY 2001
FCC	Replace carpet in Classroom West	None	\$21,000	Deferred to FY 2001. Completed
LTC	Continue carpet replacement & painting	None	@ \$5,000 a room	Bookstore completed. Instructor training room (LRC) completed. One-Stop Shop completed
LTC	Submit plan for occupational/technology building for state funding (N.C. building replacement)	None	None	Ramp document submission planned for FY 2001 Achieved. Has been submitted. Is on the state list and #1 priority for district
LTC	Hire custodian for Crisp Building	FT staff: \$18,000	None	Budget request for FY 2001. Continued @30 hours per week. Not achieved
LTC	Continue to make North Campus repairs	None	Estimate pending	Roof replacement plans. Completed
LTC	Add additional lighting in parking lots	None	Estimate pending	Light attached to Sports Center for additional lighting
LTC	Move softball complex and expand baseball/softball complex to include plumbing/concessions. Relocate soccer field	None	\$25,000	Pending LTC Foundation support. Phase I completed. Phase II – restrooms and concessions planned
LTC	Hire secretary for maintenance & operations	1 PT staff: \$9,000	None	Budget request for FY 2001 (achieved PT 15 hrs. per week for \$4,000 FY 2000) Completed
OCC	Upgrade women's softball field to national standard	None	\$15,000 Foundation \$ 5,000 Pepsi Co. donation	Pending OCC Foundation Support
OCC	Replace two heating/AC Units	None	\$75,000	PHS Funding (New Bonds)
OCC	Replace gym floor	None	\$340,000 PHS funding	Bids received; work scheduled to begin May 2001
OCC	Light baseball field	None	\$10,000 (grant funds)	Deferred indefinitely
OCC	Equip Science Labs	None	\$15,000 Foundation Deferred Maintenance	Safety shower installed in Chemistry lab; new tile floors installed in 4 labs; new physics furniture; other improvements
OCC	Music room acoustical treatment	None	\$17,000 Foundation and OCC budget	Acoustical treatment completed
OCC	Upgrade Fitness Center	None	\$19,000 Deferred maintenance and Foundation and OCC budget	New carpet; paint and replacement of 4 machines
OCC	Upgrade Theater	None	\$10,000 Theater budget and Foundation support	New lighting and additional side curtains

OCC	Widen Service Road	None	\$43,111 Parking Improvement Fund	Completed FY 2000
WVC	Equip Life Science Lab	None	\$25,000	In progress
WVC	Remodel Old Machine Tools Building for Agriculture Program	None	\$150,000	In progress
WED	Increase number of government contracts for local businesses and industries	1 FT Procurement Officer (\$25,000)	None	Not applicable
WED	Upgrade computer software packages	None	Equipment--\$1,500	Completed
WED	Remove 3-phase power from Marissa facilities	None	Facilities--\$6,000	Completed
DIST	Upgrade energy management systems	None	New Bonds	In progress
DIST	Submit \$2.3M PHS projects for approval	None	\$2.3 Issue of New Bonds	In progress
DIST	Additional IT staff	(1) \$28,000	None	Completed
DIST	Administrative Software	-0-	\$140,000	Technology Plan
DIST	Network Infrastructure	-0-	\$88,890	Technology Plan
DIST	Software	-0-	\$72,500	Technology Plan

1. Improvement of Instruction (FY 2002):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	One new full-time faculty member in area of need to be determined	1 FT faculty position	\$25,000	
FCC	Complete development of a certificate in Psychiatric Rehabilitation in cooperation with state agencies	None	None	
FCC	Move distance learning lab to new Learning Resource Building	None	Desks, Chairs, and Miscellaneous Equipment \$4,000	
FCC	Move OCC Nursing Program students and staff to new Learning Resource Center	None	Miscellaneous Equipment \$6,000	
FCC	Increase non-credit, community education headcount			
FCC	Increase number of GED completers			
FCC	Increase job placements of welfare clients with business and industry			
FCC	Increase Internet access terminals in LRC	None	\$18,000	
LTC	Hire a full-time music instructor	1 FT Faculty: \$28,000	None	Proposed in FY 2002 budget requests
LTC	Replace retiring instructors	FT instructors		On-going
LTC	Hire a full-time speech instructor (additional)	FT instructor: \$30,000		Completed with the hire of drama instructor who teaches speech
LTC	Hire a part-time math instructor (additional)	PT instructor		On-going
LTC	Hire a full-time network specialist for MSS Degree program	FT instructor: \$30,000		On-going
LTC	Hire Instructional Support Technician	FT technician: \$20,000		On-going
LTC	Do feasibility study and submit for approval to ICCB new health occupations program	None	None	On-going
LTC	Offer courses for MSS degree extension in Computer Graphic Arts	PT Faculty: \$10,000	Macintosh Computers (10) \$20,000	On-going
LTC	Hire a full-time music instructor	1 FT Faculty: \$28,000	None	On-going
LTC	Offer reasonable & moderate extension courses on Microcomputer Support Specialist (E-commerce and Web Design specialization)	1 PT faculty: \$3,000	None	On-going
LTC	Upgrade faculty office copiers			On-going. Replaced Spring 2001

LTC	Replace computers in classrooms			On-going
LTC	Move Cisco Lab (Rm. 211) to 117 & 118. Consolidate classes			On-going
LTC	Begin instructional programs at the Lawrence County Correctional Center	Hire full-time instructors and educational coordinators as per DOC Contract	To be determined	On-going
OCC	Increase Industrial Maintenance Technology course offerings for industry	1 Replacement FT Faculty and 1 new FT Faculty: \$60,000 OCC budget	None	Interviewing candidates 4/01
OCC	Increase the professionalism of the ABE/GED program	1 new FT Faculty; \$25,000 Adult Ed funds and OCC budget	None	Interviewing candidates 4/01
OCC	Develop and initiate a planned faculty and staff professional development program	None	\$6,000	
OCC	Conduct feasibility study of offering an AAS program in Biotechnology	None	\$1,000	
OCC	Design additional CISCO certificate program	None	None	Curriculum is to be designed and submitted to ICCB for approval in FY 2002
OCC	Articulate life sciences and composition courses with East Richland High School	None	None	Scheduled to begin fall semester of FY 2002
OCC	Incorporate CD-ROM technology in Industrial Maintenance Technology course offerings	None	\$3,000	Scheduled to begin fall semester of FY 2002
OCC	Develop dual credit web design curriculum in partnership with East Richland High School	None	\$1,000	Two new web design courses scheduled to be written in FY 2002
OCC	Improve PT faculty orientation by initiating and mentoring program	None	None	Scheduled to begin fall semester of FY 2002
WVC	Computer/CISCO Instructor	1 FT Faculty	\$30,000	
WVC	Implement Horticulture Certificate	None	None	
WVC	Implement Work Keys curriculum	None	\$5,000	
WVC	Implement Ladder Certificate in Manufacturing Technology	None	None	
WVC	Upgrade Faculty Secretary from PT to FT	\$5,000	None	
WED	Purchase color laser printers	None	Equipment--\$11,000 (2 @ \$5,500)	
WED	Purchase additional/updated Programmable Logic Controls (PLC) training aids	None	Equipment--\$5,000 (est.)	
WED	Purchase removable media drives and backup	None	Equipment--\$4,000	

	software for all faculty & office computers		(20 @ \$200)	
WED	Hire one full-time faculty for OSHA/MSHA Training	1 FT Faculty; \$40,250	None	Completed (hired 2/1/01)
WED	Replace two retiring full-time faculty	None		
WED	Projection Screens	None	\$3,500 (10 at \$350)	Completed
WED	Upgrade 5 notebook computers (DVD Drives)	None	\$10,000 (5 at \$2000)	Completed
WED	Projection Stands	None	\$2,000 (10 at \$200)	Completed
WED	CD-RW Drives	None	\$4,000 (10 at \$400)	
WED	Attend National Instructors Conference	None	None	
WED	Attend OSHA Authorization Training	None	\$6,000 (6 at \$1000)	
DIST	Continue Occupational Skills incorporation and implementation			On-going
DIST	Investigate the possibility of offering bachelors degrees at IECC			In progress
DIST	Review current student learning assessment for possible revisions	None		In progress
DIST	New program and course development			On-going
DIST	Review, revise and expand District Dual Credit Agreements			On-going
DIST	Instructional Technology Resources	-0-	\$325,000	Technology Plan
DIST	WVJC Transmitters	-0-	\$100,000	Technology Plan
DIST	Continue to review transfer, occupational and technical programs and update syllabi	None	None	On-going
DIST	Develop new training programs for B/I Training Services; classroom, Internet, and industry-based	None	Grant funds	Planning stage
DIST	Continue to work with colleges on the review and revision of occupational programs, incorporating the Illinois Occupational Skill Standards	None	None	Continuing as the Skill Standards for specific occupational clusters are distributed by the State of Illinois
DIST	Continue to monitor and evaluate Dual Credit programs	None	None	Continuing
DIST	Continue to expand CISCO through the development and implementation of the CCNP – 2 nd Level Certificate (AAS degree)	Instructors	\$224,000	The new curriculum is being developed. Instructors must be trained
DIST	Continue the development and implementation of new short-term certificates, specifically for WIA but	None	Grant funds	Only a few new short-term certificates have been developed. Two new certificates have been developed

	also for dual credit			with area high schools for Tech Prep and dual credit; Web Design and Banking
DIST	Begin committee work on NCA Self Study	None	\$6,000 to attend NCA Annual Meeting	

2. Improvement of Student Support Services (FY 2002):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Expand college sponsored tutorial opportunities	Part-Time Tutors	\$10,000 (estimated)	
LTC	Hire performing arts secretary	PT staff, change to FT staff: \$15,000	None	On-going
LTC	Hire community services coordinator	PT staff: 30 hours per week @ \$10,000 Change to FT staff: \$20,000	None	On-going
LTC	Computer lab for Chemistry Classroom	None	\$15,000	On-going
LTC	Lab assistant for Student Computer Lab	FT staff: \$14,000 Change status from PT	\$14,000	On-going
LTC	Hire Assistant Dean	1 FT Administrator: \$35,000	None	On-going
OCC	Continue to explore innovative ways to effectively communicate with prospective students using Banner	None	None	On going
OCC	Resolve file storage problem with SCT imaging software	None	\$1,200 computer for scanner	Budget request for FY 2002
WVC	Upgrade Coordinator of Student Success from PT to FT	1 FT Staff from PT to FT	\$10,000	
WVC	Upgrade Student Services Secretary from PT to FT	\$5,000		
WVC	Upgrade Business Office Secretary from PT to FT	\$5,000	None	
DIST	Continue the promotion and expansion of Tech Prep Program			On-going
DIST	Expand the services and resources of IETC per WIA			On-going
DIST	Promote and expand online registration and resources			On-going
DIST	Hire Title III staff for implementation of activity in grant proposal			Pending funding of Title III grant
DIST	Continue to identify dual credit courses/programs for high school/college students through stronger	None	None	All 17 high school districts within IECC's boundaries are/or will be involved in dual credit offerings

	counseling services at both the high school and college			
DIST	Continue the expansion and promotion of Tech Prep Programs through better program offerings and stronger counseling at both the high school and community college	None	Tech Prep	Tech Prep Program brochures have been developed and will be distributed to the high schools. The new IECC catalog identifies Tech Prep Programs
DIST	Develop an evaluation system for Tech Prep that identifies and tracks the progress of Tech Prep Students	None	Tech Prep	A parental sign-off sheet has been developed that will allow the high school and college to share student information. A portfolio form for students has also been developed that will help students identify and categorize their courses/program of study and which will be a portable transitioning document
DIST	Develop courses that provide background/base for CISCO and which will ensure student success in the CISCO program	None	Grant Funds	A pre-CISCO curriculum has been developed, providing necessary prerequisites for students interested in CISCO. The District will work with high schools toward the implementation of the pre-CISCO curriculum
DIST	Continue the involvement with WIA and the LWIB's by expanding programs and services for citizens/students	None	Grant funds	The IETC in Olney, Flora, and Robinson have been expanded to meet the ever-increasing demands of business and industry and employees
DIST	Continue the ETC Partnership/Initiative	None	Grant funds	The Southeast Workforce Development System is completing the 3 rd Year of federal/state funding and has applied for Year 4 funding. This will be the final year of federal STW funds
DIST	The Business/Industry Training Center will be a certified ACT Work Keys Testing Center with a certified Job Profiler. These testing services will help both industry and schools better prepare students/employees for the workplace	None	Grant funds	The testing center will be fully implemented in 2002
DIST	Continue to apply for grant funding to assist in the improvement of student support services			On-going

3. Improvement of Facilities and Operations (FY 2002):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Partial replacement of carpet in Richard L. Mason Building	None	\$12,000	
FCC	Replace roof on Richard L. Mason Building	None	\$60,000	
FCC	Replace windows in Richard L. Mason Building	None	\$20,000	
FCC	Develop campus landscape plan	None	None	
FCC	Construct two additional generic classrooms	None	State Funding Approved	Will be a part of the new Resource Center
LTC	Hire custodian for Crisp Building	FT staff: \$18,000		On-going
LTC	Continue upgrading rooms. Carpet and/or furniture and/or paint			On-going
LTC	Technology Building. Identify & pursue funding			On-going
LTC	Remodel Administrative/Student Services area in Williams Hall	None	\$25,000	On-going
LTC	Hire secretary for maintenance & operations	PT staff: 30 hours		On-going
LTC	Remodel men's and women's locker rooms		\$20,000	On-going
LTC	Remodel conference room and Lincoln Room	None	\$20,000	On-going
LTC	Continue to make North Campus repairs	None	Estimate pending	On-going
LTC	Add additional lighting in parking lots	None	Estimate pending	On-going
LTC	Replace upholstery on seats in theater	None	\$20,000	On-going
LTC	Move softball complex and expand baseball/softball complex to include plumbing/concessions. Relocate soccer field	None	\$25,000	On-going
LTC	Lease 2 new vans	None	\$15,000	On-going project
LTC	Replace men and women's lockers in sports complex	None	\$10,000	On-going
LTC	New sign at front entrance	None	\$40,000	Fund Raising Project
LTC	Remodel Cafeteria line/kitchen	None	\$60,000	On-going
OCC	Paint Gymnasium	None	Supplies/Labor \$8,500	To be completed after gym floor is replaced
OCC	Continue upgrading second floor-Wattleworth Hall	None	\$40,000 Capital renewal	
OCC	Re-do five stairwells to second and third floors of Wattleworth Hall	None	\$26,000 Deferred Maintenance funds	
OCC	Fix plaster on stairway walls	None	Supplies/Labor \$8,000 Deferred Maint. Grant	Minor patchwork completed; deferred for completion in FY 2002

OCC	Replace gymnasium bleachers	None	\$120,000 PHS Funds	
OCC	Repaint, replace furniture, upgrade student center	None	\$8,500 Foundation support	
OCC	Replace classroom furniture: 2 rooms	None	\$8,500 College budget	
OCC	Replace acoustical treatment: gym ceiling	None	\$25,000 Capital Renewal Grant	
OCC	Replace baseball fence	None	\$11,000 Foundation support	
OCC	Replace bleachers: softball/baseball	None	\$9,000 Foundation support	
WVC	Replace WVJC radio transmitter	None	\$100,000	
WVC	Remodel locker rooms in gym	None	\$7,000	
WVC	Upgrade weight room in gym	None	\$15,000	
WVC	Expand parking lot for new Agricultural Technology building	None	\$15,000	
WED	Purchase color laser printer	None	Equipment--\$6,000	
WED	Replace office furniture at Marissa facilities	None	Facilities--\$1,000	
WED	Upgrade office furniture at Girard and Southeastern Illinois College facilities	None	Facilities--\$1,500	
WED	Replace aging computers at WED facilities	None	Equipment--\$15,000 (10 @ \$1,500)	
WED	Upgrade classroom facilities at Marissa and Girard	None	\$6,000	
WED	Upgrade restroom facilities at Marissa	None	\$7,500	
WED	Upgrade office computers and printers	None	\$7,500 (3 at \$2,500)	
WED	Repairs to Dodge Caravan	None	\$2,500 (est. for engine and transmission)	
WED	Replace retiring Program Assistant	None (replacement)	None	
WED	Add 3 rd phone line at Marissa and Girard	None	\$1,500 (2 est. at \$750 per year)	
DIST	Additional Information Technology Staff	(1) \$28,000	None	Grant funds
DIST	Network Infrastructure	-0-	\$65,000	Technology Plan
DIST	PC Software Upgrade	-0-	\$50,000	Technology Plan
DIST	Coordinator of Personnel Services	\$26,000	None	
DIST	District wide repairs, renovations, HVAC systems and ADA	None	\$3.8 million	\$2.3 million bond issue funds \$1.5 million PHS carry over funds

**LONG RANGE PLANNING GUIDE
FY 2003**

1. Improvement of Instruction (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Employ one new faculty member in area of need to be determined	\$30,000	None	
FCC	Implement AAS Degree in CISCO	\$5,000 part-time instructors, \$5,000	\$10,000	
FCC	Expand dual-credit offerings	None	None	
FCC	Conduct four-part-time instructor in-service workshops	None	\$2,500	
LTC	Math Instructor			
LTC	Replace retired instructors			
LTC	E-commerce/computer instructor			
LTC	Replace furniture in Room 211			
LTC	Music instructor			
LTC	Air Conditioning/Heating Instructor			
OCC	Begin construction of a greenhouse building for Life Sciences	None	\$100,000	
OCC	Develop and implement an instructional excellence program	None	\$1,000	
OCC	Dual Credit Expansion	None	ICCB tuition replacement fund	
WVC	FT Humanities Instructor	\$35,000	None	
WED	Replace up to 3 full-time faculty	Replacements—no new expenditures		
WED	Faculty Improvement—Attend TRAM/National Instructors Conference	None		
WED	Increase OSHA-related training	None		
WED	Increase MSHA-related training	None		
WED	Purchase color laser printers	None	Equipment—\$10,000 (2 @ \$5,000)	
WED	Faculty Improvement—attend OSHA-approved training	None	\$10,000 (10 @ \$1,000)	
WED	Purchase PLC training aids	None	Equipment—\$7,500	
WED	Purchase removable media drives <u>or</u> CD/RW or	None	\$6,000 (12 \$ 500)	

	DVD/RAM drives for all faculty			
WED	Purchase removable media drives <u>or</u> CD/RW or DVD/RAM drives for office	None	\$500 (1 for only remaining computer without capability)	
DIST	Instructional Technology Resources	0	\$210,000	Technology Plan
DIST	Implement revised Student Learning Assessment Plan			

2. Improvement of Student Support Services (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Develop and implement plans to expand student services to off-campus sites	2 full-time technicians \$36,000 and 1 full-time office assistant \$16,000	Office equipment and space \$30,000	
FCC	Locate adult education staff in a common location	None	\$10,000	
FCC	Improve student support services through relocating advisement staff	None	\$20,000	
LTC	Assistant Dean position			
LTC	Performing Arts secretary	FT		
LTC	Complete remodeling of student services area			
LTC	Expand One Stop Shop Satellite Office	None	None	
OCC	Employ part-time individual to be responsible for scanning stored documents	\$12,000		
OCC	Continue to fine tune communication plans in Banner			
WVC	FT Recruiting/Marketing Coordinator	\$23,153	None	
DIST	Continue to apply for grant funding to assist in the improvement of student support services			
DIST	Continue committee work on NCA Self Study	None	\$7500 – Annual NCA Meeting & Training	

3. Improvement of Facilities and Operations (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Implement Phase 1 of landscaping plan	.5 landscape maintenance technician; \$8,000	\$7,500	
FCC	Remodel current Learning Resource Center to accommodate adult education staff	None	\$10,000	
FCC	Remodel Student Services building	None	\$20,000	
FCC	Develop a submission on the FY 2003 RAMP document for construction of a facility to centralize student support services, adult education services, and college staff	None	\$3 million	
FCC	Replace and/or repair Richard L. Mason parking lot	None	\$70,000	
LTC	Replace basketball floor in Sports Complex			
LTC	Add Assistant Coach position for women's sports			
LTC	Begin construction of Technology Center			
LTC	Road entrance to LTC from North Campus			
LTC	Full-time secretary for maintenance and operations			
LTC	Full-time maintenance position			
LTC	Continue upgrading rooms. Carpet and/or furniture and/or paint			
OCC	Place an acoustical ceiling in Student Center	None	\$10,000 Capital Renewal Grant	
OCC	Replace plumbing in gym locker rooms	None	\$10,000 Capital Renewal Grant	
OCC	Replace furniture in Banquet Room / Repaint	None	\$8,000 Foundation support	
OCC	Carpet entry hallway outside Student Center	None	\$7,000 Capital Renewal Grant	
WVC	Expand and remodel Main Hall	None	\$3,000,000	
WED	Upgrade office furniture at Marissa, Girard, and Southeastern facilities	None	\$3,000	
WED	Upgrade classroom furniture and equipment	None	\$2,500	
WED	Repairs to IECC Dodge Caravan	None	\$2,500 (engine, transmission, and miscellaneous repairs)	

WED	Replace aging 200 mhz office computers	None	\$6,000 (6 @ \$1,000)	
WED	Replace copy machines	None	\$30,000 (3 @ \$10,000)	
WED	Replace laser printers	None	\$3,000 (3 @ \$1,000)	
WED	Replace inkjet printers	None	\$2,400 (6 @ \$400)	
DIST	Administrative Systems	0	\$40,000	Technology Plan
DIST	Network Infrastructure	0	\$97,000	Technology Plan
DIST	Telecommunications	0	\$25,000	Technology Plan
DIST	PC Software	0	\$50,000	Technology Plan

DEFINITIONS:

ABE/ASE – Adult Basic Education/Adult Secondary Education

ADA - Americans with Disabilities Act

DACUM - (Developing a Curriculum) is a structured process used as a part of the Title III Grant to update and validate curricula.

EP - Emergency Preparedness AAS Degree Program at FCC

ERBA – Embarras River Basin Agency

ESL - English as a Second Language

FLOW - FCC, LTC, OCC, WV

FTE - Full-Time Equivalent (15 credit hours) per semester

ETC - Education-To-Careers is a federally funded initiative to provide a seamless path from elementary education into the workplace.

LRC – Learning Resource Center

OSHA - Occupational Safety and Health Act is a federal law, which mandates specific conditions as related to a safe working environment.

ONE-STOP-SHOP - This is a state initiative which endeavors to deliver a variety of career services to local communities including career guidance and counseling, employment information and placement services, information on and referral to training and education programs, and labor market and economic development information.

PHS - Protection, Health, and Safety

RAMP – Resource Allocation and Management Plan

WED - Workforce Education and Development

UPDATED: May 2001

Agenda Item #8D

Approval of 2001 Annual Report Card

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 17, 2001
RE: Annual Report Card

Mr. Chairman, I recommend approval of the 2001 Annual Report Card.

TLB/rs

Frontier Community College

Lincoln Trail College

Illinois Eastern Community Colleges

2001 Annual Report Card



Submitted to:
Cabinet - May 1, 2001
Board of Trustees - May 15, 2001

Olney Central College

Wabash Valley College

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Introduction

The 2001 Annual Report Card, supported by graphic and written data, describes the district's effectiveness in meeting its stated mission and purpose. The faculty, staff, administration, and Board of Trustees review and analyze the information included in the report. The data is used to identify curricular and support services modifications that will increase student success.

Major Characteristics of the Assessment Plan

- Flows from the institution's mission
- Has a conceptual framework
- Has faculty/staff ownership and responsibility
- Has institution-wide support
- Uses multiple measures of effectiveness
- Provides feedback to students within the institution
- Does not restrict or inhibit goals of access, equity, or diversity
- Leads to improvement
- Includes a process for evaluating the assessment program
- Focuses on students and student success

Both the assessment plan and the public reporting of the institution's effectiveness show that the faculty, staff, administration, and Board of Trustees are firmly committed to collaborative processes that involve continuous improvement of excellence in teaching and the corresponding learning achieved by students.

The Fiscal Year 2001 Assessment Plan was modified to include new effectiveness indicators in student reading level success and employee satisfaction. These changes were designed to enable our students to become better prepared and, through the analysis of more consistent data, help the faculty and administration make more informed decisions on curricular and other changes that affect students' learning.

The data included in the Fiscal Year 2001 Annual Report Card is representative of the college district and students primarily during academic year 2000-2001. Data pertaining to Robinson Correctional Center and Workforce Education and Development are not included with the college data. Nursing program enrollments are counted at their campus of attendance unless otherwise noted.

Executive Summary

All faculty and staff are to be commended for the excellent results contained in the 2001 Annual Report Card. This self-assessment measured institutional effectiveness in ten targeted areas, based on results received from several survey instruments, reports from major four-year colleges and universities, and other internal student, faculty and staff data.

Key Findings in the 2001 Annual Report Card

The average GPA for IECC transfer students was 2.8, the same as senior college “native” students’ GPAs.

Ninety-eight percent (98%) of the completer transfer students and of the technical students surveyed were satisfied with the overall quality of instruction.

Eighty-five percent (85%) of students surveyed indicated that they were satisfied with the student support services they received at Illinois Eastern Community Colleges.

An average of 88 percent of the transfer and technical students surveyed indicated that they were satisfied with the quality of instruction they received at IECC.

Ninety-eight percent (98%) of all students who were enrolled as of the 10th day of fall semester 2000 classes were still enrolled at midterm and 94 percent of all students who were enrolled as of the 10th day of classes completed their classes.

The unduplicated headcount enrollment indicates that IECC continues to lead the state in serving the district’s residents with 65.78 headcount per 1000 (#1 in the state) enrolled in one or more credit courses and 31.25 FTE per 1000 population (#1 in the state).

There were no student claims for tuition refund or additional coursework as covered in the district’s transfer and technical educational guarantee policies in FY 2000.

The student pass rate on the Cosmetology state license examination was 100 percent, the student pass rate on the Radiography state license examination was 100 percent, the student pass rate on the Practical Nursing state license examination was 93 percent, and the student pass rate on the Registered Nursing state license examination was 90 percent.

More than \$4.4M in financial aid was disbursed to IECC students in FY00.

In FY00, the first-time full-time transfer student retention rate was 67% (19% better than the national average) and the first-time full-time technical student retention rate was 69% (21% better than the national average).

Definitions

ABE/ASE - Adult Basic Education/Adult Secondary Education

ETC - Education-to-Careers (also known as School-to-Work)

FWS - Federal Work-Study

FTE - Full-time equivalent, which is equal to 15 semester hours if referring to semester FTE or equal to 30 semester hours if referring to annual FTE

Full-Time Student - a student enrolled in 12 or more semester hours during the fall or spring semesters

GPA - Grade Point Average

IAI - Illinois Articulation Initiative (statewide initiative to standardize freshmen and sophomore college-level courses)

ISAC - Illinois Student Assistance Commission (state tuition awards based upon financial need)

Part-Time Student - a student enrolled in less than 12 semester hours during the fall or spring semesters

PELL – a federal grant based upon financial need that is named after former United States Senator Claiborne Pell of Rhode Island

Persistence - a measurement of students who complete the course(s) they began in a given semester

Retention - a measurement of students who return to enroll in a subsequent semester

SEOG - Supplemental Educational Opportunity Grant (federal grant based upon financial need)

WED - Workforce Education and Development

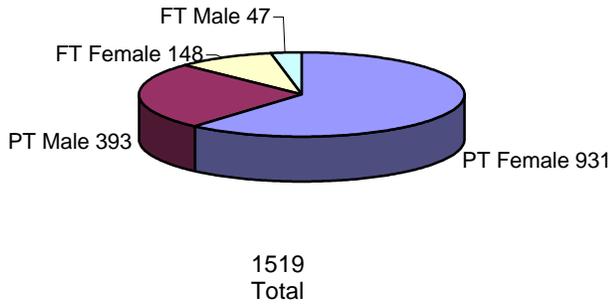
STUDENT PROFILE

The following charts are provided to identify various aspects of IECC students:

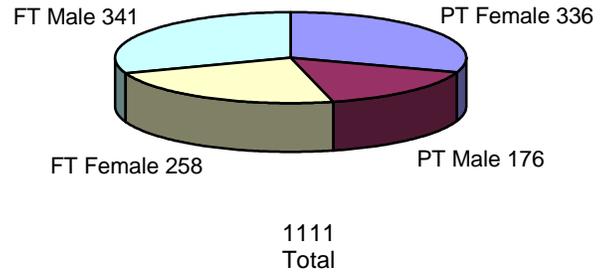
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Headcount Enrollment and Gender: Fall 2000

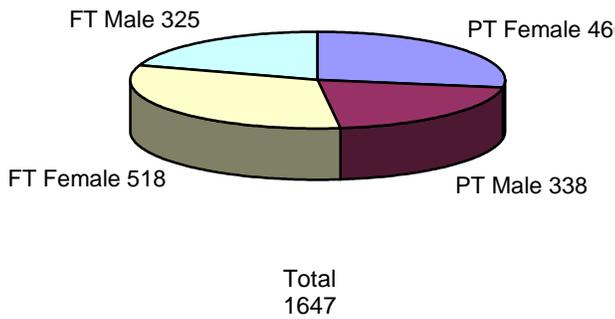
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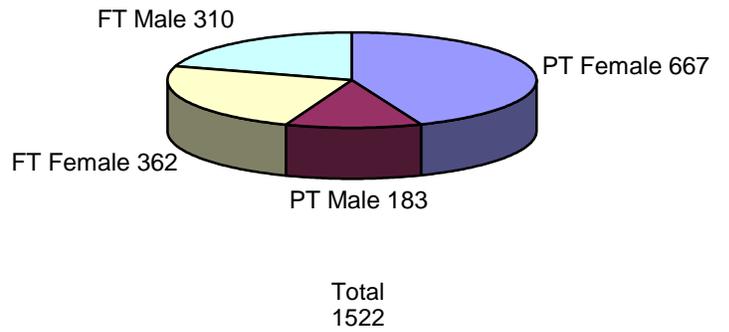
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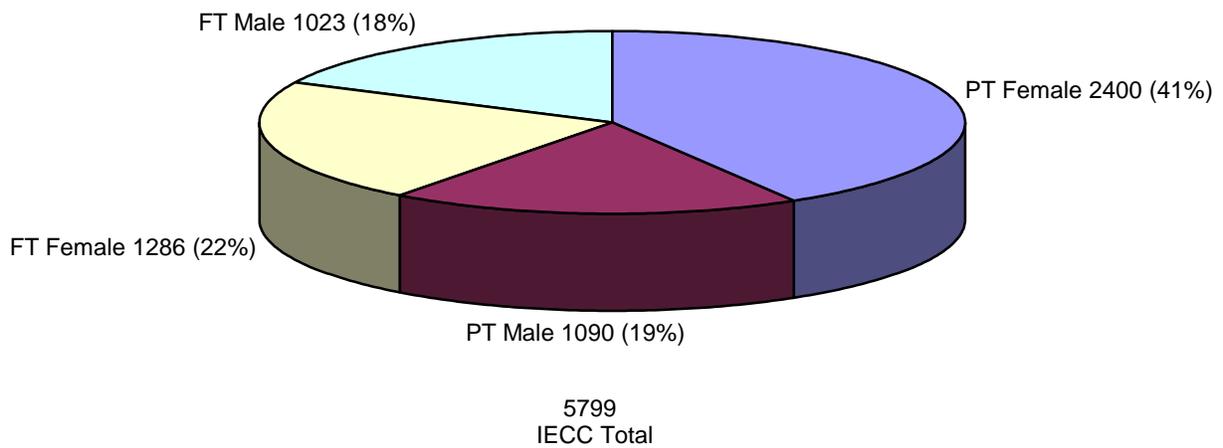
Olney Central College



Wabash Valley College

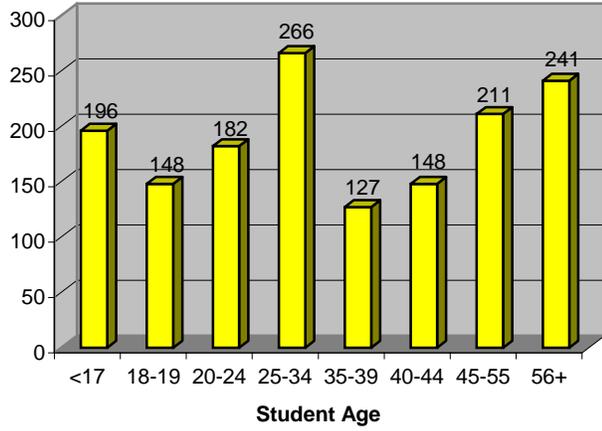


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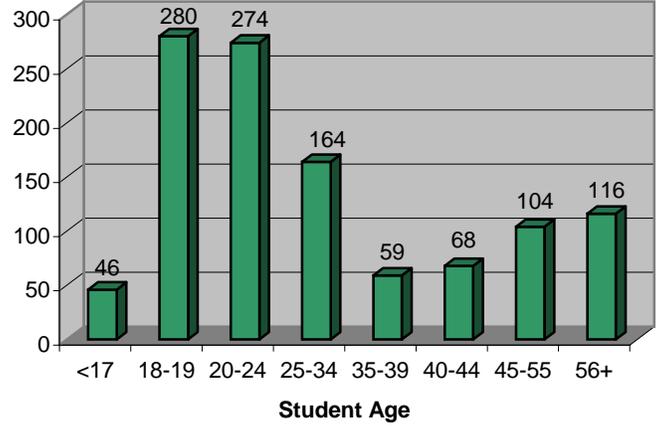


Student Age Distributions: Fall 2000

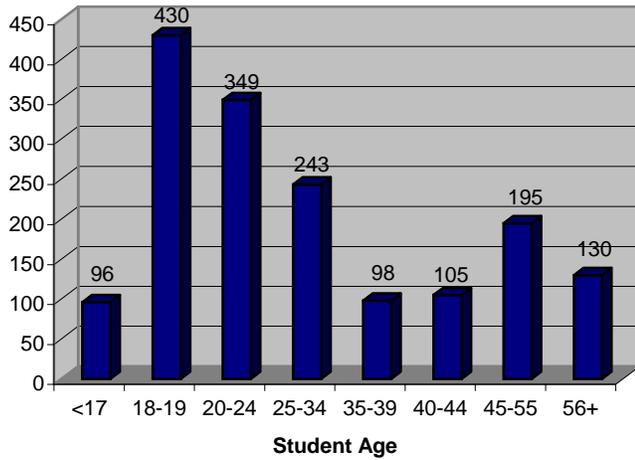
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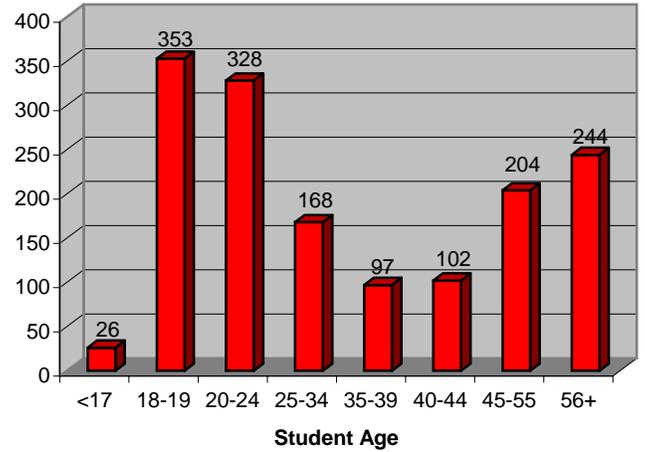
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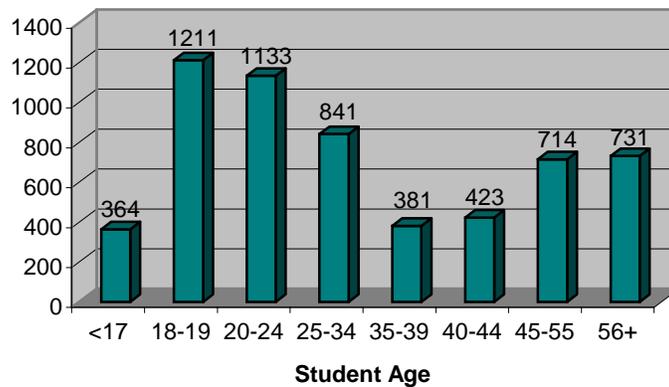
Olney Central College



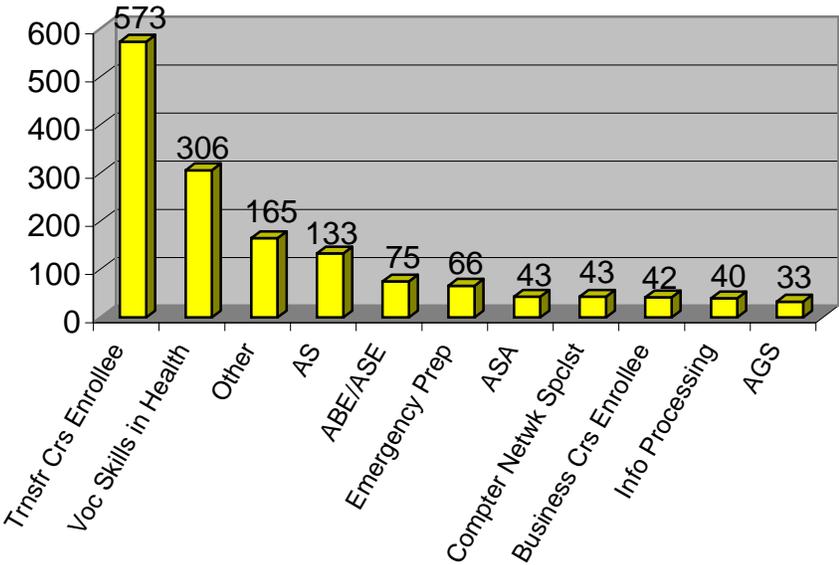
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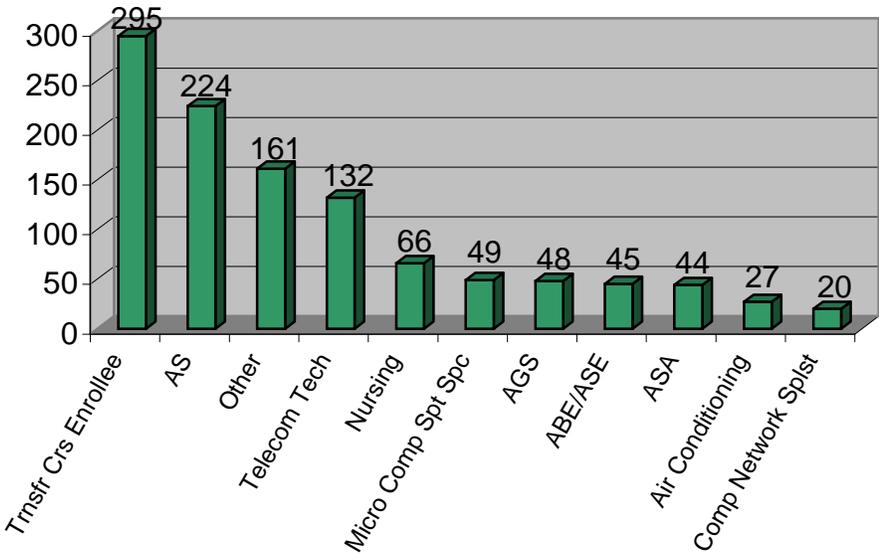
IECC



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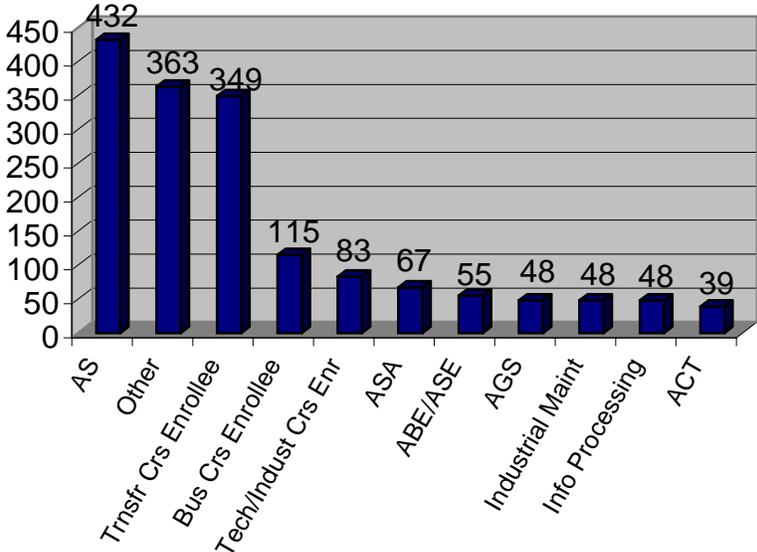


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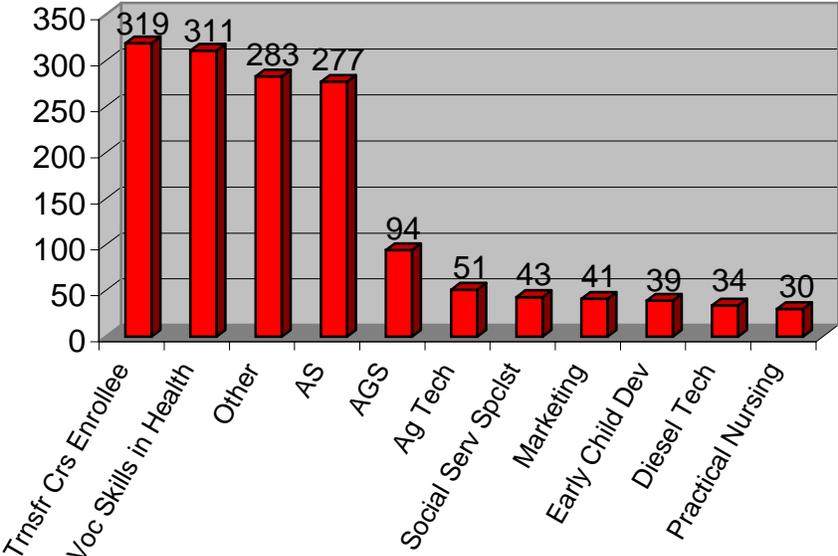


Program Enrollments: Fall 2000

Olney Central College

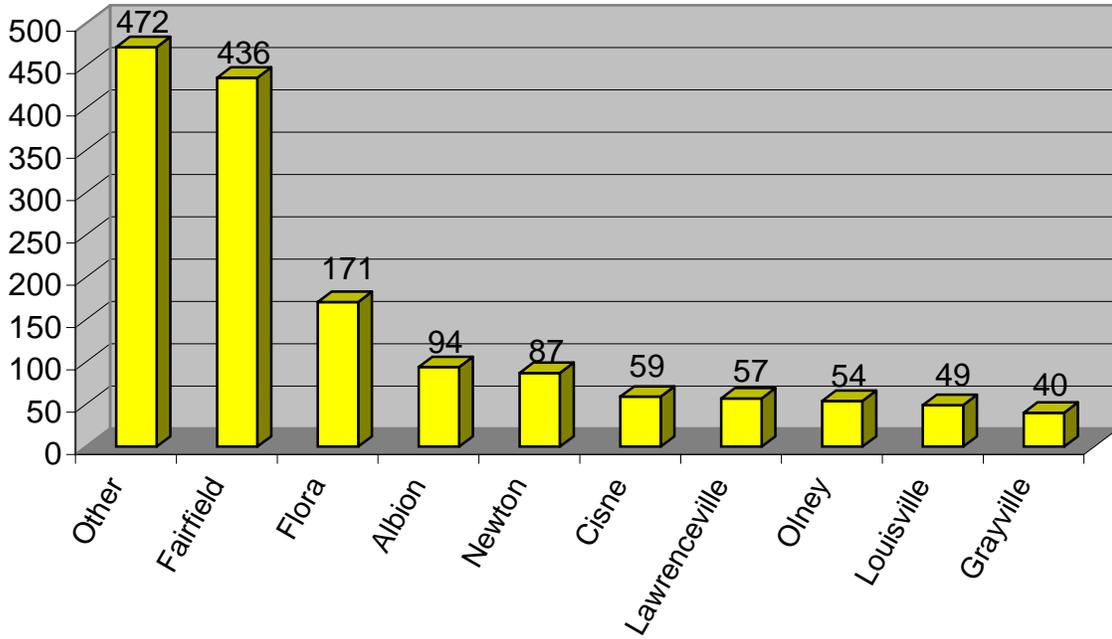


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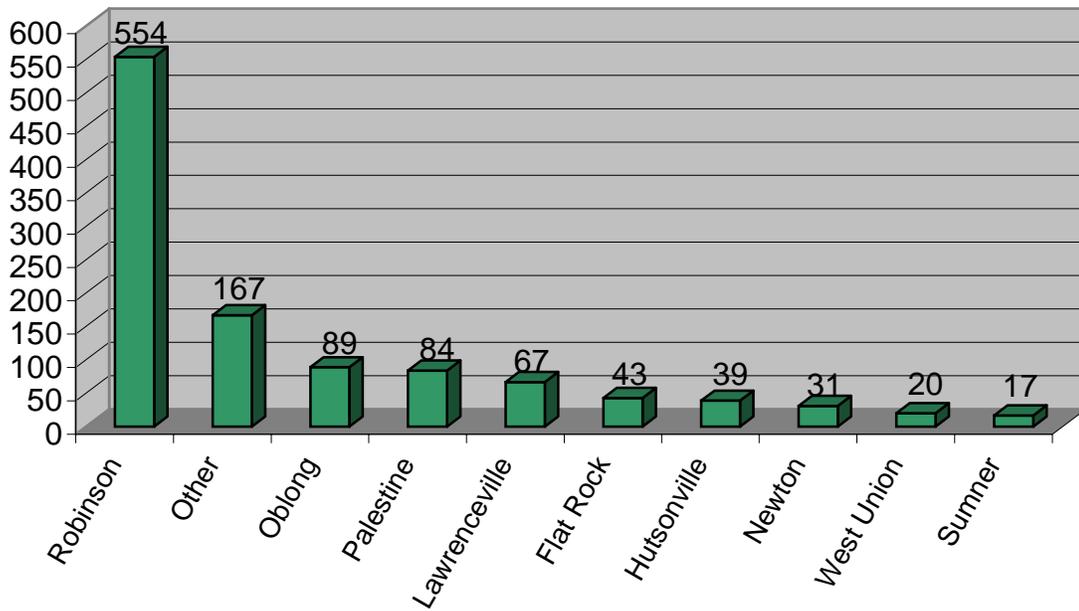


Student Residency: Fall 2000

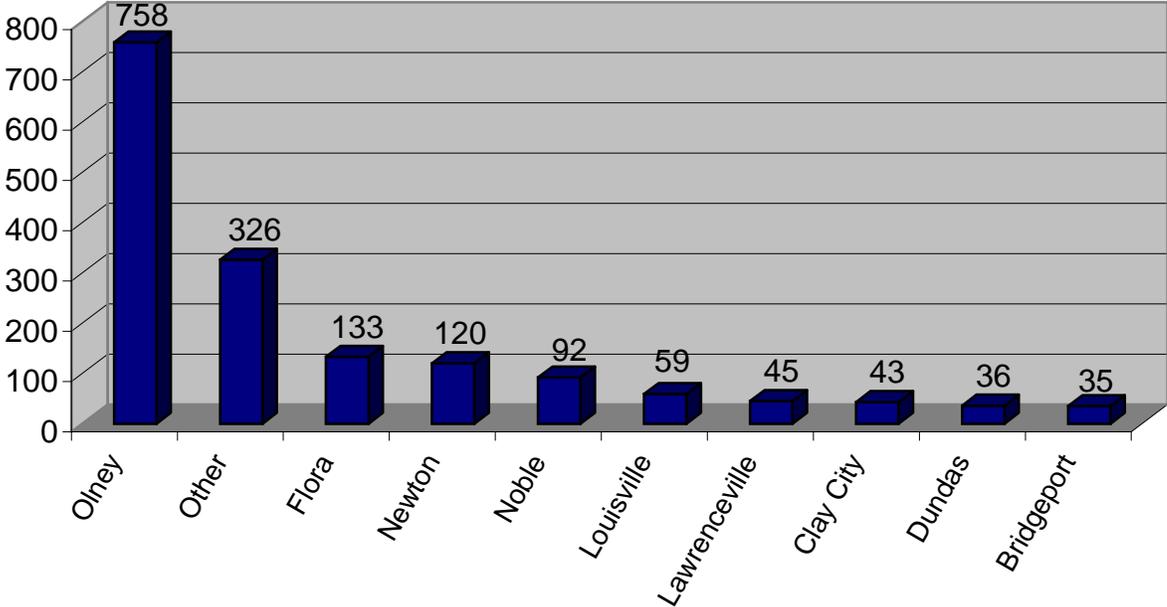
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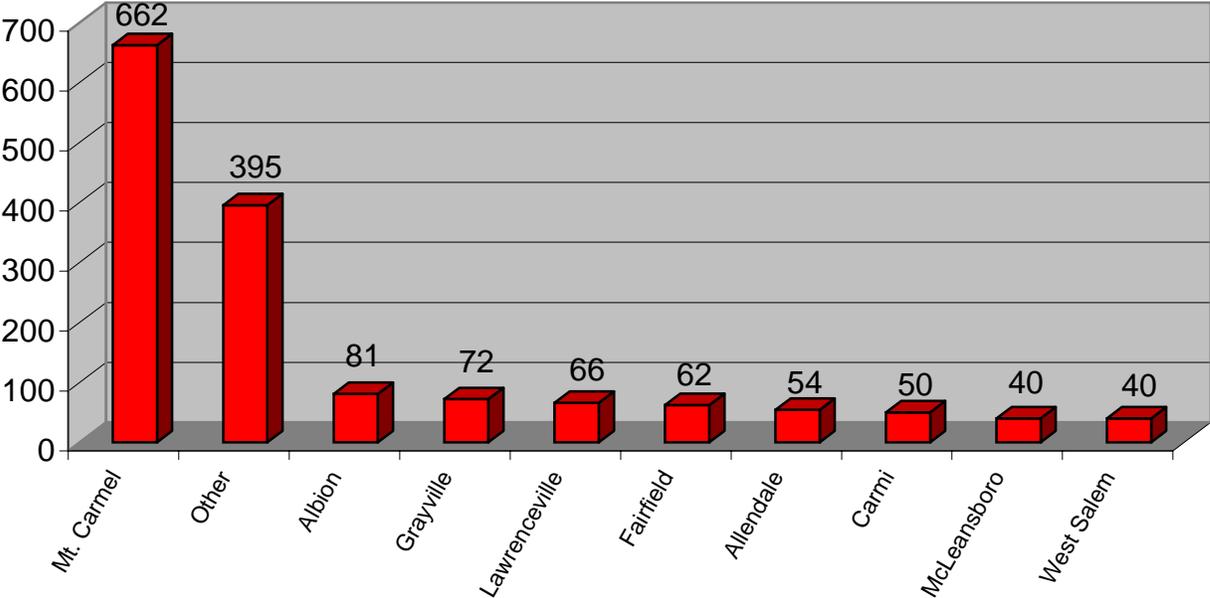
Lincoln Trail College



Olney Central College

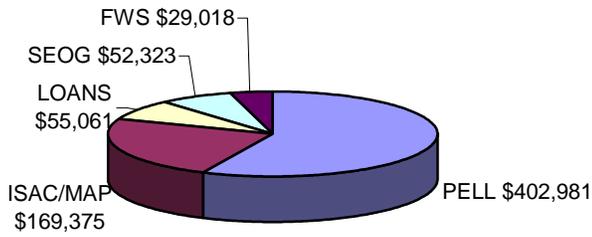


Wabash Valley College

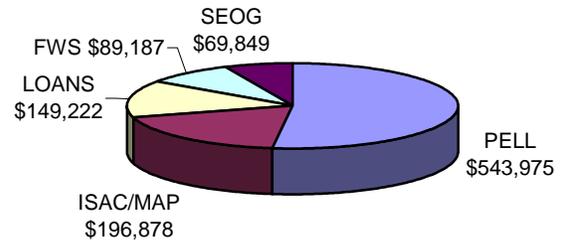


Student Financial Aid Awards: FY 00

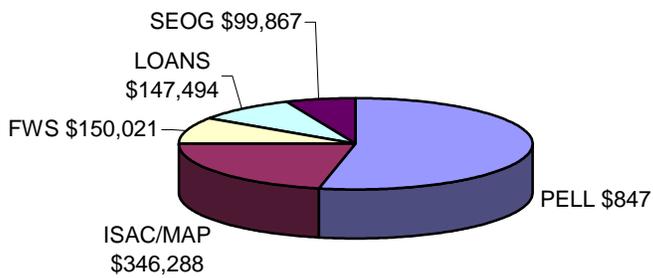
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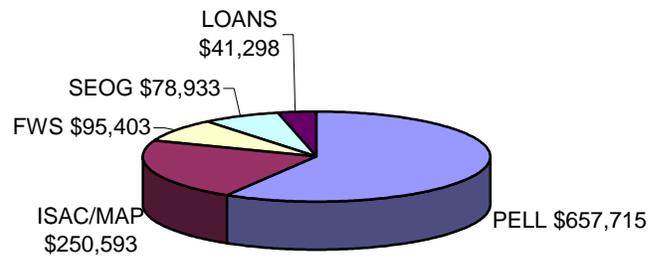
Lincoln Trail College



Olney Central College

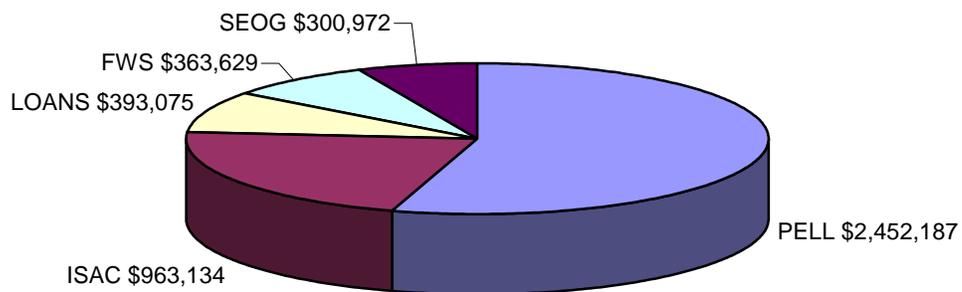


Wabash Valley College



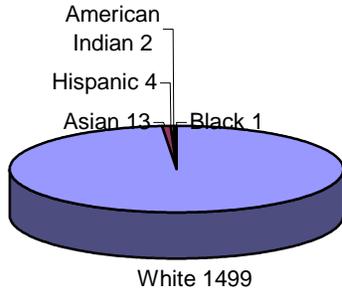
Total \$4,472,997

Illinois Eastern Community Colleges

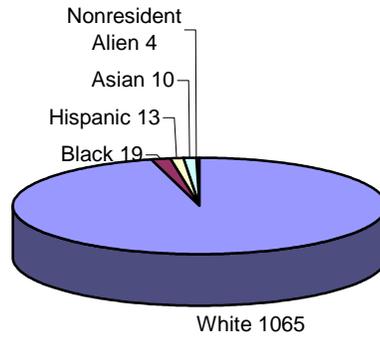


Ethnic Origin of Students: Fall 2000

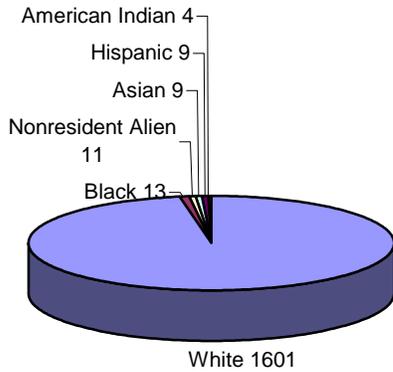
Frontier Community College



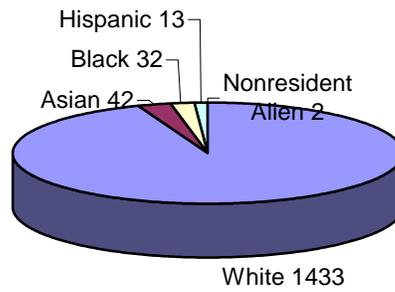
Lincoln Trail College



Olney Central College

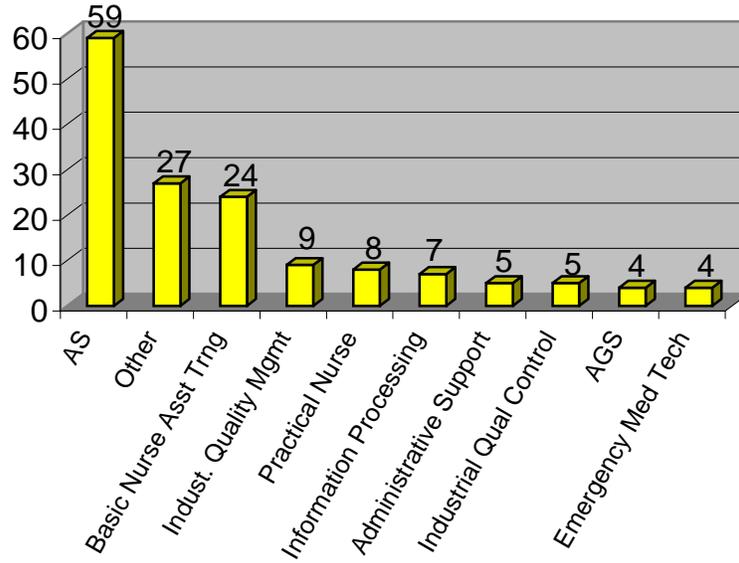


Wabash Valley College

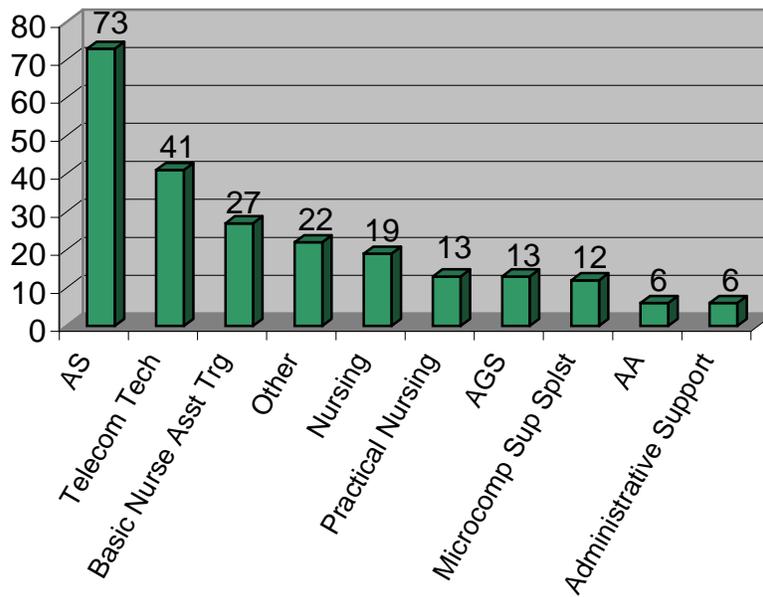


Primary Graduates: FY 00

Frontier Community College



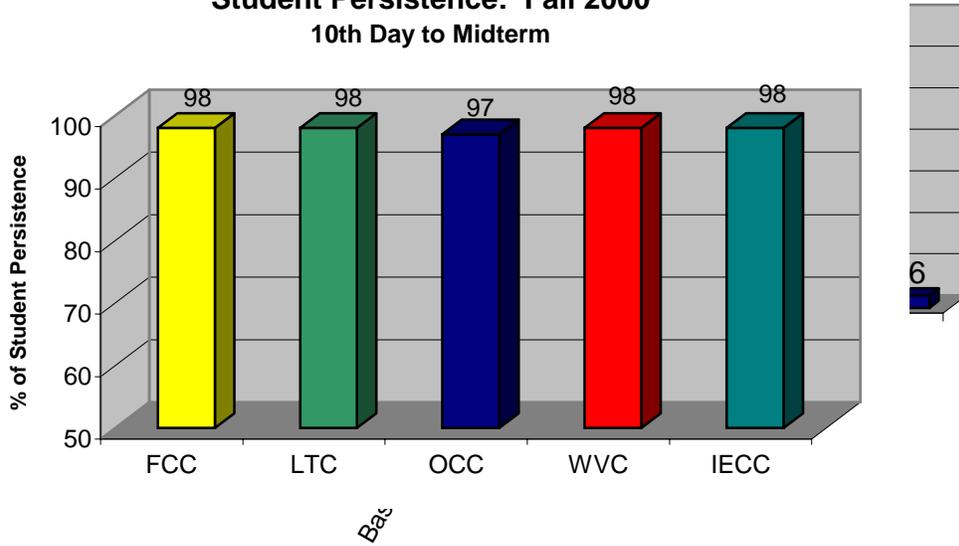
Lincoln Trail College



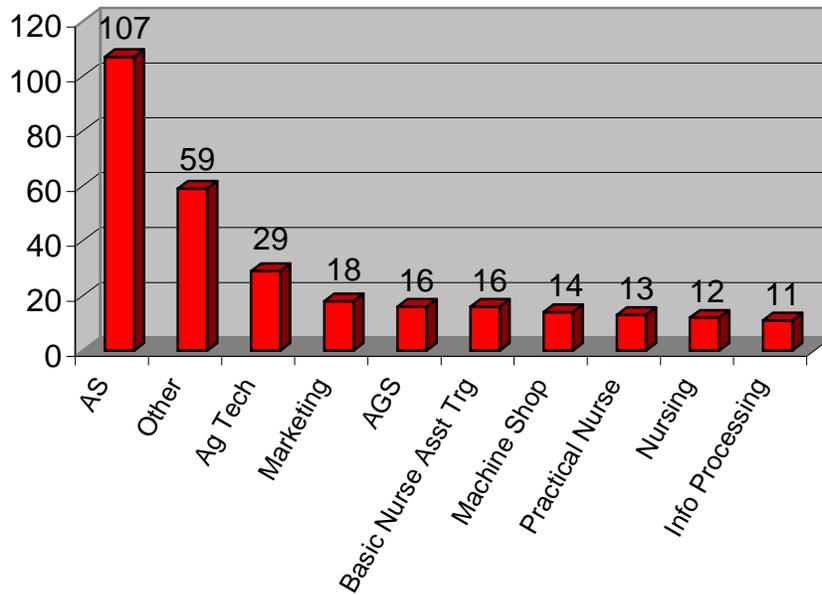
Primary Graduates: FY 00

Olney Central College

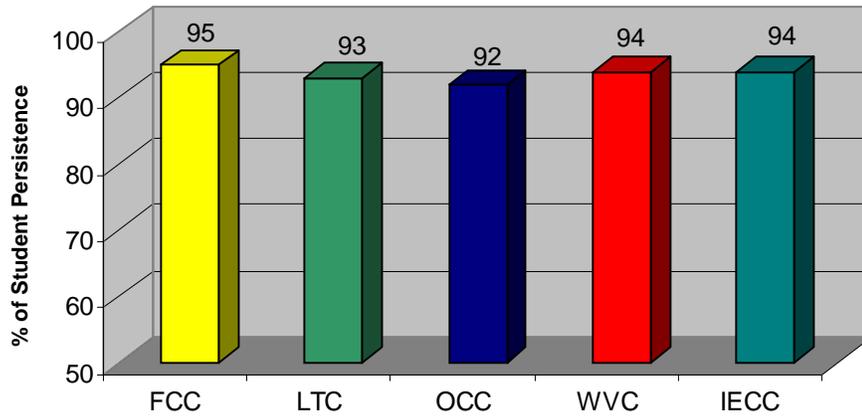
Student Persistence: Fall 2000
10th Day to Midterm



Wabash Valley College



Student Persistence: Fall 2000
10th Day to End of Term



Measurements of Effectiveness

MISSION OBJECTIVE 1: To provide education in the liberal arts and sciences which is general or pre-professional in nature and prepares the student to transfer to a four-year college or university

Effectiveness Indicators:

- 1a: GPAs of transfer students will meet or exceed GPAs of other transfer students and senior college “native” students.**

Data provided by senior universities indicate that IECC transfer students’ GPAs (2.8) were equal to and, in some cases, exceeded the GPAs of other transfer students and those students who began as freshmen at the various senior universities.

- 1b: Eighty-five percent of current students responding to surveys will be satisfied with the education they received.**

Data obtained from student satisfaction surveys in spring and fall 2000 semesters indicates that students are very satisfied with the overall quality of instruction received at IECC. Eighty-one percent of the current students surveyed were satisfied with the overall quality of instruction.

- 1c: Eighty-five percent of completer transfer students responding to surveys will be satisfied with the education they received at IECC.**

Data obtained from the FY 2000 baccalaureate follow-up survey of 1999 graduates indicates that students are extremely pleased with the overall quality of instruction received at IECC. Ninety-eight percent of the transfer students surveyed were satisfied with the overall quality of instruction.

- 1d: Less than one percent of eligible graduates will initiate a call against the district’s educational guarantee policy.**

There were no calls against the IECC Educational Guarantee Policy in FY 2000.

- 1e: The Associate in Arts and Associate in Science degrees will meet ICCB requirements for model AA/AS degrees.**

The Associate in Arts, the Associate in Science, and the new Associate in Science and Arts degrees meet the ICCB model AA/AS degree requirements.

- 1f: All transfer/baccalaureate courses will be positively articulated with at least three senior institutions (IAI General Education Core).**

All transfer/baccalaureate courses designed in FY 2000 were positively articulated with at least three senior institutions before they were submitted to the ICCB for approval.

- 1g: The average of all transfer students' GPAs in FY 2000 will meet or exceed 2.0.**

The average of all transfer students' GPAs in FY 2000 was 2.88.

- 1h: The number of first-time, full-time students retained will remain constant or increase from those retained the previous year.**

District-wide, 67 percent of the first-time, full-time students who were enrolled for 12 semester hours or more in the fall semester 1999 returned to enroll for 1 or more semester hours during the fall semester 2000. Retention was decreased by 6 percent.

- 1i: The number of first-time, part-time students retained will remain constant or increase from those retained the previous year.**

District-wide, 20 percent of the first-time, part-time students who were enrolled for less than 12 semester hours for the first time in the fall semester 1999 returned to enroll for 1 or more semester hours during the fall semester 2000. Retention was decreased by 15 percent.

- 1j: The district will maintain full participation status in the IAI (Illinois Articulation Initiative) General Education Core.**

The district office and all four colleges are actively involved with IAI activities. Faculty and staff have served and are currently serving on various panels. New course submissions and revisions are ongoing for IECC courses which fulfill the requirements of the General Education Core Curriculum.

MISSION OBJECTIVE 2: To provide technical education that provides students with the skills and abilities to enter employment

Effectiveness Indicators:

- 2a: Eighty-five percent of AAS and certificate graduates will be satisfied with the education they received.**

Eighty-six percent of the technical students surveyed were satisfied with the overall quality of instruction as per the data obtained from the fall semester 2000 student satisfaction survey.

- 2b. Eighty-five percent of completer students responding to surveys will be satisfied with the education they received.**

Ninety-eight percent of students responding to the Occupational Follow-up Survey were satisfied with the education they received.

- 2c. Ninety percent of employers surveyed will rate IECC graduates as having the necessary skills to perform in the workplace.**

IECC recently partnered with Ameren/CIPS on a "Quality of Labor Survey" that was sent to over 100 manufacturing companies throughout the IECC District. IECC added a section that requested companies to identify training needs. The information was very useful and IECC followed up on the information by contacting companies, and in most cases providing education and training programs.

IECC continues to explore assessment procedures that indicate whether our occupational programs are providing the necessary skills for business and industry. ACT Work Keys has become a major part of the program planning and implementation process relative to workplace skills. IECC will also become a Work Keys Testing Center with a Job Profiler. By Fall 2001, the District will also begin utilizing the WIN Program, which is a remediation-type program for Work Keys.

IECC continues to incorporate the Illinois Occupational Skill Standards into relevant occupational programs. These standards were developed by business and industry and identify specific skill competencies required for occupational clusters.

- 2d. Less than one percent of eligible FY 2000 graduates will initiate a call against the district's educational guarantee policy.**

There were no student calls against the IECC Educational Guarantee Policy in FY 2000.

- 2e. Seventy percent of AAS and certificate graduates in FY 2000 will be placed in employment for which they were trained or in related fields or will be continuing their education.**

An average of 79 percent of AAS and certificate graduates in FY 2000 were employed in the field they were trained, or a related field, or were continuing their education.

2f. Eighty-five percent of AAS graduates in FY 2000 will successfully pass required state licensing exams.

In FY 2000, the following chart indicates that an average of 96 percent of AAS graduates in FY 2000 successfully passed the required state licensing exams:

<u>Program</u>	<u>Passed Licensure Examination</u>
Cosmetology	100%
Radiography	100%
Practical Nursing	93%
Registered Nursing	90%

2g. The average of all technical students' GPAs in FY 2000 will meet or exceed 2.0.

The average of all technical students' GPAs in FY 2000 was 2.79.

2h. The number of first-time full-time students retained will remain constant or increase from those retained the previous year.

District-wide, 69 percent of the technical students who were enrolled for 12 semester hours or more for the first time in the fall semester of FY 1999 returned to enroll for 1 or more semester hours during the fall semester of FY 2000. Retention remained the same.

2i. The number of first-time part-time students retained will remain constant or increase from those retained the previous year.

District-wide, 25 percent of the technical students who were enrolled for less than 12 semester hours for the first time in the fall semester of FY 1999 returned to enroll for 1 or more semester hours during the fall semester of FY 2000. Retention was decreased by 22 percent.

MISSION OBJECTIVE 3: To provide adult and continuing education designed to meet the immediate and long-term needs of the residents of the district

Effectiveness Indicators:

3a. Ninety percent of adult education students in FY 2000 will complete a student portfolio plan.

Of 597 adult education students in FY 2000, 100 percent completed a portfolio plan, which included personal, educational and employment goals.

3b. Eighty percent of students enrolled in adult basic and adult secondary education courses in FY 2000 will complete the course.

Seventy-eight percent of the students enrolled in adult basic education and adult secondary education classes in FY 1999 completed their course(s).

3c. Seventy percent of students in ABE/ASE courses will show educational gains at completion of the course.

Seventy-five percent of students enrolled in ABE/ASE courses showed educational gains in their reading level.

3d. Adult and continuing education courses in FY 2000 will be offered in various locations throughout the service area.

Adult and continuing education courses were scheduled in sixteen locations throughout the service area in both day and evening sessions.

3e. Successful completers of reading programs will increase their average reading level by 1.0 grade level.

Eighty-seven percent of students increased their average reading level by 1.0 grade levels or more.

MISSION OBJECTIVE 4: To provide programs in remedial education which assist district residents in attaining skills and abilities needed to enter and complete college

Effectiveness Indicators:

- 4a. AA/AS/ASA/AAS, and one-year certificate students in FY 2000 scoring at or below the 33rd percentile on the ASSET/ACT will be placed in the appropriate remedial/preparatory course.**

A review of student files indicates that 98 percent of students scoring at or below the 33rd percentile on ASSET/ACT in FY 2000 were placed in appropriate remedial or preparatory courses.

- 4b. Remedial education in FY 2000 will be offered at times and locations accessible to students.**

An examination of the colleges' course schedules revealed that remedial education courses were offered at times and locations in FY 2000 that were accessible to students.

- 4c. Seventy percent of students enrolled in remedial courses in FY 2000 will complete the course.**

Approximately 72 percent of students enrolled in remedial courses in FY 2000 completed their courses.

- 4d. Sixty percent of remedial completers will also complete their first related college-level course.**

An average of 83 percent of remedial course completers in FY 2000 enrolled the next semester and completed one or more college-level courses.

MISSION OBJECTIVE 5: To provide student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study and transferring to a four-year institution or entering employment

Effectiveness Indicators:

- 5a. Eighty-five percent of the district's FY 1999 graduates responding to the follow up survey will indicate satisfaction of services.**

Eighty-five percent of the district's FY 1999 graduates responding to the follow up survey indicated they were satisfied with the services they received.

- 5b. Regarding course transferability, less than one percent of FY 2000 graduates will initiate a call against the district's educational guarantee policies.**

There were no calls against the IECC Educational Guarantee Policy in FY 2000 relating to course transferability.

MISSION OBJECTIVE 6: To provide curricula and programs, as necessary, to meet both short- and long-term needs of the residents of the district

Effectiveness Indicators:

6a. District unduplicated enrollment in FY 2000 will remain above 60 individuals per 1000 district population.

The unduplicated headcount enrollment in FY 2000 was 65.78 per 1000 population.

6b. The percentage of district high school graduates enrolled in FY 2000 will remain constant or increase.

The percentage of high school graduates enrolled in FY 2000 (37 percent) remained constant compared with FY 1999 (37 percent).

6c. The percentage of female students enrolled in fall of FY 2000 will be equal to or exceed the percentage of females enrolled fall of FY 1999.

The percentage of female students enrolled in fall of FY 2000 (58 percent) increased 5 percent compared with FY 1999 (53 percent).

6d. The percentage of minority students enrolled during fall of FY 2000 will be within 2 percent (+or-) of the percent of minority students enrolled fall of FY 1999.

The percentage of minority students enrolled in fall of FY 2000 was 4.7 percent, an increase of 0.6 percent over fall of FY 1999 at 4.1 percent.

6e. The Tech Prep Board of Governance and Education-to-Careers partnership will indicate the district is meeting the residents' needs.

Through several dual credit programs (CISCO, Web Design, Industrial Maintenance Technology) and Tech Prep articulated programs, the Tech Prep Board of Governance and ETC partnership have indicated that the district is meeting the residents' needs.

MISSION OBJECTIVE 7: To provide community education and community service activities in order to serve as a cultural and intellectual center for the area

Effectiveness Indicators:

- 7a. FY 2000 participation figures will be equal to or exceed the FY 1999 figures for community education/community service activities.**

Community education/community service activities for FY 2000 (1,988 participants) increased 9% percent over that of FY 1999 (1,810 participants).

- 7b. Ninety percent of the participants in non-credit offerings in FY 2000 will indicate satisfaction with the education or training received.**

Based on an informal survey of FY 2000 participants in non-credit offerings, it is concluded that 98 percent of the participants were satisfied with the education or training they received.

MISSION OBJECTIVE 8: To provide professional enrichment and growth experiences for college staff which will improve and enhance instruction and services

Effectiveness Indicators:

8a. Eighty percent of full-time faculty surveyed will rate faculty workshop days positively.

More than 84 percent of the faculty and staff surveyed rated their faculty workshop days positively.

8b. Eighty percent of staff and faculty surveyed will indicate “satisfied” or higher with staff development opportunities in FY 2000.

More than 85 percent of staff and faculty indicate that they are satisfied with staff development opportunities.

8c. Eighty percent of faculty and staff surveyed will indicate no dissatisfaction.

Approximately 79 percent of faculty and staff surveyed indicated no dissatisfaction.

MISSION OBJECTIVE 9: To provide resources, facilities, staff, and equipment to support all program components of the college

Effectiveness Indicators:

9a. The distribution of FY 2001 district resources will be allocated in accordance with the established budget formula.

The district funds in the FY 2001 budget were allocated within the established budget formula requirements. This enabled IECC to provide an additional \$400,000 to continue providing the colleges with technology equipment. The district will continue to provide effective, efficient resource management and allocation in the budget process.

9b. Revenue generated from funding sources for FY 2001 will be equal to or exceed the annual budget for FY 2000.

The district was able with the budgeted resources to meet IECC objectives. The FY 2000 revenue generated from funding sources exceeded budget. The FY 2000 audit confirms that the general fund maintains a positive balance.

9c. District unit cost will remain at or below the state average for FY 2000.

The IECC unit cost of \$149.85 for FY 2000 was considerably lower than the state average.

9d. College foundations' support for FY 2001 will be equal to or exceed support for FY 2000.

The foundations' support in FY 2001 was equal to or exceeded the support in FY 2000.

9e. FY 2000 full-time faculty per FTE will remain relatively constant when compared to FY 1999.

The full-time faculty per FTE in FY 2000 is a ratio of 1:35 and remained constant when compared to FY 1999 at a ratio of 1:34.

9f. Equipment will be added/replaced on a systematic basis.

There is continued improvement in purchasing technology equipment. The Technology Plan approved in FY 2000 will provide \$2.1 million in technology purchases over the next five fiscal years.

MISSION OBJECTIVE 10: To provide programs in economic development through technical and general education in order to expand, retrain, and strengthen the industrial base of southeastern Illinois

Effectiveness Indicators:

10a. Courses offered to business/industry in FY 2000 will equal or exceed courses offered in FY 1999.

The courses offered to business/industry in FY 2000 exceeded the number of courses offered in FY 1999.

Business and Industry Training has developed new programs, identified new trainers, and served many new businesses. The short-term goal of business/industry is to continue to develop programs and courses that meet business and industry needs. The Center has developed a Business and Industry Advisory Council that provides input into the types of program and course needs for business and industry. The Center will also continue to distribute periodic surveys to continue to assess needs. At the request of businesses and industries, IECC is becoming a Work Keys Testing Center and will have a Job Profiler.

10b. The district will remain in the upper one-half of statewide student public aid reductions.

The district remained in the upper one-half of statewide student public aid reductions.

10c. Clients served in FY00 through One-Stop-Shops will equal or exceed those served in FY99.

IECC served 21 percent more dislocated workers in FY00 (602) than they served in FY 1999 (499).

10d. Eighty percent of employers surveyed will be satisfied with the district's economic development activities.

IECC is very involved in economic development throughout the IECC District. IECC is a member of the SAIL group, Southeastern Alliance for Illinois, which is nine-county economic development group that meets monthly. Marketing of southeastern Illinois has become a major initiative as well as a plan to attract new business and industry to the area. The Ameren/CIPS "Quality of Labor Survey" was developed through this group. The Small Business Development Center, which is a big part of economic development in the area, has helped a large number of individuals to either open or expand a small business. The IECC Small Business Development Center is one of the most profitable, established Centers in the State of Illinois.

Agenda Item #8E

Change Order for \$15,950.00 – LTC Natatorium

MEMORANDUM

To: Board of Trustees
From: Terry L. Bruce
Date: May 15, 2001
Re: Change Order Exceeding \$10,000.00 – LTC Natatorium

Under board practice, any change order exceeding \$10,000.00 requires board approval.

At our last construction meeting it became apparent that the electrical conduit in the pool area at Lincoln Trail College has become corroded, creating a dangerous situation, and needs to be replaced.

Because the change order is for \$15,950.00, I am asking for board approval for this change order.

I will have at the board meeting specifics of the change order if the board wishes to review the information.

TLB/rs

Agenda Item #9

Bid Committee Report

**Bid Committee Report
May 15, 2001**

Illinois Eastern Community Colleges

1. Liability, Auto and General Insurance Package
2. Student Intercollegiate & Intramural Insurance

MEMORANDUM

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation - Liability, Auto and General Insurance Package
DATE: May 1, 2001

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

Bid Committee recommends acceptance of the low bid received for Liability, Auto and General Insurance Package as follows:

FY2001-2002
Total Annual Premium

IRM/Acorida, Champaign, IL and Arthur J. Gallagher, Itasca, IL	\$144,838.88	Liability, Auto & General Insurance Package (excludes Worker's Compensation)
IPMG/The Insurance Store, Mt. Vernon, IL	\$70,745.00	Worker's Compensation Insurance

A tabulation sheet is attached.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.

Source of Funds: Operating and LPS funds

Department: District-Wide Insurance Coverage

The "Advertisement for Bids" was placed in the Daily Republic Register for one (1) day

Illinois Eastern Community Colleges
General Insurance
Bid Tabulation

	Arthur J. Gallagher & Co. Itasca, IL	IRM/Acordia Champaign, IL and Arthur J. Gallagher & Co. Itasca, IL	The Insurance Store Mt. Vernon, IL	The Insurance Store Mt. Vernon, IL	Marsh Advantage America St. Louis, MO	Jackson & Gray Company, Inc. Marion, IL	Farmer's Insurance Exchange Olney, IL
SECTION I Property Coverage Option: All Risk - Earthquake Coverage - Mine Subsidence Coverage - Underground Water Seepage - Loss of Tuition & Fees Broad Coverage - \$10,000 Deductible (Option) - Data Processing Equipment	No-Bid	34,256.00 -1,063.00 5,690.00	61,717.00		45,987.00 No-Bid	No-Bid	No-Bid
SECTION II General Liability - Broadcast/Multi-Media Liability - Medical Professional (Nursing, Radiology & Cosmetology)	44,100.00	27,643.00 1,600.00 5,866.88	90,623.00		35,249.00 Excluded Excluded	No-Bid	No-Bid
SECTION III Crime Insurance -Employee Theft Coverage (Public Dishonesty Bond) - Premises Coverage - Transit Coverage - Depositor's Forgery Coverage - Computer Theft & Funds Transfer Fraud Coverage - School Treasurer's Bond	2,109.00 748.00	2,109.00 748.00	Included with GL		No-Bid	No-Bid Included	No-Bid

	Arthur J. Gallagher & Co. Itasca, IL	IRM/Acordia Champaign, IL and Arthur J. Gallagher & Co., Itasca, IL	The Insurance Store Mt. Vernon, IL	The Insurance Store Mt. Vernon, IL	Marsh Advantage America St. Louis, MO	Jackson & Gray Company, Inc. Marion, IL	Farmer's Insurance Exchange Olney, IL
SECTION IV Boiler & Machinery Coverage - \$2,500 Deductible (Option) - \$5,000 Deductible (Option)	6,315.00	6,315.00 5,873.00 2,994.00	No-bid		Included No-Bid	No-Bid	No-Bid
SECTION V Workers' Compensation Insurance	83,267.00	83,267.00	104,736.00	70,745.00	92,087.00	64,481.00	82,682.00
SECTION VI Auto Liability & Physical Damage Insurance, Medical - \$500 Deductible (Option) - Garage Liability	No-Bid	27,245.00 -1,000.00	Included with GL No-Bid		36,340.00 No-Bid	No-Bid	No-Bid
SECTION VII Fiduciary Responsibility Coverage	2,000.00	2,000.00	Included with GL		No-Bid	No-Bid	No-Bid
SECTION VIII Umbrella Liability - \$10M Coverage (Option)	24,628.00	15,367.00	21,671.00 No-Bid		No-Bid	No-Bid	No-Bid
SECTION IX International Foreign	3,000.00	3,000.00	No Excusions Included		2,500.00	No-Bid	No-Bid
SECTION X School Leaders Error & Omission - \$5M Coverage (Option)	18,000.00	12,999.00 18,000.00 25,200.00	Included with GL No-Bid		No-Bid	No-Bid	No-Bid
TOTAL PREMIUM	\$184,167.00	\$224,784.88	\$278,747.00	\$70,745.00	\$212,163.00	\$64,481.00	\$82,682.00

MEMORANDUM

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation - Student Intercollegiate & Intramural Insurance
DATE: May 1, 2001

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

Bid Committee recommends acceptance of the low bid received that meets specifications for our student intercollegiate & intramural insurance from **First Agency, Inc., Kalamazoo, MI** as follows:

FY2001-2002	
<u>Total Annual Premium</u>	
Intercollegiate	\$48,291.00
Intramural	\$2,700.00

A tabulation sheet is attached.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.

Source of Funds: Auxiliary

Department: District-wide Athletic Insurance Coverage

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

Student Intercollegiate & Intramural Insurance

Company	Annual Premium	
	Intercollegiate	Intramural
First Agency, Inc. Kalamazoo, MI	\$48,291	\$2,700
Francis L. Dean & Associates, Inc. Wheaton, IL	\$58,150	\$3,550
Bollinger Insurance Short Hills, NJ	\$65,000	\$3,500

(Lower bids receive that did not meet specifications are not listed)

**INTERCOLLEGIATE/INTRAMURAL
ATHLETIC ACCIDENT INSURANCE COVERAGE**

SPECIFICATIONS

Illinois Eastern Community Colleges (IECC) District #529 is accepting bids for the intercollegiate and intramural athletic accident coverage. All bids should conform to the specifications outlined below, as a minimum, which is the present coverage in force.

Additional Years:

Up to four renewals may be granted by the college based on a fair negotiated renewal premium which is directly related to the experience of Illinois Eastern Community Colleges District No. 529, without regard to the experience at any other college.

Number of Athletes:

The following outlines the number of participants in our program for the last completed year of 2000/2001. These numbers are the final squad figures and it should be noted that the tryouts in each sport, which are to be covered, would increase these numbers by approximately 150 persons.

	Intercollegiate		Intramural	
	Lincoln Trail College			
	<u>Men</u>	<u>Women</u>	<u>Men</u>	<u>Women</u>
Basketball	15	12	50	
Softball		15		
Baseball	23			
Golf				
Football			34	6
Volleyball			25	15
Soccer			20	15
			Olney Central College	
Basketball	14	11		
Softball		15		
Baseball	32			
Tennis	8	6		
Volleyball		11		
			Wabash Valley College	
Basketball	18	16		
Softball		17		
Baseball	28			
Volleyball		11		
Soccer				

Coverage quoted should be equal to or better than the present coverage outlined below:

1. **From \$0 to \$500 per accident** – This layer of the coverage may be on the primary or excess basis with the decision on each claimant to be that of each college. The college has the draft authority to write checks on this layer of the coverage so as to reduce the paper work and time spent of completing claim forms, following up on claims, reviewing lack of claim payments to medical vendors, etc.
2. **From \$500 to \$15,000 per accident** – This layer of coverage is to be written on the excess basis and claims are to be processed and paid by the agency awarded the bid. IECC does not desire to have the claims from this layer of the coverage paid by an underwriting company, rather it desires the agency awarded the bid to have the ability to pay the claims.
3. **From \$15,000 to \$25,000 per accident** – This layer of coverage is to be written on the excess basis and claims are to be processed and paid by the agency awarded the bid. IECC does not desire to have the claims from this layer of the coverage paid by an underwriting company, rather it desires the agency awarded the bid to have the ability to pay the claims.

Accidental Death and Dismemberment

The coverage quotes should contain a \$5,000 Accidental Death and a \$5,000 Dismemberment schedule.

Coverage is **EXCESS** coverage and does contain an exclusion for bills incurred that were “payable” by other insurance or plan. **If the parents or students choose not to use authorized medical vendors of their plan, they should be aware that this coverage will not be able to pay the bills incurred that would have been honored had they used the proper medical vendors.**

POLICY PERIOD-- August 1, 2001 – July 31, 2002

Coverage in Effect:

Coverage is in effect for twelve months of the year for all games, regularly scheduled practices for the whole team, travel to and from, and anytime under the general supervision of the authorized college personnel.

Benefit Period:

For the first two layers of coverage, the benefit period is up to one year from the date of accident and the third layer of high limits is four years from the date of accident.

Deductibles

Intercollegiate program: -0-

Intramural program: \$250 deductible, which may be satisfied by other insurance payments will be applied to each claim.

Dates of Seasons:

No dates of seasons in the program.

Roster Lists:

No roster lists necessary in the program.

Agency:

The agency awarded the bid is expected to provide an annual visit and renewal report and any other items the administration of the college desires as it relates to the intercollegiate/intramural coverage. In addition, IECC expects the agency to recommend changes in procedures for administering the program, and also to make available methods of cost savings that other colleges have tried and that are working. In other words, the college expects the awarded agency to have the proper experience in this special risk field that will warrant a relationship that will be advantageous to IECC over the years.

Bid Rejections:

IECC reserves the right to reject any or all bids.

CLAIMS EXPERIENCE

	PREMIUMS	CLAIMS PAID
YEAR 1990/91-94	69,861.00	\$64,754.79*
YEAR 1994/95	22,191.00	38,886.22*
YEAR 1995/96	25,416.00	41,253.06
YEAR 1996/97	27,978.00	40,257.03
YEAR 1997/98	32,307.00	42,623.83
YEAR 1998/99	37,197.00	35,891.97
YEAR 1999/2000	36,549.00	83,891.39
YEAR 2000/2001	42,882.00	

*includes administration expense.

INTRAMURAL PREMIUM: \$2700.00

Premium Payment:

IECC desires to make payment of this coverage between July 1, 2001 and October 1, 2001.

Bid Response Due Date: April 19th, 2001 no later than 11:00 a.m.

Bid Premium:

Per the above outlined terms, this agency has submitted the following premium bids for the 2001/2002 year.

INTERCOLLEGIATE \$ _____

INTRAMURAL \$ _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____ DATE _____

Exceeds Specifications:

The coverage quoted meets all items outlined above and exceeds them in the following area(s):

Underwriting Companies:

Please specify the underwriting companies and best's rating for the layers of coverage quoted.

INTRAMURALS

Medical Maximum – First \$4,750 of incurred expense.

Deductible – The greater of \$250 or the amount paid by other insurance.

Accidental Death Benefit \$1000

Dismemberment Schedule \$1,000

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT April 30, 2001

FUND	BALANCE
Educational	\$2,126,655.25
Operations & Maintenance	(\$160,608.64)
Operations & Maintenance (Restricted)	\$57,007.05
Bond & Interest	(\$56,089.61)
Auxiliary	\$324,537.73
Restricted Purposes	\$36,754.33
Working Cash	\$10,869.49
Trust & Agency	\$64,939.69
Audit	\$9,642.02
Liability, Protection & Settlement	\$164,908.62
TOTAL ALL FUNDS	\$2,578,615.93

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

April, 2001

Date Purchased	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest to be Earned
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
01/12/01	07/13/01	6.25	First Crawford State Bank (CD)	1,500,000	1,546,875	46,875
Operations & Maintenance Fund						
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	302,000	309,298	7,298
Operations & Maintenance Fund (Rest)						
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	300,000	317,750	17,750
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	500,000	512,083	12,083
02/22/01	08/23/01	5.91	Community Bank & Trust (CD)	800,000	823,640	23,640
02/22/01	12/21/01	5.63	Community Bank & Trust (CD)	1,000,000	1,046,917	46,917
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 Fund						
Auxiliary Fund						
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	150,000	158,875	8,875
04/06/01	04/06/02	5.42	First Crawford State Bank (CD)	500,000	527,100	27,100
Restricted Purposes						
03/14/01	06/13/01	5.11	Peoples National Bank in Fairfield (CD)	300,000	303,822	3,822
Working Cash Fund						
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	73,000	74,764	1,764
04/06/01	06/05/01	5.15	First Crawford State Bank (CD)	36,000	36,309	309
Trust & Agency Fund						
05/11/00	05/11/01	6.63	Old National Bank (CD)	125,000	133,288	8,288
01/12/01	07/13/01	6.25	First Crawford State Bank (CD)	100,000	103,125	3,125
Liability & Protection Fund						
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	500,000	512,083	12,083

*Community Development Investments

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

Types	Governmental Fund				
<hr/>					
			GENERAL		
AND	OBM				
LPS	INTEREST	RESTRICTED	FUNDS	GRANTS	AUDIT
<hr/>					
BOND					
ASSETS and OTHER DEBITS:					
ASSETS:					
			1,965,790	36,754	9,642
164,909	-56,090	57,007			
			1,000	--	--
--	--	--			
			2,000	--	--
--	--	--			
			2,002,000	300,000	--
500,000	--	3,900,000			
			1,096,437	350,899	--
--	--	--			
				--	--
--	--	--			
			-8,715	--	--
--	--	1,291			
				--	--
--	--	--			
<hr/>					
TOTAL ASSETS AND OTHER DEBITS:			5,058,512	687,653	9,642
664,909	-56,090	3,958,298			
Liabilities, equity and other credits					
LIABILITIES:					
			1,793	--	--
--	--	--			
				--	--
--	--	--			
			-75,916	-48	--
-644	--	--			
				--	--
--	--	--			
				--	--
--	--	--			
			706,640	-8,715	--
--	--	--			
<hr/>					
TOTAL LIABILITIES:			632,517	-8,763	
-644					
EQUITY AND OTHER CREDITS:					
				--	--
--	--	--			
				--	--
--	--	--			
BALANCE					
Fund Balances:					
			3,071,857	370,926	9,642
665,553	-56,090	2,569,921			

RESERVE FOR ENCUMBRANCES			1,354,138	325,491	--
--	--	1,388,377			
<hr/>			<hr/>	<hr/>	<hr/>
TOTAL EQUITY AND OTHER CREDITS:			4,425,996	696,417	9,642
665,553	-56,090	3,958,298			
<hr/>			<hr/>	<hr/>	<hr/>
TOTAL LIABILITIES,			5,058,512	687,653	9,642
664,909	-56,090	3,958,298			
EQUITY AND OTHER CREDITS:					
=====	=====	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

	Governmental Fund Types	
	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,178,012	624,130
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	6,702,000	5,132,000
RECEIVABLES	1,447,336	1,727,460
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
TOTAL ASSETS AND OTHER DEBITS:	10,322,925	7,558,837
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	1,793	21,513
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-76,609	150,170
ACCRUED EXPENSE		41,422
INTERFUND PAYABLES		
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	697,925	689,134
TOTAL LIABILITIES:	623,109	2,357,316
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	6,631,809	3,242,015
RESERVE FOR ENCUMBRANCES	3,068,006	1,959,507
TOTAL EQUITY AND OTHER CREDITS:	9,699,815	5,201,521
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	10,322,925	7,558,837

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

	Proprietary Fund Types		
AUXILIARY FUNDS	Current Year 2001	Prior Year 2000	
ASSETS and OTHER DEBITS:			
ASSETS:			
CASH	324,794	324,794	524,353
IMPREST FUND	20,500	20,500	20,500
CHECK CLEARING			
INVESTMENTS	650,000	650,000	300,000
RECEIVABLES	60,267	60,267	51,219
ACCRUED REVENUE			
INTERFUND RECEIVABLES			
INVENTORY	379,712	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	1,435,274	1,435,274	1,275,784
Liabilities, equity and other credits			
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE			
CURRENT OBLIGATIONS PAYABLE			
ACCOUNTS PAYABLE	-22,378	-22,378	-29,238
ACCRUED EXPENSE			24,169
INTERFUND PAYABLES			
DEFERRED REVENUE			
OTHER LIABILITIES			
TOTAL LIABILITIES:	-22,378	-22,378	-5,069
EQUITY AND OTHER CREDITS:			
INVESTMENT IN PLANT	1,205,431	1,205,431	725,408
PR YR BDGTED CHANGE TO FUND	252,221	252,221	555,445
BALANCE			
Fund Balances:			
FUND BALANCE			
RESERVE FOR ENCUMBRANCES			
TOTAL EQUITY AND OTHER CREDITS:	1,457,651	1,457,651	1,280,853
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,435,274	1,435,274	1,275,784
	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

	Fiduciary Fund Types		
Prior Year 2000	WORKING CASH	TRUST AND AGENCY	Current Year 2001
<hr/>			
ASSETS and OTHER DEBITS:			
ASSETS:			
CASH	10,869	64,940	75,809
157,819			
IMPREST FUND		--	
CHECK CLEARING		--	
INVESTMENTS	2,299,000	225,000	2,524,000
2,376,000			
RECEIVABLES		2,652	2,652
2,893			
ACCRUED REVENUE		--	
INTERFUND RECEIVABLES		--	
INVENTORY		--	
<hr/>			
TOTAL ASSETS AND OTHER DEBITS:	2,309,869	292,591	2,602,461
2,536,713			
Liabilities, equity and other credits			
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE		--	
CURRENT OBLIGATIONS PAYABLE		--	
ACCOUNTS PAYABLE		--	
5,392			
ACCRUED EXPENSE		--	
104			
INTERFUND PAYABLES		139,950	139,950
139,950			
DEFERRED REVENUE		--	
OTHER LIABILITIES		--	
<hr/>			
TOTAL LIABILITIES:		139,950	139,950
145,446			
EQUITY AND OTHER CREDITS:			
INVESTMENT IN PLANT		--	
PR YR BDGTD CHANGE TO FUND		--	
BALANCE			
Fund Balances:			
FUND BALANCE	2,309,869	138,596	2,448,465
2,384,720			
RESERVE FOR ENCUMBRANCES		14,046	14,046
6,546			
<hr/>			
TOTAL EQUITY AND OTHER CREDITS:	2,309,869	152,641	2,462,511
2,391,266			
<hr/>			
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,309,869	292,591	2,602,461
2,536,713			

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ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

Memorandum Only		
	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,578,616	1,306,302
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	9,876,000	7,808,000
RECEIVABLES	1,510,255	1,781,573
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
INVENTORY	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	14,360,659	11,371,334
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	1,793	21,513
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-98,986	126,325
ACCRUED EXPENSE		65,695
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	697,925	689,134
TOTAL LIABILITIES:	740,682	2,497,693
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	252,221	555,445
BALANCE:		
Fund Balances:		
FUND BALANCE	9,080,275	5,626,735
RESERVE FOR ENCUMBRANCES	3,082,052	1,966,053
TOTAL EQUITY AND OTHER CREDITS:	13,619,978	8,873,641
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	14,360,659	11,371,334

ILLINOIS EASTERN COMMUNITY COL
 Statement of Rev,Exp,Other
 Revenues, Expenditures, Other Changes
 AS OF 30-APR-2001
 Percentage of time remaining through the Budget: 16.712

GENERAL FUNDS

		ADJUSTED	YEAR-TO-DATE
VARIANCE TO	PERCENT OF	BUDGET	ACTUAL
BUDGET	BUDGET	-----	-----
-----	-----		---
REVENUES:			
LOCAL GOVT SOURCES		2,460,000.00	2,488,767.56
28,767.56	1.169		

STATE GOVT SOURCES	12,158,156.00	9,223,430.46	-
2,934,725.54 -24.138			
STUDENT TUITION & FEES	6,550,094.00	6,832,139.81	
282,045.81 4.306			
SALES & SERVICE FEES	.00	55,964.72	
55,964.72 #####			
FACILITIES REVENUE	30,000.00	24,162.25	
-5,837.75 -19.459			
INVESTMENT REVENUE	50,000.00	186,247.49	
136,247.49 272.495			
OTHER REVENUES	110,750.00	61,533.47	
-49,216.53 -44.439			
DUMMY	.00	.00	
.00 .000			
-----	-----	-----	-----
TOTAL REVENUES:	21,359,000.00	18,872,245.76	-
2,486,754.24 -11.643			
EXPENDITURES:			
INSTRUCTION	8,910,889.55	7,599,332.55	-
1,311,557.00 -14.719			
ACADEMIC SUPPORT	557,064.17	447,474.57	
-109,589.60 -19.673			
STUDENT SERVICES	1,052,152.43	869,314.80	
-182,837.63 -17.377			
PUBLIC SERV/CONT ED	69,494.00	57,793.85	
-11,700.15 -16.836			
AUXILIARY SERV	.00	.00	
.00 .000			
OPER & MAINT PLANT	2,455,968.91	2,005,240.23	
-450,728.68 -18.352			
INSTITUTIONAL SUPPORT	4,944,262.94	3,704,544.10	-
1,239,718.84 -25.074			
SCH/STUDENT GRNT/WAIVERS	3,365,000.00	2,958,995.31	
-406,004.69 -12.066			
-----	-----	-----	-----
TOTAL EXPENDITURES:	21,354,832.00	17,642,695.41	-
3,712,136.59 -17.383			
TRANSFERS AMONG FUNDS:			
INTERFUND TRANSFERS	678,657.00	798,657.00	
120,000.00 17.682			
-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	678,657.00	798,657.00	
120,000.00 17.682			
NET INCREASE/DECREASE IN NET ASSETS	-674,489.00	430,893.35	
1,105,382.35 #####			

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2001

Percentage of time remaining through the Budget: 16.712

OBM RESTRICTED

VARIANCE TO BUDGET	PERCENT OF BUDGET	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	---
-----	-----	-----	-----	---
REVENUES:				
LOCAL GOVT SOURCES		2,388,200.00	2,351,752.83	
-36,447.17	-1.526			
STATE GOVT SOURCES		240,655.00	239,596.86	
-1,058.14	-.440			
INVESTMENT REVENUE		.00	74,937.81	
74,937.81	#####			
OTHER REVENUES		.00	31,519.20	
31,519.20	#####			

TOTAL REVENUES:		2,628,855.00	2,697,806.70	
68,951.70	2.623			
EXPENDITURES:				
OPER & MAINT PLANT		148,190.00	86,342.93	
-61,847.07	-41.735			
INSTITUTIONAL SUPPORT		4,293,367.00	213,876.86	-
4,079,490.14	-95.018			

TOTAL EXPENDITURES:		4,441,557.00	300,219.79	-
4,141,337.21	-93.241			
NET INCREASE/DECREASE IN NET ASSETS		-1,812,702.00	2,397,586.91	
4,210,288.91	#####			

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2001

Percentage of time remaining through the Budget: 16.712

BOND AND INTEREST

VARIANCE TO BUDGET	PERCENT OF BUDGET	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	---
-----	-----	-----	-----	---
REVENUES:				
LOCAL GOVT SOURCES		1,398,410.00	1,338,830.54	
-59,579.46	-4.261			
INVESTMENT REVENUE		.00	3,489.85	
3,489.85	#####			

TOTAL REVENUES:		1,398,410.00	1,342,320.39	
-56,089.61	-4.011			
EXPENDITURES:				
INSTITUTIONAL SUPPORT		1,398,410.00	1,398,410.00	
.00	.000			

TOTAL EXPENDITURES:		1,398,410.00	1,398,410.00	
.00	.000			
NET INCREASE/DECREASE IN NET ASSETS		.00	-56,089.61	
-56,089.61	#####			

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2001

Percentage of time remaining through the Budget: 16.712

AUXILIARY FUNDS

VARIANCE TO	PERCENT OF	ADJUSTED	YEAR-TO-DATE	
BUDGET	BUDGET	BUDGET	ACTUAL	
-----	-----	-----	-----	---
REVENUES:				
STUDENT TUITION & FEES		563,435.00	259,265.98	
-304,169.02	-53.985			
SALES & SERVICE FEES		2,954,307.00	2,047,736.28	
-906,570.72	-30.686			
FACILITIES REVENUE		1,800.00	698.00	
-1,102.00	-61.222			
INVESTMENT REVENUE		.00	61,110.81	
61,110.81	#####			
OTHER REVENUES		550,350.00	32,611.38	
-517,738.62	-94.074			
-----	-----	-----	-----	-----
TOTAL REVENUES:		4,069,892.00	2,401,422.45	-
1,668,469.55	-40.995			
AUXILIARY ENTERPRISES:				
SALARIES		1,322,786.64	811,171.70	
-511,614.94	-38.677			
EMPLOYEE BENEFITS		79,649.00	47,198.00	
-32,451.00	-40.743			
CONTRACTUAL SERVICES		332,508.00	107,767.08	
-224,740.92	-67.590			
GEN. MATERIAL & SUPPLIES		2,461,484.00	1,491,717.14	
-969,766.86	-39.398			
CONF/TRAVEL MEETING EXPENSE		505,351.00	178,841.76	
-326,509.24	-64.610			
FIXED CHARGES		60,562.00	36,258.24	
-24,303.76	-40.130			
UTILITIES		33,402.00	6,688.72	
-26,713.28	-79.975			
CAPITAL OUTLAY		381,190.00	160,319.76	
-220,870.24	-57.942			
INTERFUND TRANSFERS		798,657.00	-798,657.00	-
1,597,314.00	#####			
OTHER EXPENDITURES		164,106.00	107,896.40	
-56,209.60	-34.252			
-----	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:		6,139,695.64	2,149,201.80	-
3,990,493.84	-64.995			
NET INCREASE/DECREASE IN NET ASSETS		-2,069,803.64	252,220.65	
2,322,024.29	#####			

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2001
Percentage of time remaining through the Budget: 16.712

WORKING CASH

VARIANCE TO BUDGET	PERCENT OF BUDGET	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	---
-----	-----	-----	-----	-----
REVENUES:				
INVESTMENT REVENUE		120,000.00	119,869.49	
-130.51	-.109			

TOTAL REVENUES:		120,000.00	119,869.49	
-130.51	-.109			

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	119,869.49	
-120,130.51	-50.054			

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2001

Percentage of time remaining through the Budget: 16.712

AUDIT

VARIANCE TO BUDGET	PERCENT OF BUDGET	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	---
-----	-----	-----	-----	---
REVENUES:				
LOCAL GOVT SOURCES		20,000.00	19,292.78	
-707.22	-3.536			
INVESTMENT REVENUE		.00	235.08	
235.08	#####			

TOTAL REVENUES:		20,000.00	19,527.86	
-472.14	-2.361			
EXPENDITURES:				
INSTITUTIONAL SUPPORT		23,188.00	15,373.51	
-7,814.49	-33.701			

TOTAL EXPENDITURES:		23,188.00	15,373.51	
-7,814.49	-33.701			
NET INCREASE/DECREASE IN NET ASSETS		-3,188.00	4,154.35	
7,342.35	#####			

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2001
Percentage of time remaining through the Budget: 16.712

LPS

VARIANCE TO	PERCENT OF	ADJUSTED	YEAR-TO-DATE
BUDGET	BUDGET	BUDGET	ACTUAL
-----	-----	-----	-----
REVENUES:			
LOCAL GOVT SOURCES		435,000.00	416,758.43
-18,241.57	-4.193		
INVESTMENT REVENUE		.00	19,267.82
19,267.82	#####		

TOTAL REVENUES:		435,000.00	436,026.25
1,026.25	.236		
EXPENDITURES:			
INSTITUTIONAL SUPPORT		834,605.00	170,078.93
-664,526.07	-79.622		

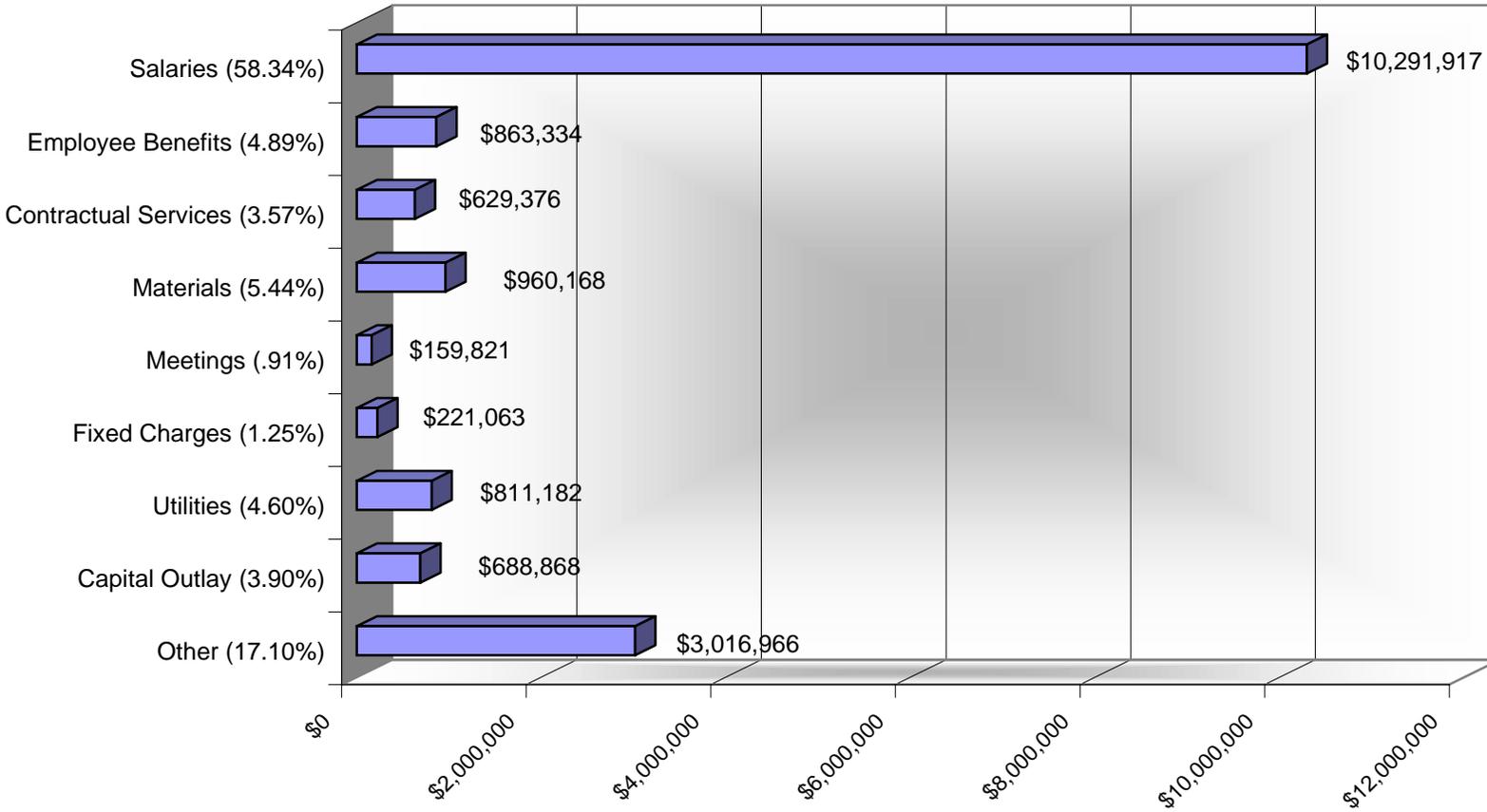
TOTAL EXPENDITURES:		834,605.00	170,078.93
-664,526.07	-79.622		
NET INCREASE/DECREASE IN NET ASSETS			
		-399,605.00	265,947.32
665,552.32	#####		

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY99-01

College	Category	FISCAL YEAR 1999			FISCAL YEAR 2000			FISCAL YEAR 2001		
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt
Frontier	Bills		\$348,014			\$979,468			\$1,088,775	
	Payroll		1,206,623			1,326,976			1,324,830	
	Totals	\$2,077,018	1,554,637	75%	\$2,620,195	2,306,444	88%	\$3,172,980	2,413,605	76%
Lincoln Trail	Bills		578,280			1,142,531			1,014,430	
	Payroll		1,507,342			1,856,226			1,967,372	
	Totals	2,697,681	2,085,622	77%	3,250,689	2,998,757	92%	3,499,900	2,981,802	85%
Olney Central	Bills		669,251			1,516,946			1,437,527	
	Payroll		2,180,933			2,626,724			2,782,068	
	Totals	3,761,268	2,850,184	76%	4,484,872	4,143,670	92%	4,703,754	4,219,595	90%
Wabash Valley	Bills		492,419			1,294,268			1,151,938	
	Payroll		1,763,556			2,075,621			2,237,667	
	Totals	2,944,978	2,255,975	77%	3,694,006	3,369,889	91%	3,967,821	3,389,605	85%
Workforce Educ.	Bills		189,887			960,933			937,369	
	Payroll		1,025,447			780,024			841,235	
	Totals	1,769,316	1,215,334	69%	1,619,930	1,740,957	107%	2,394,245	1,778,604	74%
District Office	Bills		186,067			214,850			208,869	
	Payroll		543,198			609,768			676,382	
	Totals	924,251	729,265	79%	1,086,064	824,618	76%	1,130,151	885,251	78%
District Wide	Bills		1,417,136			147,529			1,511,870	
	Payroll		227,800			424,491			462,363	
	Totals	1,407,496	1,644,936	117%	2,018,560	572,020	28%	2,485,981	1,974,233	79%
O & M	Bills									
	Payroll									
	Totals									
GRAND TOTALS		15,582,008	12,335,953	79%	18,774,316	15,956,355	85%	21,354,832	17,642,695	83%

Excludes DOC

Illinois Eastern Community Colleges FY2001 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of April 30, 2001 - \$17,642,695

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

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: May 10, 2001
RE: Personnel Report

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

mk

Attachment

PERSONNEL REPORT

INDEX

- 400.1. Adoption of Resolution and
Reemployment of Full-time Staff
(Appendix A)**
- 400.2. Employment of Personnel**
- 400.3. Change in Status**
- 400.4. FY01-02 Wage Increases for
Robinson Correctional Center**
- 400.5. Leave of Absence**
- 400.6. Resignations**
- 400.7. Retirement**

PERSONNEL REPORT

400.1. Adoption of Resolution and Reemployment of Full-time Staff – Appendix A

It is recommended that the attached resolution be adopted. The employment of personnel whose wages are supported by Department of Corrections, grant, or auxiliary funds is completely dependent upon continued funding from those sources. Should the account terminate or revenues cease, employment is null and void and the rights of both parties are at an end.

400.2. Employment of Personnel

A. Classified

1. Julie Robinson: Initial full-time employment as Upward Bound Student Advisor for the District Office. Amount: Based upon \$19,845 per fiscal year. Effective: May 17, 2001. Employment is contingent upon continued funding from the grant. Code: 66010D-6010D-1201-308

B. Professional/Non-Faculty

1. Kelvin Cessna: Initial full-time employment as Assistant Program Director, SBDC. Amount: Based upon \$31,395 per fiscal year. Effective: May 18, 2001. Employment is contingent upon continued funding from the grant. Code: 65083D-5083D-1201-809
2. Mark Nelson: Initial full-time employment as Coach for Wabash Valley College. Amount: Based upon \$32,500 per fiscal year. Effective: April 24, 2001. Code: 53616W-3616W-1201-604

C. Faculty

1. Mark Fitch: Initial full-time employment as Collision Repair Instructor. Amount: Based upon \$29,463 per academic year. Effective: August 13, 2001. Code: 012-4706O-1301-103
2. Raza Khan: Initial full-time employment as Chemistry Instructor. Amount: Based upon \$39,603 per academic year. Effective: August 13, 2001. Code: 012-4005O-1301-101
3. Kenneth Mager: Initial full-time employment as Life Science Instructor. Amount: Based upon \$36,614 per academic year. Effective: August 13, 2001. Code: 014-2601F-1301-101
014-2607F-1301-101
014-2605F-1301-101

4. Katherine Overstreet: Initial full-time employment as ABE-GED Instructor. Amount: Based upon \$27,991 per academic year. Effective: August 13, 2001.
Code: 65051F-5051F-1301-308
65049F-5049F-1301-308
012-3201O-1301-105
65041F-5041F-1301-308

400.3. Change in Status

A. Professional/Non-Faculty

1. Tara Buerster: Change from District Student Recruiter Coordinator to Coordinator, Personnel Services at the District Office. Amount: Based upon \$25,800 per fiscal year. Effective: July 1, 2001.
Code: 015-8040C-1201-804
2. Janet Herman: Change from Literacy Development Center Technician to Coordinator of the Literacy Development Center Program at FCC. Amount: Based upon \$22,500 per fiscal year. Effective: May 16, 2001. Employment is contingent upon continued funding from the grant.
Code: 65046F-5046F-1201-308

400.4. FY01-02 Wage Increases for Robinson Correctional Center Employees

<u>Name</u>	<u>Title</u>	<u>FY2001</u>	<u>%Inc</u>	<u>FY2002</u>
Glen Donaldson	Associate Dean	\$48,681	3.5	\$50,385
Kay Conour	Office Assistant	\$24,631	4	\$25,617
Tim Watson	Youthful Offender Counselor	\$31,200	4	\$32,448
Amy Bowler	Food Service Instructor	\$26,500	4	\$27,560
Larry Conour	Computer Tech Instructor	\$28,814	4.84	\$30,210
Alice Holtzhouser	Business Management Instructor	\$34,116	4	\$35,481
Harvey Ricker	Commercial Custodial Instructor	\$31,023	4	\$32,264
Paul Stouse	Horticulture Instructor	\$34,655	4	\$36,041

400.5. Leave of Absence

A. Faculty

1. Michael Bucknum, Chemistry Instructor, from April 12, 2001, through May 4, 2001. Unpaid leave begins May 7, 2001, through resignation date of August 10, 2001.

400.6. Resignations

A. Faculty

1. William Martin, Computer Networking Specialist Instructor, effective May 11, 2001.
2. Paul McCombs, Math Instructor, effective August 10, 2001.
3. Matt Swinford, Computer Networking Specialist Instructor, effective August 10, 2001.

400.7. Retirement

A. Classified

1. Betty Stout, Administrative Assistant, Nursing WVC/OCC, effective May 31, 2001.

RESOLUTION

WHEREAS, effective July 1, 2001, the Board of Trustees desires to employ administrative, professional/non-faculty, and classified employees whose names are set forth on Appendix A; and

WHEREAS, the Board of Trustees desires to establish certain terms and conditions of employment with respect to said employees that will be in effect during the 2001-02 fiscal year.

NOW, THEREFORE, BE IT RESOLVED:

1. Effective July 1, 2001, the employees whose names are set forth on Appendix A shall be reemployed and during their continued employment, **THEY SHALL BE EMPLOYEES-AT-WILL AND EITHER THE BOARD OF TRUSTEES OR THE EMPLOYEE CAN TERMINATE THIS AT-WILL RELATIONSHIP WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AT ANY TIME.** No supervisor, managerial employee, administrator or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any employee for employment for any specified period or to make any promises contrary to the employment-at-will policy. Only the Board of Trustees has such authority.
2. The appropriation to cover the salaries of said employees does not constitute an express or implied contract and shall not create any right on the part of any such employee to demand continuous employment or compensation by reason of such appropriation if the Board determines that the employment of any such employees is no longer needed or necessary.
3. If any vacancy occurs in any of the positions held by any of the individuals listed on Appendix A, there shall be no requirement to fill any such vacancy if it is determined that there is no need or necessity to fill such vacancy.
4. Any past resolution, policy, authority or any action of the Board inconsistent with the instant Resolution is hereby amended so as to conform with this Resolution.
5. This Resolution shall be in full force and effective from and after its adoption. In the event that any past, current or future policies or procedures conflict with this Agreement, this Agreement shall govern.

Adopted this 15th day of May, 2001.

Attest:

Chairman, Board of Trustees
Illinois Eastern Community Colleges
District No. 529

Secretary, Board of Trustees
Illinois Eastern Community Colleges
District No. 529

ADMINISTRATIVE**FRONTIER COMMUNITY COLLEGE**

<u>Name</u>	<u>Position</u>
Ted Davis	Director of LRC
Blenda Demaret	Assistant to the Dean of the College
Jerry Hefley	Dean of the College
Carroll Hilliard	Director of Financial Assistance and Community Services
LaVonna Miller	Director of Business
Stacey Vinson	Director of Public Info & Marketing

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
Karen Coleman	Director of LRC
Debbie Kull	Director of Financial Aid
Gayle Saunders	Dean of the College
Lydia Williams	Director of Business

ROBINSON CORRECTIONAL CENTER

** Glen Donaldson Associate Dean (DOC)

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Jack Davis	Dean of Instruction
Donna Henry	Assoc Dean, Nursing & Allied Health
Doug Shipman	Director of Business
Fran Stencil	Director of LRC
Chris Webber	Assistant Dean for Student Services

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

**Employment is completely dependent upon funding from the Department of Corrections.

WABASH VALLEY COLLEGE

Name

Louise Acree
Wayne Henegar
Diana Spear
Cynthia Walls

Position

Director of Public Information & Marketing
Dean of Instruction
Assistant Dean of Student Services
Director of Business

WORKFORCE EDUCATION

Name

John Howard
George Woods

Position

Associate Dean, CMT
Dean of Workforce Education

DISTRICT OFFICE

Chris Cantwell
Alex Cline
Marty Novak
Pam Schwartz
* Kathleen Vespa

Assoc Dean, Academic & Student Support Services
Director of Information & Communications Technology
Director of Personnel
Assoc Dean, Institutional Development
Assoc Dean, Career Education & Economic Dev (GRANT)

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

PROFESSIONAL/NON-FACULTY

FRONTIER COMMUNITY COLLEGE

	<u>Name</u>	<u>Position</u>
*	Jim Beers	Dir Human Services & Job Dev/Retention (GRANT)
	Robert Boyles	Program Director, Adult & Continuing Ed
	Suzanne Brooks	Coordinator of Registration & Records
	Galen Dunn	Supervisor of Building & Grounds
*	Brenda Helm	Director of Ad Educ Recruitment & Advisement (GRANT)
*	Lawrence Houston	Director of Admissions & Special Populations (GRANT)
	Janice Tucker	Director of Recruitment & Advisement
	Wesley Weber	Program Director, Emergency Preparedness & Industrial Quality Management
	Jeannette Wiles	Coordinator of Student Success

LINCOLN TRAIL COLLEGE

	<u>Name</u>	<u>Position</u>
*	Rick Arp	Athletic Director/Coach (AUXILIARY)
*	James Chambers	Coach (AUXILIARY)
*	Liz Grant	Manager of Bookstore (AUXILIARY)
	Danelle Hevron	Coordinator, Public Information & Marketing
	Richard Kent	Building Superintendent
*	Mike McLaury	Sports Center Mgr/Head Baseball Coach (AUXILIARY)
*	Donna Meadows	Manager of Food Services (AUXILIARY)
	Becky Mikeworth	Director of Admissions
	Brad Musgrave	Director of Recruitment & Advisement
	Kristina Zane	Career Advisor

ROBINSON CORRECTIONAL CENTER

**	Tim Watson	Youthful Offender Counselor (DOC)
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**Employment is completely dependent upon funding from the Department of Corrections.

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Judy Burroughs	Director of the Cosmetology Program
* Dennis Conley	Athletic Director/Coach (AUXILIARY)
* Kristi Crawford	Coordinator, Community Programming & Student Activities (AUXILIARY)
* James Glash	Coach (AUXILIARY)
* Donita Kaare	Director of LSC (GRANT)
* Jervaise McGlone	Director of Transition Center (GRANT)
* Jessica Morris	Coach (AUXILIARY)
Deanna Ratts	Coordinator of Public Information & Marketing
J. Robert Story	Building Superintendent
Vicki Stuckey	Financial Aid Coordinator
* Ed Wright	Manager of Bookstore (AUXILIARY)

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
Elaine Brown	Coordinator, Academic Assistance Center
James Cox	Director, Radio/TV Broadcasting
* Greg Goldman	Manager of Bookstore (AUXILIARY)
* Glenda Raber	Coordinator Radio Information Services (GRANT)
* Judy Riggs	Manager of Food Services (AUXILIARY)
Melinda Silvernale	Financial Aid Coordinator
* Stephanie Smith	Coach (AUXILIARY)
Tim Zimmer	Director of Academic Advising

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WORKFORCE EDUCATION

Name

Position

John Highhouse
Diane Lutes

Prog Dir, Telecommunications Training
Director of Admissions & Financial Aid

DISTRICT OFFICE

Name

Position

	Rita Adams	Program Director, College Support Services
*	Byron Brumfiel	Program Director, SBDC (GRANT)
	Tara Buerster	District Student Recruiter Coordinator
	Bonnie Chaplin	Director of Business Services
	Jack Dunn	Communications Specialist
	John Frazier	Asst Program Director, Hainan Project
	Marilyn Grove	Treasurer
*	LeAnn Hartleroad	Director, Upward Bound (GRANT)
*	Peggy Jausel	Director of Dislocated Worker Program (GRANT)
	Pam Madden	Prog Dir, Internat'l St/Dir Dist Student Recruitment
*	David McKimmy	Director of Business & Industry Training (GRANT)
*	Susan Polgar	Project Director, Success Network, Title IV (GRANT)
*	Rodney Ranes	Director, Educ Talent Search (GRANT)
*	Kathy Swinson	Director, Welfare to Work (GRANT)

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CLASSIFIED

FRONTIER COMMUNITY COLLEGE

<u>Name</u>	<u>Position</u>
Barbara Bennett	Administrative Assistant
Karen Bryant	Office Assistant
Trena Cline	Library Assistant
* Jeffery Davenport	Computer Technician (GRANT)
Debra Dawkins	Office Assistant
Tara Farleigh	Clerk
* Janet Herman	Literacy Development Center Technician (GRANT)
Denise Hilliard	Administrative Assistant
Freda Hoffman	Administrative Assistant
Janie Lake	Administrative Assistant
* Amy Loss	Clerk (GRANT)
Andy Pottorff	Custodian
Renee Smith	Administrative Assistant to President
Scott Talbert	Textbook Library/Equipment Technician

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
Sheri Bayne	Office Assistant
Donna Boyd	Administrative Assistant
Deanna Chryslar	Administrative Assistant to President
Carolyn DiBeasi	Office Assistant
Douglas Edwards	Lead Custodian
Sharon Hanson	Clerk
Kenneth Hawkins	Maintenance Worker
Jamie Henry	Office Assistant
Julie Higginbotham	Office Assistant
* Laura Johnson	Computer Technician (GRANT)
Freda Kelley	Custodian
Albert Miller	Custodian
Ricky Rich	Groundskeeper
Gary Upton	Custodian
Jo Wachtel	Office Assistant

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

ROBINSON CORRECTIONAL CENTER

** Kay Conour Office Assistant (DOC)

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Timothy Bower	Custodian
Karen Devall	Library Assistant
Jean Duckworth	Administrative Assistant
Jaye Fehrenbacher	Administrative Assistant
Kathy Fehrenbacher	Office Assistant
Larry Gangloff	Maintenance Worker
Carla Gardner	Administrative Assistant to the President
Lawrence Harbaugh	Custodian
Tammy Harmon	Administrative Assistant
Carla Heckenbach	Administrative Assistant
Linda Horn	Office Assistant
Larry Johnson	Groundskeeper
Cheryl Knight	Administrative Assistant
Sara Kocher	Office Assistant
Damona Nease	Custodian
* Joyce Nix	Special Needs/Academic Advisor (GRANT)
Carl Sager	Lead Custodian
Reba Stanfield	Office Assistant
John Stoll	Custodian
Betty Stout	Administrative Assistant
* Rose Teel	Job Developer/Intake Processor (GRANT)
Christine Weber	Jobs Advisor
Kim Wilson	Office Assistant
Olivia Zwilling	Career Advisor

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**Employment is completely dependent upon funding from the Department of Corrections.

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
Karissa Anderson	Office Assistant
Darla Brooke	Computer Lab Assistant
Sandra Craig	Library Assistant
Margaret Donahoo	Custodian
Lisa Fortner	Custodian
Kathryn Head	Lead Custodian
Pamela Henegar	Administrative Assistant
Betty Hocking	Office Assistant
Cindy Kruse	Administrative Assistant
Ron Martin	Groundskeeper
Kay Meier	Custodian
Barbara Minniear	Office Assistant
Bobby Moyes	Computer Technician
Jane Owen	Office Assistant
Dwight Piper	Maintenance Worker
Cathy Seaton	Administrative Assistant
Julie Tennis	Custodian
Audrey Tice	Administrative Assistant to President
Judy Wilkinson	Office Assistant

WORKFORCE EDUCATION

<u>Name</u>	<u>Position</u>
Kay Brown	Program Assistant – Carterville
Shirley Buche	Program Assistant – Harrisburg
Becky Coomer	Program Assistant – Robinson
Mary Kay Enrietta	Program Assistant – Springfield
Lynda Price	Program Assistant – Marissa
Sibyl Janello	Office Assistant – Carterville
Gina Sinclair	Telecom Recruiter/Advisor - Robinson

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DISTRICT OFFICE

*	Shelly Allensworth	Case Worker (GRANT)
*	Marla Bayler	College Academic Advisor, Ed Talent Search (GRANT)
	Charles Bennett	Systems Technician
*	Melissa Chapman	Office Assistant (GRANT)
*	Kathy Corry	Administrative Assistant (GRANT)
*	Ada Fleeharty	Student Advisor, Success Network (GRANT)(OCC)
	Cynde Frost	Payroll Clerk
*	Jeff Gumbel	Webmaster (GRANT)
	Terri Harris	International Student Liaison
	Chris Heindselman	Research Assistant
*	Beverly Hemrich	Office Assistant, Success Network (GRANT) (LTC)
	Eva Hubble	Administrative Assistant
	Amy Johnson	Clerk
	Melanie Kent	Administrative Assistant
*	Sarah Kincaid	Office Assistant (GRANT)
*	Carole Kirk	Upward Bound Student Advisor (GRANT)
	Janet Lane	International Student Liaison
*	Robert Long	Student Advisor, Success Network (GRANT) (FCC)
	Barbara McGuire	Computer Lab Assistant
	Maria Michels	Accounts Payable Clerk
*	Judy Neikirk	Student Advisor, Success Network (GRANT) (WVC)
*	Andrea Pampe	Office Assistant, Ed Talent Search (GRANT)
	Lona Peavler	Business Office Clerk
	Chris Raley	Administrative Assistant
*	Carol Redman	Program Advisor, Ed Talent Search (GRANT)
*	Laurie Rist	Office Assistant (GRANT)
	Jan Robards	Bookkeeper
*	Michael Robinson	Network/Web Technician (GRANT)
*	Jill Sapp	Resource Room Advisor (GRANT)
*	Wilma Seiler	Case Worker (GRANT)
	Jackie Shamhart	Office Assistant
	Rebecca Shultz	Computer Operator
*	Kathy Slichenmyer	Office Assistant (GRANT)
	Rhoda Slichenmyer	International Student Liaison
	Paul Tait	Networking Technician
	Barbara Thomas	Administrative Assistant
*	Ruth Trowbridge	Case Worker (GRANT)
*	Cora Weger	Student Advisor, Success Network (GRANT) (LTC)
*	Lisa Weiler	Case Worker (GRANT)
	Lucinda Wingert	Database Technician

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

FACULTY

ROBINSON CORRECTIONAL CENTER

** Amy Bowler	Food Service Technology Instructor (DOC)
** Larry Conour	Computer Technology Instructor (DOC)
** Alice Holtzouser	Business Management Instructor (DOC)
** Harvey Ricker	Commercial Custodial Service Instructor (DOC)
** Paul Stouse	Horticulture Instructor (DOC)

**Employment is completely dependent upon funding from the Department of Corrections.

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

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

4/30/01

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natatorium 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

4/30/01