

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 18, 2004



Location:

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

**Dinner – 6:00 p.m. – Cafeteria
Meeting – 7:00 p.m. – Cafeteria**

**Illinois Eastern Community Colleges
Board Agenda**

May 18, 2004

7:00 p.m.

Wabash Valley College

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes.....CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Military Policy 400.21
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Annual Report Card on Institutional Effectiveness for 2004 Cantwell
 - B. Marathon Ashland Petroleum Refinery..... Bruce
 - C. FY04 Department of Corrections Amendment Bruce
 - D. FY05 Robinson and Lawrence Correctional DOC Contract..... Bruce
9. Bid Committee ReportBrowning
10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
11. Chief Executive Officer's Report Bruce
12. Executive Session Bruce

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, April 20, 2004.

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

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

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

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Harry Benson, President of Wabash Valley College.
Dr. Jack Davis, President of Olney Central College.
Dr. Michael Dreith, President of Frontier Community College.
Dr. Carl Heilman, President of Lincoln Trail College.
Mr. Roger Browning, Chief Finance Officer.
Mrs. Tara Buerster, Director of Personnel.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Mr. Alex Cline, Director of Information & Communications Technology.
Ms. Kathleen Pampe, Associate Dean of Education to Careers Program.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. George Woods, Dean of Community Development & Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, March 16, 2004, were presented for disposition.

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

AGENDA #3 – “Seating of Student Board Member” – The oath of office was administered to Miss Andrea Pennington, a student at Olney Central College, and she was seated as student member of the Board of Trustees for the coming year, succeeding Mr. Joseph Kiser.

AGENDA #4 – “Recognition of Visitors & Guests” –

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

#4-B. IECEA Representative: None.

#4-C. Special Presentation – Robotics: A demonstration was presented by members of the award-winning “Hella’s Angels” Robotics team, sponsored by Hella Electronics Corporation and Illinois Eastern Community Colleges. A power-point presentation was given on the team’s recent competition and a robot demonstration was given.

AGENDA #5 – “Public Comment” – Ms. Roberta Rovino expressed support for an applicant for a teaching position.

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: Mr. Rost expressed appreciation for expressions of sympathy at the time of the recent death of his mother.

#6-B. Report from Presidents: Dr. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman presented informational reports from their colleges.

#6-C. Report from Cabinet: Mr. Woods presented an informational report on Coal Mining Technology/Telecom. Mr. Browning presented an informational update on new accounting and auditing rules, regulations and procedures and how they will affect IECC.

AGENDA #7 – “Policy First Readings (and Possible Approval)” –

#7-A. Ethics Resolution/Ordinance: In November 2003 the Illinois General Assembly passed new ethics legislation which requires each governmental body in the state to implement this legislation within six months following its effective date. The CEO presented a draft ethics ordinance submitted by the Illinois Attorney General relative to this issue and recommended that the Board of Trustees adopt the draft ordinance as presented.

Board Action: Mr. Williams made a motion to waive second reading and adopt for Illinois Eastern Community College District #529 the ethics ordinance prepared by the Illinois Attorney General as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#7-B. Modification of State Gift Ban Policy 100.20: The CEO recommended that the State Gift Ban Act Policy (100.20) be amended to change the current \$100 to \$75 as the limit on gifts that may be accepted by trustees and employees from any one prohibited source. Paragraph B of the policy when amended will read as follows:

B. The Trustees and employees shall not accept any gifts, except they may accept any item or items from any one prohibited source during any calendar year having a cumulative value of less than \$75 or as provided otherwise in section 15, and any other applicable provision of the State Gift Ban Act, from any prohibited source or in violation of any federal or state statute, rule or regulation. This ban applies to and includes spouses of an immediate family living with the Trustee or employee. (No prohibited source shall offer or make a gift that violates this section.)

Board Action: Mr. Williams made a motion to waive second reading and adopt the modification of State Gift Ban Policy 100.20 as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #8 – “Policy Second Readings” – None.

AGENDA #9 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#9-A. Cooperative Agreements with Indiana State University: Ms. Cantwell reviewed the following Articulation Agreements between Illinois Eastern Community Colleges and Indiana State University:

1. 2+2 Program Articulation Agreement for B.A. or B.S. in Business Administration.

The purpose of this articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate in Arts (A.A.), Associate in Science (A.S.) or the Associate in Science and Arts (A.S.A.) in Business Administration from any of the approved campus(es) of Illinois Eastern Community College would be eligible to complete the requirements for the B.A. or B.S. degree in Business Administration at Indiana State University (ISU). Such eligibility is subject to the conditions detailed in the agreement and attachments thereto.

2. 2+2 Program Articulation Agreement for B.S. in Information Technology.

The purpose of this articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate in Science (A.S.) in Information Technology from any of the approved campus(es) of Illinois Eastern Community College would be eligible to complete the requirements for the B.S. degree in Information Technology at Indiana State University (ISU). Such eligibility is subject to the conditions detailed in the agreement and attachments thereto.

Recommendation: The CEO recommended approval of the foregoing Articulation Agreements with Indiana State University as presented.

Board Action: Dr. Fischer made a motion to approve the Articulation Agreements with Indiana State University as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-B. Student Activity Fee Allocations: The Chief Finance Officer presented the following amended allocations of student activity fees for FY 2005. The CEO recommended approval.

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	3%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	0%	0%	4%
College Union	12%	0%	14%
Student Testing	3%	3%	0%
Intramurals	4%	1%	0%
Parking Maintenance	0%	6%	0%
Publications	15%	0%	16%
Soc. Cul. Act. Team	0%	8%	0%
Special Events	4%	0%	3%
Student Senate	16%	10%	17%
Special Projects	8%	0%	16%
Natatorium	0%	0%	0%
Student Handbook	0%	6%	0%
Model United Nations	0%	0%	0%
Child Care	0%	19%	0%
Food Services	5%	17%	0%

Board Action: Mr. Rost made a motion to approve the amended FY2005 Activity Fee allocations as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-C. Agency Agreement for Helmen Irrevocable Trust: Olney Central College has been notified that it will receive a bequest from the Maxine L. Helmen Irrevocable Trust. The bequest will be in the form of securities currently held by Hilliard Lyons Asset Management. IECC is restricted by the Illinois Community College Act as to what constitutes authorized investments under 30 ILCS 235/2. Additionally, a condition of the bequest is that the proceeds be made available to students in the form of low interest loans, rather than outright grants. First National Bank in Olney (FNB) has agreed to establish a trust and agency account for this purpose. FNB will analyze the quality of the portfolio and then will systematically convert the existing securities received into investments authorized under 30 ILCS 235/2 over a 180 day period. This systematic conversion should allow for the most effective form rather than having to sell the assets immediately and settle for the current market price. Additionally, FNB has agreed to manage the loan provisions of the bequest. They will disburse the proceeds to individuals that OCC has approved for loans and they will receive and apply loan payments made by the students, and supply quarterly reports of the account. FNB will charge an annual fee of \$1,500 for these services. In addition there will be a \$20 per asset safekeeping fee. Initially there will be

approximately forty (40) assets. However, once these are converted into authorized investments this fee will be nominal.

Recommendation: The CEO recommended approval of the Agency Agreement with First National Bank in Olney relative to the Helmen Irrevocable Trust as outlined.

Board Action: Mr. Williams made a motion to approve the Agency Agreement with First National Bank in Olney relative to the Helmen Irrevocable Trust as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-D. ACH Origination Agreement: The CEO recommended approval of an updated ACH Origination Agreement with First National Bank in Olney, reflecting new language required to be in compliance with the Office of Foreign Assets Control (OFAC). OFAC administers economic sanctions and embargo programs that require assets and transactions involving interests of target countries, target country nationals, and other specifically identified companies and individuals be frozen. For purposes of OFAC compliance, these entities are referred to as “Specifically Designated Nationals and Blocked Persons.” OFAC maintains and regularly updates a master list (SDN list) identifying known “blocked parties.” As with all payment mechanisms, the ACH network is subject to the requirement to comply with OFAC-enforced sanctions and policies.

Board Action: Mr. Williams made a motion to approve the updated ACH Origination Agreement with First National Bank in Olney as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-E. Resolution of Support for Equalization: The CEO recommended adoption of the following Resolution in Opposition to Equalization Grant Formula Change:

WHEREAS the funding for Illinois Eastern Community Colleges comes from three sources; local property taxes, student tuition, state funding; and,

WHEREAS the state funding to Illinois Eastern Community Colleges comes from two major grants; credit hour grants for course hours generated, and equalization grants to make up for the district’s low equalized assessed valuation (EAV) per pupil; and,

WHEREAS equalization grants were created to ensure that there would be equality of educational opportunities without regard to the residence of the student; and,

WHEREAS the total equalized assessed value within Illinois Eastern Community Colleges district is divided by the number of students served and the equalization grant makes up the difference between the statewide average per pupil EAV and the district’s EAV; and,

WHEREAS the state Funding for the last 5 years has not kept up with growth in the community college system in either credit hour grants or equalization grants and has in fact decreased over time; and,

WHEREAS three years ago funding for the system was \$310 million. Even with tremendous growth, the FY 05 funding is \$280 million; and,

WHEREAS when funding is not adequate to meet the requirements of the community college funding formula, both credit hour grants and equalization grants are prorated; and,

WHEREAS this reduction means that Illinois Eastern Community Colleges is entitled to a determined equalization grant, and that grant is reduced to the amount of money available. In recent years, Illinois Eastern Community Colleges has received only 85% of the equalization funding that it should have received; and,

WHEREAS this lack of state funding, and the proration it causes, has caused Illinois Eastern Community Colleges to raise tuition to make up for the funding shortfall; and,

WHEREAS there has been discussion of changing the equalization funding formula and these proposed changes would reduce equalization funding for the 31 community colleges presently receiving equalization; and,

WHEREAS this proposed change would substantially reduce the equalization grant to Illinois Eastern Community Colleges; and,

THEREFORE, the Board of Trustees of Illinois Eastern Community Colleges opposes any change to the equalization formula and asks its members of the General Assembly to oppose any changes to the equalization formula that would move money from the existing equalization colleges to other colleges in the system.

Board Action: Mr. Koertge made a motion to adopt the foregoing Resolution in Opposition to Equalization Grant Formula Change as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-F. Phase VII Carryover, Project Application: Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board issued \$3.5 million worth of PHS bonds in December of 2002. Because of the nature of the bids on the original projects, there are excess PHS funds available to be carried over and additional projects completed. Frontier Community College has a tremendous need to alleviate hazardous roadway/parking safety and access issues. A Capital Project Application form and related Exhibits were presented outlining the justification for this project to construct an on-campus parking facility to provide additional parking for students and staff, which would in turn enhance roadway/parking safety and access along Frontier Drive.

The project recommended is: Roadway/Parking Safety & Access Project, total estimated cost including fees and contingency: \$193,600.

Following Board approval, the project will be submitted to the Illinois Community College Board for approval. If the project application is approved by the ICCB, the IECC District will proceed to bid and complete the project.

The CEO recommended approval of the Capital Project Application Form (application includes a Capital Project Application Form, Programmatic Justification, Scope of Work, Project Budget, Funding Source, Architect's Certification, and Resolution), as presented.

Board Action: Brenda Culver made a motion to approve the Capital Project Application Form and related documents for the foregoing Phase VII Carryover Funds PHS Construction Project as recommended. Andrea Pennington seconded the motion. On a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-G. Phase VII Carryover, Resolution: The CEO recommended adoption of the following resolution for the Protection, Health, Safety construction project as listed:

Resolution to Approve PHS Construction Projects

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Roadway/Parking Safety & Access Project – \$193,600.

Total estimated cost including fees and contingency: \$193,600.

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

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

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

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

Board Action: Marilyn Wolfe made a motion to adopt the foregoing resolution for the Phase VII Carryover Funds PHS Construction Project as recommended. Andrew Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-H. Bank Account to Receive Funds from International Students: Since 2001, International Students have had to meet stricter standards to come to the United States. The U.S. Embassies around the world are enforcing a new policy that requires students to pay the first year's tuition in advance to the college before students get their visas allowing admission to the United States. Students and their parents are now requesting our bank account number and routing number in order to transfer money to us. For security reasons, we do not want to give out our bank routing number or our account number.

Recommendation: The CEO recommended approval of the following Resolution Creating International Funds Account in order to establish a separate and distinct bank account at the First National Bank in Olney for the sole purpose of receiving international student transfers. The District Treasurer will then transfer any funds received into this account, on a daily basis, into our regular operating account.

Illinois Eastern Community Colleges

I, Harry Hillis, Jr., certify that I am Secretary of the above named Community College District organized under the laws of the State of Illinois;

That the district's Federal Employer I.D. Number is 37-0906196;

That this resolution is a correct copy of the resolution adopted at a meeting of the Board of Trustees of Illinois Eastern Community College District 529, duly and properly called and held on April 20, 2004. This resolution appears in the minutes of this meeting and has not been rescinded or modified.

BE IT RESOLVED, that any agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name & Title or Position	Signature	Facsimile Signature (if used)
<u>Roger Browning, CFO or his designee</u>	_____	

POWERS GRANTED

Description of Power Indicate number of Signatures required

(1) Open a deposit account in the name of Illinois Eastern Community College District #529 for the purpose of receiving funds from International Students and such other legal purposes as required. (2) .

I further certify that the Board of Trustees of Illinois Eastern Community College District 529 has, and at the time of adoption of this resolution, had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

Board Action: Mr. Koertge made a motion to approve the foregoing Resolution Creating International Funds Account as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-I. Building Lease Agreements: The CEO recommended approval of the following building lease or sublease agreements:

1. OCC Cosmetology Lease – amendment to lease for the Cosmetology program property located at 104 E. Main, Olney, IL extends the lease through June 30, 2005, monthly rent remains the same at \$1,000.00.

2. IECC Dislocated Worker Program Lease – amendment to lease for the Dislocated Workers office space located at 214 E. Main, Olney, IL extends the lease through June 30, 2005, the monthly rent remains the same at \$1,000.00.

3. IECC Illinois Employment Training Center (IETC) – updated lease for the IETC space located at 216 E. Main, Olney, IL. The lease is for the period of July 1, 2004 through June 30, 2005, the monthly rent remains as the same as the prior lease at \$860.00.

4. IECC/CMS IDES Sublease – agreement with Central Management Services for IL Dept. of Employment Security, located at 216 E. Main, Olney, IL extends the lease through June 30, 2005, monthly rent at \$500.00. CMS has indicated that the lease will be renewed, although we are still waiting on a copy of the lease renewal to be forwarded.

5. IECC/Lakeland College Sublease – amendment to sublease with Lakeland College Dislocated Workers Center for property located at 216 E. Main, Olney, IL extending the sublease to June 30, 2005, the monthly rent remains the same at \$772.00.

6. IECC/CEFS Sublease – amendment to sublease with CEFS Economic Opportunity Corporation for property located at 216 E. Main in Olney, IL, extending the sublease to June 30, 2005, the monthly rent at \$200.00.

7. IECC/IL Rehab Services Sublease – sublease with State of Illinois Rehabilitation Services for property located at 216 East Main Street, Olney, IL, to June 30, 2005, the monthly rent at \$200.00.

8. IECC/ILWIB Sublease – sublease with Illinois Local Workforce Investment Board for property located at 216 East Main Street, Olney, IL, to June 30, 2005, the monthly rent at \$125.00.

9. IECC/Elvan Wallace and A. Carol Wallace – amendment to lease for the Frontier Newton Center located at 207 E. Jourdan St., Newton, IL extending the lease through May 31, 2007, the monthly rent remains the same at \$837.00.

Board Action: Dr. Fischer made a motion to approve the foregoing building lease or sublease agreements as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

Addition to Agenda: The CEO recommended that the following item be added to the agenda. Without objection, the Chair directed addition to the agenda of the following action item, #9-J.

#9-J. Purchase of Used Truck for WVC Truck Driving Program: The CEO recommended approval to purchase prior to the next Board of Trustees meeting, a 1997 Freightliner with Detroit Engine and 806,593 miles for \$17,500, under the exception contained in 110 ILCS 805/3-27.1(i). Source of Funds: Auxiliary Fund.

Board Action: Mr. Williams made a motion to approve purchase of a used truck for the WVC Truck Driving Program as outlined and recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #10 – “Bid Committee Report” – The following Bid Committee report was presented, followed by Board of Trustees action as recorded:

#10-A. IECC – Phase 7 Carryover Projects – All Campuses: Mr. Browning presented the recommendation of the Bid Committee based upon the recommendation from Marion Poggas of Image Architects to accept the following bids that meet all specifications for Phase 7 Carryover Projects on all IECC campuses:

Division I – General Work – Kieffer Brothers, Mt. Carmel, IL, \$305,000.
Division II – Electric Work – Tracy Electric, Lawrenceville, IL, \$544,521.

Project Scope: Work includes, but is not limited to, sidewalk replacement and construction at LTC and FCC, floor covering replacement (carpet, vct, ceramic tile) at LTC, fire alarm replacement at OCC and WVC, ceiling tile replacement and associated lighting and HVAC work at WVC, interior lighting replacement and new site lighting at FCC.

Source of Funds: Phase 7 Carryover Funds.

Recommendation: The CEO recommended approval of the recommendation of the Bid Committee as outlined.

Board Action: Dr. Fischer made a motion to accept the foregoing recommendation of the Bid Committee to accept the bids of Kieffer Brothers and Tracy Electric for Phase 7 carryover projects as outlined. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#10-B. FCC – New Classrooms and Restrooms – Workforce Development Center:
Mr. Browning presented the recommendation of the Bid Committee based upon the recommendation from Marion Poggas of Image Architects to accept the following bid that meets all specifications for new classrooms and restrooms for the Workforce Development Center at Frontier Community College:

General Work – K. Wohltman Construction, Inc., Effingham, IL, \$156,950.

Project Scope: Work includes, but is not limited to, construction of new classrooms, offices and restrooms in the Workforce Development Center at FCC, to consist of selective demolition, new general construction, and associated plumbing, heating and electrical work.

Source of Funds: Local.

Recommendation: The CEO recommended approval of the recommendation of the Bid Committee as outlined.

Board Action: Mr. Rost made a motion to accept the foregoing recommendation of the Bid Committee to accept the bid of K. Wohltman Construction for new classrooms and restrooms at the Workforce Development Center at FCC as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #11 – “District Finance” – The following district financial matters were presented:

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,988,074.89, as of March 31, 2004.

#11-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for April 2004, totaling \$863,496.84, 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 April 2004, in the amounts listed, and payments from the revolving fund for March 2004. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #12 – “Chief Executive Officer's Report” – Mr. Bruce presented informational reports relative to the following topics:

1. Graduation Data.
2. Correctional Center Graduation Statistics.
3. Bid Schedule.
4. Faculty Discipline Meetings & Assessment Training.
5. Sex Offender Report (None in IECC).
6. Transfer Student Report (U of I).
7. Student Affairs Audit.
8. Statewide Associate of Arts in Teaching (AAT).
9. Student trustee Andrea Pennington Appointed to ICCB Student Advisory Council.
10. Lobby Day – April 28, 2004.
11. Cooperative Work Study Grant.
12. Enrollment Report – District Up 6%.

AGENDA #13 – “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)(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.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 9:09 p.m.

#13-B. Closed Meeting Ended: Mr. Williams made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:18 p.m.

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

AGENDA #14 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the March 16, 2004 regular meeting.

AGENDA #15 – “Approval of Personnel Report” – The CEO presented the following amended Personnel Report and recommended approval.

400.1. Employment of Personnel

- A. Faculty
 - 1. Drew Tucker, Art Instructor.
 - 2. Robyn Thessing, Life Science Instructor, contingent upon receipt of Master's Degree.
 - 3. Lori Phillips, Nursing Instructor.
 - 4. Mary Stewart, Nursing Instructor, contingent upon receipt of Master's Degree.
- B. Classified
 - 1. Debra Fuhrman, Custodian, WVC.
 - 2. Dan Leggitt, Groundskeeper, LTC.
 - 3. Tiffany Keller, Program Advisor (GR), Educational Talent Search, DO.

400.2. Change in Status

- A. Classified
 - 1. Janet Pflaum, Business Office Clerk, DO, to Office Assistant, DO, effective May 20, 2004.

400.3. Leave Request

- A. Classified
 - 1. Jodi Schneider, College Academic Advisor (GR), Educational Talent Search, DO, 15 days of leave effective May 2004. The requested leave is unpaid with no benefits.

400.4. Resignations

- A. Faculty
 - 1. Tiffany Devine, Chemistry Instructor, OCC, effective June 1, 2004.
 - 2. Steven Higgins, English Instructor, OCC, effective May 15, 2004.

400.5. Retirements

- A. Faculty
 - 1. Daniel Polgar, Physics Instructor, LTC, effective May 17, 2004.
 - 2. Lucille Lance, Social Science Instructor, OCC, effective May 15, 2004.

Personnel Report Addendum

400.6. Employment of Personnel

- A. Faculty
 - 1. Suzanne Downes, Band/Music Instructor, OCC.

400.7. Retirement

A. Faculty

- 1. Robert Effland, Electronics Lead Instructor, WVC, effective September 1, 2004.

Board Action to Amend Personnel Report: Dr. Fischer made a motion to amend the Personnel Report, to add an addendum containing Sections 400.6 and 400.7 as recommended. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

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

AGENDA #16 – “Collective Bargaining” – None.

AGENDA #17 – “Litigation” – None.

AGENDA #18 – “Acquisition & Disposition of Property” – None.

AGENDA #19 – “Other Items” – None.

AGENDA #20 – “Adjournment” – Mrs. Culver made a motion to adjourn. 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. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:20 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

Military Policy 400.21

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 18, 2004
RE: Military Policy 400.21

Illinois Eastern Community Colleges fully complies with State and Federal legislation concerning the rights of personnel in the armed services, reserve, and National Guard units.

Recent changes in legislation require the Board to continue insurance and leave benefits of those called to active duty and to provide salary continuation when personnel are called for short training sessions.

These changes are reflected in the new policies approved by the Cabinet. I ask the Board's approval.

TLB/rs

Attachment

PERSONNEL – 400

Military Leave (400.21)

Date Adopted: May 20, 1997

Revised: October 16, 2001

Revised: May 18, 2004

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and, the Illinois Veterans Service Men's Employment Tenure Act 330 ILCS 60/1, and the Military Leave Act 5 ILCS 325/1, employees shall be granted military leaves of absence for the performance of duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Employees are required to provide advance notice, either in writing or orally, to their supervisor as soon as possible so that work schedules may be arranged consistent with operating needs. This requirement shall be excused for military necessity, which prevents employees from giving notice or circumstances whereby it is impossible or unreasonable for employees to provide notice.

Employees on military leave ~~for less than 31 days~~ are entitled to group insurance coverage as provided by the Board of Trustees. **Employees who elect dependent insurance coverage must make arrangements for payment of premiums while on unpaid leave.** ~~Employees on military leave for more than 31 days may elect continuation coverage at their own expense for up to 18 months following their separation of employment or until their reemployment rights expire, whichever event occurs first. The cost for continuation coverage is 102% of the applicable premium.~~ **Employees on military leave will continue to accrue seniority and other benefits (e.g., vacation) while on leave. Employees on military leave are also entitled to salary continuation under the following circumstances:**

1. **Annual training leave:** employee receives his or her regular compensation from employer.
2. **Basic training leave:** employee is entitled to receive compensation equal to the difference between his or her military pay and regular compensation from employer, provided military pay is less than his or her regular compensation.
3. **Special or advanced training leave:** employee is entitled to receive, for up to 60 days of such training, the difference between his or her military pay and regular compensation, provided military pay is less than his or her regular compensation.

Employees may elect to receive payment for vacation days in accordance with Board policy. ~~Leave days shall accrue for employees on military leave for less than 31 days.~~

Employees may elect to continue contributions at their own expense to pension plans **during unpaid military leave** or to make up missed contributions over the lesser of five years or three times the length of the military service.

Upon satisfactory completion of military service and timely notice of intent to return to work, employees shall have reemployment rights applicable under state and federal law.

This policy is not applicable to temporary full-time or part-time employees who have brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time.

Agenda Item #7

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Annual Report Card

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 18, 2004
RE: Annual Report Card

The Annual Report Card has been distributed to Board Members under separate cover by e-mail. Mr. Chairman, I recommend approval of the 2004 Annual Report Card.

TLB/rs

Agenda Item #8B

Marathon Ashland Petroleum Refinery

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 18, 2004
RE: Marathon Ashland Petroleum Refinery

Because of the difficulty in arriving at an appropriate and agreed upon assessment of Marathon Ashland property located in Crawford County the taxing bodies of the county normally enter into negotiations with Marathon Ashland to settle the issue of assessment. Three years ago those negotiations concluded by agreeing to three years of assessment and that agreement is coming to an end.

The taxing bodies of Crawford County normally hire an attorney that specializes in refinery assessment. During our last negotiation with Marathon Ashland the taxing bodies hired Mr. Stuart Whitt to represent them and the taxing bodies propose to hire his firm again. By agreement, the taxing bodies paid the same percentage of the legal bill as the taxing body receives as a percent of receipts. The attached table shows the percentage of the fee for which Illinois Eastern Community Colleges would be responsible.

The agreement setting forth all the details will be available at the board meeting for Board review.

I ask the Board's acceptance of this agreement as we work toward an equitable assessment of the property owned by Marathon Ashland.

TLB/rs

Attachment

EXHIBIT A

2002 Taxes Paid in 2003

Applicable to services rendered March 11, 2003 through June 30, 2004

<u>Taxing Body</u>	<u>Percent</u>
Crawford County	13.3
Robinson Township	7.5
Robinson Community Unit School District No. 2	64.8
Crawford Memorial Hospital	2.7
Robinson Fire Protection District	1.9
Illinois Eastern Community College District No. 529	6.7
Robinson Public Library District	<u>3.1</u>
TOTAL	100.0

Agenda Item #8C

FY04 Department of Corrections Amendment

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 18, 2004
RE: FY04 Department of Corrections Amendment

Each year as the fiscal year comes to an end, the Department of Corrections requests amendments to our existing contract which reflect our budgetary activity throughout the fiscal year.

The following two tables indicate the changes proposed by the Department of Corrections.

I ask the Board's approval of these contract amendments.

TLB/rs

Attachment

LAWRENCE CORRECTIONAL CENTER
BUDGET SUMMARY OF ALL PROGRAMS

EXPENDITURES

BUDGET CATEGORY	PRESENT BUDGET	INCREASE AMOUNT (DECREASE AMOUNT)	PROPOSED BUDGET
Personnel	\$ 268,113.00	\$ (76,323.31)	\$ 191,789.69
Fringe Benefits	47,262.00	(10,242.00)	37,020.00
Equipment	0.00	0.00	0.00
Commodities	20,500.00	(6,264.00)	14,236.00
Travel	5,800.00	(4,046.00)	1,754.00
Other	8,375.00	(1,075.00)	7,300.00
Indirect Other	20,245.00	(7,450.00)	12,795.00
TOTAL	\$ 370,295.00	\$ (105,400.31)	\$ 264,894.69

INCOME

SOURCE	PRESENT BUDGET	INCREASE AMOUNT (DECREASE AMOUNT)	PROPOSED BUDGET
DOC	\$ 361,645.00	\$ (104,788.31)	\$ 256,856.69
ICCB	8,650.00	(612.00)	8,038.00
Other-Horticulture	0.00	0.00	0.00
Other-Electronics	0.00	0.00	0.00
Other	0.00	0.00	0.00
TOTAL	\$ 370,295.00	\$ (105,400.31)	\$ 264,894.69

ROBINSON CORRECTIONAL CENTER
BUDGET SUMMARY OF ALL PROGRAMS

EXPENDITURES

BUDGET CATEGORY	PRESENT BUDGET	INCREASE AMOUNT (DECREASE AMOUNT)	PROPOSED BUDGET
Personnel	\$ 274,091.00	\$ 4,690.00	\$ 278,781.00
Fringe Benefits	45,706.00	180.00	45,866.00
Equipment	0.00	0.00	0.00
Commodities	19,100.00	0.00	19,100.00
Travel	3,500.00	0.00	3,500.00
Other	30,864.00	0.00	30,864.00
TOTAL	\$ 373,261.00	\$ 4,870.00	\$ 378,131.00

INCOME

SOURCE	PRESENT BUDGET	INCREASE AMOUNT (DECREASE AMOUNT)	PROPOSED BUDGET
DOC	\$ 188,086.00	\$ (1,249.00)	\$ 186,837.00
ICCB	182,675.00	6,119.00	188,794.00
Other-Plant Sales	2,500.00		2,500.00
Other			0.00
Other			0.00
TOTAL	\$ 373,261.00	\$ 4,870.00	\$ 378,131.00

Agenda Item #8D

FY05 Robinson and Lawrence Correctional DOC Contract

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: May 18, 2004

RE: FY05 Robinson and Lawrence Correctional DOC Contract

We have been notified by the Department of Corrections that they intend to continue their contract with Illinois Eastern Community Colleges for occupational programs at Robinson Correctional and Lawrence Correctional. The Department of Corrections has asked IECC to submit a budget by May 19th and the Department will begin discussions of the proposals during the week of May 24th.

Because the District just received the Department of Corrections request on May 13th, I am unable to provide a copy of our proposal until the Board meets on May 18th, but I anticipate that our proposal will be identical to the services presently provided at our two correctional facilities. At the Board meeting there will be discussion of the proposal and a possible motion to submit this proposal to the Department of Corrections.

After negotiations a completed contract between the District and the Department will be submitted for formal Board action. The action requested on May 18th will be for approval of submission of our proposal.

TLB/rs

Agenda Item #9

Bid Committee Report

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT April 30, 2004

FUND	BALANCE
Educational	\$2,435,370.99
Operations & Maintenance	(\$10,194.46)
Operations & Maintenance (Restricted)	\$707,440.36
Bond & Interest	\$50,531.44
Auxiliary	\$363,535.94
Restricted Purposes	\$79,246.06
Working Cash	(\$313.57)
Trust & Agency	\$336,775.77
Audit	\$1,949.85
Liability, Protection & Settlement	\$378,203.68
TOTAL ALL FUNDS	\$4,342,546.06

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-APR-2004
 (With comparative totals for 30-JUN-2003)
 (amounts expressed in dollars)

	ALL FUNDS
	Current Year 2004
ASSETS and OTHER DEBITS:	
ASSETS:	
CASH	4,342,546
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	8,791,000
RECEIVABLES	2,173,325
ACCRUED REVENUE	
INTERFUND RECEIVABLES	
INVENTORY	506,178
TOTAL ASSETS AND OTHER DEBITS:	15,836,548
Liabilities, equity and other credits	
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	12,166
ACCOUNTS PAYABLE	-192,449
ACCRUED EXPENSE	
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	
OTHER LIABILITIES	751,331
TOTAL LIABILITIES:	710,997
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,336,051
PR YR BDGTD CHANGE TO FUND	364,452
BALANCE	
Fund Balances:	
FUND BALANCE	10,309,863
RESERVE FOR ENCUMBRANCES	3,115,185
TOTAL EQUITY AND OTHER CREDITS:	15,125,552
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	15,836,548

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF 30-APR-2004

ALL FUNDS

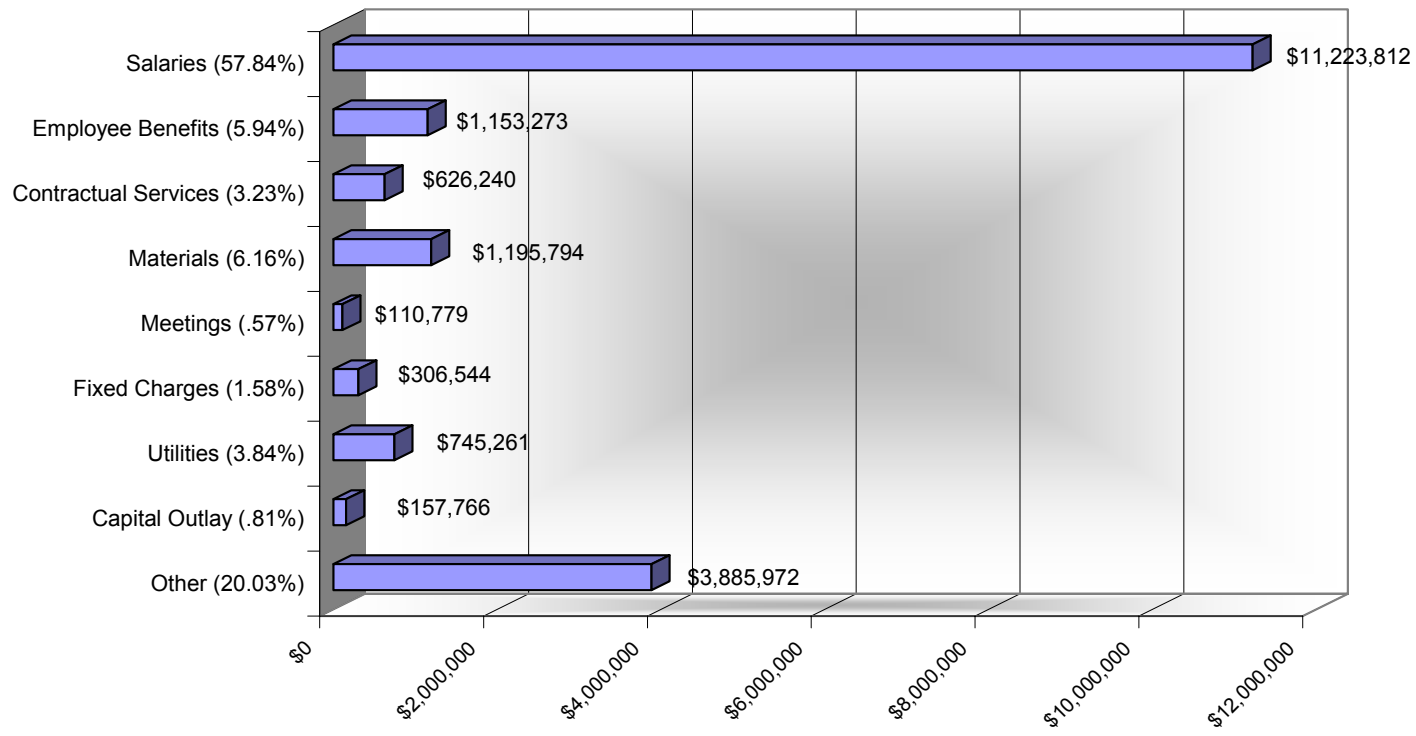
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,567,320
STATE GOVT SOURCES	10,250,130
STUDENT TUITION & FEES	10,233,852
SALES & SERVICE FEES	2,311,372
FACILITIES REVENUE	28,733
INVESTMENT REVENUE	144,587
OTHER REVENUES	60,070
DUMY	<u>0</u>
TOTAL REVENUES:	27,596,064
EXPENDITURES:	
INSTRUCTION	8,208,194
ACADEMIC SUPPORT	415,240
STUDENT SERVICES	990,595
PUBLIC SERV/CONT ED	72,603
OPER & MAINT PLANT	1,980,359
INSTITUTIONAL SUPPORT	7,796,664
SCH/STUDENT GRNT/WAIVERS	3,839,590
AUXILIARY SERVICES	<u>2,193,549</u>
TOTAL EXPENDITURES:	25,496,792
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>734,262</u>
TOTAL TRANSFERS AMONG FUNDS:	734,262
NET INCREASE/DECREASE IN NET ASSETS	<u>1,365,009</u>

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY02-04

College	Category	FISCAL YEAR 2002			FISCAL YEAR 2003			FISCAL YEAR 2004				Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	% of Year		
Frontier	Bills		\$1,153,772			\$1,494,476		\$1,394,137					
	Payroll		1,439,598			1,551,211		1,569,766					
	Totals	\$3,284,528	2,593,370	79%	\$3,338,586	3,045,687	91%	\$3,517,920	2,963,903	84%	83%		
Lincoln Trail	Bills		926,904			986,801		1,037,627					
	Payroll		2,042,556			1,923,463		1,923,011					
	Totals	3,637,973	2,969,460	82%	3,415,527	2,910,264	85%	3,539,299	2,960,638	84%	83%		
Olney Central	Bills		1,316,976			1,527,477		1,607,899					
	Payroll		2,881,242			3,053,282		3,122,201					
	Totals	4,927,734	4,198,218	85%	5,197,559	4,580,759	88%	5,450,839	4,730,100	87%	83%		
Wabash Valley	Bills		963,941			1,379,709		1,383,934					
	Payroll		2,318,302			2,354,587		2,436,415					
	Totals	4,058,086	3,282,243	81%	4,013,571	3,734,296	93%	4,260,975	3,820,349	90%	83%		
Workforce Educ.	Bills		1,026,844			1,000,778		1,134,366					
	Payroll		922,703			897,413		937,427					
	Totals	2,425,081	1,949,547	80%	2,129,290	1,898,191	89%	2,627,781	2,071,793	79%	83%		
District Office	Bills		199,663			241,443		192,563					
	Payroll		707,186			720,826		720,081					
	Totals	1,230,418	906,849	74%	1,252,323	962,269	77%	1,169,354	912,644	78%	83%		
District Wide	Bills		1,314,990			1,443,738		1,431,103					
	Payroll		474,184			457,005		514,910					
	Totals	2,926,982	1,789,174	61%	3,586,335	1,900,743	53%	3,206,924	1,946,013	61%	83%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		\$22,490,802	\$17,688,861	79%	\$22,933,191	\$19,032,209	83%	\$23,773,092	\$19,405,440	82%	83%		

Excludes DOC

Illinois Eastern Community Colleges FY2004 Operating Funds



Illinois Eastern Community Colleges Dist. #529
■ As of April 30, 2004 - \$19,405,440

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: May 14, 2004
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., and 400.3. will be mailed under separate cover.

aj

Attachments

INDEX

400.1. Employment of Personnel

400.2. Leave Request (external report)

400.3. Resignation

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Elaine Brainard, Office Assistant (GR), DO

400.2. Leave Request (external report)

400.3. Resignation

A. Classified

1. Amy Johnson, Administrative Assistant, DO, effective July 6, 2004

Agenda Item #15

Agenda Item #15
Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

**TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase VII**

	Estimated Budget										
Data Center Acquistics & HVAC Upgrade DO	\$39,325										
Carpet Replacement LTC	\$225,060										
Sidewalk Replacement/Upgrade LTC & FCC	\$88,330										
Fire Alarm & Lighting Upgrades OCC, WVC & FCC	\$554,180										
Ceiling Replacement WVC	\$173,030										
GRAND TOTAL	\$1,079,925		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

4/30/2004