

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**November 21, 2000**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**November 21, 2000**

**7:00 p.m.**

**Olney Central 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. George Woods
  - D. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading
  - A. None
8. Staff Recommendations for Approval
  - A. Armed Services Tuition Assistance Program ..... Bruce
  - B. FY2001 Assessment Plan ..... Cantwell
  - C. Core Values Statement ..... Bruce
  - D. Long Distance Carrier ..... Bruce
  - E. Graduation Fees for Ladder-Certificate Programs  
    Taught on-site at Business and Industry ..... Bruce
9. Bid Committee Report ..... Allard
  - IECC
  - Protection, Health, Safety & ADA Projects - Pending
  - IECC 2001-2003 College Catalogs
  - Wabash Valley College
  - Digital Printer
  - International
  - 15 Passenger Van
10. District Finance
  - A. Financial Report ..... Allard
  - 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

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, October 17, 2000.

**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.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mrs. Nancy J. Allard, Comptroller & Director of Finance.  
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, September 19, 2000.
- B. Special Meeting, Tuesday, September 26, 2000.
- C. Special Meeting, Wednesday, September 27, 2000.
- B. Special Meeting, Tuesday, October 3, 2000.

**Board Action:** Ms. Jameson made a motion to approve the foregoing open meeting minutes as prepared. Mrs. Turkal 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 #3 – “Recognition”** –

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

**#3-B. IECCEA Representative:** Mr. Dan Tahtinen, representing Illinois Eastern Community Colleges Education Association, presented concerns relative to cameras in classrooms.

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

**AGENDA #5 – “Reports”** –

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

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

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

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

There being no objection, the Chair directed that the following item be added to the agenda:

**#5-E. Richland County 911 Board:** The following officials, representing the Richland County 911 Board, addressed the Board of Trustees: Jack Fleeharty, Ambulance Service; Victor Cannons, Chief Dispatcher for Olney Police Department and 911 Coordinator; Gary Foster, Chief of Olney Fire Department; Tom Boren, Chief of Olney Police Department. The group discussed use of the communications tower at Olney Central College.

**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. Certificate of Compliance with Truth in Taxation Law:** The CEO recommended approval of the Certificate of Compliance with the Truth in Taxation Law.

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of Illinois Eastern Community Colleges, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a “Resolution Regarding Estimated Amounts Necessary to be Levied for the year 2000,” at a regularly convened meeting held on the 19<sup>th</sup> day of September, 2000, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that the estimated amount of taxes necessary to be levied for the year 2000 and the aggregate levy of the district for 2000 as adopted, did not exceed 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, upon the levy of the district for 1999, such that the provisions of Sections 18-65 through 18-85 of the Truth in Taxation Law were not applicable to the adoption of said 2000 aggregate levy.

**Board Action:** Miss Wolfe made a motion to approve the Certificate of Compliance with the Truth in Taxation Law 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.

**#8-B. Certification of Tax Levy for FY2002:** The CEO recommended approval of the Certificate of Tax Levy, showing the following sums to be levied on the taxable property of our community college district for the year 2000:

Educational Purposes \$1,837,500; Operations & Maintenance Purposes \$787,500; Local Government & Governmental Employees Tort Immunity Act \$200,000; Social Security & Medicare Insurance purposes \$120,000; Financial Audit purposes \$35,000. Total Levy \$2,980,000. Number of bond issues of the community college district which have not been paid in full: 1. The Certificate of Tax Levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

**Board Action:** Mrs. Turkal made a motion to approve the Certificate of Tax Levy as recommended. The motion was seconded by Dr. Fischer 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. Statement of PHS Final Construction Projects Compliance:** The CEO recommended approval of the following statement of final construction projects compliance.

This is the statement of final construction compliance for Illinois Eastern Community Colleges projects as required by the Illinois Community College Board. There is a total of \$1,950,324 in costs for eight PHS (Protection, Health & Safety) completed projects listed below.

HVAC Replacement \$123,455; Fire Alarm/Emergency Lighting Replacement \$245,988; Rooftop Units – Williams Hall \$324,975; Rooftop Units – Wattleworth Hall/Gym \$697,667; HVAC/Dehumidification Upgrade \$254,519; Furnace Replacement – Frontier Community College \$75,827; Lighting & Fire Alarm Upgrades \$44,819; Electrical Renovations \$183,074. Total \$1,950,324.

**Board Action:** Dr. Fischer made a motion to approve the Statement of PHS Final Construction Projects Compliance as presented. Mrs. Kessler 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. Long Distance Telecommunications Service - INETBA:** The CEO recommended approval to change the IECC district's long distance telecommunications service carrier to INETBA.

**Board Action:** Ms. Jameson made a motion to change IECC's carrier to INETBA as recommended. Mr. Engel 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.

There being no objection, the Chair directed that the following action item be added to the agenda:

**#8-E. OCC Contract with Pepsi-Cola:** The CEO recommended modification on the contract with Pepsi-Cola Bottling Company to provide for a scoreboard for womens softball at Olney Central College. The only change is in the percentage retained on the price of soft drinks to reflect the cost of the scoreboard.

**Board Action:** Dr. Fischer made a motion to approve the modification in the contract with Pepsi-Cola as recommended. Mrs. Kessler seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

**#9-A. IECC – Scanners:** The Bid Committee recommends acceptance of the only bid received that meets specifications for a Canon DR 3020 Document Scanner or equivalent, from Phoenix Imaging & Office Products, Evansville, IN, for a total of \$3,459.00. Bid Committee Recommends acceptance of the low bid received that meets all specifications for six Canon DR 5020 Document Scanners or equivalent, from Dell Computer, Round Rock, TX, for a total of \$29,205.70. Source of Funds: Technology Funds – Operating Funds.

**Board Action:** Dr. Fischer made a motion to approve the foregoing recommendation of the Bid Committee and approve purchase of scanners as outlined. 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. IECC – Video/Data Projectors:** The Bid Committee recommends acceptance of the low bid received that meets all specifications for 22 True SVGA 1020x768 Resolution Video/Data Projectors, with options, from Box Light, Poulsbo, WA, for a total of \$46,362.00. Source of Funds: Technology Funds-Operating Funds. Recommendation is to reject all bids for items #1 and #2.

**Board Action:** Ms. Jameson made a motion to approve the foregoing recommendation of the Bid Committee and approve purchase of video/data projectors 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, 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. IECC – Firewall (Server):** The Bid Committee recommends acceptance of the low bid that meets all specifications for a Firewall Server, from Charley, Inc., Robinson, IL, for a total of \$11,669.00. Source of Funds: Technology Plan – Operating Funds.

**Board Action:** Dr. Fischer made a motion to approve the foregoing recommendation of the Bid Committee and approve purchase of a firewall server as outlined. 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-D. Education to Careers – Color Laser Printer:** The Bid Committee recommends acceptance of the low bid received that meets all specifications for a Color Laser Printer, from Charley, Inc., Robinson, IL, for a total of \$12,992.00. Source of Funds: Workforce Prep Grant.

**Board Action:** Miss Wolfe made a motion to approve the foregoing recommendation of the Bid Committee and approve purchase of a color laser printer 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, 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-E. International Program – 15 Passenger Van:** The Bid Committee recommends that all bids received be rejected because they did not meet specifications.

**#9-F. FCC – Optical Comparator/Profile Projector:** The Bid Committee recommends acceptance of the low bid received that meets all specifications for an Optical Comparator/Profile Projector, from Ace Supply, Inc., Albion, IL, for a total of \$8,875.00. Source of Funds: Advanced Technology Grant.

**Board Action:** Miss Wolfe made a motion to approve the foregoing recommendation of the Bid Committee and approve purchase of an optical comparator/profile projector 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, 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-G. WVC – Electronics Technology Equipment:** The Bid Committee recommends acceptance of the low bid received that meets all specifications for 11 Oscilloscopes at \$979.00 each for a total of \$10,769.00, from Omnitron Electronics, Deerfield Beach, FL. Source of Funds: Program Improvement & Perkins Grant.

**Board Action:** Dr. Fischer made a motion to approve the foregoing recommendation of the Bid Committee and approve purchase of oscilloscopes as outlined. 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 #10– “District Finance”** – The following district financial matters were presented:

**#10-A. Financial Report:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$1,214,113.23, as of September 30, 2000. The reports were accepted.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of October, 2000, totaling \$630,516.57, 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 October, 2000, in the amounts listed, and payments from the revolving fund for the month of September, 2000. Mr. Engel 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. Installing DS3/Reduced Costs – Dropping AccessUS.
2. District Workshop – Joe Cipfl.
3. Proposed Community College Insurance Cooperative - ICCTA.
4. Woodworking Program Redevelopment.
5. Farleigh Dickinson University & Distance Learning Courses.
6. John Frazier, Hainan – Teacher of the Year.
7. Enrollment Comparison – Up 2% Districtwide.
8. U.S. Army Recruiters – 75% Payment of Tuition.
9. SE-9 Survey of Businesses.
10. National League of Nurses Accreditation Visit.

**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:** Dr. Fischer 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:

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 9:00 p.m.

**#12-B. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Mrs. Kessler 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 10:50 p.m.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – No action was taken.

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

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

##### **A. Professional/Non-Faculty**

1. Mike McLaury: Initial full-time employment as Sports Center Manager/Head Baseball Coach at Lincoln Trail College. Amount: Based upon \$30,000 per fiscal year. Effective: October 5, 2000.

2. Jay Spoonhour: Initial full-time employment as Coach at Wabash Valley College. Amount: Based upon \$31,565 per fiscal year. Effective: October 5, 2000.

B. Classified

1. Marla Bayler: Initial full-time employment as College Academic Advisor for the Educational Talent Search Program at the District Office. Amount: Based upon \$19,845 per fiscal year. Effective: October 18, 2000. Position is contingent upon continued grant funding.

2. Kay Meier: Initial full-time employment as Custodian at Wabash Valley College. Amount: Based upon \$15,200 per fiscal year. Effective: October 18, 2000.

3. Gina Sinclair: Initial full-time employment as Telecom Recruiter Advisor for the Workforce Education Program at the Lincoln Trail College South Campus. Amount: Based upon \$21,300 per fiscal year. Effective: October 18, 2000.

**400.2. Change in Status**

A. Professional/Non-Faculty

1. Rick Arp, from Coach at Lincoln Trail College, \$37,080 per fiscal year to Athletic Director/Coach at Lincoln Trail College, \$39,080 per fiscal year. Effective: October 18, 2000.

**400.3. President Contract**

Contract of College President, John Arabatgis, was extended.

**400.4. FY2000-2001 Special Assignment**

A. Extra-Curricular

1. Greg Goldman, Sports Information Officer, \$2,000.

**400.5. Resignations**

A. Professional/Non-Faculty

1. John Loyer, Coach, Wabash Valley College, effective October 1, 2000.

**Board Action to Approve Personnel Report:** Miss Wolfe made a motion to approve the foregoing Personnel Report as amended. Mrs. Kessler 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”** – None.

**AGENDA #19 – “Adjournment”** – Miss Wolfe made a motion to adjourn. The motion was seconded by Mrs. Culver. 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 11:00 p.m.

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

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

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**None**



**Agenda Item #7**

**Agenda Item #7**

**Policy Second Reading - None**

**Agenda Item #8**

Staff Recommendations for Approval

- A. Armed Services Tuition Assistance Program
- B. FY2001 Assessment Plan
- C. Core Values Statement
- D. Long Distance Carrier
- E. Graduation Fees for Ladder-Certificate Programs Taught on-site at Business and Industry

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 14, 2000  
RE: Armed Services Tuition Assistance Program

Mr. Chairman, the United States Army Recruiting Command (USAREC) would like to see more Army Recruiters go to college. Due to the Army tactical units' mission tempo, many soldiers are unable to continue their education. USAREC recognizes recruiting as an opportunity for soldiers in the army to return to school. To encourage soldiers to enroll in college, USAREC is seeking the support of Illinois Eastern Community Colleges.

Through the Armed Services Tuition assistance Program, the Army pays 75% of the tuition for the soldier. The soldier is responsible for paying the balance. The Department of the Army is requesting IECC waive the remaining 25% of the tuition costs.

The benefit to IECC is the increased enrollment of mature responsible students and a guaranteed 75% tuition payment from the Federal Government. The two stations in this area have seven recruiters that would take advantage of this benefit. The more classes a recruiter can complete while on computing duty, the more it will enhance their career progression.

I recommend approval of this request.

TLB/tes

**MEMORANDUM**

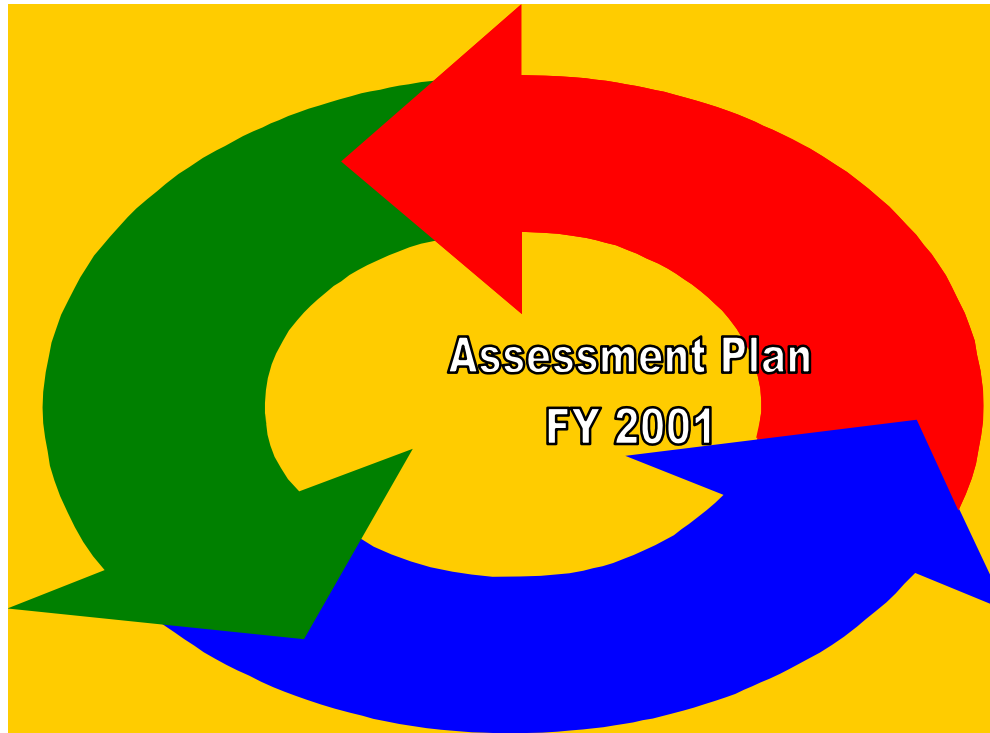
TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 14, 2000  
RE: FY2001 Assessment Plan

Mr. Chairman, I recommend approval of the FY2001 Assessment Plan for Illinois Eastern Community Colleges.

TLB/tes

# Mission Objectives

**Effectiveness  
Indicators**



**Student Success**

**Goals**

ILLINOIS EASTERN COMMUNITY COLLEGES - 233 EAST CHESTNUT - OLNEY, IL  
62450

Frontier Community College    Lincoln Trail College    Olney Central College    Wabash Valley  
College

## ASSESSMENT PLAN COMMITTEE

Jerry Hefley .....	FCC	Dean of the College
Judith Puckett.....	FCC	Faculty
Gayle Saunders .....	LTC	Dean of the College
Dan Polgar.....	LTC	Faculty
Jackie Davis.....	OCC	Dean of Instruction
Lisa Benson .....	OCC	Faculty
Brent Engel.....	OCC	Student Board Member
Wayne Henegar .....	WVC	Dean of Instruction
Dave Wilderman.....	WVC	Faculty
Chris Heindselman.....	DIST	Research Assistant
Chris Cantwell (Chair) .....	DIST	Associate Dean, Academic and Student Support Services
Lucinda Wingert .....	DIST	Database Specialist
Kathy Vespa.....	DIST	Associate Dean, Education-to-Careers Program
Pam Schwartz.....	DIST	Associate Dean, Institutional Development

## TIME FRAME OF ACTIVITIES

January 2000	College evaluation reports were submitted to the District Office
February 2000	The District Office staff compiled college data
March 2000	Assessment Committee prepared the FY 2000 Annual Report Card
April 2000	FY 2000 Annual Report Card submitted to Cabinet and presented to the Board of Trustees
April 2000	FY 2000 Annual Report Card distributed to college employees, students, and news media
Sept/Oct 2000	Assessment Committee discussed revisions for the FY 2001 Assessment Plan
November 2000	Submit FY 2001 Assessment Plan to Cabinet
November 2000	Submit FY 2001 Assessment Plan to Board of Trustees for adoption
November 2000	Distribute FY 2001 Assessment Plan to college employees and students via Internet
November 2000	Assessment Committee Chair coordinates various data collection processes
January 2001	Colleges submit data to the District Office
February 2001	Assessment Committee submits a draft of the Annual Report Card to the colleges for review
March 2001	Assessment Committee finalizes the FY 2001 Annual Report Card
April 2001	Submit FY 2001 Annual Report Card to Cabinet and presented to the Board of Trustees
April 2001	Submit FY 2001 Annual Report Card to college employees, students, and news media

## **CHARACTERISTICS OF THE ASSESSMENT PLAN**

- ~ Flows From the Institution's Mission
- ~ Has a Conceptual Framework
- ~ Has Faculty/Staff Ownership/Responsibility
- ~ Has Institution-Wide Support
- ~ Uses Multiple Measures
- ~ Provides Feedback to Students and the Institution
- ~ Is Cost-Effective
- ~ Does not Restrict or Inhibit Goals of Access, Equity, and Diversity Established by the Institution
- ~ Leads to Improvement
- ~ Includes a Process for Evaluating the Assessment Program
- ~ Focuses on Students and Student Successes



## INTRODUCTION

The Illinois Eastern Community Colleges' Assessment Plan focuses on: (a) the assessment of individual student learning, and (b) overall institutional effectiveness. The Assessment Plan is based upon the premise that involvement of the faculty is essential. The Assessment Plan is used as a district-wide measure for decision-making and planning. Assessment and evaluation provides a systematic process for measuring the district against its stated mission objectives.

### Planning

District long-range planning begins with college-based planning. Administrative councils on each college campus prioritize future campus, community, and student needs. The Cabinet regularly refines college concepts for district-wide action. The Cabinet (chief executive officer, four college presidents, dean of workforce education, comptroller and director of finance, deans of the colleges, deans of instruction, associate dean of education to careers program, associate dean of academic and student support services, associate dean of nursing and allied health, assistant deans for student services, director of personnel, and program director of adult and continuing education) and the Board of Trustees meet periodically to establish district-wide long range planning consistent with district needs.

The following are current long range planning processes:

1. The Long Range Plan Committee is a permanent part of the district's structure, with the chief executive officer appointing representatives from the faculty, administration, support services, community, and student population.
2. The committee is charged with responsibility for (a) reviewing the status of the Long Range Plan's goals and objectives, (b) making recommendations for changing or adding new goals and objectives, and (c) appointing subcommittees to conduct research and collect data related to the Long Range Plan, and (d) submitting the revised plan to the Cabinet.
3. After review, revision, and approval by the Cabinet, the Long Range Plan is submitted to the Board of Trustees for final review and approval. The Assessment Plan, developed in 1994, has been incorporated into long range planning which is updated annually. The chief executive officer in consultation with the Cabinet establishes the overall budgetary allocations to the various sectors of the district's operations. Budget allocations are based on both demonstrated need and an adopted formula. Needs are communicated through the normal organizational channels--from faculty and department heads to appropriate supervisors and deans, to presidents and ultimately to the Cabinet where the final budget is formalized and submitted to the Board of Trustees for approval.

The process permits input and allows for the identification of needs at each level. Thus, faculty, staff, and student concerns and needs are afforded a hearing in the decision-making arena.

## **Evaluation**

The district's annual progress in achieving its stated mission objectives will be a major component of the evaluation program. Members of the IECC Assessment Committee, Long Range Plan Committee, Colleges' Curriculum and Instruction Committees, and Cabinet annually review and evaluate the Assessment Plan and its outcomes. The Assessment Committee prepares an annual report to be presented to the Board of Trustees containing an audit of the evaluations for the current year regarding the district's effectiveness in meeting its stated mission and objectives. Thus, the district's mission and objectives are the foundation for the Assessment Plan.

The district's Assessment Plan consists of indicators that assess the effectiveness of the district's instruction, programs, and services. The ultimate success of the district, its students, faculty, programs, and services are reflected by success characteristics in relation to the district's mission objectives.

The district considers the following success characteristics critical to the district's success in achieving its mission objectives. A definition of each success characteristic follows:

### **1. Successful Preparation for Transfer**

A strong academic curriculum should provide appropriate educational opportunities while monitoring a student's likelihood for success. Students' transfer success is a dimension the district should measure to consider itself effective. Graduation rates, retention rates and students' GPAs reflect, in part, the district's effectiveness.

### **2. Successful Preparation for Employment**

A strong vocational/technical curriculum should provide students with appropriate educational opportunities in preparation for employment. Students' employment preparation should be measured as one means to determine that the district is effective. Placement rates of graduates, retention rates, GPAs and employer satisfaction surveys reflect, in part, the district's effectiveness.

### **3. Quality Lifelong Learning Program**

A comprehensive community college offers a wide variety of educational opportunities. Adult education programs and courses allow district residents to achieve basic lifelong skills. Continuing education programs and courses allow district residents to use new technologies, learn advanced skills, and adapt to new challenges for continuing employment and improving their quality of life.

### **4. Functional, and Appropriate Remedial Programs**

Some of the district's prospective students are deficient in basic communication skills (reading and writing), and other students have problems with mathematics. Those students identified by test scores as lacking basic skills are required to take remedial classes in the areas of deficiency before they are allowed to attempt specific college-level discipline classes.

### **5. Student Satisfaction with Accessible Quality Services and Activities**

The district provides a variety of programs, services, and activities to students. The district uses a variety of methods to determine if it has fulfilled its varied responsibilities to its student population.

### **6. Residents' Satisfaction with Quality Curricula and Programs**

To be effective, the district must meet its residents' short- and long-term needs. Multiple measures are utilized to determine the district's effectiveness in meeting residents' needs.

### **7. Accessible and Appropriate Community Education and Community Service Activities**

A comprehensive community college serves as a cultural and intellectual resource center for its district residents. These needs are met through 1) various non-credit activities that are structural and instructional in nature providing an organized learning experience and 2) non-credit activities that provide services which may be educational and structural but are non-instructional in nature.

### **8. Continuous and Effective Professional Growth Opportunities**

Faculty and staff development opportunities are recognized to be of critical importance as the district positions itself to meet the demographic, social, economic, and technological challenges of the future. On-going and appropriate staff development opportunities help prepare faculty and staff to respond to changing external and internal circumstances and allow faculty, staff, and administrators to access a greater range of expertise that serves the variety of professional needs found at a comprehensive community college.

### **9. Effective, Efficient Resource Management and Allocation**

The district is committed to the assurance of sound financial management and to the development of new and resourceful methods of generating revenue to supplement state reimbursement, property tax, and tuition income allowing the district to pursue and achieve its goals. The need to provide appropriate facilities, equipment, and staff are critical components to the delivery of programs and services.

## **10. Effective Economic Development Activities**

The district realizes and accepts its role in the economic development of the area it serves. By providing technical and general education, the district can assist the communities it serves in expanding, retraining, and strengthening the industrial base.

### **Indicators of Effectiveness**

In order to monitor and measure how well the district is performing relative to each of the ten success characteristics, multiple effectiveness indicators and measurement criteria have been developed. These indicators and their supporting measurement criteria will represent the observed, quantified, and qualified results of performance. They will provide a structure and a mechanism for organizing the review and evaluation of Illinois Eastern's effectiveness in key areas.

In determining the effectiveness indicators and their corresponding criteria, two key questions were asked:

1. What do we want the results of our district's assessment to be?
2. What specific evidence are we willing to accept to verify that the results have actually been achieved?

Varying measurement criteria were developed for each indicator. Some measurement criteria are based upon comparison of past performance of the district, comparison of the district's performance to the performance of other community college districts in Illinois, as well as comparison to national trends. The success characteristics and selected supporting indicators of effectiveness will be reviewed annually in April to coincide with review of the district's Accountability and Program Review, Long Range Plan, and the budget cycle.

### **Assessment Plan Committee**

The Assessment Committee, coordinated by the chair, is responsible for the collection of information that will provide the data needed to determine the district's performance against a given standard. As the plan evolves, several major assessments and effectiveness projects will be implemented that will generate extensive information on the district's performance in the coming years. In FY 2001, faculty, staff, and administration at all four campuses will be working together to determine their expectations for individual student learning in the general education, technical and developmental education disciplines and will be developing the means of measuring various aspects of student learning in these areas.

## **Annual Effectiveness Report Card**

In addition to the annual review and updating of the Assessment Plan, an Annual Report Card will be presented to the board, students, employees, and public to show the progress the district has made in meeting its mission objectives.

### **Summary**

The effectiveness indicators listed in the plan represent a "snapshot" review of the district. Each indicator will report data about a specific time period. Over a period of years, the data will show patterns of growth and change. The indicators selected by the faculty and staff represents those factors that should be characteristic of a district with a mission of providing excellent programming, activities, and services to its residents.

The indicators in this plan are the result of approximately six years of effort coordinated through the Assessment Plan Committee. The first step in developing the indicators was the examination of the mission statement and district objectives. Secondly, the committee identified indicators that most appropriately complemented the district's objectives and that would measure the progress of the district in meeting those objectives. After compiling the first three annual effectiveness report cards, the committee recommended modifications to the plan that incorporated several new measurements in addition to deleting and modifying original measurements.

The district shall continue to be successful because of teaching excellence; the district reaffirms its commitment to quality instruction.

**SUCCESS CHARACTERISTIC**

**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.**

**PRIMARY GOAL**

Successful preparation for transfer

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
1a. Transfer students' success at four-year institutions	GPAs of transfer students will meet or exceed GPAs of other transfer students and senior college "native" students	Research Assistant	November 2000	Senior institutions/university progress reports, ICCB feedback reports
1b. Current student satisfaction	85% of students responding to surveys will be satisfied with education received	Associate Dean of Institutional Development	June 2000	College survey of a sample of students fall and spring semesters
1c. Completer student satisfaction	85% of students responding to surveys will be satisfied with education received	Research Assistant	June 2000	Baccalaureate student follow-up survey for FY 99 of AA/AS/ASA graduates, student satisfaction surveys

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
1d. Course transferability	Less than 1% of eligible graduates will initiate a call against the district's educational guarantee policy	Chair, Assessment Committee	September 2000	Calls against the district educational guarantee policy in FY 00
1e. AA/AS/ASA degree requirements	The AA/AS degree will meet ICCB requirements for model AA/AS degrees	Research Assistant	June 2000	Illinois Community College Board model AA and AS degree
1f. Course articulation	All transfer/baccalaureate courses will be positively articulated with at least three senior institutions (IAI Gen. Ed. Core)	Research Assistant	June 2000	Course files, IAI, & Transfer Course Equivalency List
1g. Overall transfer GPA	The average of all transfer students' GPAs in FY 99 will meet or exceed 2.0	Research Assistant	November 2000	ICCB A1 Report (FY 00)
1h. Full-time student retention	The number of first-time full-time students retained will remain constant or increase from those retained the previous year	Chair, Assessment Committee	November 2000	Local student data
1i. Part-time retention	The number of first-time part-time students retained will remain constant or increase from those retained the previous year	Chair, Assessment Committee	November 2000	Local student data
1j. Transfer options	The district will	Chair, Student Relations	November 2000	IAI Website

	maintain full participation status in the IAI General Education Core	Committee		
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**MISSION OBJECTIVE 2: To provide technical education that provides students with the skills and abilities to enter employment.**

**SUCCESS CHARACTERISTIC**

Successful preparation for employment

**PRIMARY GOAL**

The district shall continue to provide quality current instruction to enhance students' abilities for employment.

To Be Measured	Indicators	Responsibility	Effectiveness Time Frame	Primary (How to Measure)
2a. Current student satisfaction	85% of AAS and certificate graduates will be satisfied with received education	Research Assistant	June 2000	Occupational follow-up for FY 99 AAS and certificate graduates, student satisfaction survey
2b. Completer student satisfaction	85% of students responding to surveys will be satisfied with education received	Research Assistant	June 2000	College survey of a sample of students fall and spring semesters
2c. Employer satisfaction	90% of employers surveyed will rate IECC graduates as having the necessary skills to perform in the workplace	Associate Dean, Education-to-Careers	June 2000	Employer follow-up survey for FY 99 AAS and certificate graduates
2d. Student skills competency	Less than 1% of eligible FY 00 graduates will initiate a call against the district's educational guarantee policy	Deans	September 2000	District's educational guarantee policy in FY 00

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
2e. Job placement	70% of AAS and certificate graduates for FY 99 will be placed in employment for which they were trained or in related fields or will be continuing their education	Dean of the College, Dean of Instruction, Assistant Dean for Student Services	September 2000	Occupational follow-up survey of FY 99 AAS graduates
2f. Program requirements	85% of AAS graduates in FY 00 will successfully pass required state licensure exams	Dean of the College, Dean of Instruction, Associate Deans, Program Directors, and faculty	December 2000	Licensure exams of students tested in FY 00
2g. Overall technical GPA	The average of all technical students' GPAs in FY 00 will meet or exceed 2.0	Research Assistant	November 2000	ICCB A1 Report (FY 00)
2h. Full-time technical student retention	The number of first-time full-time students retained will remain constant or increase from those retained the previous year	Chair, Assessment Committee	November 2000	ICCB A1 Report (FY 00)
2i. Part-time technical student retention	The number of first-time part-time students retained will remain constant or increase from those retained the previous year	Chair, Assessment Committee	November 2000	ICCB A1 Report (FY 00)

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

**PRIMARY GOAL**

The district shall continue to reaffirm its commitment to provide quality adult and continuing education programs allowing district residents opportunities to gain basic skills and improve their quality of life.

**SUCCESS CHARACTERISTIC**

Accessible, quality lifelong learning program

<b>To Be Measured</b>	<b>Effectiveness Indicators</b>	<b>Primary Responsibility</b>	<b>Time Frame</b>	<b>Methodology (How to Measure)</b>
3a. Student goals	90% of adult education students in FY 00 will complete a student portfolio plan	Program Director of Adult and Continuing Education	August 2000	Student file
3b. Completion rates	80% of students enrolled in adult basic and adult secondary courses in FY00 will complete the course	Program Director of Adult and Continuing Education, Dean of the College, Dean of Instruction	August 2000	Comparison of student withdrawal to course enrollment
3c. Student reading level success	70% of students in ABE/ASE courses in FY 00 will show educational gains at completion of course	Program Director of Adult and Continuing Education, Faculty	August 2000	TABE pre-test compared to TABE post-test
3d. Student access	Adult and continuing education courses in FY 00 will be offered in various locations	Research Assistant	August 2000	Course schedule

	throughout the service area			
3e. Student reading level success	Successful completers of reading programs will increase their average reading level by 1.0 grade level.	Dean of the College, Dean of Instruction	July 2000	As measured by a pre and post test on a standardized reading test

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

**PRIMARY GOAL**

Entering students who are not ready for college-level study shall be provided appropriate college remedial/preparatory programming of excellent quality.

**SUCCESS CHARACTERISTIC**

Accessible, functional, and appropriate remedial programs

<b>To Be Measured</b>	<b>Effectiveness Indicators</b>	<b>Primary Responsibility</b>	<b>Time Frame</b>	<b>Methodology (How to Measure)</b>
4a. Student placement	AA, AS, AAS, ASA and one-year certificate students in FY 00 scoring at or below the 33d percentile on the ASSET/ACT/SAT will be placed in appropriate remedial/ preparatory course	Dean of the College, Dean of Instruction	July 2000	Student file compared to consolidated test score report
4b. Student access	Remedial education in FY 00 will be offered at times and locations accessible to students	Research Assistant	July 2000	Course schedule process with student input
4c. Retention	70% of students enrolled in remedial courses in FY 00 will complete the course	Dean of Instruction	July 2000	Student withdrawal compared to course enrollment
4d. Remedial completer enrollment in college-level coursework	60% of remedial completers will also complete their first required related college level course	Dean of the College, Dean of Instruction	July 2000	Student transcripts

**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**

**PRIMARY GOAL**

The district shall continue to improve upon the high quality and effective services provided to all students.

**SUCCESS CHARACTERISTIC**

Student satisfaction with accessible quality services and activities

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
5a. Student satisfaction	85% of the district's FY 99 graduates responding to the follow-up survey will indicate satisfaction of services	Research Assistant	June 2000	Follow-up survey of FY 99 graduates
5b. Course Transferability	Less than 1% of FY 00 graduates will initiate a call against the district's educational guarantee policies	Deans	September 2000	Calls against the district's educational guarantee policies in FY 00

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

**PRIMARY GOAL**

The district reaffirms its commitment to provide responsive educational opportunities to district residents.

**SUCCESS CHARACTERISTIC**

Residents' satisfaction with accessible quality curricula and programs

	<b>Effectiveness To Be Measured</b>	<b>Primary Indicators</b>	<b>Methodology Responsibility</b>	<b>Time Frame (How to Measure)</b>
6a. Enrollment	District unduplicated enrollment in FY 00 will remain above 60 individuals per 1000 district population	Research Assistant	November 2000	ICCB Data and Characteristics report for FY 99
6b. Accessibility	The percentage of district high school graduates enrolled in FY 00 will remain constant or increase	Research Assistant	November 2000	Comparison of 1999 high school graduates enrolled to 2000 high school graduates enrolled
6c. Gender equity	The percentage of female students enrolled fall 2000 will be equal to or exceed the percent of females enrolled fall 1999	Research Assistant	November 2000	ICCB E1 Enrollment reports (Fall 00)
6d. Accessibility by race	The percentage of minority students enrolled during fall 2000 will be within at least 2% of the percent of minority students enrolled fall 1999	Research Assistant	November 2000	ICCB E1 Enrollment reports (Fall 00)
6e. Resident's satisfaction	The Tech Prep Board of Governance and Education-to-Careers partnership will indicate the district is meeting the residents' needs	Associate Dean, Education-to-Careers, Chair of the ETC partnership	August 2000	The ETC Executive Board agenda item concerning the district's response to residents' needs

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

**PRIMARY GOAL**

The district shall continue to reaffirm its commitment to provide quality community education and community services offerings, enhancing the cultural and intellectual atmosphere of the area.

**SUCCESS CHARACTERISTIC**

Accessible and appropriate community education and community services activities

	<b>Effectiveness To Be Measured</b>	<b>Primary Indicators</b>	<b>Methodology Responsibility</b>	<b>Time Frame (How to Measure)</b>
7a. Participation	FY 00 participation figures will be equal to or exceed the FY 99 figures for community education/community service activities	Research Assistant	November 2000	ICCB non-credit community service report for FY 00
7b. Participants' satisfaction	90% of the participants in non-credit offerings in FY 00 will indicate satisfaction in the education or training received	Dean of the College, Program Director of Adult and Continuing Education	August 2000	Attitudinal survey of participants



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

**PRIMARY GOAL**

The district will provide professional growth and continued development of its faculty and staff, which will result in enhancing both individual and institutional effectiveness.

**SUCCESS CHARACTERISTIC**

Continuous and effective professional growth opportunities

	<b>Effectiveness To Be Measured</b>	<b>Primary Indicators</b>	<b>Methodology Responsibility</b>	<b>Time Frame (How to Measure)</b>
8a. Effectiveness of faculty workshop days	80% of full-time faculty surveyed will rate faculty workshop days positively	Dean of the College, Dean of Instruction	October 2000	Survey
8b. Satisfaction with staff development opportunities	80% of staff and faculty surveyed will indicate "satisfied" or higher with staff development opportunities in FY 00	Dean of the College, Dean of Instruction, Associate Dean of Institutional Development	October 2000	Survey
8c. Satisfaction that employee needs, as noted on the annual survey, are being met	80% of faculty and staff surveyed will indicate no dissatisfaction	Associate Dean of Institutional Development, Continuous Improvement Team	Fall 2000	Survey

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

**PRIMARY GOAL**

The district will ensure the continuance of effective and efficient allocation and management of its resources, facilities, staff, and equipment and will pursue new and resourceful methods of generating revenue.

**SUCCESS CHARACTERISTIC**

Effective, efficient resource management and allocation

<b>To Be Measured</b>	<b>Effectiveness Indicators</b>	<b>Primary Responsibility</b>	<b>Time Frame</b>	<b>Methodology (How to Measure)</b>
9a. Distribution of resources	The distribution of FY 01 district resources will be allocated in accordance with budget formula	Comptroller and Director of Finance	October 2000	FY 01 Annual Budget
9b. Positive fund balance	Revenue generated from funding sources for FY 2000 will be equal to or exceed annual budget for FY 99	Comptroller and Director of Finance	October 2000	FY 01 Annual Audit
9c. Cost of instruction	District unit cost will remain at or below the state average for FY 99	Comptroller and Director of Finance	December 2000	ICCB Unit Cost Report (FY 00)
9d. Foundation support	College foundations' support for FY 01 will be equal to or exceed support for FY 00	Dean of the College, Dean of Instruction	March 2001	FY 01 monies donated by foundations compared to FY 00 monies donated
9e. Full-time faculty per FTE	FY 01 full-time faculty per FTE will remain relatively constant when compared to FY 00	Chair, Assessment Comm.	March 2001	Banner data
9f. Equipment needs	Equipment will be added/replaced on a systematic basis	Comptroller and Director of Finance	December 2000	Review of equipment grant dollars and system of determining purchases

**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.**

**PRIMARY GOAL**

The district shall continue to be active participants in meeting the educational needs of business/industry to enhance the economic development of the area.

**SUCCESS CHARACTERISTIC**

Effective economic development activities

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
10a. Courses offered to business/industry	Courses offered to business/industry in FY 00 will equal or exceed courses offered in FY 99	Associate Dean, Education-to-Careers	Each July beginning in 2000	Number of courses offered to business/industry
10b. The removal and/or reduction of public aid recipients	The district will remain in the upper one-half statewide of student public aid reductions	Program Director for Adult and Continuing Education	August 2000	ISBE report on public aid removals/reductions
10c. Employment Services	Clients served in FY 00 through the One-Stop-Shop will equal or exceed those served in FY 99	Associate Dean, Education-to-Careers	August 2000	Number of students served in FY 00
10d. Employer satisfaction with economic development activities	80% of employers surveyed will be satisfied with the district's economic development activities	Director of Economic Development	August 2000	Random employer survey



**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 14, 2000  
RE: Core Values Statement

Mr. Chairman, the following is a copy of the identified district core values along with drafted statements. The core values as well as the statements are the result of several months of work district wide. The statements are a culmination of information gathered at the IECC District Workshop held in October, and will be submitted to the catalog for publication.

The Cabinet approved the following core values statement at the November 9 meeting. I recommend approval by the Board of Trustees.

TLB/tes

## **ILLINOIS EASTERN COMMUNITY COLLEGES believe....**

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff and administration. At IECC we believe in and place value on:

### **❖RESPONSIBILITY....**

encouraging personal growth and learning through leadership, stewardship, and accountability.

### **❖HONOR/TRUTH....**

providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.

### **❖FAIRNESS....**

supporting freedom of expression and civility, justice and consistency.

### **❖RESPECT/SELF-RESPECT....**

and accepting diversity with mutual regard for others through activities and communications.

### **❖COMPASSION....**

the well being of students, employees, and constituents through a caring and concerned attitude.

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 14, 2000  
RE: Long Distance Carrier

Mr. Chairman, I recommend approval of changing IECC's long distance carrier to Sprint.

TLB/tes

**TO:** TERRY BRUCE  
**FROM:** ALEX CLINE  
**DATE:** 11/16/00  
**SUBJECT:** LONG DISTANCE TELECOMMUNICATIONS SERVICE -  
 REVISED

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After additional review of INETBA's billing system, it is my recommendation to **not** utilize them for long distance telephone service. INETBA rates are in calling units rather than minutes so we would **not** receive the \$.049 per minute rate that was first indicated. Currently the District Office is the only location using INETBA for long distance service and I do not plan to proceed with any of the other locations. We do have an opportunity to save on our long distance bill by changing to Sprint. Below are the current AT&T and proposed Sprint rates and I recommend changing to Sprint for long distance service.

	Average Minutes Per Month	\$ Per Minute	\$ Per Month	\$ Per Minute	\$ Per Month	% Savings Per Month
		AT&T	AT&T	Sprint	Sprint	
<b>Interstate</b>	15,000	\$.1147	\$1,720.50	\$.061	\$ 915.00	46.82%
<b>In-State</b>	10,000	\$.084	\$ 840.00	\$.062	\$ 620.00	26.19%
<b>IntraLata</b>	13,000	\$.069	\$ 897.00	\$.033	\$ 429.00	52.17%
<b>Calling Card</b>	300	\$.21	\$ 63.00	Same as above with \$.40/call surcharge		
<b>TOTAL – (minus calling cards)</b>			<b>\$3,457.50</b>		<b>\$1964.00</b>	43.20%



**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 14, 2000

RE: Graduation Fees for Ladder-Certificate Programs Taught  
On-site at Business and Industry

Mr. Chairman, on November 9<sup>th</sup>, the Cabinet approved a \$60 fee for certificate and degree seeking students who are enrolled in the three-level Industrial Maintenance program that is taught on-site at businesses and industries in the IECC District. The student will be assessed a \$30 fee for the first level certificate; no charge at the second and third certificate level, and a \$30 graduation fee for the AAS degree.

I recommend Board approval for these graduation fees.

TLB/tes

**Agenda Item #9**

Bid Committee Report  
November 2000

**IECC**

1. Protection, Health, Safety and ADA Projects - Pending
2. IECC 2001-2003 College Catalogs

**Wabash Valley College**

1. Digital Printer

**International**

1. 15 Passenger Van

TO: Board of Trustees  
FROM Bid Committee  
SUBJECT: Bid Recommendations – IECC 2001-2003 College Catalogs  
DATE: November 2, 2000

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Phillips Brothers Printers of Springfield, Illinois** for a total of **\$19,568.00.**

A tabulation sheet is attached.

Respectfully submitted,

Nancy Allard  
Harry Hillis, Jr.  
Pam Schwartz

Source of Funds: College Educational Fund

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

**IECC  
CATALOGS  
BID TABULATION**

<b>Company</b>		<b>Excess page</b>	<b>Less page</b>			<b>Excess Page</b>	<b>Less page</b>	
	#35				#50			
Phillips Brothers Springfield, IL	\$15,456.00	+8 = \$63.17	-8 = \$11.45		\$19,568.00	+8 = \$79.96	-8 = \$19.25	Halftones \$10/ea Alt. \$10/pg, \$2/line
	#40				#50			
Von Hoffmann Graphics St. Louis, MO	\$17,796.00	+8 = \$1,045.00	-8 = \$234.00	\$659.00 add'l "m's"	\$21,785.00	+8 = \$1,197.00	-8 = \$377.00	\$844.00 add'l "m's"
	#40				#50			
Wayne County Press Fairfield, IL	\$15,975.00	Over \$85.00	Under \$42.50		\$21,049.00	Over \$112.00	Under \$56.00	
	Total Bid							
Krieger-Ragsdale Evansville, IN	\$68,140.00							
	#40				#50			
M & D Printing Henry, IL	\$22,560.00	+8 = \$683.00	-8 = \$478.00		\$24,850.00	+8 = \$750.00	-8 = \$525.00	
					#50			
United Graphics, Inc. Mattoon, IL					\$24,148.00	+4 = \$504.00	-4 = \$326.00	
					#50			
Total Printing Systems Newton, IL					\$28,950.00	+4 = \$265.00	-4 = \$250.00	

Speed Color, Inc. Peoria, IL	\$47,268.00							
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**Bid Specifications for Illinois Eastern Community Colleges  
2001-2003 Catalog**

**FRONTIER COMMUNITY COLLEGE**

**LINCOLN TRAIL COLLEGE**

**OLNEY CENTRAL COLLEGE**

**Wabash Valley College**

General Comments: The following specifications have been developed for bidding on the Illinois Eastern Community Colleges' catalog for the years 2001-2003. Vendor for this bid must be located within a 300-mile radius of the Illinois Eastern Community Colleges' District Office in Olney.

The district coordinator and contact person is Pam Schwartz, Illinois Eastern Community Colleges, 233 East Chestnut Street, Olney, IL 62450-2298, 618-393-2982, ext. 5540.

These bid specifications are being presented for Illinois Eastern Community Colleges; however, each of the four colleges will be billed separately for their portion of the total amount.

The bidder should quote a cost based on 205 pages of text and a heavier weight cover.

Quantity, Size, and Description: A quantity of 20,000 catalogs will be printed. The catalog size will be 8 1/2 inches by 11 inches. Text will be wordprocessed in-house in a 2-column per page format with headings. The production of the printed text will be done primarily by staff at the district office. The text provided to the contractor will be approximately 95% camera ready. The text will be set and proofread by the colleges, although a small amount of additional work by the contractor, may be required. Pictures will be reduced, enlarged, or edited by the contractor and inserted by the contractor in proper positions as designated by college layouts. The catalog will include type, selected photographs, light graphics, and artwork.

Paper: **The cover will be 80# white paper with gloss finish.** The cover will include a 4-color graphic and photographs. Separate stock is required for the cover. **The inside paper stock of the catalog will be printed on 40# or 50# offset stock or groundwood offset.** Please provide separate bids for the inside paper. Bidders are also asked to send samples of the paper stocks to be used in the printing of the catalog. The paper should be of "Brilliant" or "Supreme" whiteness. The catalog will be printed using the offset process, and all photos must be at least 133 line screen.

Time Frame: Once all text and photographs have been delivered to the contractor, delivery will be made to the college in six (6) weeks or forty-two (42) days. Each college must be provided the opportunity to see photocopy proofs of individual catalog pages and a final dylux (blueline) proof of the printing plates (made up into folded catalog form), before printing. A \$50.00 per day discount will be deducted from the contractor's final bill for each calendar day the project is late on arrival at each campus. There is to be no cost assessed by the contractor for copy alterations on a per line basis, if made by a college on initial photocopy page proofs. Bid should include charges for alterations requested by colleges on blueline copy.

Composition and Artwork: The district coordinator will submit page proofs, organized to their preference, approximately 95% camera ready. All photographs, along with majority of the artwork and light graphics, will be submitted by the district

coordinator. The contractor will be responsible for reducing, editing, or enlarging the photographs to fit the space indicated. The bid should include costs for producing a total of approximately 25 halftones.

Plates and Presswork: The cover will be printed in four (4) Pantone colors, black, white, hairline registration, including 5 photos to be edited, reduced, or enlarged to fit the space indicated by college layouts, with bidder to generate new artwork if necessary. The bidder will furnish color separations 8 1/2 inches by 11 inches or less for the cover. The bidder must allow for full bleed, solid and screen tints that butt each other and allow for some full reversing image area. The final cover artwork must be submitted to the district coordinator for approval prior to platemaking.

Headings: Headings of the college sections will be included in the text received by the contractor.

Bindings and Backing: Each catalog will be perfect bound with a flat spine that will list the years and district name and will be trimmed per size noted above. Each campus and the District Office will receive 12 plastic spiral bound copies for a total of 60 plastic spiral bound copies.

Delivery: Bids shall include delivery of catalogs to each individual college. There will be no allowance or payment for overruns. An initial delivery of one-half of the quantity ordered shall be made within six (6) weeks or forty-two (42) days following submission of final text, photographs, light graphics, and artwork. The balance of the catalogs shall be delivered within twenty (20) days of the initial one-half delivery. Boxes of catalogs shall not weigh over 40 pounds.

Sample: Please enclose a sample of catalogs you have produced for other colleges in your bid packet.



Bid Per Page Estimates as Listed Under General Comments:

ILLINOIS EASTERN COMMUNITY COLLEGES \_\_\_\_\_  
\_\_\_\_\_

Also, the bid shall include a per page cost for each page less or in excess of the number previously listed under General Comments:

ILLINOIS EASTERN COMMUNITY COLLEGES \_\_\_\_\_  
\_\_\_\_\_

All freight and delivery charges are included in bid. Our quotation as submitted on this form will remain firm for 3 months from the date quotation is received by Illinois Eastern Community Colleges (IECC).

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendations – Digital Printer  
DATE: November 2, 2000

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Southern Illinois Business Machines, Mt. Vernon, IL** for a total of **\$9,324.71**.

A tabulation sheet is attached.

Respectfully submitted,

Nancy Allard  
Harry Benson  
Harry Hillis, Jr.

Source of Funds: Technology Plan

Department: Campus network printing/copying solutions

Rationale for Purchase: To provide a highly efficient, cost effective method of network-enabled printing copying of multi-page documents. A majority of documents are created on computer and will be sent to this central machine for cost effective printing, collating and stapling. This will support instructor handouts and tests, administration documents and multiple copies of course schedule booklets.

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

**DIGITAL PRINTER  
WABASH VALLEY COLLEGE**

<b>Company</b>	<b>Digital Printer</b>	<b>Option #1 Set-Up</b>	<b>Option #2 Fax Attachment</b>	<b>Option #3 Stapler</b>	<b>Option #4 Three Hole Punch</b>	<b>Option #5 Large Paper Bin</b>
<b>Southern Illinois Business Machines Mt. Vernon, IL</b>	<b>\$9,922.35</b>	<b>Included up to 4 hours</b>	<b>\$608.24</b>	<b>\$1,624.71</b>	<b>\$418.85</b>	<b>Included</b>
<b>Southern Illinois Business Machines Mt. Vernon, IL</b>	<b>\$8,716.47</b>	<b>Included up to 4 hours</b>	<b>\$608.24</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Included</b>
<b>The Lang Company Evansville, IN</b>	<b>\$9,933.00</b>	<b>Included</b>	<b>\$430.00</b>	<b>Included</b>	<b>Included</b>	<b>Included</b>
<b>The Lang Company Evansville, IN</b>	<b>\$10,363.00</b>	<b>Included</b>	<b>Included</b>	<b>Included</b>	<b>Included</b>	<b>Included</b>
<b>Officeware Evansville, IN</b>	<b>\$9,535.00</b>	<b>\$350.00</b>	<b>\$707.00</b>	<b>Included</b>	<b>\$688.00</b>	<b>Included</b>
<b>Denhams Business Machines Vincennes, IN</b>	<b>\$12,504.00</b>	<b>\$400.00 + \$95.00/hr.</b>	<b>\$955.00</b>	<b>Included</b>	<b>Not Available</b>	<b>-0-</b>

**Digital Printer Specifications:**

Digital Multi-Functional Printer with scanner/copier capabilities, rated output at 32 ppm or faster, duplex capabilities, necessary print controller (HP Jet Direct compatible, 10/100 Base Tx-RJ45 connectivity, at least 600 dpi, PCL5 or 6 compatible), rated at approximately 40,000 pages per month, at least 12 MB RAM and 4G hard drive, at least two input trays – one with 11x17 capability – one at least 1500 page capacity; stapler, at least two output trays, 50 page document feeder/scanner, reduction/enlargement at 50% to 200%, and necessary stand (if normal height is not achieve with paper bin).

Warranty: 1-year onsite.

Quote options

- ◆ Setup, installation of print software on four computers, and operator training for two people. \_\_\_\_\_
- ◆ Fax attachment \_\_\_\_\_
- ◆ Multiposition stapler \_\_\_\_\_
- ◆ Three hole punch \_\_\_\_\_
- ◆ Additional large paper bins if not included \_\_\_\_\_

Bidder must provide full specifications and literature of equipment if an alternate brand is proposed. The absence of full specification and documentation can be considered a “no-bid”

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

TOTAL BID \_\_\_\_\_

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: Please submit bid in **duplicate**.

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – 15 Passenger Van  
DATE: November 16, 2000

Bid Committee recommends acceptance of the low bid received that meets all specifications from Ford Square of Mt. Vernon, Illinois for a 2001 Ford E-350 Van for \$23,250.

Respectfully submitted,

Nancy Allard  
Harry Hillis, Jr.  
Pam Madden

Source of Funds: International

Department: International

Rationale for Purchase: To transport International Students.

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

**International**

**15 PASSENGER VAN  
BID TABULATION**

Company	Make/Model	Year	Color	Mileage	Total Bid
Eagleson Olds Cadillac Chevrolet Co. Olney, IL	Chevrolet Express	2001	White	0	\$23,696
Ford Square of Mt. Vernon LTD. Mt. Vernon, IL	Ford E-350	2001	white	5	\$23,250

**15 PASSENGER VAN SPECIFICATIONS:**

- (1) 15 Passenger Van, 1999 or Newer, 20,000 or Less Miles  
(Used in-stock or New) meeting the following specifications:

AM-FM Radio  
Vinyl Flooring  
Vinyl Seats  
Rear Heat/Air  
Power Steering/Power Brakes  
4 Speed Automatic Transmission w/Overdrive  
Double Doors on Passenger Side  
Full Swing out Door in Rear  
White Preferred Color  
Gray Interior if available  
Running Boards

BID SHOULD REFLECT FLEET DISCOUNT IF ELIGIBLE.

NOTE: Following Board approval, bid will be awarded on **November 22, 2000.**

All freight, delivery, license and title charges are included in bid.

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

COLOR \_\_\_\_\_ MILEAGE \_\_\_\_\_

IF NEW, SPECIFY DELIVERY DATE \_\_\_\_\_

TOTAL BID \_\_\_\_\_

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

Note: Please submit bid in **duplicate.**

**Agenda Item #10**

**District Finance**

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



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT October 31, 2000**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$269,251.76</b>
<b>Operations &amp; Maintenance</b>	<b>\$198,393.95</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$98,057.70</b>
<b>Bond &amp; Interest</b>	<b>(\$590,808.73)</b>
<b>Auxiliary</b>	<b>(\$31,246.96)</b>
<b>Restricted Purposes</b>	<b>\$18,202.18</b>
<b>Working Cash</b>	<b>\$46,940.65</b>
<b>Trust &amp; Agency</b>	<b>\$73,353.59</b>
<b>Audit</b>	<b>\$3,449.55</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$407,665.34</b>
<b>TOTAL ALL FUNDS</b>	<b>\$493,259.03</b>

**Respectfully submitted,**

**Marilyn Grove, Treasurer**





**LIST OF INVESTMENTS**

**October, 2000**

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of Interest</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to be Earned</b>
<b>Education Fund</b>						
*04/04/00	04/04/01	6.50	Citizens National Bank of Albion (CD)	100,000	106,500	6,500
*04/04/00	04/04/01	6.50	First National Bank of Allendale (CD)	100,000	106,500	6,500
08/29/00	02/27/01	7.35	Trust Bank (CD)	1,000,000	1,036,649	36,649
07/25/00	01/25/01	6.90	Citizens National Bank of Albion (CD)	500,000	517,250	17,250
08/30/00	12/30/00	6.89	Fifth Third Bank (CD)	1,000,000	1,022,967	22,967
<b>Operations &amp; Maintenance Fund</b>						
08/30/00	12/30/00	6.89	Fifth Third Bank (CD)	150,000	153,445	3,445
<b>Operations &amp; Maintenance Fund (Rest)</b>						
01/12/00	01/12/01	6.26	Mercantile Bank (CD)	500,000	531,300	31,300
06/20/00	02/20/01	6.92	Community Bank & Trust (CD)	800,000	836,907	36,907
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	300,000	317,750	17,750
<b>Bond &amp; Interest Fund</b>						
<b>Auxiliary Fund</b>						
01/12/00	01/12/01	6.26	Mercantile Bank (CD)	300,000	318,780	18,780
06/20/00	12/20/00	6.88	Community Bank & Trust (CD)	150,000	155,160	5,160
07/25/00	03/25/01	6.90	Citizens National Bank of Albion (CD)	600,000	627,600	27,600
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	150,000	158,875	8,875
<b>Restricted Purposes</b>						
08/29/00	02/27/01	7.35	Trust Bank (CD)	300,000	310,995	10,995
<b>Working Cash Fund</b>						
10/20/99	04/20/01	5.95	Citizens National Bank of Albion (CD)	675,000	735,244	60,244
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
<b>Trust &amp; Agency Fund</b>						
05/11/00	05/11/01	6.63	Old National Bank (CD)	125,000	133,288	8,288
08/30/00	12/30/00	6.89	Fifth Third Bank (CD)	75,000	76,723	1,723
<b>Liability &amp; Protection Fund</b>						
06/20/00	12/20/00	6.88	Community Bank & Trust	150,000	155,160	5,160

\*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)

Governmental Fund Types

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	404,212	483,400
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	5,025,000	2,932,000
RECEIVABLES	873,825	1,112,040
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
TOTAL ASSETS AND OTHER DEBITS:	6,298,613	4,602,688
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	273,554	103,193
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-773,280	-349,841
ACCRUED EXPENSE		41,422
INTERFUND PAYABLES		
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	200,483	236,379
TOTAL LIABILITIES:	-299,242	1,486,231
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-1,840,202	-4,722,516
RESERVE FOR ENCUMBRANCES	8,438,058	7,838,973
TOTAL EQUITY AND OTHER CREDITS:	6,597,855	3,116,456
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	6,298,613	4,602,688
	=====	=====

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	493,259	1,039,457
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	8,615,000	5,968,000
RECEIVABLES	1,075,677	1,293,747
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
INVENTORY	379,712	379,712
	10,579,724	8,776,664
TOTAL ASSETS AND OTHER DEBITS:		
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	273,554	103,193
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-781,686	-342,723
ACCRUED EXPENSE		65,695
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	200,483	236,379
	-167,699	1,657,572
TOTAL LIABILITIES:		
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	556,826	926,627
BALANCE		
Fund Balances:		
FUND BALANCE	533,957	-2,383,494
RESERVE FOR ENCUMBRANCES	8,451,209	7,850,552
	10,747,423	7,119,092
TOTAL EQUITY AND OTHER CREDITS:		
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	10,579,724	8,776,664
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-OCT-2000

Percentage of time remaining through the Budget: 66.301

GENERAL FUNDS

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	2,460,000.00	1,690,845.77	-769,154.23	-31.266
STATE GOVT SOURCES	12,158,156.00	3,046,106.43	-9,112,049.57	-74.946
STUDENT TUITION & FEES	6,550,094.00	2,943,945.85	-3,606,148.15	-55.055
SALES & SERVICE FEES	.00	43,032.72	43,032.72	#####
FACILITIES REVENUE	30,000.00	11,950.50	-18,049.50	-60.165
INVESTMENT REVENUE	50,000.00	41,821.99	-8,178.01	-16.356
OTHER REVENUES	110,750.00	27,916.98	-82,833.02	-74.793
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	21,359,000.00	7,805,620.24	-13,553,379.76	-63.455
EXPENDITURES:				
INSTRUCTION	8,638,291.94	2,784,686.13	-5,853,605.81	-67.763
ACADEMIC SUPPORT	525,576.00	174,638.90	-350,937.10	-66.772
STUDENT SERVICES	965,980.95	345,254.64	-620,726.31	-64.259
PUBLIC SERV/CONT ED	64,083.00	22,819.36	-41,263.64	-64.391
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,456,286.00	817,570.82	-1,638,715.18	-66.715
INSTITUTIONAL SUPPORT	5,322,419.11	1,486,943.07	-3,835,476.04	-72.063
SCH/STUDENT GRNT/WAIVERS	3,365,000.00	1,244,765.00	-2,120,235.00	-63.008
	-----	-----	-----	-----
TOTAL EXPENDITURES:	21,337,637.00	6,876,677.92	-14,460,959.08	-67.772
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	-657,294.00	130,285.32	787,579.32	#####



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-OCT-2000

Percentage of time remaining through the Budget: 66.301

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	983.00	.00	-983.00	-100.000
STATE GOVT SOURCES	1,540,655.00	156,468.86	-1,384,186.14	-89.844
INVESTMENT REVENUE	.00	19,256.11	19,256.11	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,541,638.00	175,724.97	-1,365,913.03	-88.601
EXPENDITURES:				
OPER & MAINT PLANT	1,448,190.00	-14,467.59	-1,462,657.59	#####
INSTITUTIONAL SUPPORT	1,704,850.00	51,555.00	-1,653,295.00	-96.976
	-----	-----	-----	-----
TOTAL EXPENDITURES:	3,153,040.00	37,087.41	-3,115,952.59	-98.824
NET INCREASE/DECREASE IN NET ASSETS	-1,611,402.00	138,637.56	1,750,039.56	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-OCT-2000

Percentage of time remaining through the Budget: 66.301

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,398,410.00	909,536.42	-488,873.58	-34.959
INVESTMENT REVENUE	.00	3,489.85	3,489.85	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,398,410.00	913,026.27	-485,383.73	-34.710
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,398,410.00	1,378,835.00	-19,575.00	-1.400
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,398,410.00	1,378,835.00	-19,575.00	-1.400
NET INCREASE/DECREASE IN NET ASSETS	.00	-465,808.73	-465,808.73	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-OCT-2000

Percentage of time remaining through the Budget: 66.301

AUXILIARY FUNDS

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
STUDENT TUITION & FEES	563,435.00	71,218.22	-492,216.78	-87.360
SALES & SERVICE FEES	2,954,307.00	967,806.50	-1,986,500.50	-67.241
FACILITIES REVENUE	1,800.00	550.00	-1,250.00	-69.444
INVESTMENT REVENUE	.00	14,427.22	14,427.22	#####
OTHER REVENUES	550,350.00	13,549.30	-536,800.70	-97.538
	-----	-----	-----	-----
TOTAL REVENUES:	4,069,892.00	1,067,551.24	-3,002,340.76	-73.770
AUXILIARY ENTERPRISES:				
SALARIES	1,289,917.00	293,825.64	-996,091.36	-77.221
EMPLOYEE BENEFITS	79,649.00	19,434.24	-60,214.76	-75.600
CONTRACTUAL SERVICES	330,708.00	22,400.26	-308,307.74	-93.227
GEN. MATERIAL & SUPPLIES	2,464,204.00	768,732.73	-1,695,471.27	-68.804
CONF/TRAVEL MEETING EXPENSE	502,637.00	60,865.53	-441,771.47	-87.891
FIXED CHARGES	57,562.00	12,883.67	-44,678.33	-77.618
UTILITIES	23,364.00	2,708.21	-20,655.79	-88.409
CAPITAL OUTLAY	391,790.00	83,893.87	-307,896.13	-78.587
INTERFUND TRANSFERS	798,657.00	-798,657.00	-1,597,314.00	#####
OTHER EXPENDITURES	164,106.00	44,638.09	-119,467.91	-72.799
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	6,102,594.00	510,725.24	-5,591,868.76	-91.631
NET INCREASE/DECREASE IN NET ASSETS	-2,032,702.00	556,826.00	2,589,528.00	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-OCT-2000  
Percentage of time remaining through the Budget: 66.301

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	120,000.00	46,940.65	-73,059.35	-60.883
TOTAL REVENUES:	----- 120,000.00	----- 46,940.65	----- -73,059.35	----- -60.883
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	46,940.65	-193,059.35	-80.441

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-OCT-2000  
Percentage of time remaining through the Budget: 66.301

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	20,000.00	13,082.70	-6,917.30	-34.587
INVESTMENT REVENUE	.00	73.94	73.94	#####
	-----	-----	-----	-----
TOTAL REVENUES:	20,000.00	13,156.64	-6,843.36	-34.217
EXPENDITURES:				
INSTITUTIONAL SUPPORT	23,188.00	15,194.76	-7,993.24	-34.471
	-----	-----	-----	-----
TOTAL EXPENDITURES:	23,188.00	15,194.76	-7,993.24	-34.471
NET INCREASE/DECREASE IN NET ASSETS	-3,188.00	-2,038.12	1,149.88	36.069

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-OCT-2000  
Percentage of time remaining through the Budget: 66.301

LPS

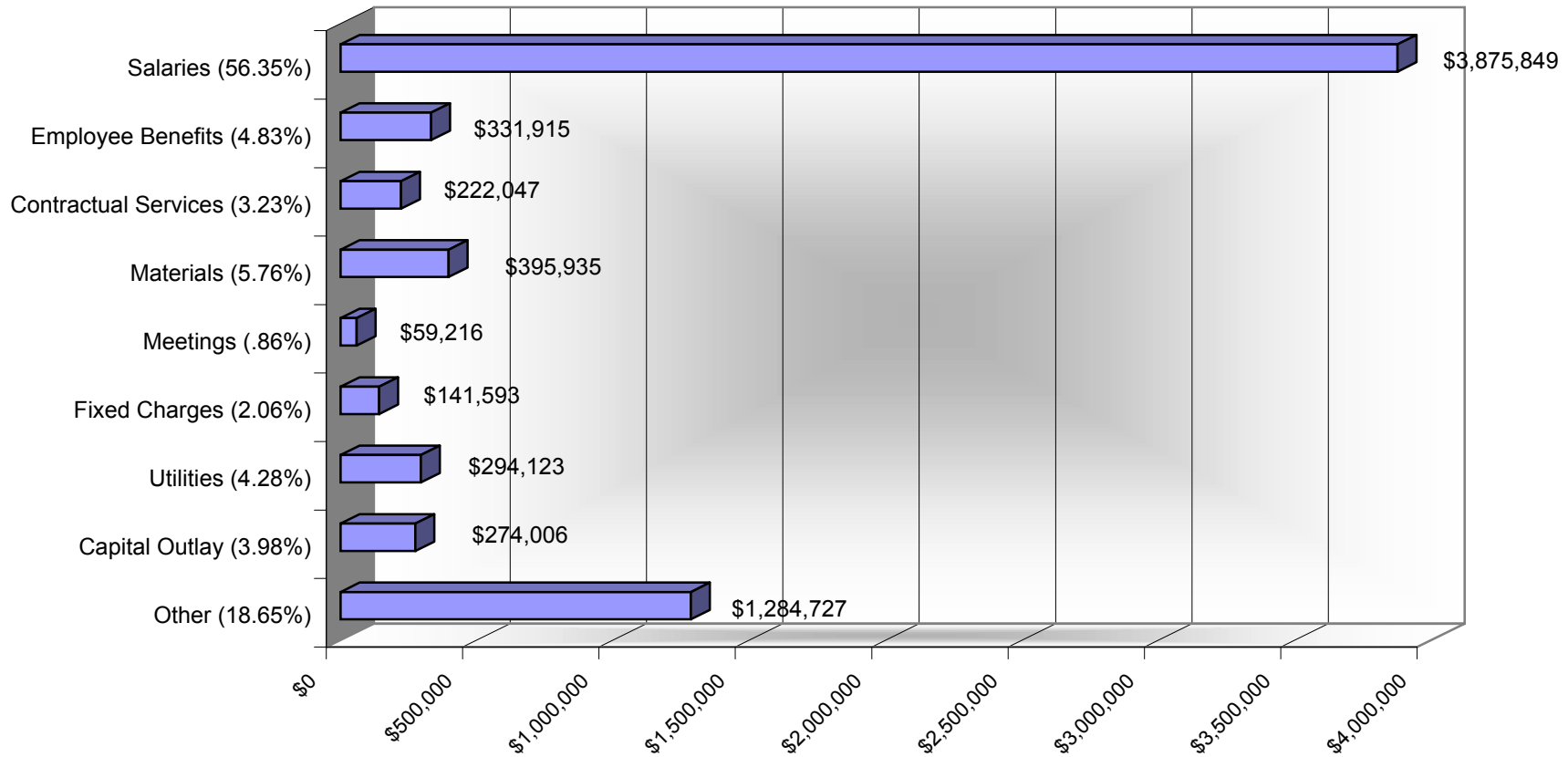
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	435,000.00	283,083.43	-151,916.57	-34.923
INVESTMENT REVENUE	.00	6,921.23	6,921.23	#####
	-----	-----	-----	-----
TOTAL REVENUES:	435,000.00	290,004.66	-144,995.34	-33.332
EXPENDITURES:				
INSTITUTIONAL SUPPORT	834,605.00	131,944.62	-702,660.38	-84.191
	-----	-----	-----	-----
TOTAL EXPENDITURES:	834,605.00	131,944.62	-702,660.38	-84.191
NET INCREASE/DECREASE IN NET ASSETS	-399,605.00	158,060.04	557,665.04	#####

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY99-01

College	Category	FISCAL YEAR 1999			FISCAL YEAR 2000			FISCAL YEAR 2001				Summer Hours	Cost per Semester Hour
		Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	% of Year		
Frontier	Bills		\$111,120			\$344,360			\$372,227				
	Payroll		385,161			549,283			565,466				
	Totals	\$1,982,133	496,281	25%	\$2,077,018	893,643	43%	\$3,085,623	937,693	30%	33%	4,051	\$231.47
Lincoln Trail	Bills		219,027			393,625			420,029				
	Payroll		403,688			664,192			696,153				
	Totals	2,602,512	622,715	24%	2,697,681	1,057,817	39%	3,347,222	1,116,182	33%	33%	2,062	541.31
Olney Central	Bills		202,864			455,077			586,627				
	Payroll		608,729			945,735			1,010,820				
	Totals	3,700,904	811,593	22%	3,761,268	1,400,812	37%	4,546,380	1,597,447	35%	33%	4,271	374.02
Wabash Valley	Bills		190,425			355,359			449,200				
	Payroll		495,970			768,912			840,764				
	Totals	2,822,934	686,395	24%	2,944,978	1,124,271	38%	3,795,911	1,289,964	34%	33%	3,436	375.43
Workforce Educ.	Bills		67,572			394,252			408,748				
	Payroll		334,468			297,257			310,059				
	Totals	1,608,675	402,040	25%	1,769,316	691,509	39%	2,494,245	718,807	29%	33%	4,463	161.06
District Office	Bills		75,042			81,089			83,528				
	Payroll		184,585			242,736			270,778				
	Totals	910,368	259,627	29%	924,251	323,825	35%	1,130,151	354,306	31%	33%		
District Wide	Bills		333,130			454,789			680,470				
	Payroll		73,202			159,898			181,809				
	Totals	2,037,720	406,332	20%	1,407,496	614,687	44%	2,955,300	862,279	29%	33%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		15,665,246	3,684,983	24%	15,582,008	6,106,564	39%	21,354,832	6,876,678	32%	33%	18,283	376.12

Excludes DOC

## Illinois Eastern Community Colleges FY2001 Operating Funds



Illinois Eastern Community Colleges Dist. #529  
As of October 31, 2000 - \$6,876,678



**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** November 15, 2000  
**RE:** Personnel Report

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

mk

Attachment

## **INDEX**

**400.1. Employment of Personnel**

**400.2. Change in Status**

**400.3. Retirement**

## PERSONNEL REPORT

### 400.1. Employment of Personnel

#### A. Faculty

1. Janet Kinkade: Initial full-time employment as Nursing Instructor. Amount: Based upon \$40,309 per academic year. Effective: January 2, 2001.  
Code: 012-5116O-1301-104
2. Robert Manning: Initial full-time employment as Telecommunications Instructor. Amount: Based upon \$34,390 per academic year. Effective: January 2, 2001.  
Code: 011-4701L-1301-103

#### B. Professional/Non-Faculty

1. Tim Watson: Initial full-time employment as Youthful Offender Counselor for the IECC/LTC Educational Program at the Robinson Correctional Center. Amount: Based upon \$31,200 per fiscal year. Effective: December 1, 2000. Employment is contingent upon continued funding from the Department of Corrections.  
Code: 65512L-5512L-1201-308

### 400.2. Change in Status

#### A. Professional/Non-Faculty

1. David McKimmy, change from Assistant Program Director, SBDC, to the Director of Business and Industry Training. Amount: From \$31,800 per fiscal year to \$31,800 per fiscal year. Effective: November 22, 2000. Employment is contingent upon continued funding from a grant.  
Code: 65083D-5083D-402-1201

#### B. Classified

1. Kathryn Head, change from Custodian to Lead Custodian at Wabash Valley College. Amount: From \$15,200 per fiscal year to \$18,716 per fiscal year. Effective: December 1, 2000.  
Code: 023-7020W-1701-702

### 400.3. Retirement

#### A. Classified

1. Mary Ann Fields, Lead Custodian, Wabash Valley College. Effective: February 1, 2001.

**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										
<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>	<b>Estimated Budget</b>									
Misc. ADA Improvements All campuses & DO	\$505,000									
Exit Door Modifications OCC	\$126,000									
Phase IV										
Environmental Barriers FCC, LTC & WVC	\$366,300									
Exit Modifications WVC	\$61,700									
Roof Replacements OCC & WVC	\$128,400									
		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

10/31/00

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natorium Mechanical Replacement LTC	\$272,300										
Acoustics & Pool Lighting Replacement LTC	\$102,900										
Structural System & Metal Components Repair LTC	\$171,400										
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200										
<b>PHASE V PROJECT TOTAL</b>	<b>\$955,600</b>										
<b>ADA PROJECTS FCC, LTC, OCC &amp; WVC</b>	<b>\$158,510</b>										
<b>GRAND TOTAL</b>	<b>\$1,114,110</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

10/31/00

