

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

November 15, 2005



Location:

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

**Dinner – 6:00 p.m. – Banquet Room
Meeting – 7:00 p.m. – Banquet Room**

**Illinois Eastern Community Colleges
Board Agenda**

November 15, 2005

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. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Leave and Benefit Policy 400.4
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Certificate of Compliance with the Truth in Taxation LawBrowning
 - B. Certificate of Tax Levy for FY2007.....Browning
 - C. GASB Designation of Tax Levy YearBrowning
 - D. Treasurer’s Bond Bruce
 - E. Nursing Observation Experience Agreement..... Bruce
 - F. Phlebotomy Affiliation Agreement Bruce
9. Bid Committee ReportBrowning
10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
11. Chief Executive Officer’s Report Bruce
12. Executive Session Bruce
13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce

14. Approval of Personnel Report Bruce
15. Collective Bargaining Bruce
16. Litigation Bruce
17. Acquisition and Disposition of Property..... Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, October 18, 2005.

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

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. James W. Lane, Jr., Dr. Larry Rost, Miss Marilyn J. Wolfe. Also present was Miss Laura Tiusaba Guzman, student trustee. Trustees absent: Mr. Walter L. Koertge, Mr. Kevin C. Williams. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Dr. Carl Heilman, President of Lincoln Trail College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Human Resources.

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

Mr. Alex Cline, Director of Information & Communications Technology.

Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association

IECC – Illinois Eastern Community Colleges

IECCEA – Illinois Eastern Community Colleges Education Association

LCC – Lawrence Correctional Center

LTC – Lincoln Trail College

OCC – Olney Central College

PHS – Protection, Health & Safety

RCC – Robinson Correctional Center

SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

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

#2-A. Regular Meeting, Tuesday, September 20, 2005: The Chair asked for a motion to approve the minutes of the Regular Meeting, Tuesday, September 20, 2005.

Board Action: Miss Wolfe made a motion to approve the minutes of the Regular Meeting of September 20, 2005 as prepared. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#2-B. Special Meeting and Bond Issuance Hearing, Monday, October 3, 2005: The Chair asked for a motion to approve the minutes of the Special Meeting and Bond Issuance Hearing, Monday, October 3, 2005.

Board Action: Dr. Rost made a motion to approve the minutes of the Special Meeting and Bond Issuance Hearing of Monday, October 3, 2005 as prepared. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

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

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Written reports from each of the four colleges were noted.

#5-C. Report from Cabinet: Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

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

#6-A. Policy 500.21, Student Military Policy Revision: Revisions must be made to IECC’s Student Military Policy due to recent passage of Public Act 094-0587. The Act states that students who are called to military duty be allowed to re-enroll in the course or courses at no additional charge (if the student did not withdraw and a refund was not issued at the time they left for duty).

Recommendation: An amended copy of the foregoing revised policy was presented and without objection the Chair directed that the amended copy be accepted and made a part of the records of this meeting. The CEO recommended that second reading be waived and the foregoing revised policy be adopted.

Board Action: Dr. Fischer made a motion to waive second reading and adopt the revised Student Military Policy 500.21 as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

(Note: Before action was taken on the following Agenda Items #8 A-G, relating to issuance of Protection, Health, and Safety Bonds, Mr. Terry Bruce, Chief Executive Officer, and Mr. Roger Browning, Chief Finance Officer, reviewed the relative documents pertaining to each recommendation.)

#8-A. Certification of Bond Issuance Hearing: The Board of Trustees having conducted a Bond Issuance Hearing at least seven days prior to taking action to issue bonds, the CEO recommended approval of the following certification:

Certification of Bond Issuance Hearing

The Board of Trustees of Illinois Eastern Community College District #529 conducted a Bond Issuance Hearing on October 3, 2005, between the hours of 8:00 a.m. and 8:37 a.m. at the offices of the Board of Trustees, 233 East Chestnut Street, Olney, IL 62450.

That by publication in district newspapers, in compliance with statutory requirements, the Board of Trustees notified the public that such a hearing would be conducted and allowed members of the general public an opportunity to make comment on the Board’s proposed issuance of Protection, Health, Safety bonds up to the amount of \$3,600,000.

That a copy of the minutes of the Bond Issuance Hearing is attached and incorporated by reference into this Certification.

Board Action: Mrs. Culver made a motion to approve the Certification of Bond Issuance Hearing as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Acknowledgement of ICCB Project Approval: The CEO recommended acceptance of notification from the Illinois Community College Board that IECC’s requested Protection, Health, and Safety projects have been approved, along with a copy of the Certificate of Approval from the Illinois Community College Board, under date of September 8, 2005.

(The foregoing documents from the Illinois Community College Board are incorporated in and made a part of these minutes by this reference.)

Board Action: Miss Wolfe made a motion to accept and concur relative to documents from the Illinois Community College Board, notifying IECC of ICCB approval of the requested PHS projects. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Preliminary Official Statement (POS) Approval: The CEO presented and reviewed a Preliminary Official Statement (POS), to be adopted by the Board of Trustees prior to the issuance of Protection, Health, and Safety Bonds in an amount of up to \$3,600,000. The POS sets forth the maturities, interest rates, yields and amounts and states that the bonds will be valid and legally binding general obligations of Illinois Eastern Community College District #529 and principal and interest payments due will be paid from ad valorem taxes levied on all the taxable property in the District. The POS also states that the Board has authority under the laws of the State of Illinois to issue such bonds, sets forth the purpose of such bonds, states that the bonds will be “qualified tax exempt obligations” under the Internal Revenue Code of 1986, and pledges the District to repay the bonds with interest.

The CEO recommended that the Board of Trustees approve the Preliminary Official Statement relative to \$3,600,000 IECC PHS Bonds, Series 2005, and authorize the Chairman and Secretary of the Board of Trustees to sign a certification to the effect that the facts contained in the Official Statement relating to the District and the Bonds are true and correct in all material respects, and that the Official Statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, misleading.

(The Preliminary Official Statement is incorporated in and made a part of these minutes by this reference.)

Board Action: Dr. Rost made a motion to approve the Preliminary Official Statement relative to \$3,600,000 IECC PHS Bonds, Series 2005, and authorize the Chairman and Secretary of the Board of Trustees to sign a certification to the effect that the facts contained in the Official Statement relating to the District and the Bonds are true and correct in all material respects, and that the Official Statement does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements therein, in light of the circumstances under which they were made, misleading. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Resolution Approving Issuance of PHS Bonds: A preliminary copy of a resolution providing for the issuance of Protection, Health, and Safety bonds, Series 2005 was presented. The resolution cannot be finalized until the sale date of the bonds, because of the interest rate and other pertinent bond details. The final resolution will be the same as the preliminary copy in all material respects, except that the most current and up to date financial rates will be utilized. The CEO recommended that the Board of Trustees adopt the preliminary copy of a resolution providing for issuance of up to \$3,600,000 PHS Bonds, the resolution titled as follows:

“**RESOLUTION** Providing for the issue of Prevention, Health and Safety Bonds, Series 2005, of Illinois Eastern Community Colleges District Number 529, Richland, Clark, Clay, Crawford,

Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White Counties, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest on such bonds.”

The resolution provides for the following projects (including related facilities, work and costs, collectively, the **“Project”**): numerous repairs, replacement, rehabilitation and improvements throughout the District, constituting fire prevention, health and safety work, including: (1) natatorium renovation, bleacher replacement, library roof replacement, science gas piping, gym lighting, gym AC – (Wabash Valley College, **“WVC”**); (2) ADA compliance for buildings and sidewalks, upgrade sprinkler system, site lighting, classroom lighting (Frontier Community College, **“FCC”**); (3) wood paneling replacement, tuck-point exterior walls, roof replacement and repairs, replace water supply – (Lincoln Trail College, **“LTC”**); (4) elevator upgrade, stair treads and landings, floor tile replacement, stairway walls, greenhouse glass, ADA compliance for sidewalks and toilets, gym roof replacement, gym water service, ventilation for life science and art, computer HVAC supplement, gym fire alarm – (Olney Central College, **“OCC”**); (5) district-wide: lab gas valves, environmental work and asbestos removal; and (6) related facilities, improvements and costs (collectively, the **“Project”**).

(A copy of the foregoing resolution and all documents relative thereto are incorporated in and made a part of these minutes by this reference.)

Board Action: Dr. Fischer made a motion to approve the preliminary resolution providing for issuance of up to \$3,600,000 PHS Bonds, Series 2005, as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Approval of Bond Counsel and Underwriter: The CEO recommended that the Board of Trustees retain Kurt Froehlich of Evans, Froehlich, Beth & Chamley of Champaign, Illinois, to handle the issuance, and Bill Morris of Kirkpatrick Pettis of Chicago, Illinois, to originate, underwrite and distribute the PHS Bonds, Series 2005.

Board Action: Mrs. Culver made a motion to approve the foregoing recommendation for approval of bond counsel and underwriter for the PHS Bonds, Series 2005. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Treasurer’s Surety Bond Certificate: The CEO recommended that the Board of Trustees approve the Treasurer’s Surety Bond with respect to the disbursement of the proceeds of the sale of up to \$3,600,000 Protection, Health, and Safety Bonds, with the Surety Bond to be in the amount of up to \$3,600,000, with Liberty Mutual Insurance.

Board Action: Miss Wolfe made a motion to approve the Treasurer’s Surety Bond in the amount of up to \$3,600,000 with Liberty Mutual Insurance as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Authorization for Architects to Proceed with PHS Projects: The CEO recommended that the Board of Trustees authorize Image Architects, Inc., Carbondale, Illinois to proceed with the \$3,497,568 PHS Construction Projects.

Board Action: Dr. Rost made a motion to authorize Image Architects, Inc. to proceed with the \$3,497,568 PHS Construction Projects as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. 2005 Estimated Tax Levy Resolution: Mr. Browning reviewed the Estimated Tax Levy Resolution. The CEO recommended adoption of the following resolutions regarding estimated amounts necessary to be levied for the year 2005.

#8-H (1) Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2005:

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2004 was:

Education Purposes, \$1,791,143
Operations and Maintenance Purposes, 767,630
Liability Insurance, Workers' Compensation, Unemployment
Insurance, Property Insurance and Medicare Contributions, 547,391
Audit, 30,515
Other, 0
Total, \$3,136,679

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2005 is as follows:

Education Purposes, \$1,925,000
Operations and Maintenance Purposes, 825,000
Liability Insurance, Workers' Compensation, Unemployment
Insurance, Property Insurance and Medicare Contributions, 530,000
Audit, 15,000
Other, 0
Total, \$3,295,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2004 was \$1,337,490; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2005 is \$1,462,865.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community Colleges District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

Section 1: The aggregate amount of taxes estimated to be levied for the year 2005 is \$3,295,000.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2005 does exceed 105% of the taxes extended by the district in the year 2004.

Section 3: The aggregate amount of taxes estimated to be levied for the year 2005 for debt service is a 9% increase over the taxes extended for debt service for 2004. In 2004 taxes extended for debt service represented an 11% decrease over 2003. For the two year period the taxes estimated to be levied for 2005 debt service is 3% less than the taxes extended for debt service in 2003.

Section 4: Public notice shall be given in the following newspapers of general circulation in said district,

Albion Journal Register, Edwards County
Bridgeport Leader, Lawrence County
Carmi Times, White County
Clay County Republican, Clay County
Daily Republican Register, Wabash County
Lincoln Trail Publishing, Clark County
McLeansboro Times Leader, Hamilton County
Newton Press-Mentor, Jasper County
Olney Daily Mail, Richland County
Robinson Daily News, Crawford County
Toledo Democrat, Cumberland County
Wayne County Press, Wayne County

And a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED TAX INCREASE FOR
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2005 will be held on November 15, 2005 at 6:00 p.m. at Olney Central College, Olney, Illinois.
Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).
- II. The corporate and special purpose property taxes extended or abated for the year 2004 were \$3,136,679.
The proposed corporate and special purpose property taxes to be levied for 2005 are \$3,295,000. This represents a 5% increase over the previous year extension.
- III. The property taxes extended for debt service for 2004 were \$1,337,490.
The estimated property taxes to be levied for debt service and public building commission leases for 2005 are \$1,462,865. This represents a 9% increase over the previous year. In 2004 taxes extended for debt service represented an 11% decrease over 2003. For the two year period the taxes estimated to be levied for 2005 debt service is 3% less than the taxes extended for debt service in 2003.

- IV. The total property taxes extended or abated for 2004 were \$4,474,169. The estimated total property taxes to be levied for 2005 are \$4,757,865. This represents a 6% increase over the previous year extension.

Section 5: This resolution shall be in full force and effect forthwith upon its passage.

Board Action to Adopt Estimated Tax Levy Resolution: Dr. Fischer made a motion to adopt the 2005 Estimated Tax Levy Resolution as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H (2) Resolution – Estimated 2005 Tax Levy Hearing: The CEO recommended adoption of the following resolution providing for an estimated tax levy hearing:

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for the 2006-2007 fiscal year:

1. Date of Fiscal Year: July 1, 2006 - June 30, 2007.
2. Publication of Notice of Public Hearing on Tax Levy: After November 2, 2005 and before November 8, 2005.
3. Public Hearing on Tax Levy: November 15, 2005, at the hour of 6:00 p.m. to 6:30 p.m., local time, Olney Central College, 305 North West Street, Olney, Illinois.
4. Adoption of Tax Levy: November 15, 2005, following the Public Hearing.

Board Action to Adopt Resolution Setting Tax Levy Hearing: Dr. Fischer made a motion to adopt the foregoing Resolution, setting the 2005 Estimated Tax Levy Hearing as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Van Lease with Lincoln Trail College Foundation: The CEO recommended approval of a lease agreement between the Lincoln Trail College Foundation and Lincoln Trail College for lease of a 2005 Ford Freestar SEL Minivan. Consideration to be paid for the lease shall be \$16,000, plus 4% simple interest to reflect a total lease amount, including interest, of \$17,761.06, payable as follows: Four payments of \$3,552.21, to be due and payable on the 15th day of June 2006, 2007, 2008, and 2009. A final payment of \$3,552.22 shall be due and payable on the 15th day of June, 2010. The final payment, due June 15, 2010, shall be adjusted to reflect actual payment. No penalty will be charged for prepayments. Lessee has the option of purchasing the vehicle for an additional ten dollars (\$10.00) to be paid with the final payment. The vehicle is described as follows: 2005 Ford Freestar SEL Minivan, six cylinder, 20,100 miles, VIN# 2FM2A52235BA34029.

Board Action: Miss Tiusaba made a motion to approve the van lease between the LTC Foundation and LTC as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. Expansion of Enterprise Zone – City of Robinson: Laquita Hasty and Mike Shimer, operators of the Enterprise Zone for the City of Robinson, have asked that the Enterprise Zone be expanded east from the City to a proposed facility that will truck biodiesel fuels. Because any enterprise expansion must be contiguous to the existing zone, the expansion would also include the existing Rural King Supply and Carter Lumber. An Enterprise Zone does not abate taxes; however, improvements within the zone would not be taxed for five years. The CEO recommended approval.

Board Action: Dr. Rost made a motion to approve expansion of the City of Robinson Enterprise Zone east from the City to a proposed facility that will truck biodiesel fuels as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. City of Robinson Fitness Center Contract: The CEO recommended that the contract with the City of Robinson concerning operation of its fitness center be extended for one additional year with no changes from its current amended form.

Board Action: Miss Tiusaba made a motion to approve extension of the City of Robinson fitness center contract for one year as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. Agreement with Frontier Community College Foundation – Foundation Hall: The CEO recommended adoption of the following resolution providing for Frontier Community College to use the Frontier Community College Foundation Hall for college related activities.

WHEREAS, the Frontier Community College Foundation, hereinafter Foundation, purchased a facility commonly known as Foundation Hall, located adjacent to the campus of Frontier Community College, for the use of the Foundation and Illinois Eastern Community College District #529/Frontier Community College, hereinafter the College,

WHEREAS, the Foundation agrees to allow the College access and usage of the facility for students, staff, and Board of Trustee activities,

WHEREAS, the College agrees to provide maintenance to the building's interior and exterior, and to provide janitorial services, telephone, insurance, gas and electric service to Foundation Hall from the budget at Frontier Community College,

WHEREAS, the College plans to make certain leasehold improvements to the facility, the Foundation agrees that such improvements will remain the property of the College for a period of five (5) years, after which time the ownership of the leasehold improvements would revert to the Foundation.

WHEREAS, the Foundation agrees that any fixtures purchased and installed by the College will remain the property of the College. At the termination of this agreement, the College shall be allowed to remove such fixtures if such removal does not cause substantial damage to the facility.

THEREFORE, be it resolved by the College and the Foundation that the parties agree to the conditions set forth above.

Board Action: Mrs. Culver made a motion to adopt the foregoing resolution for use of FCC Foundation Hall as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-M. Internship Training Agreement with Richland Memorial Hospital: Olney Central College has developed an agreement with Richland Memorial Hospital (RMH) for internships by students of the Medical Office Assistant Program and the Administrative Information Technology Program. The CEO recommended approval of the agreement, which sets forth the obligations of both OCC and RMH for the establishment of the internship program.

Board Action: Mrs. Culver made a motion to approve the Internship Training Agreement with Richland Memorial Hospital as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-N. 2+2 Nursing Program Agreement with Indiana State University: Ms. Cantwell outlined a proposed 2+2 Nursing Program Agreement with Indiana State University. Purpose of this articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate in Applied Science in Nursing from Illinois Eastern Community Colleges will be eligible to complete the requirements for a B.S. degree in Nursing for Registered Nurses at Indiana State University. The CEO recommended approval.

Board Action: Mrs. Culver made a motion to approve the Nursing Program Agreement with Indiana State University as recommended. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-O. Equity Tax Certification: Section 3-14.3 of the Public Community College Act allows community college districts eligible for equalization grants to levy an equity tax up to or at the combined state-wide average tax rate for educational and operations and maintenance purposes if they are currently levying less than that amount. The Illinois Community College Board (ICCB) on September 20, 2005, notified the District that it was eligible to levy an equity tax in the amount of .15 of one cent which would raise additional tax revenue in the amount of \$15,244.00. The law requires that each college district eligible for equalization levy at least 85% of its allowable tax rate, including the equity tax, for a district to be eligible for equalization funding. The Illinois Community College Board has certified that community college districts eligible for equalization had combined educational and operations and maintenance purposes tax rates less than 25.15 cents per \$100 of equalized assessed valuation are eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 25.15 cents per \$100 of equalized assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act. IECC currently levies 17.5 cents of its 17.5 cents allowable education rate and 7.5 cents of its allowable 7.5 cents operations and maintenance levy. Therefore, IECC

levies 100% of its allowable tax rate and the .15 of one cent would not be required to make the District eligible for equalization funding. The CEO recommended that the District not levy the equity tax.

Board Action: Miss Wolfe made a motion that the Board of Trustees has considered the matter of levying an equity tax and does not wish to levy such a tax at this time. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-P. ATM Agreement Resolution: The CEO recommended approval of an agreement for Old National Bank to provide an ATM on the campus of Wabash Valley College.

Board Action: Mrs. Culver made a motion to approve the agreement with Old National Bank to provide an ATM at WVC as recommended. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-Q. E-Bookstore Agreement: The IECC District has been working to establish an on-line Associate's Degree. Once fully developed, this on-line degree will be considered and approved by the Higher Learning Commission (HLC). As part of that approval process, the HLC requires that on-line students have access to an on-line bookstore for purchasing textbooks and related materials. The district has been working with Follett's Bookstore to establish an e-bookstore for each of the four colleges. The CEO recommended approval of the agreement, which sets forth the details of IECC's arrangement with Follett.

Board Action: Dr. Rost made a motion to approve the agreement with Follett Bookstore for each of the four colleges to establish an on-line bookstore as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-R. HIPAA Agreement with Brookstone Estates: The CEO recommended approval of a Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and Brookstone Estates, Olney, Illinois as presented.

Board Action: Dr. Rost made a motion to approve the HIPAA agreement with Brookstone Estates as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” – None.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$6,537,067.57, as of September 30, 2005.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for October 2005, totaling \$1,934,518.28, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for October 2005, in the amounts listed, and payments from the revolving fund for September 2005. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – None.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at meetings of September 20, 2005 and October 3, 2005.

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

400.1. Employment of Personnel

A. Classified

1. Diana Wilkerson, Bookkeeper, DO, effective November 1, 2005.

400.2. Request for Approval of Proposed Non-College Employment

A. Faculty

Nedra Pershing, Self-employed Massage Therapist, 54 days/140 hours per contract year.
Lori Phillips, Carmi Medical Center, Carmi, IL, 52 days/208 hours per contract year.
Drew Tucker, Self-employed Freelance Illustrator, 150 days/500 hours per contract year.
Kristi Urfer, Self-employed – Accounting & Tax Preparation, 55 days/80 hours per contract year.

400.3. Resignations

A. Classified

1. Gary Webb, Custodian, WVC, resignation effective October 14, 2005.
2. Trudy Hemrich, Bookkeeper, DO (resignation rescinded).

Personnel Report Addendum

400.4. Rescind Resignation

A. Classified

1. Trudy Hemrich, Bookkeeper, DO, resignation withdrawn.

#14-A. Board Action to Amend Personnel Report: Dr. Rost made a motion to amend the Personnel Report, to add an addendum containing Section 400.4 to rescind a resignation as recommended. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

#14-B. Board Action to Approve Personnel Report: Mrs. Culver made a motion to approve the foregoing amended Personnel Report as recommended. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Koertge, Mr. Williams. The motion having received 5 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” – Mrs. Culver made a motion to adjourn. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:15 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

A. Leave and Benefit Policy 400.4

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2005
RE: Leave for Required Court Appearances

The District has always provided leave for full-time employees when called to appear in court as a witness or as a member of a jury. The employee has always been able to choose either the compensation provided by the court or to receive District compensation and turn the court proceeds over to the District.

In recent months, part-time employees have been called for jury duty, but there is no policy providing for court appearance leave. Therefore, the part-time employee loses his District compensation and only receives the minimal compensation provided by the court.

The proposed change will allow the District to compute the average daily income of the part-time employee and allow the part-time employee to receive that as compensation for their court appearance. This proposed change brings equity to part-time employees.

It is proposed that part-time faculty who teach at least three semester hours and have taught at least one prior semester would be eligible for this same leave benefit.

I ask approval of this leave policy change for part-time employees.

TLB/rs

Attachment

Leave and Benefit Policy - Administrative, Professional/Non-Faculty, Secretarial/Clerical, Technical, Custodial/Maintenance/Security, and Other Employees Not Covered by the Collective Bargaining Agreement (400.4)

Date Adopted: May 20, 1997

Revised: September 17, 2002

Revised: November 15, 2005 (pending IECC Board of Trustees approval)

The purpose of the leave and benefit policy is to describe the Board-approved leave days and benefits. Unless otherwise noted, leave days described below are not paid out upon termination.

- A. Sick Leave. Each full-time employee shall, on the first day of employment of the employee's initial year, be granted a pro-rated share of working days up to a total of seventeen (17) sick leave days with pay.

After the initial year of employment and at the beginning of every fiscal year thereafter, each full-time employee will receive days of sick leave according to the following schedule:

<u>Years of Continuous Full-time Service</u>	<u>Sick Leave Days Per Year</u>
2-9	12
10-15	15
16-20	18
21-25+	21

Any unused sick leave days will be allowed to accumulate.

The Chief Executive Officer/Chief Operating Officer or a designee may require the employee on sick leave to provide a statement from the employee's physician. In addition, the Chief Executive Officer/Chief Operating Officer may require that the employee be examined by a physician determined by the Chief Executive Officer/Chief Operating Officer. In the latter case, the cost of the examination will be borne by the Board of Trustees.

- B. Personal Leave. A full-time employee shall be granted, without loss of pay or benefits, two (2) leave days per fiscal year for personal reasons. Application for such leave should be made five (5) days prior to time said leave is desired to the employee's immediate supervisor. Unused personal days shall accumulate as sick leave to a maximum of fourteen (14) additional sick days.
- C. Required Court Appearance Leave. Full-time employees shall be granted leave with pay to appear in court as a witness or a member of a jury. Compensation received for such court appearances shall accrue to the College District.

Part-time hourly employees: Part-time hourly employees who 1) work 20 hours or more per week and 2) have been employed by IECC for 6 months or more will be eligible for required court appearance leave. Part-time employees who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

Part-time faculty: Part-time faculty who 1) teach at least 3 hours for the semester and 2) have been employed by IECC for more than one semester will be eligible for required court appearance leave. Part-time faculty who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

- D. Funeral Leave. Full-time employees shall be granted funeral leave for the purpose of attending the funeral, without loss of pay, under the following terms and conditions.

Three Days of Leave at Full Pay – For a death within the immediate family, which means the full-time employee's spouse, child, parent, sibling, parent-in-law, or member of the immediate household of the employee.

One Day Leave at Full Pay. For a death of a near relative.

- E. Leave of Absence. The Board may grant up to one year's leave of absence without pay to a full-time employee, and up to an additional year upon request and Board approval. Such leaves may be granted for advanced study, exchange teaching or assignment, travel, governmental service, or other personal reasons. Applications for leaves shall be filed with the President and then the Chief Executive Officer/Chief Operating Officer not later than 90 days prior to the beginning of the date that the leave would commence.

Vacation, sick, personal days, and other benefits shall not accrue during an employee's unpaid leave of absence. An employee may, however, elect to continue to participate in the District group insurance plan at the employee's sole expense, provided the employee makes acceptable arrangements to pay the premium during the term of his/her unpaid leave.

- F. Absences Due to Attendance at Educational Meetings and Conferences. Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee's immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or district shall be allowed expenses according to the regulations of the district.

- G. Personal Emergency Leave. For reasons of personal emergency, a full-time employee may use up to six days per year of accumulated sick leave. Advance approval for such leave shall be secured from the employee's immediate supervisor.

- H. Accounting. An accounting of accumulated sick leave will be made semi-annually.

- I. Insurance Benefits. Major medical and dental insurance shall be made available for full-time employees.

Full-time employees electing to carry dependent coverage may have the premiums for this coverage deducted through payroll deductions.

- J. Modified-Time Employees. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.

- K. Holidays and Breaks. Paid holidays for all full-time employees include Independence Day, Martin Luther King, Jr. Day, Labor Day, Presidents' Day, Columbus Day, Veterans' Day, Spring Holiday, Thanksgiving, Memorial Day, Christmas, and New Year's Day.

The administration establishes winter break in accordance with the academic calendar.

Full-time employees shall be granted one (1) floating holiday per fiscal year. Floating holidays do not accumulate and must be used during the fiscal year. Full-time employees must have been employed before March 1 to be eligible for the floating holiday. Application for such leave should be made five (5) days prior to time said leave is desired to the employee's immediate supervisor (effective July 1, 2003).

Agenda Item #7

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Certificate of Compliance with the Truth in Taxation Law

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2005
SUBJECT: Certificate of Compliance with the Truth in Taxation Law

Mr. Chairman, attached is the Certificate of Compliance with the Truth in Taxation Law which requires consideration by the Board of Trustees.

Having fulfilled the requirements of the Truth in Taxation Law, I recommend approval of the Certificate of Compliance.

TLB/rs

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of
Illinois Eastern Community Colleges District No. 529 and as such presiding
(Legal Name of Taxing District)

officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

CHECK ONE OF THE CHOICES BELOW:

The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.

The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2005 levy.

Date: _____

Presiding Officer _____
(Signature)

Agenda Item #8B

Certificate of Tax Levy for FY2007

Agenda Item #8B

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2005
SUBJECT: Certification of Tax Levy for FY2007

It is necessary at this time to certify IECC's tax levies for FY2007, beginning July 1, 2006 and ending June 30, 2007. This information and that of prior years is presented for comparison on the following page.

In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, medicare and other insurance.

The tax rate for FY2007 is estimated at 42.43 cents per \$100 in equalized assessed valuation.

Mr. Chairman, I recommend that the tax levies as presented for fiscal year 2006-2007 be certified.

TLB/rs

Illinois Eastern Community Colleges
Fiscal Year 2006-2007 Tax Levies

It is necessary at this time to certify our tax levies for FY2007, beginning July 1, 2006 and ending June 30, 2007. This information and that of prior years is presented below to assist in evaluating next year's levy.

<u>YEAR</u>	<u>ACTUAL EAV</u>	<u>EDUCATIONAL LEVY</u>	<u>BUILDING LEVY</u>	<u>TOTAL LEVY</u>	<u>ACTUAL TOTAL TAX RATE</u>	<u>OPERATING TAX .25 EXTENSION</u>	<u>% EXTENSION IS OF LEVY</u>
87-88	731,158,156	1,601,250	686,250	2,287,500	43.5	1,827,895	80
88-89	695,402,479	1,400,000	600,000	2,000,000	44.8	1,738,506	87
89-90	679,781,864	1,400,000	600,000	2,000,000	45.35	1,699,454	85
90-91	653,538,264	1,302,000	558,000	1,860,000	45.00	1,633,846	88
91-92	671,687,523	1,302,000	558,000	1,860,000	42.80	1,679,206	90
92-93	674,813,407	1,225,000	525,000	1,750,000	43.54	1,687,034	96
93-94	690,368,534	1,225,000	525,000	1,750,000	43.28	1,725,921	99
94-95	710,255,106	1,313,000	562,000	1,875,000	43.15	1,775,637	95
95-96	743,421,002	1,330,000	570,000	1,900,000	42.08	1,888,553	99
96-97	789,479,991	1,400,000	600,000	2,000,000	42.42	1,973,618	99
97-98	840,096,133	1,555,000	667,000	2,222,000	40.32	2,100,240	95
98-99	904,660,676	1,610,000	690,000	2,300,000	45.47	2,261,652	98
99-00	945,037,299	1,800,000	765,000	2,565,000	44.28	2,362,597	92
00-01	983,802,073	1,820,000	780,000	2,600,000	43.77	2,459,505	95
01-02	980,620,689	1,837,500	787,500	2,625,000	41.76	2,451,552	93
02-03	1,010,227,912	1,837,500	787,500	2,625,000	45.13	2,525,570	96
03-04	1,019,727,226	1,925,000	825,000	2,750,000	44.41	2,548,293	93
04-05	1,034,733,922	1,925,000	825,000	2,750,000	44.44	2,590,749	94
05-06	1,023,487,154	1,925,000	825,000	2,750,000	43.72	2,558,772	93
Recommended: 06-07	1,100,000,000	1,925,000	825,000	2,750,000	42.43	2,750,000	

In addition to the Educational and Building Fund, our certificate tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes:(tort liability, medicare, worker's compensation and unemployment), and for financial audit purposes. It is recommended that the tax levies as presented for FY06-07 be certified.

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland,
Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White

Community College District Name Illinois Eastern Community Colleges and State of Illinois

We hereby certify that we require:

the sum of \$ 1,925,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 825,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 110,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 210,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 15,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 0 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 210,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the tax

Signed this 15th day of November, 2005

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full ONE (1).

This 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.

(Detach and return to community college district)

This is to certify that the Certificate of Tax Levy for Community College District No. _____ County(ies) of _____

_____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20____ was filed in the office of the County Clerk of this county on _____, 20_____.

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20____ is \$_____.

Date

County Clerk and County

Agenda Item #8C

GASB Designation of Tax Levy Year

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2005
RE: GASB Designation of Tax Levy Year

Under guidelines established by the Governmental Accounting Standards Board (GASB), governmental entities may designate the fiscal year that their tax levy is to be recognized as income. Currently, the Board of Trustees does a levy and extension for taxes based upon calendar years which overlap our school year and fiscal year.

The following resolution clarifies that under GASB guidelines, taxes levied for the year 2005 will be collected late in calendar year 2006 and that such levy will be allocated 100% to fiscal year 2007.

I ask the Board's adoption of this clarifying resolution.

TLB/rs

Attachment

RESOLUTION SETTING FORTH TAX LEVIES FOR 2005

Be it resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2005 concerning tax levies and extensions

Be it further resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of One Million Nine Hundred Twenty-five Thousand Dollars (\$1,925,000) be levied as a tax for Educational purposes; and the sum of Eight Hundred Twenty-Five Thousand Dollars (\$825,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Ten Thousand Dollars (\$210,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Fifteen Thousand Dollars (\$15,000) be levied as a special tax for Financial Audit purposes; and the sum of One Hundred Ten Thousand Dollars (\$110,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Ten Thousand Dollars (\$210,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, for the year 2005 to be collected in the year 2006; and that the levy for the year 2005 be allocated 100% for Fiscal Year 2007.

Adopted this 15th day of November, A.D. 2005

AYES: _____

NAYS: _____

ABSENT: _____

Chairman, Board of Trustees Date
Community College District #529

ATTEST:

Secretary, Board of Trustees Date
Community College District #529

Agenda Item #8D

Treasurer's Bond

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2005
RE: Approval of Treasurer's Bond

This Board has appointed Roger Browning to serve as the District's Treasurer effective December 1, 2005.

Before entering upon his duties, each Treasurer is required to execute a bond payable to the Board of the community college district for which he is Treasurer. The bond shall be for 25% of the amount of monies and effects of which the Treasurer is to have custody.

A copy of the bond is attached and it requires Board approval. We are also required to file a copy with the State Board and in the office of the County Clerks for each county within the district.

I request Board approval of the attached Treasurer's Bond.

TLB/rs

Attachment



Interchange Corporate Center
450 Plymouth Road, Suite 400
Plymouth Meeting, PA. 19462-1644
Ph. (610) 832-8240

PUBLIC OFFICIAL BOND

Bond Number: 285025810

Know all men by these presents: That we, Roger Browning

233 East Chestnut Street, Olney, IL 62450 as Principal(s)
and Liberty Mutual Insurance Company, a Massachusetts Stock Insurance Corporation authorized to transact
surety business in the State of IL, as Surety, are held and firmly bound unto
Illinois Eastern Community College ETAL
in the penal sum of Six Million Dollars and 00/100

Dollars (\$ 6,000,000.00),
lawful money of the United States of America, for the payment of which, well and truly to be made, we bind
ourselves, our heirs, legal representatives, successor and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has been duly elected or appointed to the office of CFO/Treasurer

for a term beginning December 1, 2005, ~~XXXXXX~~ _____.*

Now, Therefore, the condition of this Obligation is such, That, if the Principal shall well, truly and faithfully
execute and perform the duties of said office during said term, according to all laws now in force or which may be
enacted subsequent to the execution of this bond, then this obligation shall be void; otherwise it shall remain in full
force and effect.

This Bond may be cancelled by the Surety effective upon the expiration of thirty (30) days from the date of written
notice of such cancellation to the Principal and Oblige named herein at their last known address, provided no
such cancellation shall affect or abridge the liability of the Principal or the Surety to the Oblige for losses occurring
during the term covered by this bond prior to the effective date of cancellation.

Dated this 13th day of October, 2005.

Roger Browning
Principal

By: Roger Browning

LIBERTY MUTUAL INSURANCE COMPANY

By: Sharon Smole (Seal)

Attorney-in-fact
This bond replaces B#285006458
for Marilyn Grove eff 7/1/2001

*If appointment is for an indefinite term strike out "and ending _____".

Agenda Item #8E

Nursing Observation Experience Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2005
RE: Nursing Observation Experience Agreement

President Jack Davis, OCC and Donna Henry, Dean of Allied Health, have secured an Observation Experience Agreement with the Wayne County Housing Authority, Fairfield, Illinois, for the Associate Degree Nursing Program.

This agreement will provide student observation experience in a facility other than a classroom or clinical setting.

The College agrees that the experience will be under the indirect supervision of a College instructor, will provide written objectives for the observation experience, comply with rules and regulations of the Wayne County Housing Authority, insure the students, retain responsibility for student education, and evaluate the clinical experience.

The Housing Authority agrees to retain responsibility for client care, encourage student learning experiences, encourage student observation of patient care, evaluate the student experience, determine the total number of students allowed, and determine the nursing functions the student may experience.

I ask the Board's approval of the Observation Experience Agreement.

TLB/rs

Attachment

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

OBSERVATION EXPERIENCE AGREEMENT

Agreement made this _____ day of _____, _____, between
_____ of _____, hereinafter
referred to as AGENCY, and Illinois Eastern Community Colleges, District 529, Olney Central College Associate
Degree Nursing Program, hereinafter referred to as COLLEGE.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or
clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency
at a designated time to observe the functions of health team
and the common well defined health problems of the client
treated by said agency.

COLLEGE AGREES TO:

1. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
2. Provide the AGENCY with written objectives for each observation experience.
3. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
4. Insure that students are covered by liability insurance.
5. Retain responsibility for student education.
6. Evaluate total clinical experience received by students from AGENCY.

AGENCY AGREES TO:

1. Retain responsibility for client care.
2. Encourage student learning experiences by providing opportunity for student to interact with staff.

3. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
4. Evaluate total student observation experience.
5. The AGENCY will determine the number of students allowed for each assignment.
6. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

By _____

COLLEGE:

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

By _____
 Department Head

By _____
 Associate Dean of Nursing and Allied
 Health

By _____
 President, Olney Central College

By _____
 Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Agenda Item #8F

Phlebotomy Affiliation Agreement

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 15, 2005
RE: Phlebotomy Affiliation Agreement

Jack Davis, President, OCC and Donna Henry, Dean of Allied Health, have secured Affiliation Agreements for the new phlebotomy program with the following hospitals:

Richland Memorial Hospital, Olney, Illinois
Crawford Memorial Hospital, Robinson, Illinois
Fairfield Memorial Hospital, Fairfield, Illinois
St. Anthony's Memorial Hospital, Effingham, Illinois
Lawrence County Hospital, Lawrenceville, Illinois

Under each of these agreements, the Hospital agrees: to make its facilities available to students and faculty involved with the Phlebotomy Program, develop a plan for the use of hospital facilities, that hospital appointed clinical supervisors will retain full and final decision for procedures assigned to students, to provide an orientation to students participating in the program including demonstrations of new equipment and techniques.

The District agrees: to provide faculty for the program, be responsible for the teaching and coordination with the staff of the hospital on objectives to be completed, to coordinate student clinical assignments with the agency, and review and evaluate the students' progress, to comply with all applicable rules and regulations and policies of the hospital, to be responsible for maintaining proper standards of care and safeguard of patients assigned to students, to supervise the health of all students making use of the hospital's facilities, and to ensure that the students meet the health requirements of the hospital, to provide a medical record for each participating student showing full compliance with the health requirements required by the hospital, to provide an orientation for the educational program for the hospital staff, to respect the confidential nature of all information which may come to students with regard to patients and hospital records, to provide a written set of clinical objectives and evaluation forms, to encourage students to provide their own health insurance, and that faculty and students shall be covered by malpractice insurance policy prior to any assignment of practice at the hospital.

An annual review of this agreement will be made each spring and either party may terminate the agreement by providing one school calendar year's written notice.

I ask the Board's approval of these Phlebotomy Affiliation Agreements.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE PHLEBOTOMY PROGRAM**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____,
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,
Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529)
and _____ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical
laboratory for observation and participation by the students and faculty of the DISTRICT #529,
Phlebotomy Program subject to the conditions and limitations contained herein.

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

3. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor;
- and

- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGES DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing &
Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

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

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529

TREASURER'S REPORT October 31, 2005

<u>FUND</u>	<u>BALANCE</u>
Educational	\$1,991,438.07
Operations & Maintenance	\$496,913.29
Operations & Maintenance (Restricted)	(\$65,552.40)
Bond & Interest	(\$247,610.77)
Auxiliary	\$229,831.96
Restricted Purposes	\$105,527.76
Working Cash	\$825.06
Trust & Agency	\$61,529.86
Audit	\$1,577.28
Liability, Protection & Settlement	\$287,081.83
TOTAL ALL FUNDS	\$2,861,561.94

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
October 31, 2005

ALL FUNDS

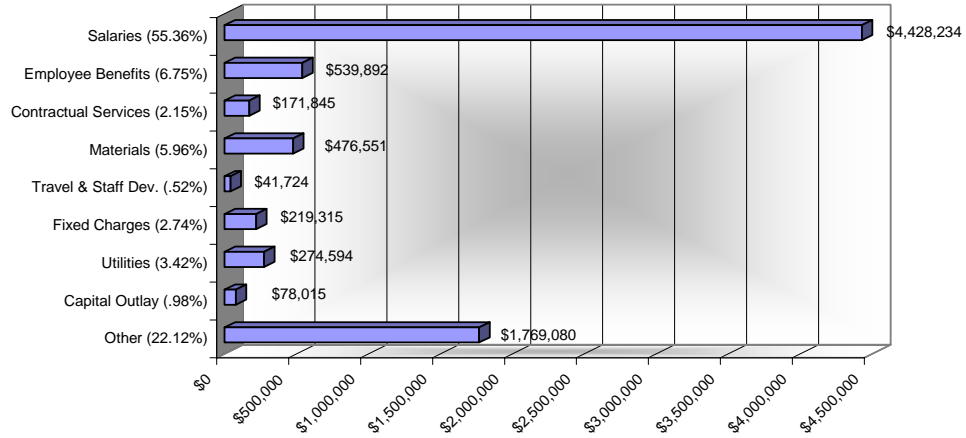
	Fiscal Year 2006
ASSETS:	
CASH	2,861,562
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	8,667,000
RECEIVABLES	2,544,923
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	99,206
INVENTORY	463,200
OTHER ASSETS	438,608
TOTAL ASSETS AND OTHER DEBITS:	15,097,999
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	4,101
ACCOUNTS PAYABLE	(5,806)
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	359,777
TOTAL LIABILITIES:	498,022
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,428,160
PR YR BDGTD CHANGE TO FUND BALANCE	524,829
FUND BALANCES:	
FUND BALANCE	2,732,422
RESERVE FOR ENCUMBRANCES	9,914,566
TOTAL EQUITY AND OTHER CREDITS	14,599,977
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	15,097,999

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY04-06

College	Category	FISCAL YEAR 2004			FISCAL YEAR 2005			FISCAL YEAR 2006			
		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		\$526,363			\$541,783			\$549,819		
	Payroll		627,909			638,774			668,464		
	Totals	\$2,765,856	1,154,272	42%	\$2,802,511	1,180,557	42%	\$2,903,861	1,218,283	42%	33%
Lincoln Trail	Bills		435,725			517,182			430,650		
	Payroll		694,816			699,061			711,706		
	Totals	3,105,255	1,130,541	36%	3,138,783	1,216,243	39%	3,073,986	1,142,356	37%	33%
Olney Central	Bills		625,492			746,075			701,991		
	Payroll		1,095,331			1,166,414			1,276,354		
	Totals	4,879,308	1,720,823	35%	4,915,983	1,912,489	39%	5,250,226	1,978,345	38%	33%
Wabash Valley	Bills		598,236			621,477			715,912		
	Payroll		886,426			916,282			930,746		
	Totals	3,579,246	1,484,662	41%	3,620,540	1,537,759	42%	3,802,320	1,646,658	43%	33%
Workforce Educ.	Bills		405,512			434,101			469,743		
	Payroll		322,211			324,748			326,862		
	Totals	1,972,436	727,723	37%	2,013,499	758,849	38%	2,023,450	796,605	39%	33%
District Office	Bills		77,373			80,317			75,664		
	Payroll		285,270			287,395			297,093		
	Totals	1,187,944	362,643	31%	1,217,781	367,712	30%	1,258,704	372,757	30%	33%
District Wide	Bills		747,493			739,816			627,237		
	Payroll		201,183			198,954			217,009		
	Totals	6,283,047	948,676	15%	6,714,716	938,770	14%	6,905,585	844,246	12%	33%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$23,773,092	\$7,529,340	32%	\$24,423,813	\$7,912,379	32%	\$25,218,132	\$7,999,250	32%	33%

Excludes DOC

**Illinois Eastern Community Colleges
FY2005
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
 As of October 31, 2005 - \$7,999,250

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 10, 2005
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel report. Additional information for item 400.1., 400.2., 400.4., and 400.5. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change in Status**
- 400.3. Special Assignments**
- 400.4. Request for Approval of Proposed Non-College Employment
(External Report)**
- 400.5. Resignation**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Laura Kucharik, Administrative Assistant, WED, effective November 17, 2005
2. Melissa Shilling, Clerk/Receptionist, FCC, effective December 1, 2005

400.2. Change in Status

A. Administrative

1. Roger Browning, Chief Financial Officer to Chief Financial Officer/
Treasurer, effective December 1, 2005.

B. Classified

1. Laurie Rist, Office Assistant for BITS to Administrative Assistant for BITS,
effective November 16, 2005.

400.3. Special Assignments (Attachment)

400.4. Request for Approval of Proposed Non-College Employment (External Report)

400.5. Resignation

A. Professional/Non-Faculty

1. Amy Neikirk, Clinical Coordinator of Radiography at OCC, resignation
effective December 30, 2005

ATTACHMENT

400.3. Special Assignments

Extra Curricular		Recommended 2005-06
1. Amie Mayhall	Faculty Director of Student Learning Assessment	\$5,000 / semester (Fall '05/Spring '06) + 3 hrs release time (Spring '06)
2. Nixie Hnetkovsky	Faculty Coordinator of Student Learning Assessment – FCC	\$500 / semester (Spring '06)
3. Travis Matthews	Faculty Coordinator of Student Learning Assessment – LTC	\$500 / semester (Spring '06)
4. Kelly Payne	Faculty Coordinator of Student Learning Assessment – OCC	\$500 / semester (Spring '06)
5. Mark Pettigrew	Faculty Coordinator of Student Learning Assessment – WVC	\$500 / semester (Spring '06)

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

	Estimated Budget											
Repair Stairways & Elevators	\$121,460											
Combustible Wall Panel Replacement	\$178,291											
Bleacher Repair & Replacement	\$179,850											
Floor Tile Repair & Replacement	\$38,400											
Replacement of Greenhouse Glass	\$51,400											
ADA - Natatorium Renovations	\$245,000											
Tuckpointing of Exterior Walls	\$37,200											
Other ADA Compliance Work	\$287,400											
Roof Repair and Replacement	\$1,013,755											
Asbestos Survey and Potential Abatement	\$529,507											
Districtwide Upgrade of Plumbing	\$67,200											
HVAC Supplement and Upgrade	\$593,505											
Upgrade of Lighting & Firealarm System	\$154,600											
GRAND TOTAL	\$3,497,568		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

10/31/2005