

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES  
MONTHLY MEETING**

**November 18, 2008**



**Location:**

**Lincoln Trail College  
11220 State Highway 1  
Robinson, IL 62454**

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

*The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.*

**Illinois Eastern Community Colleges  
Board Agenda**

**November 18, 2008  
7:00 p.m.  
Lincoln Trail College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. Evaluation Policy 400.2
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Biennial Review Report for 2008 ..... Cantwell
  - B. Environmental Scan for FY2009..... Bruce
  - C. Dell Contract ..... Bruce
  - D. Marathon Conservation Project at LTC..... Bruce
  - E. Acceptance of McCoy Property ..... Bruce
  - F. LTC Van Lease ..... Bruce
  - G. LTC Van Lease ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. None
10. District Finance
  - A. Financial Report..... Browning
  - B. Approval of Financial Obligations..... Browning

|  |       |
|--|-------|
| 11. Chief Executive Officer's Report .....       | Bruce |
| 12. Executive Session .....                      | Bruce |
| 13. Approval of Executive Session Minutes        |       |
| 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 Foundation Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, October 21, 2008.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman George Andrew Fischer called the meeting to order at 7:00 p.m.

**Appointment of Temporary Secretary:** The Chair asked leave to appoint Alex Cline to be temporary secretary for this meeting. There being no objection, the Chair directed that Alex Cline be appointed temporary secretary of the Board of Trustees for this meeting.

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

John D. Brooks, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Trustees absent: Terra Ochs, student trustee. 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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Jack Davis, President of Olney Central College.  
Matt Fowler, President of Wabash Valley College.  
Timothy Taylor, President of Frontier Community College.  
Beverly Turkal, President of Lincoln Trail College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
Pamela Schwartz, Associate Dean of Institutional Development.  
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  
IECEA – Illinois Eastern 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 as prepared for the regular meeting held Tuesday, September 16, 2008 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Walter Koertge made a motion to approve minutes of the foregoing meeting as prepared. Trustee Larry 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 carried.

**AGENDA #3 – “Recognition of Visitors and Guests”** –

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

**#3-B. IECEA Representative:** None.

**#3-C. Cabinet:** Mr. Woods presented an update on Coal Mining Technology.

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

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** Chairman Fischer noted that the tax levy hearing had occurred and had concluded as scheduled.

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

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

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

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

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

**#8-A. Certificate of Compliance:** The CEO reviewed the procedure followed by IECC in compliance with the Truth in Taxation Law, and recommended approval for the Chairman to sign the Truth in Taxation Certificate of Compliance, containing the following statements relative to this community college district:

“I, the undersigned, hereby certify that I am the presiding officer of the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529 and as such presiding 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 of Sections 18-60 through 18-85 of the “Truth in Taxation” law. The taxing district published a notice in newspapers of general circulation within the district and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.”

**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 2008 will be held on October 21, 2008 at 6:00 p.m. at Frontier Community College, Fairfield, 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 2007 were \$3,698,941.

The proposed corporate and special purpose property taxes to be levied for 2008 are \$3,980,000. This represents a 7.6% increase over the previous year extension.

III. The property taxes extended for debt service for 2007 were \$1,689,027.

The estimated property taxes to be levied for debt service and public building commission leases for 2008 are \$1,595,120. This represents a 6% decrease over the previous year.

IV. The total property taxes extended or abated for 2007 were \$5,387,968.

The estimated total property taxes to be levied for 2008 are \$5,575,120. This represents a 3% increase over the previous year extension.

**Board Action:** Trustee Brenda Culver made a motion to approve the Certificate of Compliance with the Truth in Taxation Law and all required attachments thereto, and to authorize the Chairman to sign the certificate as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees

absent: Student Trustee Terra Ochs. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Certificate of Tax Levy:** It is necessary to certify IECC's tax levies for FY2010, beginning July 1, 2009 and ending June 30, 2010. A comparison of this information and that of prior years was presented for comparison. 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, worker's compensation, audit, unemployment, Medicare and other insurance.

The tax rate for FY2010 is estimated at 39.82 cents per \$100 in equalized assessed valuation.

The CEO reviewed the Certificate of Tax Levy, showing the following sums to be levied on the taxable property of this community college district:

Educational Purposes \$2,450,000; Operations & Maintenance Purposes \$1,050,000; Local Government & Governmental Employees Tort Immunity Act purposes \$60,000; Social Security & Medicare Insurance purposes \$200,000; Financial Audit purposes \$50,000; Worker's Compensation & Unemployment purposes \$170,000. 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 2008.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve and file the Certificate of Tax Levy as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Terra Ochs. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. General Accounting Standards Board:** 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 the school year and fiscal year. The following resolution clarifies that under GASB guidelines, taxes levied for the year 2008 will be collected late in calendar year 2009 and that such levy will be allocated 100% to fiscal year 2010. The CEO recommended adoption of the following resolution.

#### RESOLUTION SETTING FORTH TAX LEVIES FOR 2008

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 2008 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 Two Million Four Hundred Fifty Thousand Dollars (\$2,450,000) be levied as a tax for Educational purposes; and the sum of One Million Fifty Thousand Dollars (\$1,050,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Thousand Dollars (\$200,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Fifty Thousand Dollars (\$50,000) be levied as a special tax for Financial Audit purposes; and the sum of Sixty Thousand Dollars (\$60,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of One Hundred Seventy Thousand Dollars (\$170,000) 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 2008 to be collected in the year 2009; and that the levy for the year 2008 be allocated 100% for Fiscal Year 2010.

**Board Action:** Trustee John Brooks made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Terra Ochs. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Renewal of Telephone Service Contract:** In 2005, the Board of Trustees asked telephone service providers to bid on servicing the District's telephone system located at each of the four colleges and the District Office. The successful telephone service bidder was Consolidated Communications of Mattoon, Illinois with a total bid for all locations of \$26,362.56 per year. (Other bids received were for \$35,337.00; \$37,656.00; \$40,478.00; and \$50,747.00.) The District approved contracts with Consolidated for telephone system service from January 16, 2006 until January 16, 2009. Consolidated Communications has provided excellent service to the District and has proposed to extend the existing contract for an additional three years without any increased cost except for additional telephone equipment added by the District since the contract began. Consolidated has proposed an annual contract amount of \$28,642.80, an increase of \$2,280.24 per year. The CEO recommended approval of a contract extension with Consolidated Communications for services for the District's telephone system in the amount of \$28,642.80 per year from January 16, 2009 until January 16, 2012.

**Board Action:** Trustee Brenda Culver made a motion to approve a contract extension with Consolidated Communications for services for the District's telephone system in the amount of \$28,642.80 per year from January 16, 2009 until January 16,



2012 as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Terra Ochs. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Telephone Software Release Subscription Renewal:** The Board of Trustees contracted for software to operate the District's telephone system at each of the four colleges and the District Office. The telephone system software was provided by Consolidated Communications of Mattoon, Illinois at a total cost for all locations of \$12,056.00 per year. The Consolidated Communications software has performed very well and upgrades that have been installed have worked well within our current system. Consolidated has proposed to extend the contract for three additional years from today's date at a cost of \$15,486.73 per year. The CEO recommended approval of a contract extension with Consolidated Communications for software for the District's telephone system in the amount of \$15,486.73 per year from October 21, 2008 thru October 20, 2011.

**Board Action:** Trustee Larry Rost made a motion to approve a contract extension with Consolidated Communications for software for the District's telephone system in the amount of \$15,486.73 per year from October 21, 2008 thru October 20, 2011 as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Terra Ochs. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Equalization Eligibility for Special Tax Levy:** The Illinois Community College Board (ICCB) is required by the Public Community College Act to certify community colleges that are eligible to receive equalization grants. The ICCB, in accordance with Sections 3-14.3 of the Act, must also certify those districts eligible to levy a combined educational and operations and maintenance levy up to the most recently reported state-wide average actual levy rate in cents per \$100 of equalized assessed valuation (EAV). The ICCB, on September 19, 2008 certified that the most recently reported statewide average actual levy rate is 25.16 cents per \$100 of EAV. Since IECC's combined maximum authorized tax rate is 25.00 cents, the ICCB has certified that IECC is eligible to levy an additional tax in the amount of .16 cents. The levy of this additional .16 cents would generate an estimated additional \$17,838.00 in tax revenue. Under the provisions of Section 3-14.3 Public Community College Act, the Board may adopt a resolution expressing its intent to levy such an additional tax.

The District's current education and operations and maintenance tax levy of 25 cents has been in effect since voter approval of the District. This levy amount is currently sufficient for the operation of the District and I would recommend that the Board not levy the additional tax for which the District is eligible.

**Board Action:** Trustee Walter Koertge made a motion to approve the recommendation of the CEO that Illinois Eastern Community Colleges not levy the additional tax for which the District is eligible. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Terra Ochs. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9– “Bid Committee Report”** – The CFO presented the following recommendation of the Bid Committee, followed by Board action as recorded.

**#9-A. FCC – Automotive Alignment Equipment:** The Bid Committee recommended that all bids received for automotive alignment equipment for Frontier Community College be rejected. The CEO concurred with the recommendation.

**Board Action:** Trustee Brenda Culver made a motion to approve the recommendation of the Bid Committee to reject all bids received for automotive alignment equipment for Frontier Community College. Trustee Larry Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$6,283,264.45, as of September 30, 2008.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for October 2008, totaling \$2,641,612.62, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for October 2008, in the amounts listed, and payments from the revolving fund for September 2008. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Terra Ochs. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry Bruce presented informational reports on Online Courses and Students, Electronic Board, and Enrollment.

**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 the regular meeting, Tuesday, September 16, 2008.

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

**400.1. Employment of Personnel**

A. Faculty

1. Donald Bennett, Workforce Education Instructor, effective November 1, 2008.

B. Classified

1. Richard Jones, Custodian, LTC, effective October 23, 2008.

**400.2. Change in Status**

A. Classified

1. Tressie Facculy-n-Gous from Temporary Full-time Library Assistant, OCC, to Full-Time Library Assistant, OCC, effective October 22, 2008.

**400.3 Request for Approval of Proposed Non-College Employment**

A. Faculty

Judith Puckett, Wayne County Press, Fairfield, IL, approximate time per academic year 72 days.

**400.4. Unpaid Leave Request**

A. Faculty

1. Brenda Grove, Nursing Instructor, effective January 7, 2009, through January 8, 2009. The requested leave is unpaid with allowance of substitution of paid leave time.

**400.5. Leave of Absence Approved by CEO since September 16, 2008**

A. None.

**400.6. Resignations**

A. Classified

1. Mark Duncan, Custodian, LTC, effective October 1, 2008.
2. Erin Koertge, Library Assistant, OCC, effective September 26, 2008.

**Personnel Report Addendum**

**400.7. Resignation**

A. Professional/Non-Faculty

1. Kari Book, Director of Adult Education, Recruitment & Advisement, FCC, effective December 20, 2008.

**#14-A. Board Action to Amend Personnel Report:** Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.7 as recommended. Trustee Marilyn 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 carried.

**#14-B. Board Action to Approve Personnel Report:** Trustee Brenda Culver made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Terra Ochs. 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 and Disposition of Property”** – None.

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Trustee William Hudson made a motion to adjourn. Trustee Walter Koertge 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 was adjourned at 8:05 p.m.

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

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**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)**

**Evaluation Policy 400.2**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2008  
RE: Evaluation Process

Tara Buerster, Director of Human Resources has been working on our evaluation process for staff at Illinois Eastern Community Colleges.

Currently, full-time administrative, professional non-faculty, technical, clerical secretarial, and maintenance custodial employees are evaluated once a year.

In reviewing our current policy, it has been decided that we need to evaluate new employees ninety days after their initial employment. This will allow the District to have a goal of ensuring high level performance by promoting communication between supervisor and employees after the initial hire date. The District would continue its annual evaluation.

The policy also clarifies that student workers need not be formally evaluated, but should be monitored during their employment and feedback given on an informal basis by supervisors.

I ask the Board's approval of this change in evaluation policy.

TLB/rs

## HUMAN RESOURCES - 400

### **Evaluation Policy (400.2)**

Date Adopted: September 15, 1998

Revised: November 18, 2008 (pending Cabinet and Board approval.)

Procedures shall be established for the comprehensive evaluation of employee performance.

#### Faculty

1. Tenured faculty will be evaluated a minimum of every two years.
2. Full-time probationary faculty will be evaluated at least once a year.
3. ~~Full-time administrative, professional/non-faculty, technical, clerical/secretarial, and maintenance/custodial employees will be evaluated at least once a year.~~
4. 3. Part-time faculty will be evaluated during the first semester of employment and at least once every nine semesters of teaching thereafter.

#### Staff

1. Full and part-time administrative, professional/non-faculty, technical, clerical/secretarial, and maintenance/custodial employees will be evaluated ninety days following their initial employment. The goal of the ninety-day evaluation is to ensure a high level of performance by promoting meaningful communication between the supervisor and the employee at first hire. A yearly evaluation will be conducted after the initial employment year.
2. Student workers do not need to be formally evaluated, but should be monitored appropriately during their employment.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Biennial Review Report for 2008**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 18, 2008

RE: Biennial Review Report 2008  
Drug-Free Schools and Communities Act

The Drug-Free Schools and Campus Regulations, as articulated in the Education Department of General Administrative Regulations (EDGAR) Part 86.100, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to certify the District's compliance with the Part 86 regulations, IECC is required to create a program that complies with the regulations as follows:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with Alcohol and Other Drug (AOD) use; and a description of available treatment programs.
2. Develop a sound method for distribution of the policy to every student and staff member each year.
3. Prepare a biennial report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file, so that if requested to do so by the U.S. Department of Education, the campus can submit it.

Attached is IECC's 2008 Biennial Review and I ask the Board's approval of this report.

TLB/rs

Attachment



**Illinois Eastern Community Colleges  
Biennial Review Report  
Drug-Free Schools and Communities Act  
November 18, 2008**

**Certification Requirements**

*The Drug-Free Schools and Campus Regulations, as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86.100, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.*

In order to certify its compliance with the Part 86 regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on its premises and as part of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with AOD use; and a description of available treatment programs.
2. Develop a sound method for distribution of the policy to every student and staff member each year.
3. Prepare a biennial report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file, so that if requested to do so by the U.S. Department of Education, the campus can submit it.

**Illinois Eastern Community Colleges  
Drug-Free Program and Policy**

**Written Policy on Alcohol and Other Drugs**

Substance Abuse Policy (100.9)

The Board of Trustees recognizes the importance of a college environment, which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited.

Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse instance will result in involvement of law enforcement officials. Additionally, the Procedures Manual includes detailed procedures which are pursuant to IECC's Substance Abuse Policy (100.9) which include standards of conduct and a description of applicable legal sanctions for violation.

#### Drug-Free Workplace Policy (400.19)

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

### **Biennial Review**

IECC has developed and maintained a Substance Abuse Policy and a Drug-Free Workplace Policy, which are well publicized and distributed to the students, faculty, and staff. IECC provides information and services to promote a drug-free campus environment and ensures that disciplinary sanctions are enforced.

### **Distribution of Policy**

Illinois Eastern Community Colleges Drug-Free Schools and Community Act information is located in the college catalog on page 28, on the IECC website and in student and faculty handbooks. Effective Spring 2009, a link to the IECC website [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree) will be printed on each student's class schedule.

IECC Substance Abuse Policy (100.9) and Drug-Free Workplace Policy (400.19) are included in both the Faculty Handbook and Employee Handbook which are distributed to new employees upon employment with IECC. These handbooks and the IECC Board of Trustees Policy Manual are available online to IECC faculty and staff through the IECC intranet. The IECC's Procedures Manual includes detailed procedures that are pursuant to IECC's policy on Substance Abuse Policy (100.9). Additionally, the IECC Human Resource Department will annually send an email to all employees regarding IECC's Substance Abuse and Drug-Free Workplace policies and procedures which include standards of conduct and appropriate sanctions for violation.

Each semester at Freshman Orientation, IECC students are given a packet of materials which includes: pamphlets about alcohol poisoning, a bookmark about the Illinois Zero Tolerance Law, and brochures about the effects of alcohol abuse. Effective Spring 2009 on each student's course schedule, the following statement will be printed to ensure that IECC's distribution of our policies and resources are well distributed annually to each student.

IECC complies with the Drug-Free Schools and Campuses Regulations. Go to <http://www.iecc.edu/drugfree> for information and resources.

IECC's Drug-Free Schools and Community Act information is available at [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree). The website is available to 24/7 to students, faculty and staff and it includes IECC's Substance Abuse Policy, Drug-Free Workplace Policy, and Student Conduct Policy, health risks associated with alcohol and other drug use, and available treatment programs.

Additional methods of distribution are as follows:

- Drug-free and alcohol abuse materials are distributed to students throughout the semester.
- Drug-free and alcohol abuse materials are always available in the colleges' brochure racks and in the Student Services Offices.
- Posters are displayed around the colleges concerning alcohol abuse and Illinois law.
- Distribution of a brochure from Southeastern Illinois Counseling Center to refer students to that agency should they need additional assistance.

### **Recommendations for Revising IECC's AOD Program**

IECC's 2008 biennial review identified the following appropriate changes and recommendations which will improve the effectiveness of the program:

- Regularly review and update IECC's website to ensure the accuracy and availability of information pertinent to alcohol, drugs, treatment and resources.
- Evaluate the availability of the information and the ease of access to the information.

IECC conducted a biennial review of its drug prevention program and policy and has determined that it is adequately effective in promoting a drug-free campus environment to the students, faculty and staff. The recommendations and appropriate changes listed above will improve the effectiveness of IECC's policy and procedures on alcohol and other drugs. IECC will continue to conduct a biennial review to review the program's effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

---

Chief Executive Officer

---

Date

*BOARD OF TRUSTEES POLICY MANUAL*

BOARD OF TRUSTEES - 100

**Substance Abuse Policy (100.9)**

Date Adopted: December 19, 1989

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees and other persons participating in District 529-sponsored classes, programs, services and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase, or use of alcohol, unlawful narcotics, cannabis or any other controlled substance. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse instance will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

*BOARD OF TRUSTEES POLICY MANUAL*

**HUMAN RESOURCES – 400**

**Drug-Free Workplace Policy (400.19)**

Date Adopted: November 20, 1990

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of drugs in the workplace. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

**I. NOTICE OF CONVICTION**

As a condition of employment, all employees directly engaged in performing work under federal grants must agree to comply with this policy and must agree to notify the President or the Chief Executive Officer no later than five (5) days after any conviction for workplace violation of a criminal drug statute. The Agency will report such convictions to the federal government within ten (10) days.

Any employee who is convicted of such a crime is also subject to discipline up to and including discharge. Where appropriate, in the College's discretion, employees who are convicted of such crimes may be required to participate satisfactorily in a drug rehabilitation or counseling program.

**II. DEFINITIONS**

The term "controlled substances" means substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C., and 812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug but which is not legally obtained, is not being used for prescribed purposes and/or is not being taken according to prescribed dosages.

The phrase "conviction for a violation of a criminal drug statute" means a finding of guilt, a no contest plea or an imposition of sentence by any judicial body for any violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

**III. PENALTIES FOR VIOLATION**

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render College employees subject to disciplinary action, up to and including termination. Alternatively, if deemed appropriate by the College under the particular circumstances, any employee who violates this policy may be required to participate in and complete a drug abuse assistance or rehabilitation program to the satisfaction of the Agency.

*BOARD OF TRUSTEES POLICY MANUAL*

**STUDENT PERSONNEL – 500**

**Policy on Student Conduct (500.8)**

Date Adopted: December 19, 1989

Revised: February 21, 2006

Regulations shall be adopted for student conduct, based on the Board's belief that students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Students, through the act of registration at one of the Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or the student handbook.

100.9 Substance Abuse Policy

Procedure - Substance Abuse

The following procedures are pursuant to Illinois Eastern Community Colleges policy on Substance Abuse Policy, (100.9).

The following personnel will assume a major responsibility for administration of the Substance Abuse Policy and Procedures: The President and the Dean of the College; the Chief Executive Officer at the District level.

1. IECC Publications and marketing materials shall include the following statement:

Illinois Eastern Community Colleges' Board of Trustees has adopted the Substance Abuse Policy. Students and employees involved in substance abuse, within the college environment, are subject to disciplinary action.

2. Individuals involved in substance abuse shall be reported immediately to the College President.
3. The College President shall discuss the reported violation with the violator within 48 hours of the report.
4. The College President will make a recommendation of referral to an appropriate agency and disciplinary action or dismissal to the Chief Executive Officer within five (5) working days of the reported violation. In instances of violation of civil law, the President will also notify appropriate law enforcement agencies.
5. In life threatening instances, the reporting college employee should take immediate action to notify college administration. The College President will immediately obtain the assistance of medical, law enforcement, or other appropriate officials. In the event that an administrator is not available, the employee will request assistance of medical, law enforcement or other appropriate officials and notify a college administrator immediately thereafter.
6. If the individual involved in substance abuse is an employee of the District Office, the report shall be to the Chief Executive Officer and the above procedures implemented at that level.
7. Instance of a violation of this policy shall be documented. The College President or the Chief Executive Officer will notify each employee in a written statement, that as a condition of employment under any federal grant, the employee will: a) abide by the terms of the policy statement, and b) notify the College President or Chief Executive Officer of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) days after each conviction.
8. The College President or Chief Executive Officer will notify the funding agency within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.



9. An individual receiving a grant directly from a federal agency must sign the following certification "As a condition of the grant, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the grant."
10. Every student receiving a Pell Grant must attest to his/her noninvolvement with drugs.
11. Illinois Eastern Community Colleges will take one of the following actions within thirty (30) days of receiving notice regarding conviction or violation occurring in the workplace, with respect to an employee, if so convicted.
  - a. Taking appropriate action against such an employee, up to and including termination, or
  - b. Requiring such an employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
12. The Chief Executive Officer shall be responsible for recommendations to the Board of Trustees regarding disciplinary action taken through this policy and/or procedure.
13. The Dean of the College shall be responsible for conduct of an annual substance abuse awareness faculty and staff training activity.
14. Enforcement of the policy and procedures on substance abuse is limited to college or district owned and rented facilities and college district sponsored activities.
15. In cases where a minor is subject to this policy or procedure, the college or district administrator shall notify the parents or legal guardian of violations and disciplinary actions.
16. Any expenses resulting from disciplinary actions shall be the responsibility of the employee or student who violates the policy or procedure.
17. Each employee and student will be apprised annually in writing of the Substance Abuse Policy and Procedures.
18. Appeals to this policy shall follow appeal policy procedures for students or employees.
19. The Board of Trustees Policy and Procedure regarding Substance Abuse takes into account the Drug-Free Workplace Act, Title V-D of the Anti-Drug Abuse Act of 1988 (P.L. 100-690) and other applicable laws and regulations pertaining to community colleges.

500.8 Policy on Student Conduct  
Revised: 2/8/06

**Procedure - Student Conduct**

Illinois Eastern Community Colleges (IECC) students are considered to have reached an age of responsible citizenship and are expected to conduct themselves in a responsible manner both on and off campus. Through the act of registration at one of the Illinois Eastern Community Colleges, students obligate themselves to obey all rules and regulations which the institution formulates and publishes in the college catalog or student handbook. Copies may be obtained in all Student Services Offices. These documents contain specific disciplinary rules and regulations as well as procedures followed in case infractions occur. The Student Senate, faculty, and administration of each of the colleges will share in developing and implementing specific regulations to encourage desirable conduct. It is the responsibility of the student to obtain publications outlining these regulations and to become familiar with the District's standard of conduct. The following general policies shall apply to student conduct throughout the IECC District:

1. Students shall maintain standards of conduct which are in accordance with the policies noted above and the specific rules and regulations developed at each of the college campuses.
2. The Student Senate(s) shall accept primary responsibility for governing student conduct at college-sponsored social activities and functions.
3. The District reserves the right to request, for good cause, a physical, psychological, or psychiatric examination or a drug test from a student at any such time that such course of action would deem to be in the best interest of the student and/or the college.
4. A Committee for Student Discipline will be appointed by the college President in the fall of each academic year. Student misconduct will be handled by appropriate college officials who may call the Committee for Student Discipline if they desire. The Committee for Student Discipline shall consist of five members, two elected from the Student Senate and three faculty members appointed by the President of the College. The Committee shall submit its recommendations to the President of the college.
5. In instances where student misconduct results in the involvement of civil law enforcement authorities, the statutes of the State of Illinois or the ordinances of local municipal and county governments shall take precedence over any action recommended or contemplated by Illinois Eastern Community Colleges.
6. Allied Health students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time.

**Agenda Item #8B**

**Environmental Scan for FY2009**

**Agenda Item #8B**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2008  
RE: Environmental Scan/Executive Summary

Jack Davis, President at Olney Central College, has prepared the FY09 Environmental Scan and Executive Summary, which is presented for the Board's acceptance. The Environmental Scan is used to forecast future internal and external needs for both college programs and services. The data assists the District in developing the Strategic Plan, Completing the Program Review Process, and Developing the Institutional Effectiveness Plan, the Career and Technical Education Plan, and the On-Line Education Plan.

The Executive Summary states the following:

- Population is Declining
- Equalized Assessed Valuation is Increasing Slightly
- Reimbursable Credit Hour Grants Show Steady Increases
- Future Revenue Increases will Come From Tuition Increases and State Funding
- District Income is Lower than the State-Wide Average
- Farm Employments are Declining, Manufacturing Employments are Relatively Level, and Educational Services Employment Show Steady Increases
- Enrollment of Both Full and Part-Time Students Increased Last Year
- There has been a 49.5% Increase in the Number of Completers Comparing FY1983 to FY2008.

The FY2009 Environmental Scan indicates that the District's Colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever changing market place. By doing so, the District will benefit the local economy, which in turn, will better serve the residents of the District.

The document has been mailed to you for your review and reference.

I ask the Board to accept the FY2009 Environmental Scan

TLB/rs

## ● **Executive Summary for FY09 Environmental Scan**

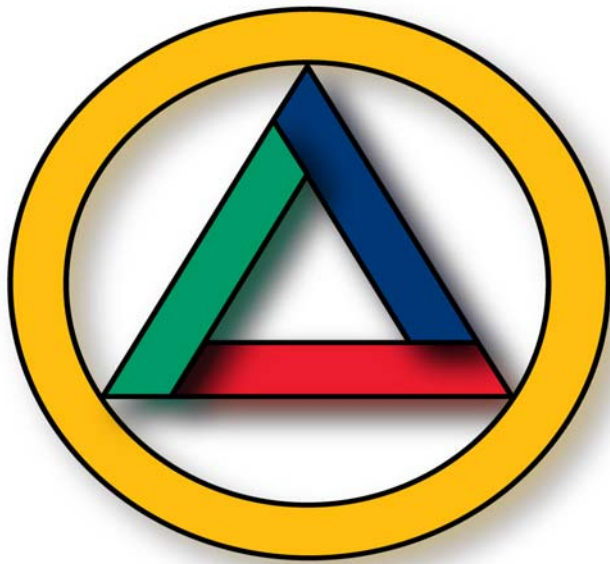
Scanning the environment enables Illinois Eastern Community Colleges to analyze historical data to forecast future internal and external needs for college programs and services. District wide strategic planning involves analyses of both quantitative and qualitative District economic data, as well as student and program data, to forecast future trends.

- The District's population, including the number of high school graduates, is declining. Enrollments captured from graduates from Indiana border county high schools, expansion of online course offerings, and additional dual credit offerings could provide additional enrollments.
- Equalized Assessed Valuation increased this past year, but may decrease in the next few years because of an Illinois Dept. of Revenue rule which could impact the farmland EAV base and reduce the District's overall EAV base by about 10%. State reimbursement is decreasing. Reimbursable credit hour grant generation is forecast to remain steady within the next several years. It would appear that future revenue increases will need to come from two sources; student tuition increases and state funding.
- The residents of District #529 are less well off than the average Illinoisan and the average American, so it would appear tuition increases will need to continue to be both incremental and small. Increasing the number of online courses as well as raising the tuition for these types of courses for Out-of-District and Out-of-State students could provide more revenue for the District.
- The analysis of employment data indicates that farm employments are declining, and providing instructional opportunities for displaced farm workers should be a priority for the District.
- Manufacturing employments are relatively level, and represent the largest single block of employments within the District. The District should continue to support local manufacturing entities through programs and courses offered through the colleges as well as the District's Workforce Education and Business and Industry Training departments.
- Educational Services employments from District #529 and ROE #12 continue to show steady increases. The District should consider what programs and services could be provided to these two groups.
- Other employments show increases and decreases that vary by county. Each college should consider courses and programs to meet the needs of employers in their counties.
- Enrollment data indicates that both full- and part-time enrollments increased last year. Student age range patterns as well as gender patterns should be evaluated by each college to determine marketing strategies as well as additional course offerings. Online enrollments remain strong and continued development of online courses should be considered by each college.
- Completer data shows that since fiscal year 1983, there has been a 49.5% increase in the number of completers within the District.
- The career/technical program data should be analyzed by each college that offers the program to determine if enrollment and/or completion trends indicate any areas of concern for the programs involved.

The conclusions reached in this environmental scan, when combined with local information and community input, will assist the District in developing the annual Strategic Plan, in completing the Program Review process, developing the Career and Technical Education Plan and the Online Education Plan as well as assisting with the Institutional Effectiveness process.

The FY 2009 environmental scan indicates that, although the District's base population is declining, District #529 colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever-changing job market. By doing so, the District will benefit the local economy, which, in turn, will better serve the residents of District #529.

# ILLINOIS EASTERN COMMUNITY COLLEGES



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

# Environmental Scan FY 2009

Recommended by the Cabinet: 11/3/08

Approved by the Board of Trustees: Pending

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## INTRODUCTION

The foundation for strategic planning at Illinois Eastern Community Colleges District #529 continues to be environmental scanning. Environmental scanning involves analyses of both quantitative and qualitative demographic data that is external to the college district, as well as student and program data that is internal to the college district. Analyzing historical data and trends better enables the District to improve teaching-learning processes at the four colleges and adjust to changing populations and educational needs of customers in the communities served by Illinois Eastern Community Colleges.

The environmental scan calculates and analyzes trends of several measures of student and institutional performance. Although the sample size for each set of data for this scan is relatively small and cannot be used to predict future trends with exact certainty, we feel the data are sufficient to use as a tool to help draw conclusions regarding short- to medium-term trends and student and institutional needs. The data gathered for the environmental scan and the analyses of the data are made available to all levels of the institution, including faculty, staff, and students, for their input into District strategic planning. Sharing historical information, analyses of the data, changes to the District strategic plan, and an annual assessment of the plan's goals and objectives with faculty, staff, and students provides a continuous feedback loop that helps improve District strategic planning processes.

Thirty-six data elements relating to various demographics within the service region of Illinois Eastern Community Colleges District #529 were selected for scanning in Fiscal Year 2009: district population, district high school graduates, Indiana border county high school graduates, reimbursable credit hours generated, equalized assessed valuation, per capita personal income, percent of per capita personal income, farm employments, non-farm employments, construction employments, manufacturing employments, wholesale trade employments, retail trade employments, financial services employments, educational services employments, average wages, unemployment rates, student financial aid recipients, average family income of financial aid recipients, unduplicated enrollments of full-time and part-time students, unduplicated enrollments of males and females, student age ranges, online enrollment, transfer completers, total completers, and completer data for eleven career/technical education programs that are being examined as a part of the college's annual program review.

Data elements included in the environmental scan are reviewed annually by the CEO and Cabinet to determine which elements are appropriate for analysis. The analyses are then considered by the CEO and Cabinet prior to preparing the annual update to the District's Strategic Plan. Both the Environmental Scan and resulting Strategic Plan are presented to the Illinois Eastern Community Colleges Board of Trustees for their consideration.

## ENVIRONMENTAL DEMOGRAPHICS

### *Population*

The populations of the eight major counties which comprise the majority of the service area of Illinois Eastern Community Colleges District #529 were examined to determine if the population base was stable. As can be discerned from Chart 1, the population base within District #529 has been generally declining since 1982. The trend indicates that the population will continue to decrease in the future. Thus, we can conclude from this analysis that it is likely that progressively less local property taxes will be available for the support of District #529 and also that fewer students will likely be residing within the District to demand programs and services from the four colleges.

Since 1981, the eight counties which comprise the major portion of the Illinois Eastern Community Colleges District #529 service area have collectively lost 14% of their population. Over all, at 19%, Edwards County has lost the largest percentage of its population. At only 8%, Wayne County has lost the least of its population. Although the District realized slight population gains in six of the last 26 years, the overall effect has been an average loss of slightly more than one-half of one percent loss in District population per year. Chart 1 below shows the gain/loss per year since 1982. Looking only at the difference between 2006 and 2007 population, the greatest population loss in the District was in Wabash County, which lost 2.34% of its population. The least population loss was in Wayne County, where only 0.20% of its population was lost.

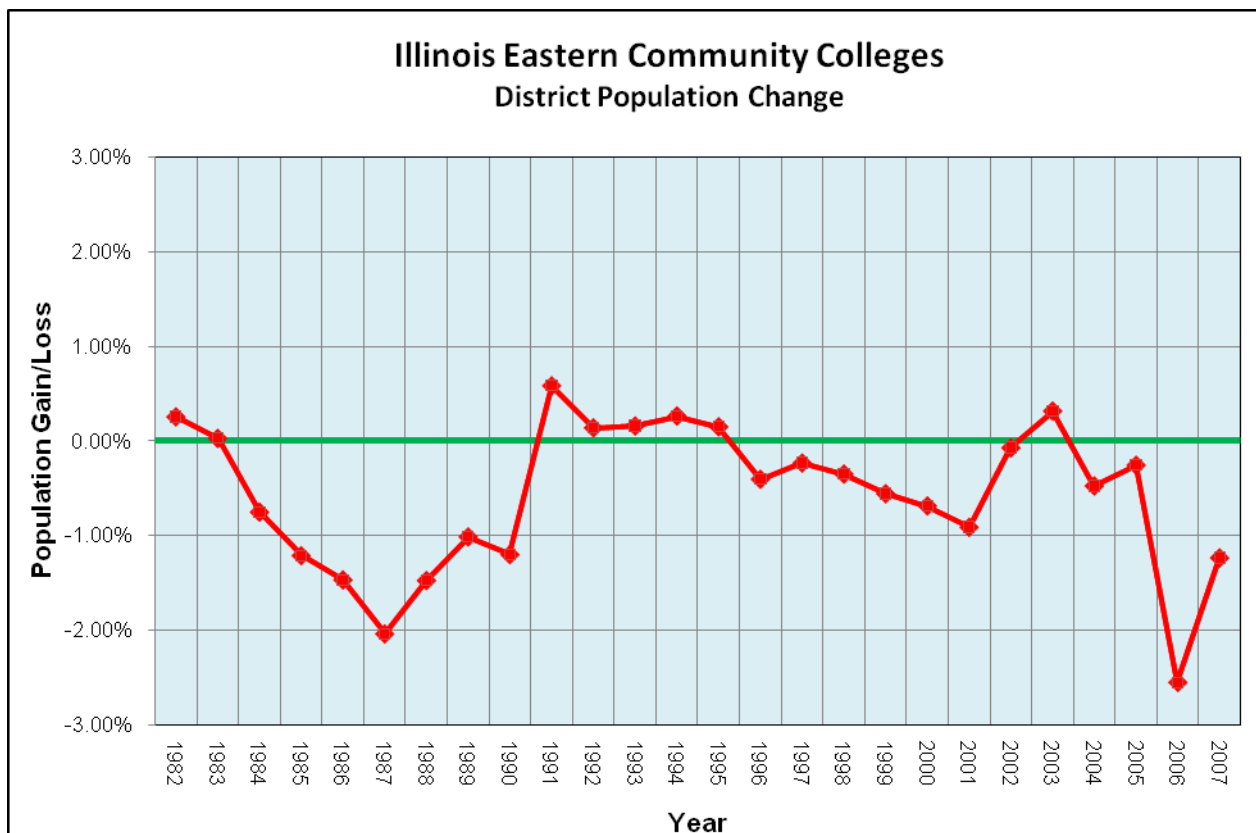


Chart 1: District #529 Population Gain/Loss (BEA: CA1-3 Population report)

In 1981, there were 127,549 residents living within District #529. However, by December 2007, that figure had dropped to 109,650. This represents an actual loss of 17,899 residents. While the national population is projected to steadily increase through 2030, the District #529 population will likely continue to steadily decrease. The conclusion one might draw from these data is that the District’s pool of “traditional” students will continue to shrink. The colleges should ensure that planning for new programs and courses take into consideration the needs of non-traditional students as well as traditional students and that they are working with area businesses, industries, and Chambers of Commerce to attract new residents to the area.

***District #529 HS Graduates***

Chart 2 shows that the number of high school graduates within District #529, although cyclic within individual counties, is generally stable overall. For example, in 2008 there were only three less high school graduates within the District than there were in 1994—14 years prior.

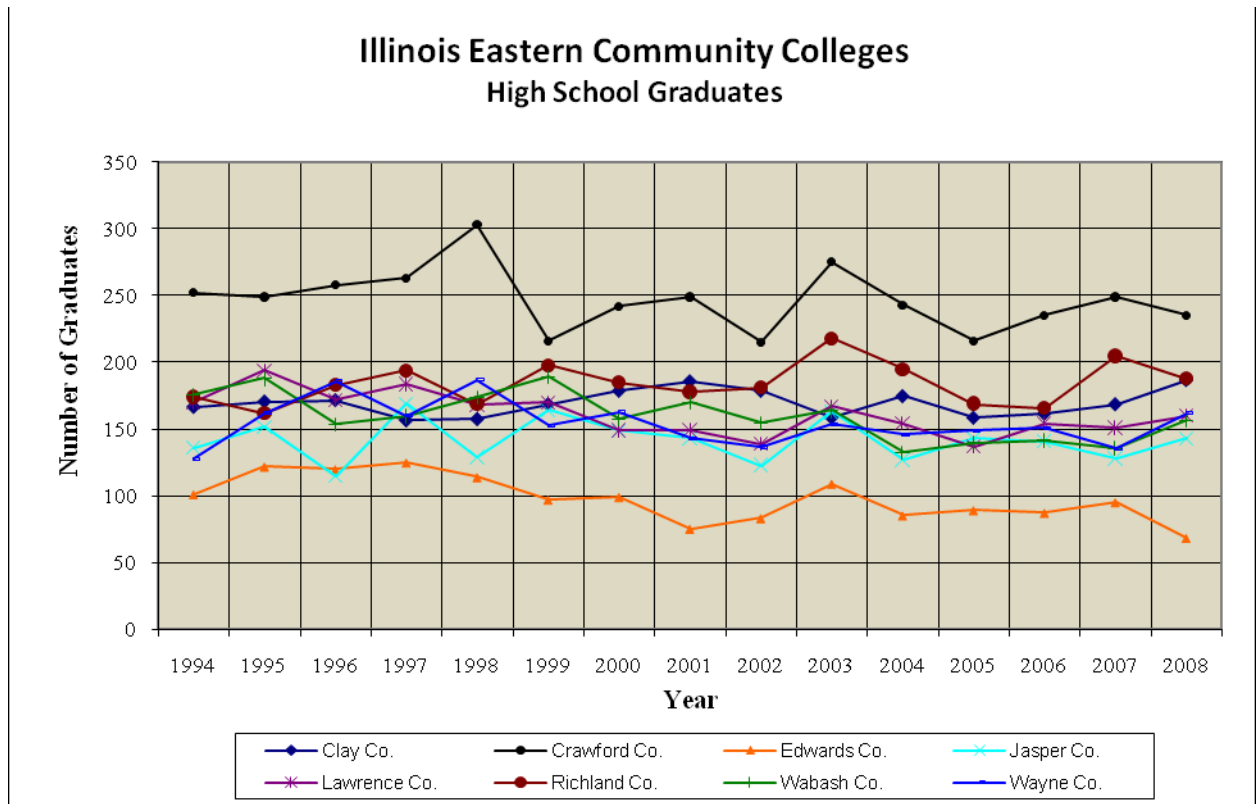


Chart 2: District #529 Total HS Graduates (IECC’s College Support Services)

## Indiana Border County HS Graduates

Chart 3 shows that the number of high school graduates in the Indiana border counties has been relatively stable. For 2007, the latest data available, the total number of graduates was 5527, three more than in 2006. These high school graduates are offered reduced tuition if they enroll at any of the four IECC colleges. Colleges should increase their recruiting and marketing efforts to enroll more of these students.

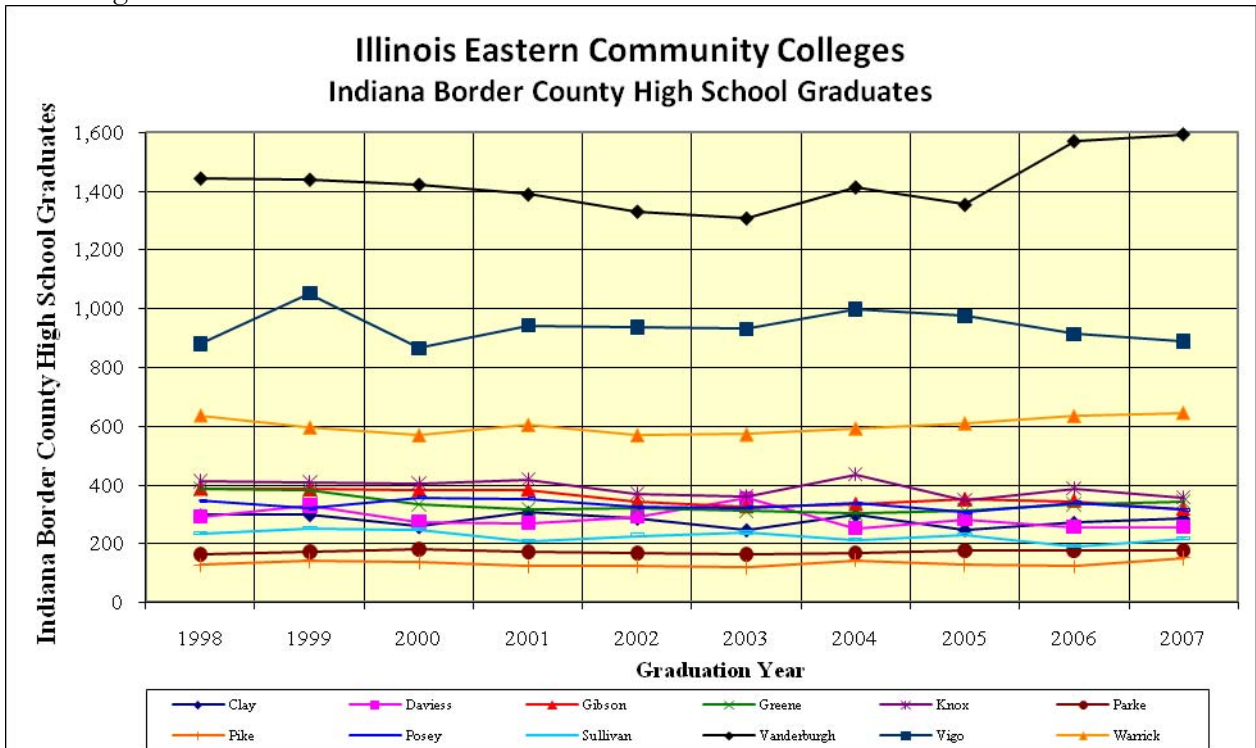


Chart 3: Indiana Border County HS Graduates (Indiana Department of Education)

## State Reimbursable Credit Hours Generated

Within Illinois Eastern Community Colleges District #529, there are five operational units that generate state reimbursable credit hour grants: the four colleges (FCC, LTC, OCC, and WVC) and Workforce Education. However, because Allied Health is funded “off the top” of the District’s

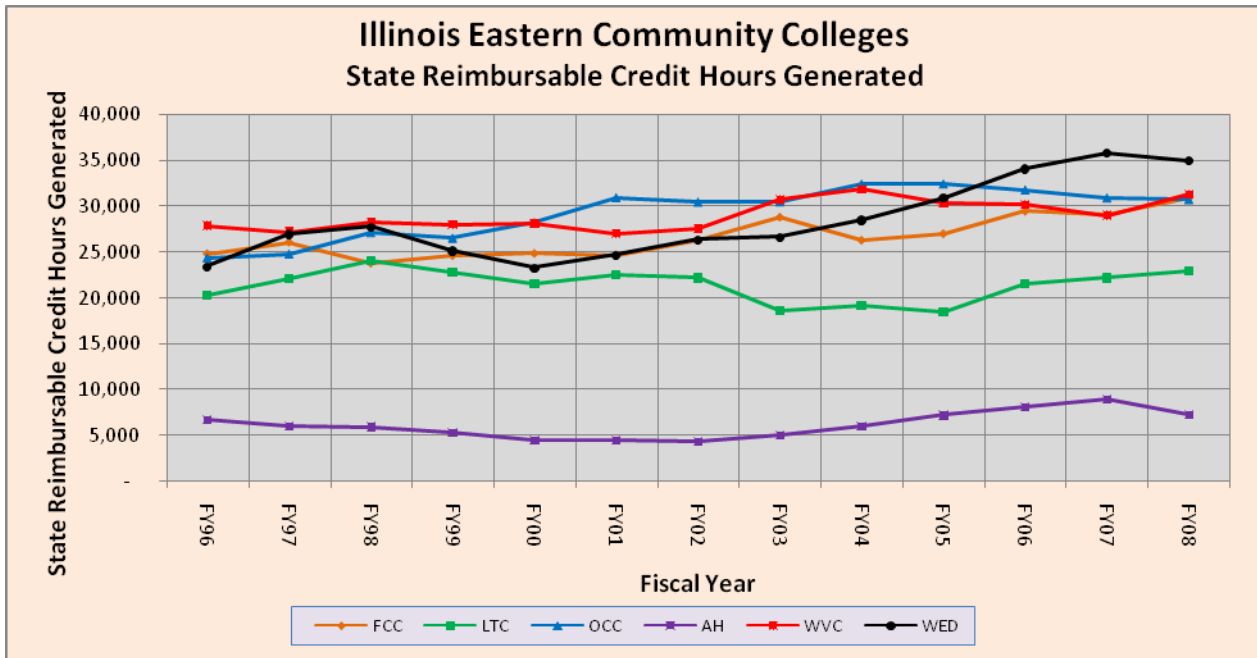


Chart 4: State Reimbursable Credit Hours Generated (IECC)

annual budget, it seems prudent to view it separately. In addition, Business and Industry Training generates credit hours for the four colleges. State reimbursable credit hours are important to the District because in FY 2008, IECC received 51.75% of its operating budget from the State of Illinois—an increase of .85% over that of FY 2007. It may be that high farm employments are part of the reason why Wayne County has lost so little of its population since 1982.

As can be seen in Chart 4, the credit hours generated by the four colleges, Workforce Education, and Allied Health are cyclical. That is, each slightly up or down cycle seems to span anywhere from a 3- to 5-year period. Over the 16 year period being studied, most of the units, when looked at overall, have changed very little. Chart 5 also clearly shows that the Districtwide generation of credit hours has been stable over the past 12 years with an average percentage increase of less than 1% per year overall. However, IECC generated 2.0% more credit hours in Fiscal Year 2008 than it did in Fiscal Year 2007.

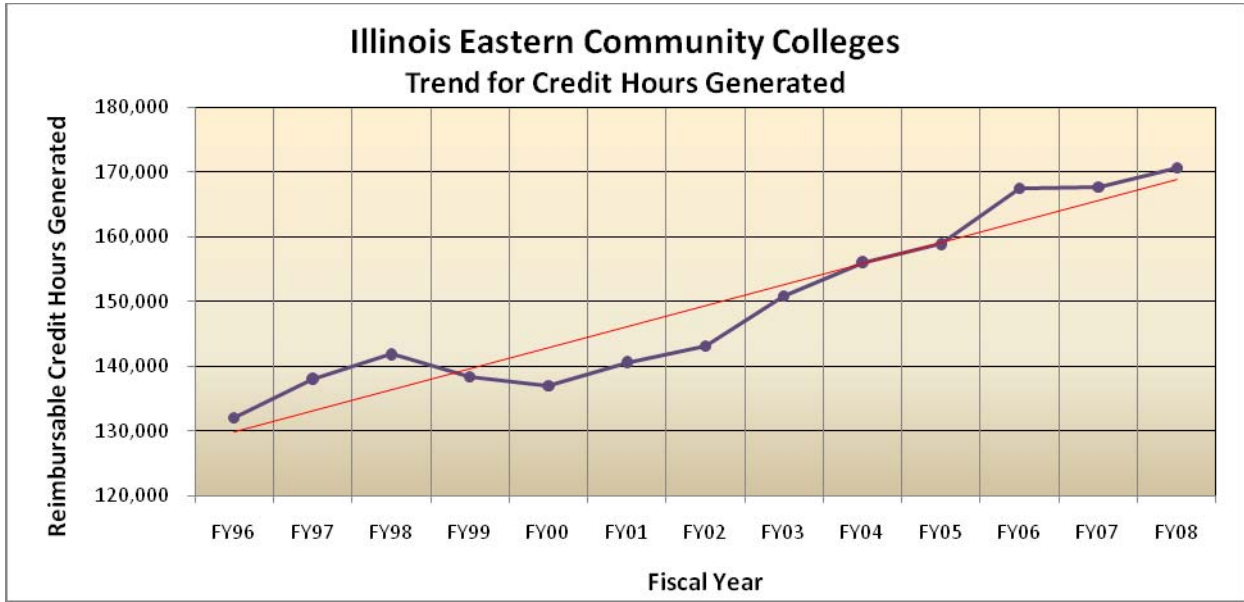


Chart 5: Trend for Reimbursable Credit Hours (IECC)

Chart 5, with an inclining trend line, indicates that the future projection for the generation of state reimbursable credit hours appears to be fairly stable with slight annual increases. One can easily conclude from these historical and trend data that state reimbursable credit hours which IECC is projected to generate in the near future will likely increase only slightly from year to year. However, due to nearly level funding for community colleges by the Illinois legislature for the past several years, when combined with increased healthcare and other operational expenses, it has been necessary for District #529 to increase student tuition to make up for the loss of state funding. The District and college administrators clearly understand that the critical element to maintaining a workable annual budget is closely linked to the continued generation of credit hours that are reimbursable by the State of Illinois.

### ***Equalized Assessed Valuation***

The District receives approximately 10% of its annual operating revenue from local property taxes, which are based on the equalized assessed valuation (EAV) of real property located in the District. Because District EAV has experienced some growth from 1998 to 2008, it is expected that, based on the trend line shown in Chart 6, EAV for at least the next few years will increase only slightly each year. The large increase in EAV for 2008 resulted from the Marathon Refinery assessment in Robinson, Illinois. This figure likely will be reduced considerably in the near future.

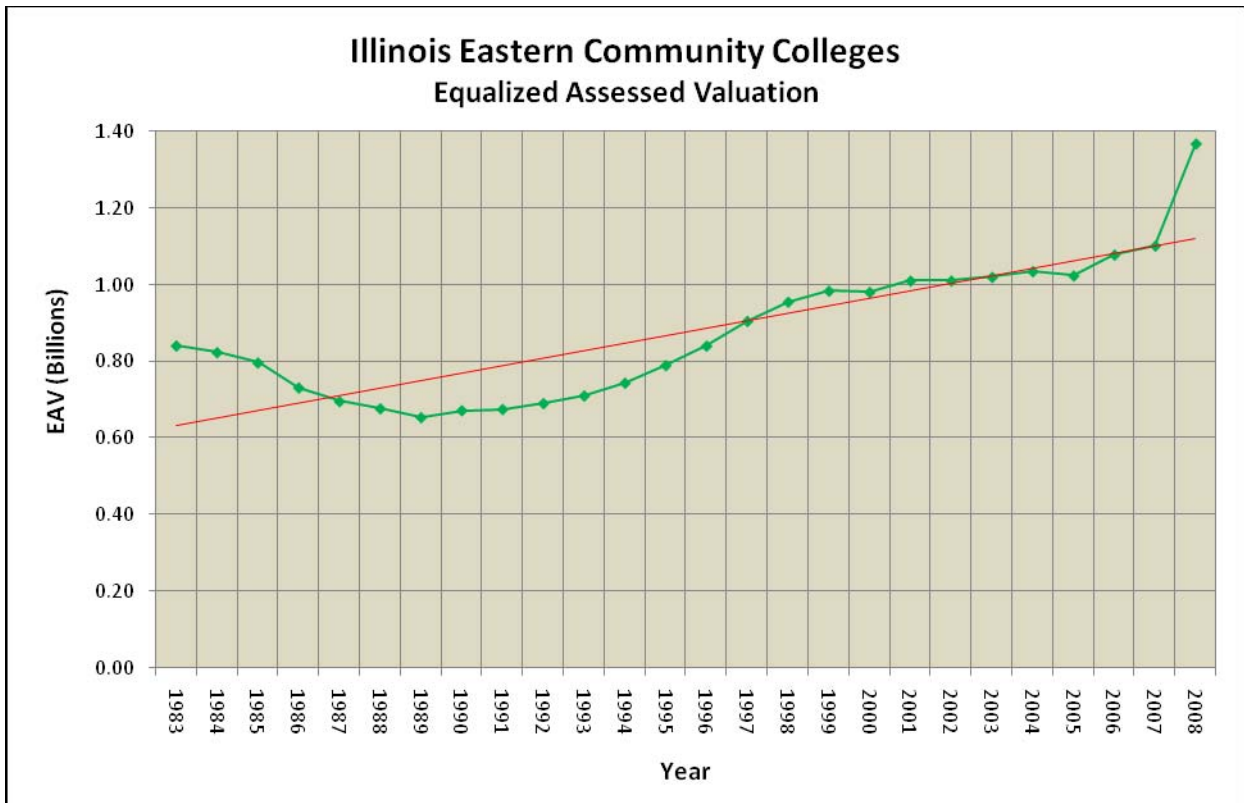


Chart 6: Equalized Assessed Valuation (IECC)

Seemingly, this would indicate that the District can expect to receive significantly less of its operating budget from its local tax base in coming years. The implication of this data is that, because it is highly unlikely that state support will increase and that local EAV may increase only slightly or even decrease, the Board of Trustees will probably need to continue to evaluate the need for increasing student tuition and/or fees. Certainly, increasing student tuition follows the national trend in higher education in which the federal and state governments are providing less support and families are being expected to shoulder more of the responsibility for funding the higher education of their children. In essence, because budgets are reflective of all projected revenue, the District will need to more closely match personnel requirements with curricular requirements.

### ***Per Capita Personal Income***

Illinois Eastern Community Colleges is a rural community college district. While the annual per capita personal income for residents of the 8 major counties which comprise the majority of District #529 continued to increase slightly from 1981 through 2006, the average per capita personal income for the State of Illinois increased at a greater rate. Chart 7 shows that, while the average Illinoisan has gotten richer over the past 26 years, residents of District #529 have, on average, been less fortunate. This seemingly indicates that residents of District #529 are less likely to be able to absorb significant increases in tuition to support the operating budget of District #529.



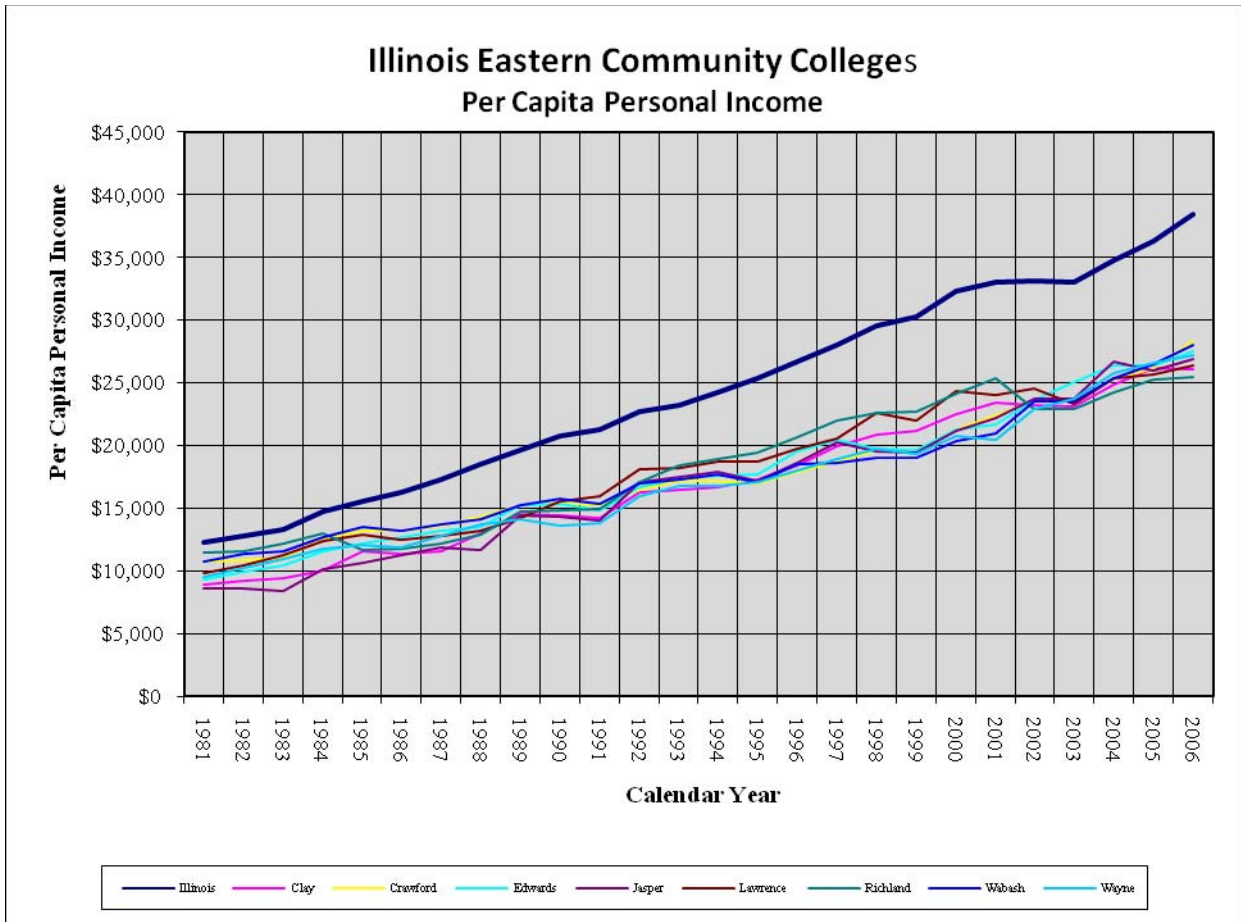


Chart 7: Per Capita Personal Income (BEA: CA-1-3Per capita personal income)

### *Percent of Per Capita Personal Income of United States*

Looking at the per capita personal income of the residents of the 8 counties that comprise the majority of District #529 as a percent of the United States per capita personal income provides an even more distressing picture. For example, on average, Illinoisans have earned an average of 107% of the U.S. per capita personal income. Moreover, the Illinois percent of U.S. per capita personal income has remained relatively stable over the past 25 years. However, as can be seen in Chart 8, the percent of U.S. per capita personal income for residents of the eight counties that comprise District #529 has continued to generally decline over the past 25 years. Moreover, the annual per capita personal income of the residents of the eight counties that comprise District #529 is only 69% to 77% of that of the average citizen living in the United States.

In 2006, Crawford County residents had the highest percentage of the U.S. per capita personal income in District #529, at 77%. At 69%, Richland County residents had the lowest percentage of the U.S. per capita personal income in District #529. The trend indicates that although the average Illinois percentage of U.S. per capita personal income will likely remain stable, the percentage of U.S. per capita personal income for residents of District #529 will likely continue to decline.

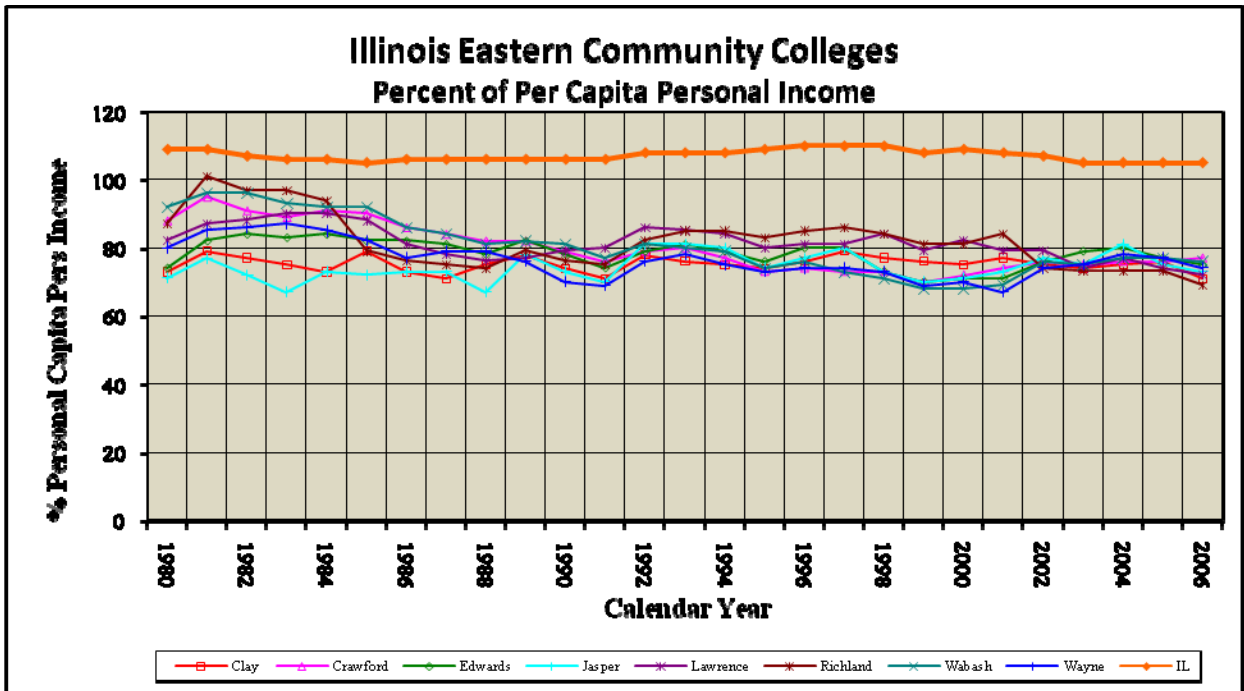


Chart 8: Percent U. S. Personal Capita Personal Income (BEA: CA1-3 Per Capita Personal Income, Percent of US)

### Farm Employments

Farm employments in District #529 are more important in some counties than others. For example, Wayne, Jasper, and Clay counties are the three top farm employment counties in the District. The residents of these three counties are serviced primarily by Frontier Community College in Fairfield, Illinois.

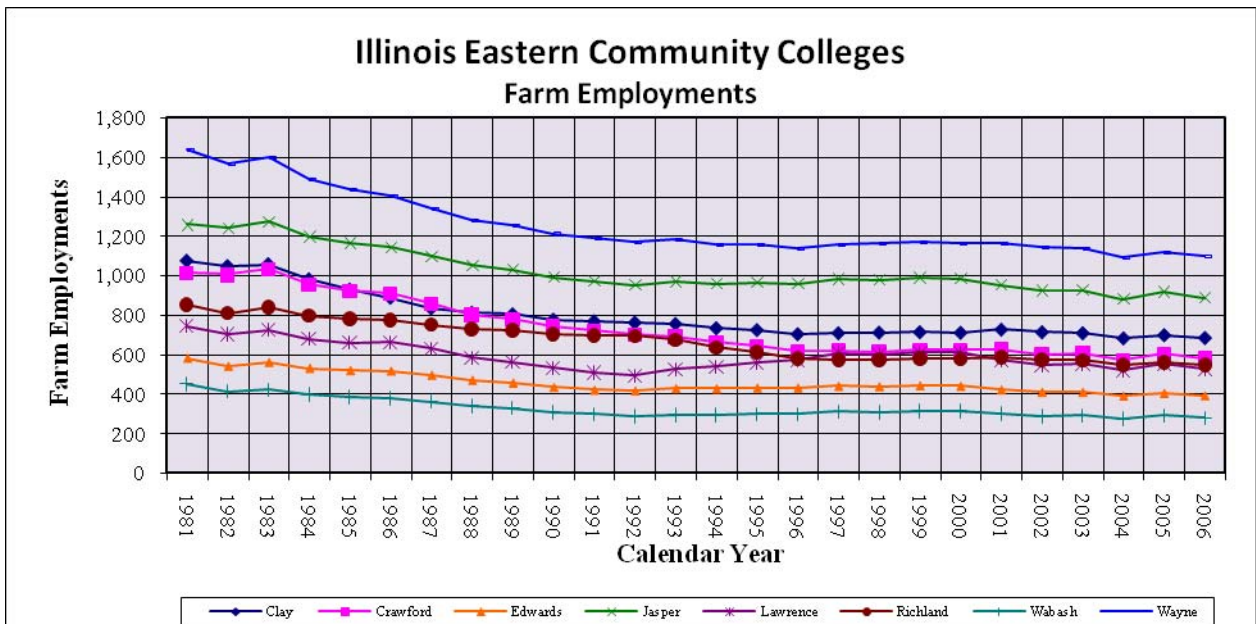


Chart 9: Farm Employments (BEA: CA25N Farm Employment)

The obvious trend, as shown in Chart 9, is that farm employments in all the eight major counties which comprise District #529 has continued to slowly but steadily decline. In fact, when comparing 2005 to 2006, each of the eight counties in District #529 experienced a slight decrease in farm employments. Clearly the economy is changing in the counties which comprise District #529. WVC, FCC, and Workforce Education may want to devise ways to help stem the decline of farm employments within District #529 by developing and providing instructional programs and training in agriculture and associated areas.

### ***Non-Farm Employments***

As can be readily seen from Chart 10, non-farm employments in the eight major counties which comprise District #529 have been fairly stable over the past 26 years. Overall in these eight counties, there has been a 3.0% decrease in non-farm employments over the 26-year period. However, five counties experienced slight non-farm employment increases from 2005 to 2006.

The non-farm employments within District #529 may be partially explained by its decrease in farm employments from 1981 to 2006. These data mirror state and national data which generally show that, as farmers with small acreage give up farming and sell their farm, they often continue to work and seek employment in non-farming operations. Active economic development organizations within the communities that comprise District #529 have likely contributed to the increases in non-farm employments. If nothing else, these activities have certainly slowed the downward spiral of job losses within the district.

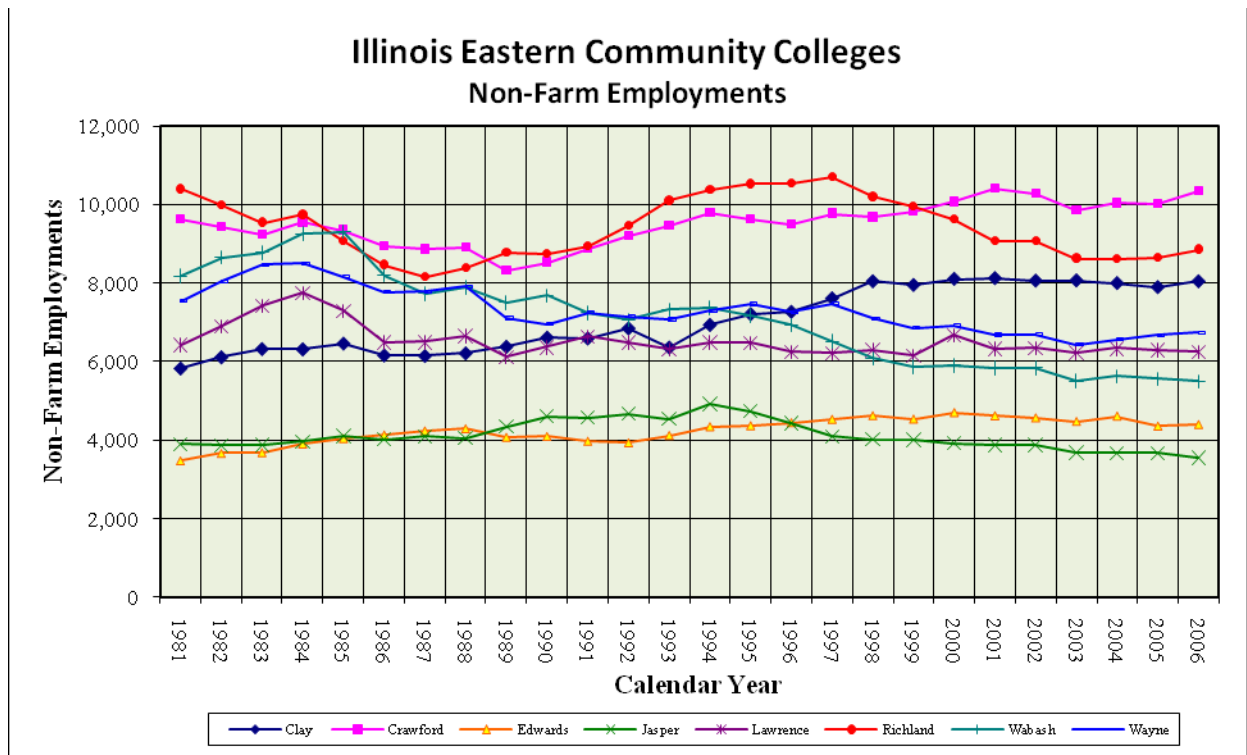


Chart 10: Non-Farm Employments (BEA: CA25N Non-Farm Employment)

Although non-farm employments increased slightly from 2005 to 2006, in the coming years they will likely decrease. Thus, considering that farm employments are decreasing and non-farm employments are also decreasing, one might conclude that overall employment opportunities within the District will likely continue to decrease slightly each year during the next ten years. The District will need to continue making business and industry training and workforce education a high priority.

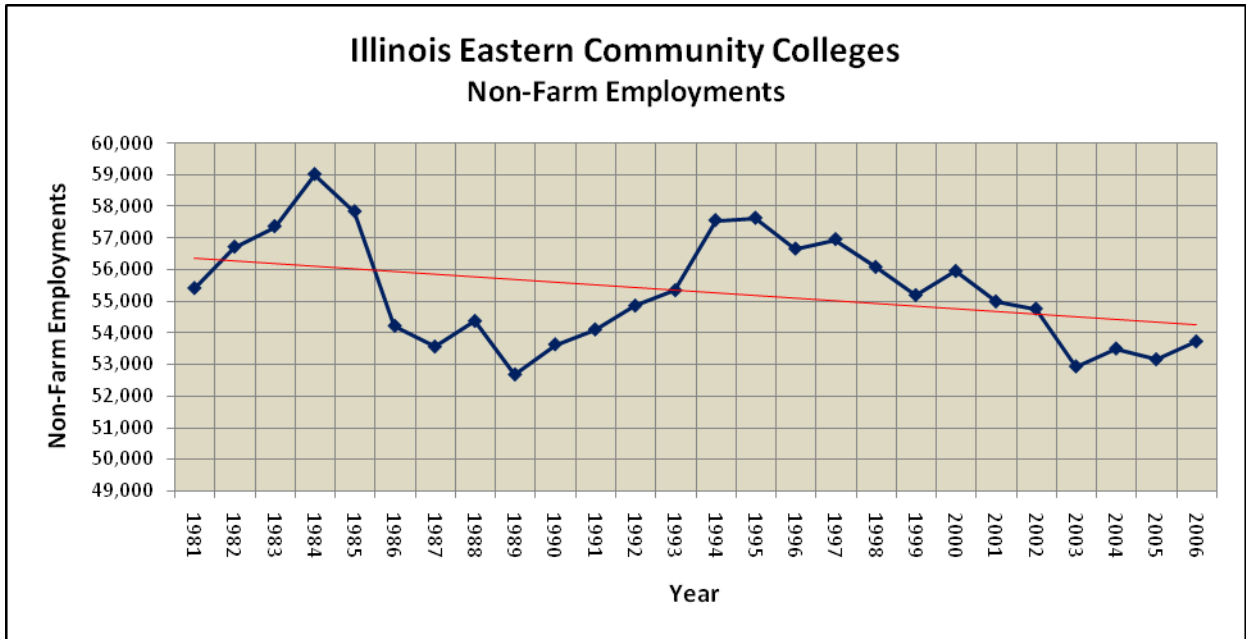


Chart 11: Non-Farm Employments Trend

### ***Construction Employments***

Construction employments throughout District #529, as shown on Chart 12, have seen several ups and downs in the eight major counties within the District. Crawford County remains the top

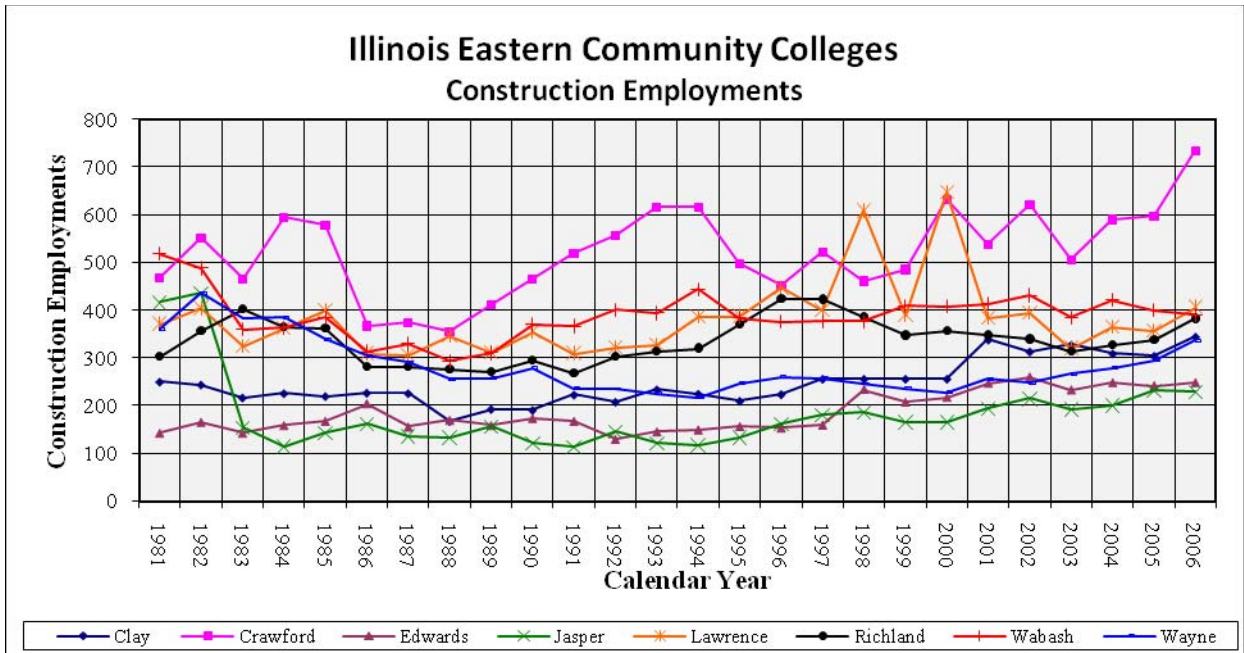


Chart 12: Construction Employments (BEA: CA25N Construction Employment)

provider of construction employments within the District—an increase of 24% from 2005 to 2006. Wayne County experienced the second highest increase in construction employments from 2005 to 2006 at 21%. The four colleges and Workforce Education may want to re-examine their various offerings of construction and related curricula to determine if current construction-related curricula are sufficient to meet the demand or if new curricula are warranted.

Chart 13 indicates that the trend for construction employments within the District, although somewhat cyclic, but, with three straight years of slight increases, should be slightly positive for the coming years.

### Illinois Eastern Community Colleges Construction Employments

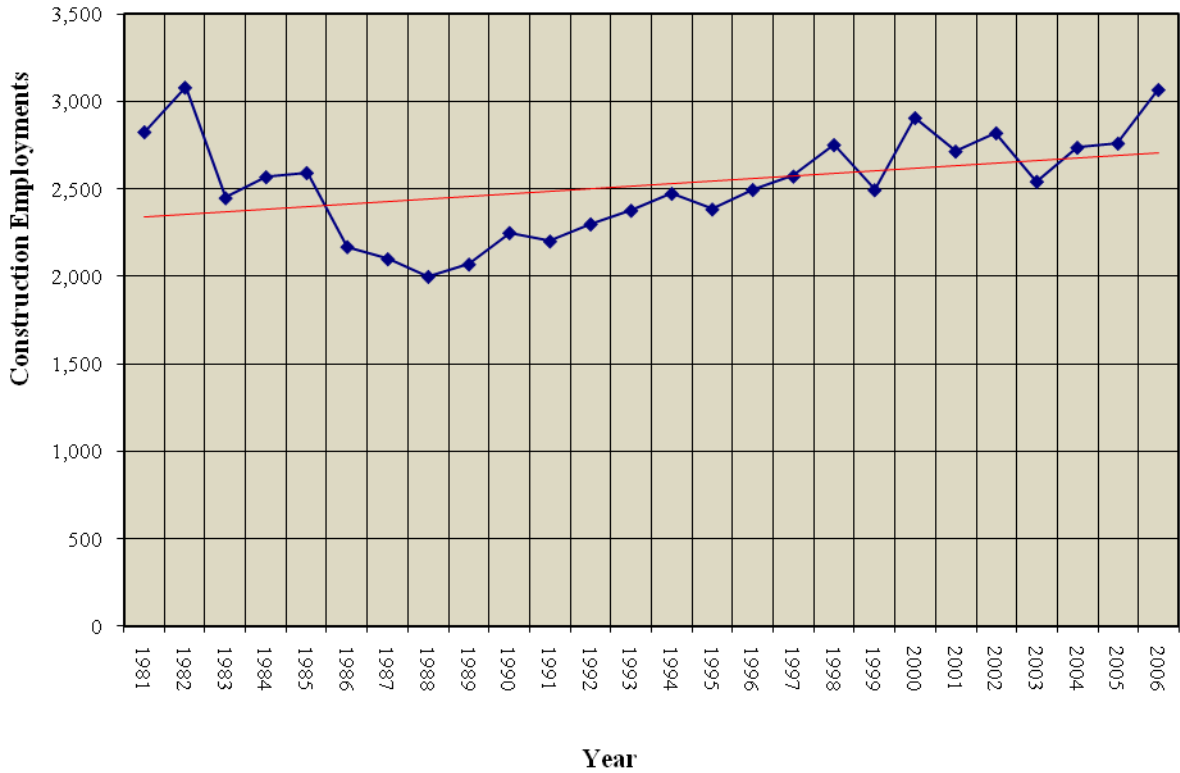


Chart 13: Construction Employments Trend

### *Manufacturing Employments*

Manufacturing employments, shown in Chart 14, are declining in some counties in District #529 and increasing in others. For example, Wabash County lost 84.2% of its manufacturing jobs from 1981 to 2005 and Richland County lost 62.6% of its manufacturing jobs during this same period. Conversely, Clay County has experienced a 142.4% increase and Edwards County has experienced a 50.3% increase in manufacturing employments during this 25-year period. Districtwide, 19.1% of all manufacturing jobs have been lost during the period being analyzed.

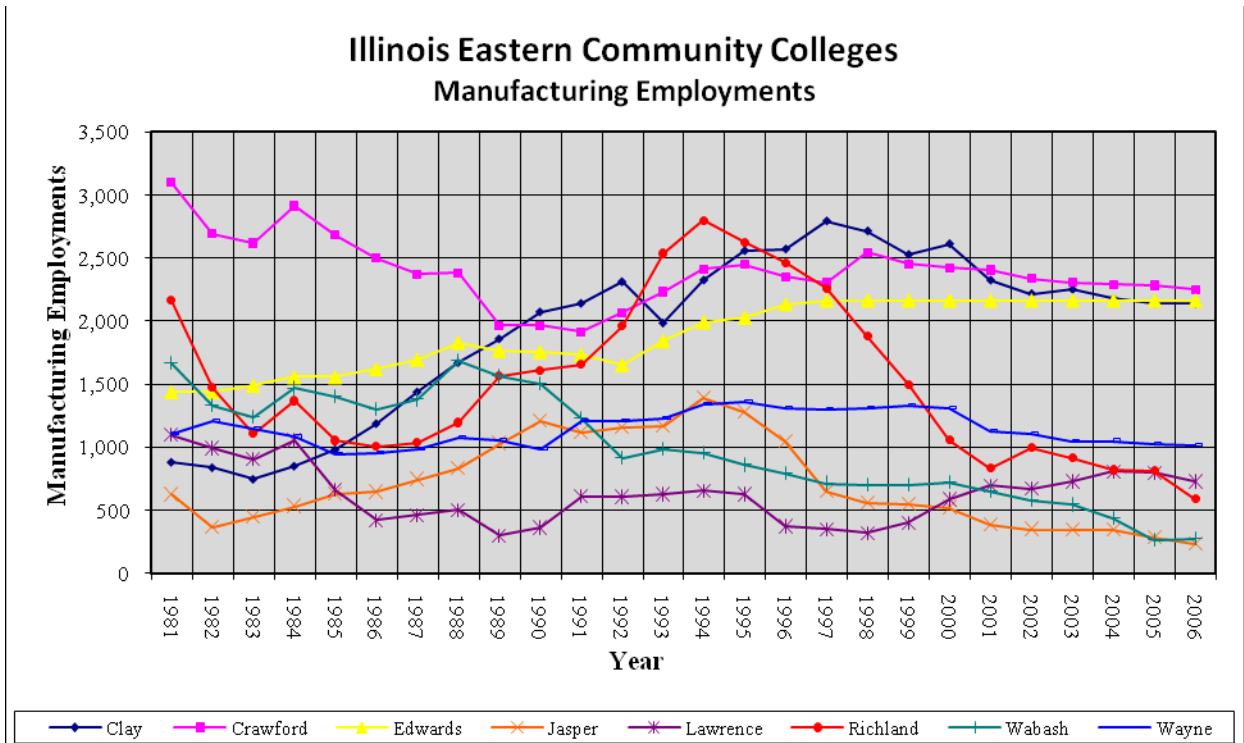


Chart 14: Manufacturing Employments (BEA: CA25N Manufacturing Employment)



Chart 15: Manufacturing Employments Trend

Chart 15 shows a virtually level trend line for manufacturing jobs in the District #529. However, because there has been a decrease in manufacturing jobs within District #529 each year since 1994, it is reasonable to expect manufacturing jobs to continue to decline

each year in the near future. From 2000 to 2001, there was a decline of 7.16% in manufacturing employments within District #529. On average, from 1994 to 2006, there was a 3.32% decline in manufacturing employments each year. It would appear critical that the District continue to support local manufacturing entities through programs and courses offered through the District's Workforce Education and Business and Industry Training departments.

### ***Wholesale Trade Employments***

Chart 16 shows that wholesale trade employment in the 8 counties which comprise the majority of District #529, during the period 1981 to 2006, decreased 17.8% over the 25-year period. However, Clay County experienced a 28% increase, Richland County had a 15% increase, and Edwards County experienced an 11% increase. The other five counties in District #529 experienced decreases in wholesale trade employments ranging from -11% to -60%. Notably, wholesale trade employments in Richland County from 2005 to 2006 increased by 192 jobs.

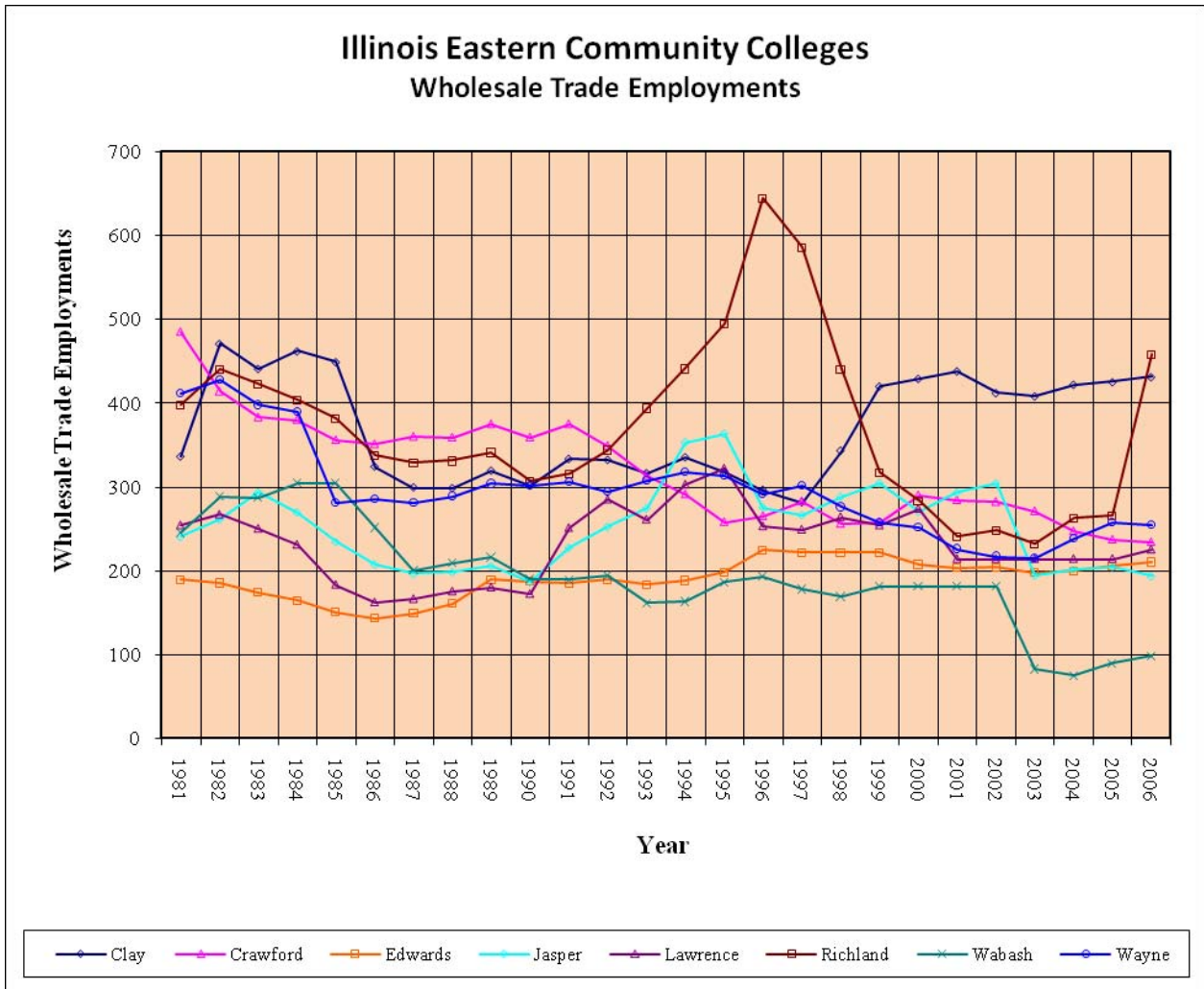


Chart 16: Wholesale Trade Employments ( BEA: CA25N Wholesale Trade Employment)



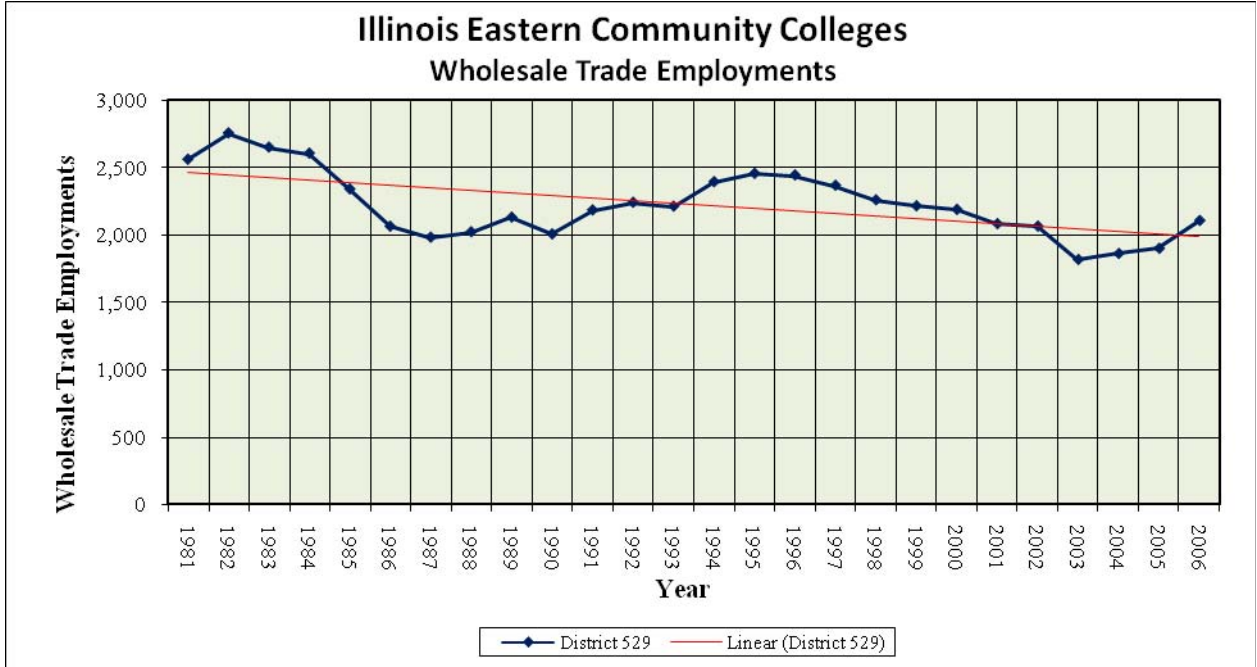


Chart 17: Wholesale Trade Employments Trend

Chart 17 shows that wholesale trade employments within District #529, although they increased slightly from 2003 to 2006, are on a declining trend.

### Retail Trade Employments

Note: From 1969 through 2000, the United States Bureau of Economic Analysis ([www.bea.gov](http://www.bea.gov)) categorized employment types according to the SIC (Standard Industrial Classification). In 2001, the BEA changed their employment types classification system to the NAICS system (North American Industry Classification System). The data on employment types seem to track fairly well from the SIC to the NAICS system except for retail trade and financial services employment. Perhaps the NAICS classification for retail trade employment and financial services employment use different selection criteria than the SIC.

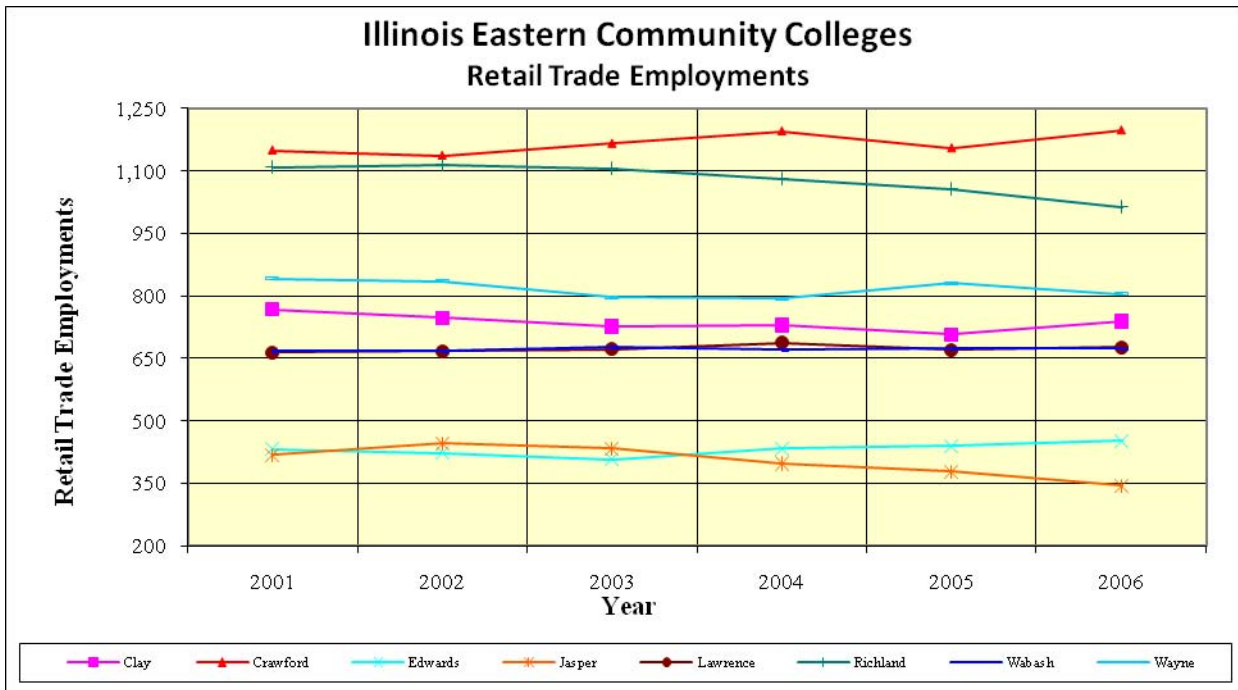


Chart 18: Retail Trade Employments (BEA: CA25N Retail Trade Employment)

Chart 18 clearly shows that retail trade employments throughout all eight counties of District #529 has remained relatively level with only a 2.46% total decrease for the period 2001 through 2006. Crawford County has the highest number of retail trade employments. Insufficient data under the new criteria exist to forecast retail trade employments.

### ***Financial Services Employments***

As shown in Chart 19, employments in the financial services field has remained relatively level for the period 2001 through 2006. Of note is the fact that Clay County has experienced a 14.6% increase in financial services employments from 2005 to 2006. Lawrence County remains the largest employer of financial services employments, but Wabash County has shown a 43.3% growth in this area from 2004 to 2006. Insufficient data under the new criteria exist to forecast financial services employments.

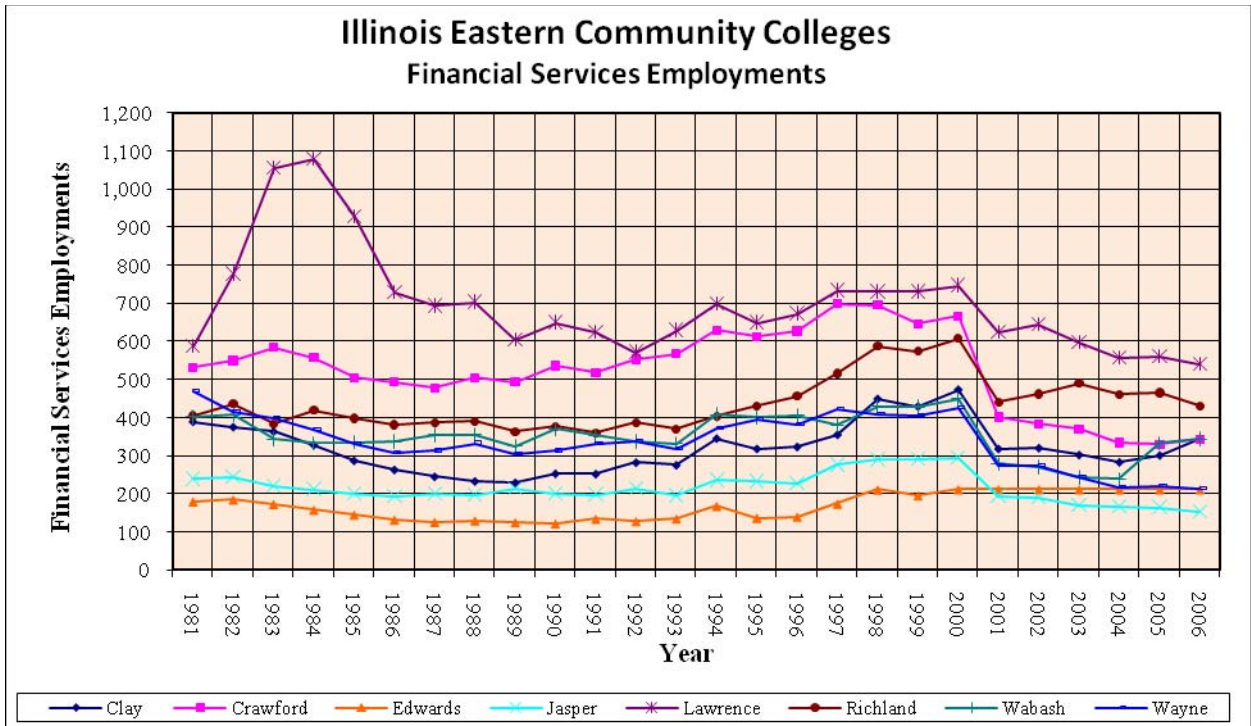


Chart 19: Financial Services Employments (BEA: CA25N Finance and Insurance)

### *Educational Services Employments*

Data for educational services employments were available only for Illinois Eastern Community Colleges and the five counties (Clay, Richland, Lawrence, Jasper, and Crawford) that comprise R.O.E. (Regional Office of Education) #12. Data for the three District #529 counties (Wayne, Edwards, and Wabash) that are a part of R.O.E. #20 are not maintained by the R.O.E.

Chart 20 shows that educational services employments within Illinois Eastern Community Colleges have increased by 12.5% from fiscal year 1995 to fiscal year 2008.

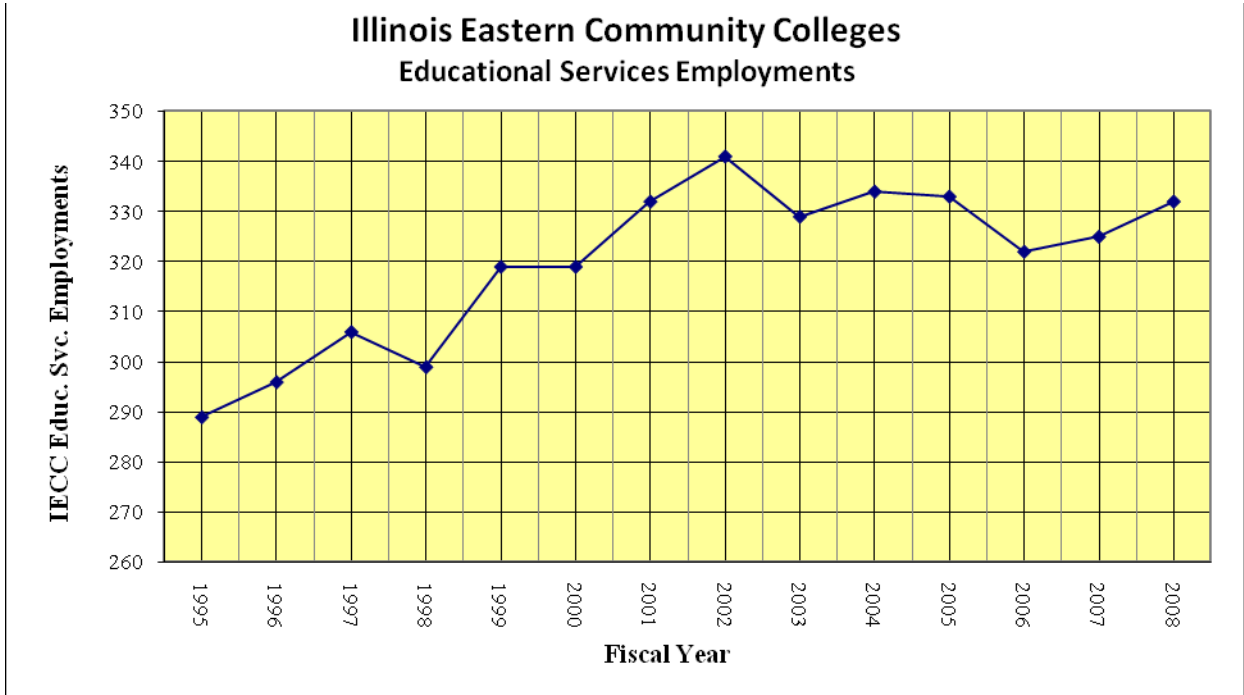


Chart 20: IECC Educational Services Employments (Source: IECC Human Resources Office)

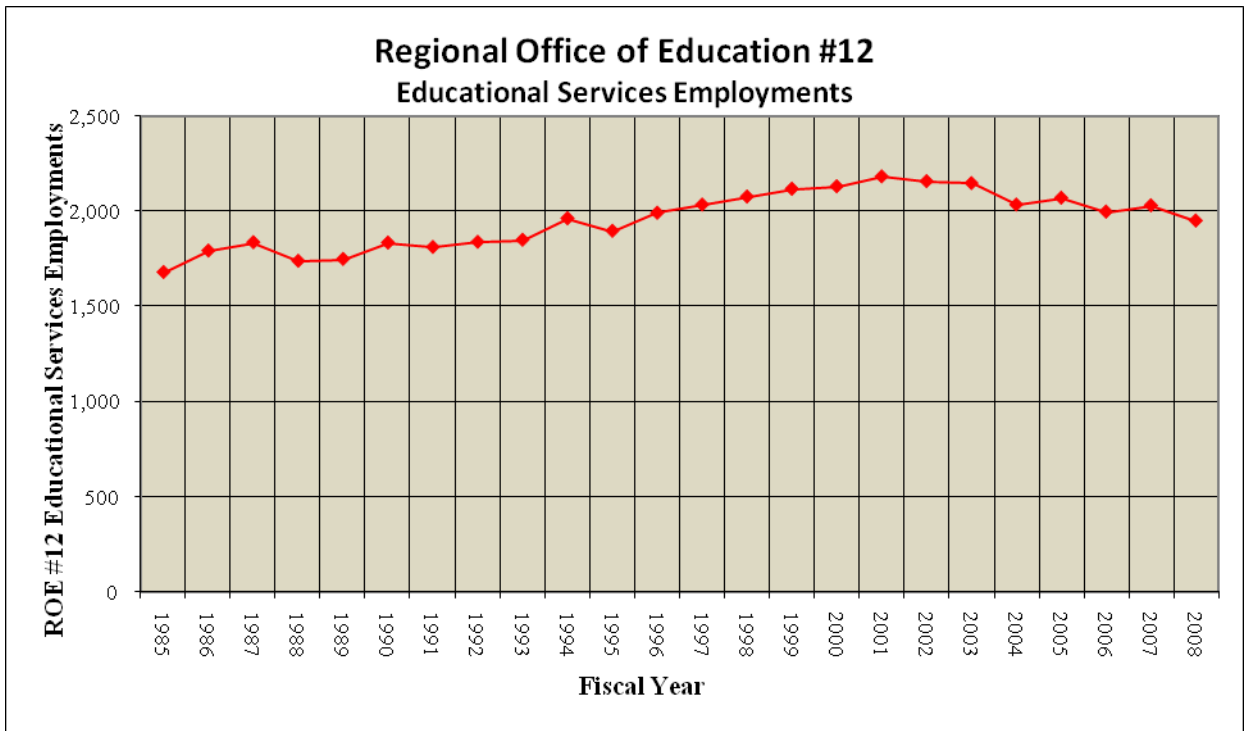


Chart 21: ROE #12 Educational Services Employments (Source: ROE #12)

Chart 21 shows that educational services employments within the five counties that comprise ROE #12 have been generally decreasing since 2001. With a significant number of

employments in both ROE #12 and District #529, perhaps the District should look for ways to provide professional development opportunities for these employees.

***Average Wages***

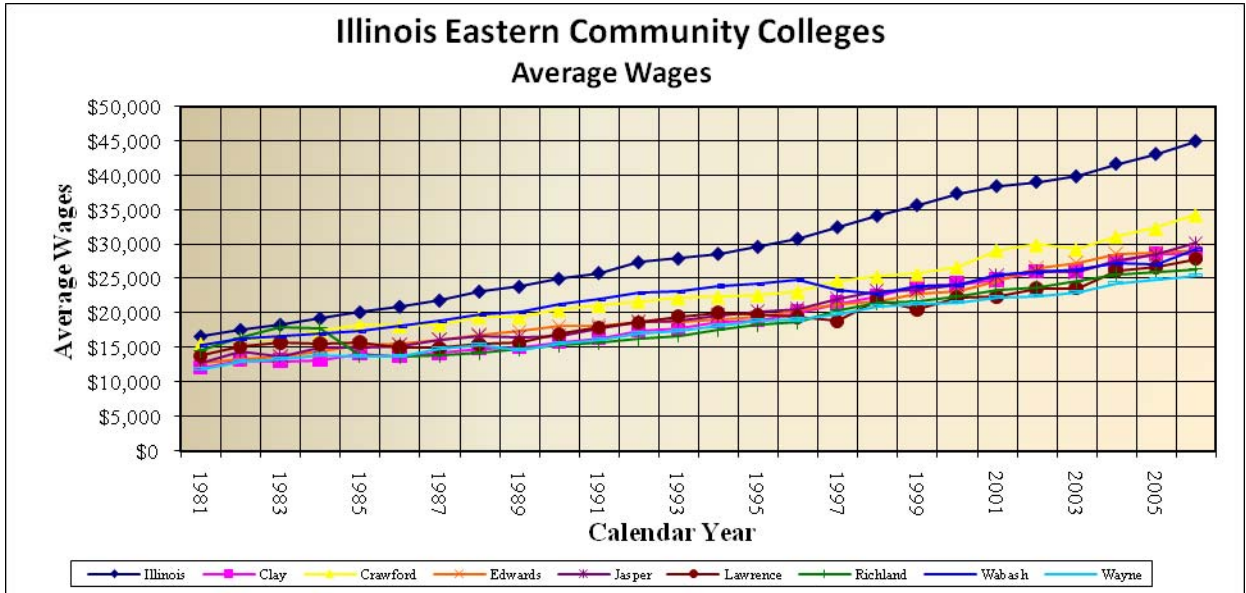


Chart 22: Average Wages (BEA: CA34 Average Wage Per Job)

Although the average wages within District #529 have generally out-paced the annual inflation rate, Chart 22 shows that they have continued to increase at a much slower rate than the average wages paid to the average Illinois citizen. In fact, the **gap** between the average Illinois wage and the average wages earned by residents of District #529 increases each year. Clearly, the average Illinois worker acquires more buying power each year than the average District #529 worker.

***Unemployment Rates***

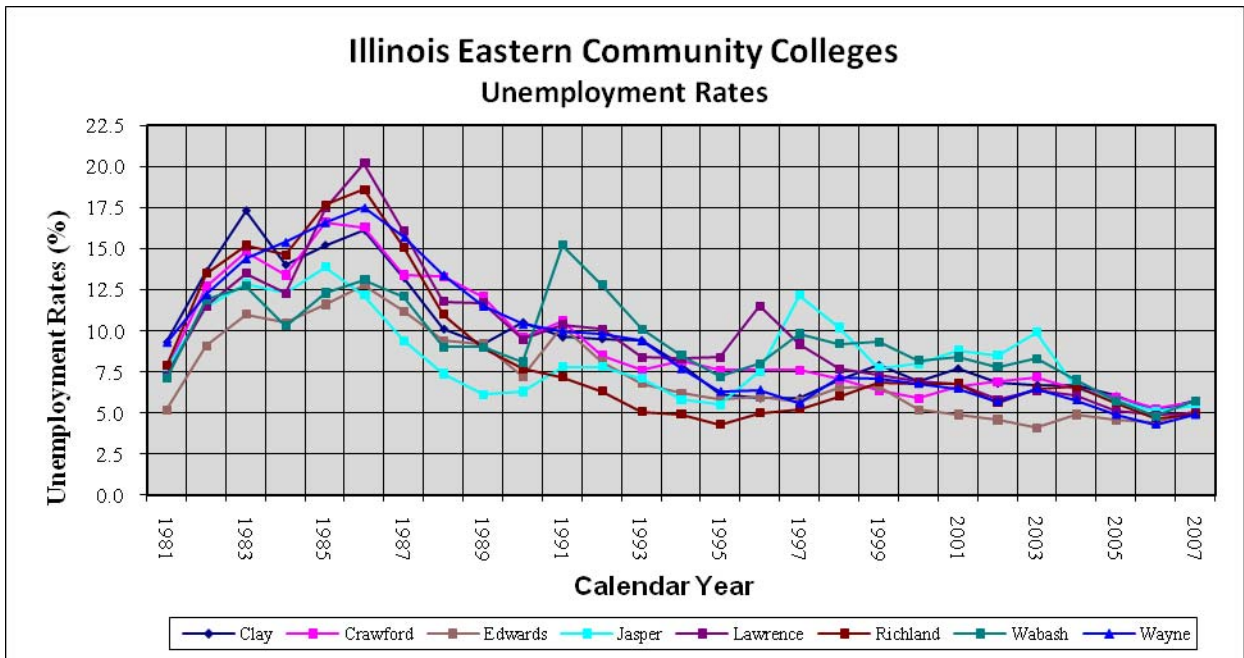


Chart 23: County Unemployment Rates (Source: Illinois Dept of Economic Security)

As shown in Chart 23, unemployment rates in the eight major counties of District #529 appear to have slowly decreased since 1986. The average unemployment rate within the eight major counties that comprise the majority of District #529 was 5.3% in 2006—an increase of .5% from 2006 to 2007. This rate is just slightly higher than the Illinois average annual unemployment rate of 5.0%. The District #529 unemployment rate is also slightly higher than the United States average annual unemployment rate of 4.6% in 2007. Wayne and Richland counties tied for the lowest average annual unemployment rate in 2007 at 4.9%. Three counties (Clay, Crawford, and Wabash) tied for the highest average annual unemployment rate in 2007 at 5.7%.

### ***Financial Aid Recipients***

Data for financial aid recipients is taken from the Fiscal Year Student Financial Aid Survey for Community Colleges which are sent to the Illinois Board of Higher Education in mid-November. For the purposes of this document, financial aid recipients include recipients of federal programs, state programs, institutional scholarships and waivers (including dual credit), and other loan recipients.

Chart 24 shows that the unduplicated\* number of student financial aid recipients (as defined above) within District #529 increased. The reporting year cycle for IBHE financial aid reports is set for the financial aid year which is fall, spring, and summer semesters, while other headcounts for ICCB are done for the fiscal academic year which includes summer, fall, and spring semesters.

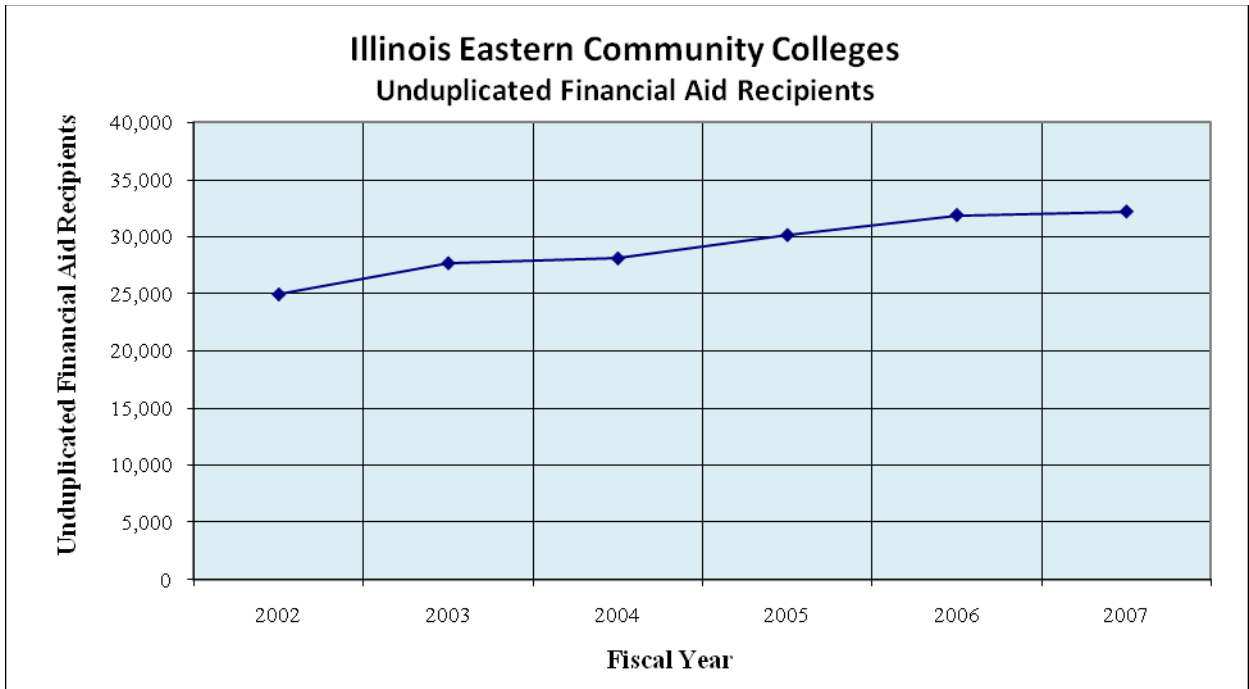


Chart 24: Unduplicated Financial Aid Recipients (IECC Composite Fiscal Year Student Financial Aid Surveys)

*\*Note: The counts are unduplicated in the sense that if a student receives more than one type of financial aid at one college, they are only counted once. However, if a student attends more than one IECC college and receives financial aid at both colleges, he/she may be counted twice.*

Chart 24 shows that the number of unduplicated student financial aid recipients has continued to increase slightly each year since 2002. There was a 1.0% increase from FY 2006 to FY 2007.

Because the level of state support for community colleges in the past five to six years has remained level, Illinois colleges have increased student tuition to offset the loss of state funding. As a direct result, more students need more financial aid in order to meet the increasing expenses of attending college, including District #529 students. The data on Chart 24 may not correlate exactly with A1 unduplicated headcount. Some of the reasons may be students being reported for financial aid at multiple colleges, including dual credit at multiple colleges. Data is only being shown for Financial Aid Years 2002 to 2007. It is suggested that the college's financial aid officers work closely with district office staff to ensure that students are reported once regardless of the number of colleges they are attending.

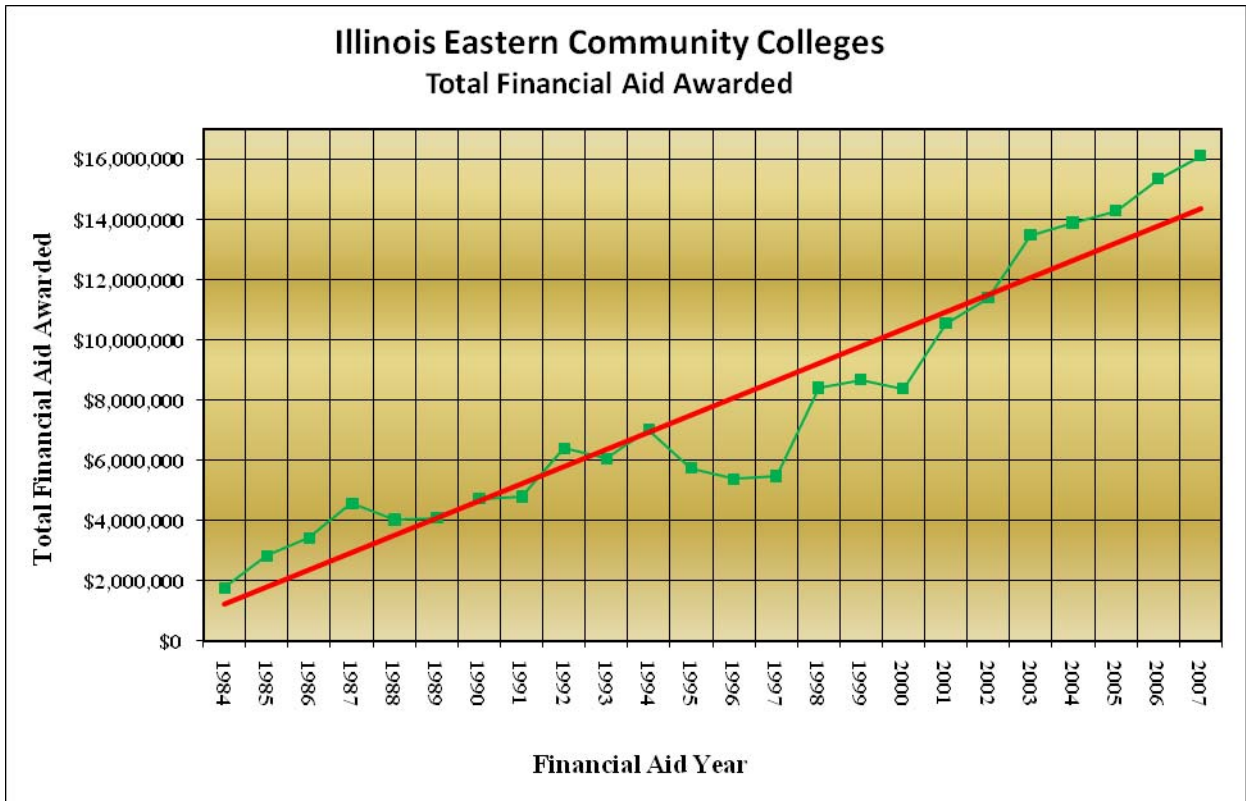


Chart 25: Total Financial Aid Awarded (IECC Composite Fiscal Year Student Financial Aid Surveys)

Chart 25 shows that the total dollar amount of student financial aid awarded in fiscal year 2007 increased by \$761,472 over that of fiscal year 2006. Chart 25 includes all sources of financial aid, including federal and state aid programs, student loans, institutional waivers, and scholarships. The trend line on Chart 25 clearly indicates that the amount of federal financial aid that is awarded annually to students attending colleges within District #529 will likely continue to rise each year. Importantly, slightly more than \$16,000,000 in student financial aid is being added to the local economy. When you consider the number of times that this money turns over (purchaser to retailer to banker, etc.), one needs to recognize that student financial aid has a major impact on the economy of the counties which comprise District #529.

### ***Average Family Income of Financial Aid Recipients***

Chart 26 shows that while the average family income of independent students who receive student financial aid has changed very little from fiscal year 2001 to fiscal year 2007, the average family income of dependent students who received student financial aid has increased more than \$10,000 from FY 2001 to FY 2007. Independent students are identified as meeting at least one of the six criteria, as follows: 1) Age 23 before the first of the year 2) married 3) have children that student provides more than 50% of the support for 4) both parents deceased and/or orphan ward of the court 5) serving in active duty in the armed services or a veteran 6) working on a master's degree.



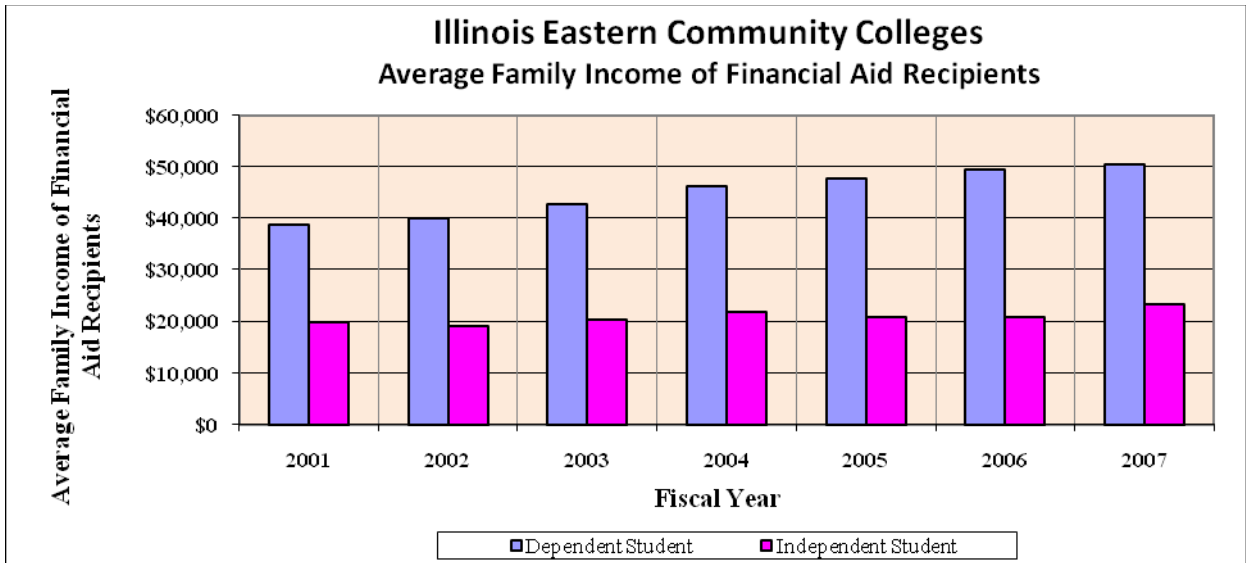


Chart 26: Average Family Income of Financial Aid Recipients (IECC database)

### *Unduplicated Enrollments (Full-Time and Part-Time)*

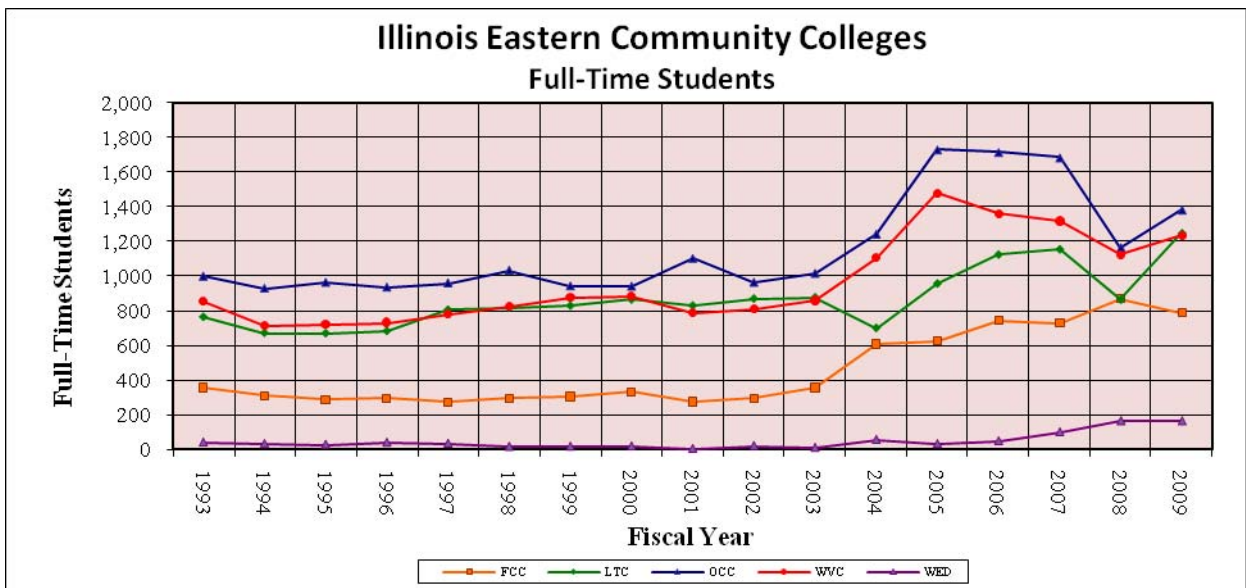


Chart 27 Full-Time Student Enrollments (Source: A1)

Three of the five IECC entities that generate state reimbursable credit-hours experienced an increase in full-time student enrollments from FY 2008 to FY 2009. Full-time enrollment is based upon one student enrolled in at least 12 semester hours of credit in one or more of the three academic terms. Chart 27 shows that unduplicated full-time enrollments for FY 2009 remained very close to FY 2008 levels. However, because the A1 Report shows headcount, these data are not to be construed as FTE.

Chart 28 shows that, from FY 2008 to FY 2009, the unduplicated part-time enrollments increased at two of the five entities that generate state reimbursable credit-hours. However, because these enrollments are not equated to FTE, they may or may not be indicative of the actual state reimbursable credit hours being generated.

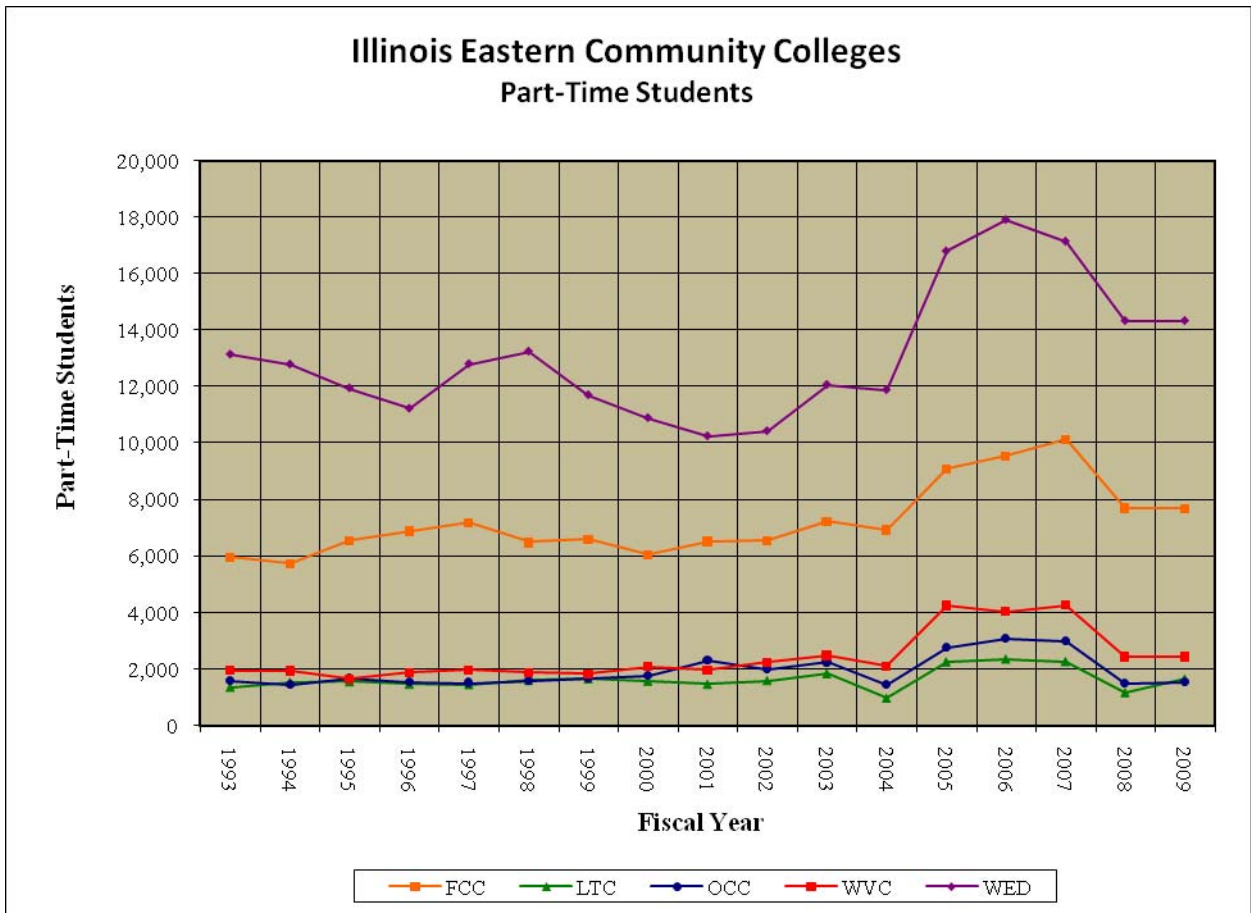


Chart 28: Part-Time Student Enrollments (IECC: A1)

### *Unduplicated Enrollments (Male and Female)*

Chart 29 clearly shows that male enrollments within District #529 have decreased somewhat from fiscal year 2006 to fiscal year 2007. On the other hand, female students attending the four colleges have increased during this period. These data very closely parallel national data which show that male enrollments in higher education continue to decrease while female enrollments, in almost all disciplines, continue to increase.

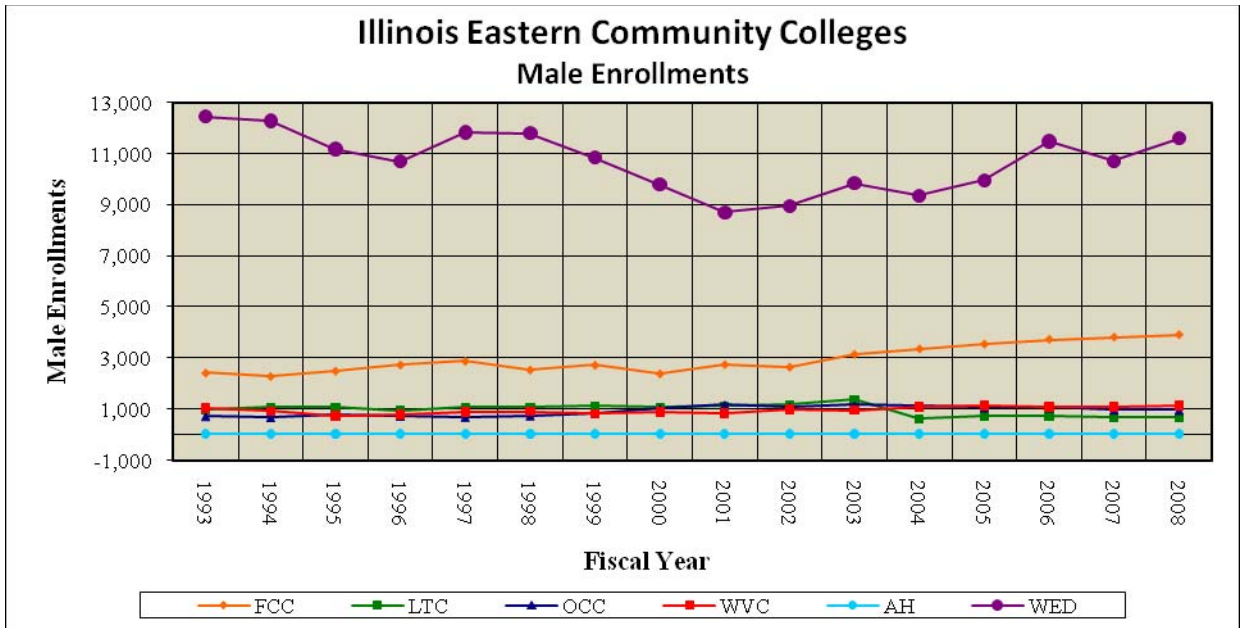


Chart 29: Male Enrollments (IECC: A1 Report)

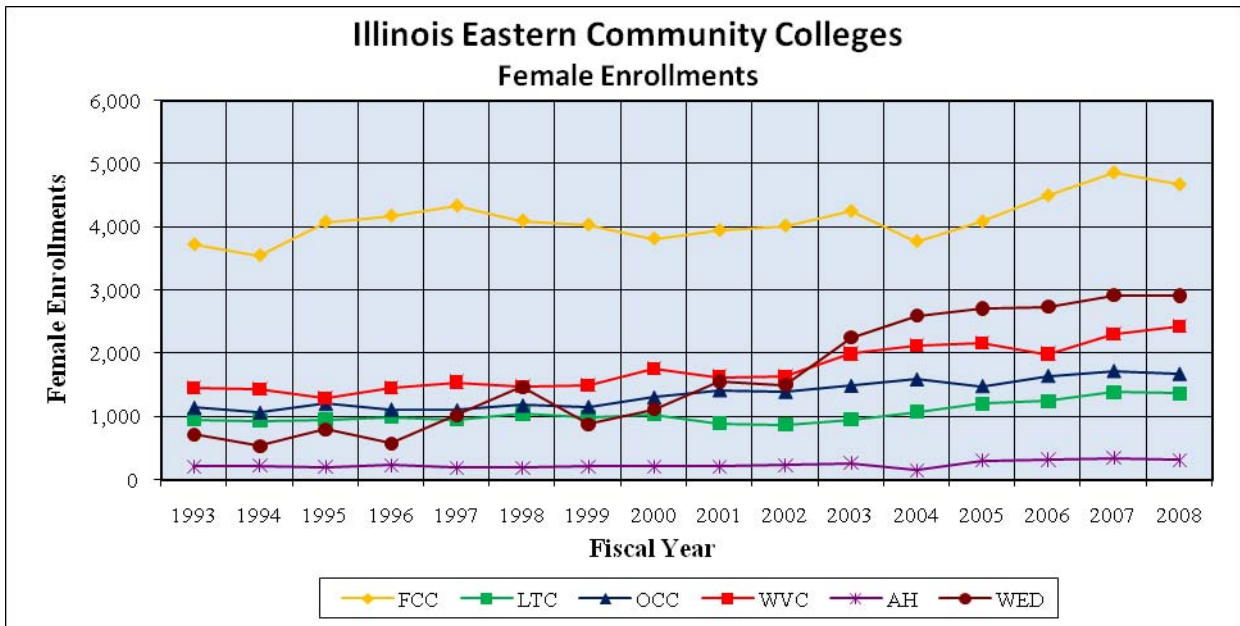


Chart 30: Female Enrollments (IECC: A1 Report)

What is most notable about these gender data is the simple fact that during the period of FY 1993 to FY 2008, **male enrollments within IECC increased by only 4.3% (Chart 29) while female enrollments increased by 63% (Chart 30)**. This represents a gross gender change of nearly 59%. Nationwide, by 2005, 57.4% of all higher education enrollments were females. These data warrant close examination as they may be representative of impending societal changes. This information should be evaluated more

closely by college student support services departments to determine if this change in the gender of our enrollments will require changes to existing services and support programs.

***Student Age Ranges***

Charts 31, 32, 33, and 34 show that student age ranges have changed significantly since FY 1992. This data is taken from the E1 report which gives fall semester enrollment information using a ten day headcount. In most cases, significant enrollment increases are evident in the 16 and under and 17-20 age ranges with corresponding decreases in the over 55 age range. Much of the increase in the two youngest age ranges can likely be attributed to increases in the number of credit hours generated by dual credit and the increase of recent high school graduates choosing one of the four colleges for their first enrollment as opposed to selecting a four-year college or university.

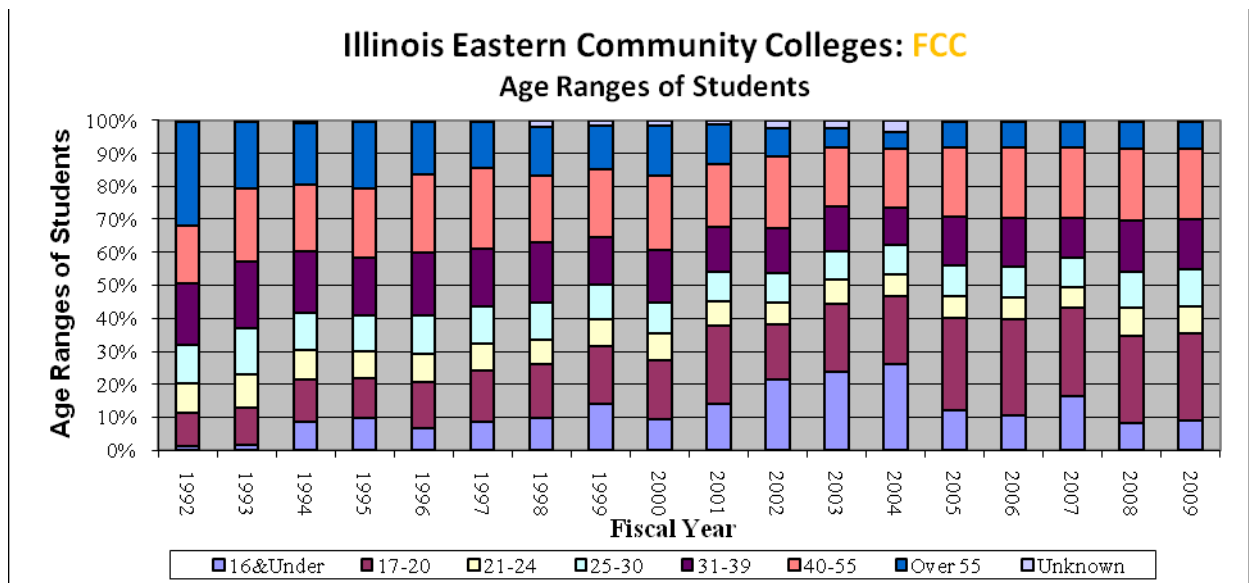


Chart 31: FCC Student Age Ranges (IECC E1 report)

### Illinois Eastern Community Colleges: **LTC** Age Ranges of Students

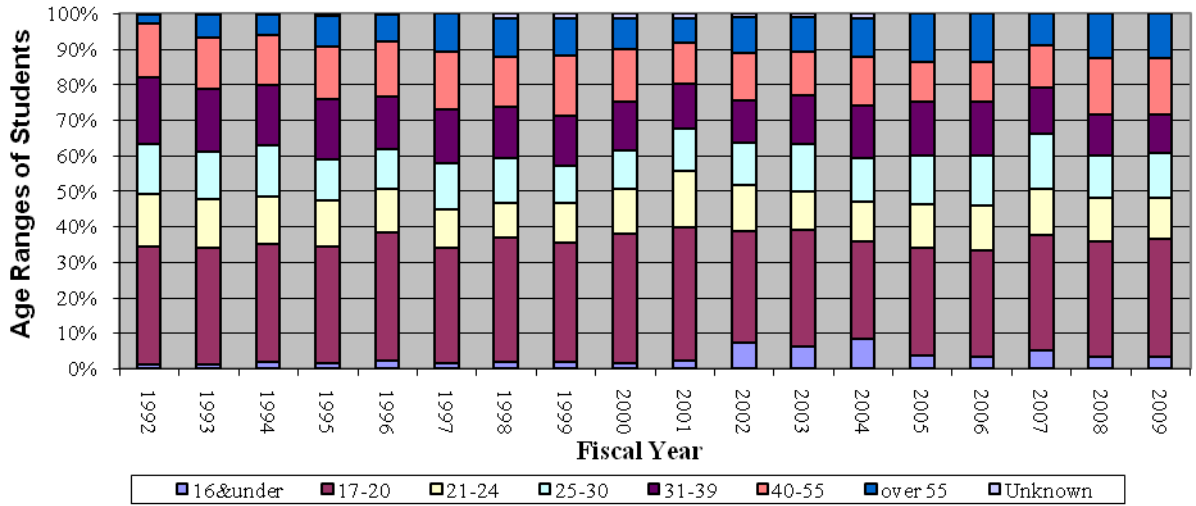


Chart 32: LTC Student Age Ranges (IECC E1 Report)

### Illinois Eastern Community Colleges: **OCC** Age Ranges of Students

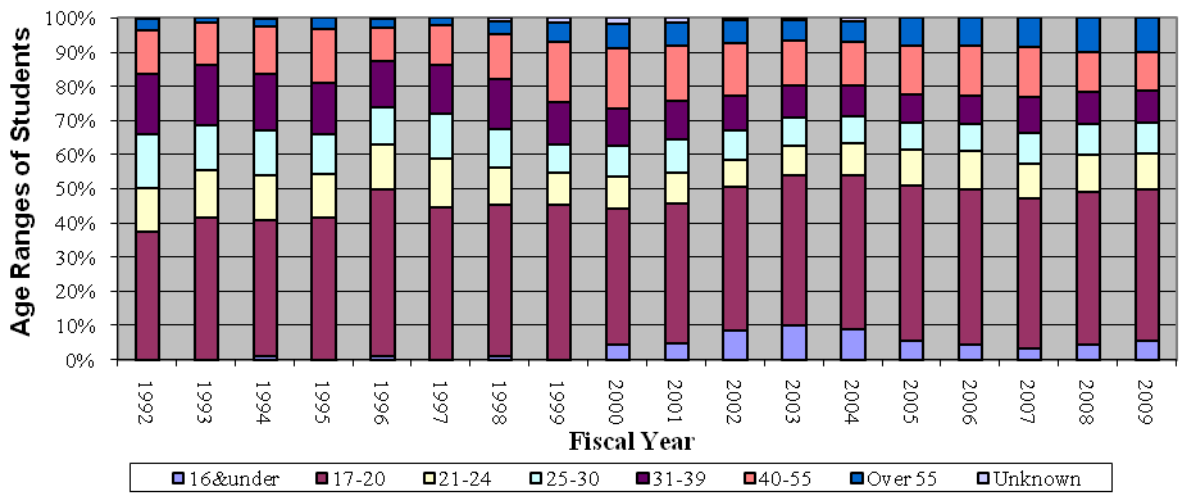


Chart 33: OCC Student Age Ranges (IECC E1 Report)

### Illinois Eastern Community Colleges: **WVC** Age Ranges of Students

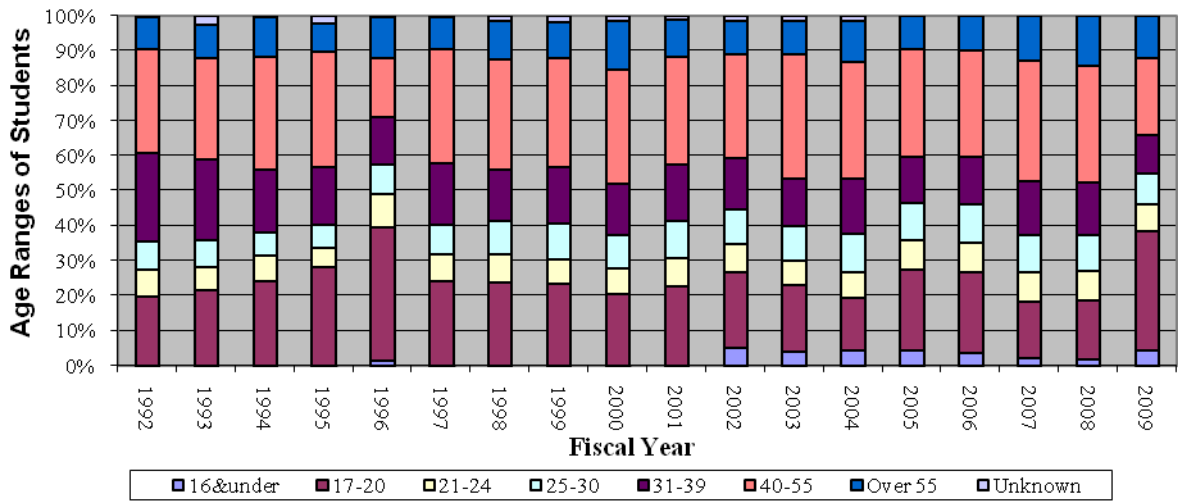


Chart 34: WVC Student Age Ranges (IECC E1 Report)

Chart 35 shows the age ranges of the District as a percentage of the whole. The increases and decreases are similar to those of the four colleges. Enrollments in the 17-20 age range have increased somewhat whereas there is a noticeable decrease in enrollments in the 16 and under age range. This may be due in part to the fact that all dual credit classes may not be entered by the ten day date when the E1 report is pulled. In the last two years there have been some increases in age ranges 40-55 and over 55. This may be due in part to increased Workforce Ed enrollments as well as an increase at LTC in these two age ranges. The four colleges should consider marketing to specific age groups.

### Illinois Eastern Community Colleges Age Ranges of Students (Districtwide)

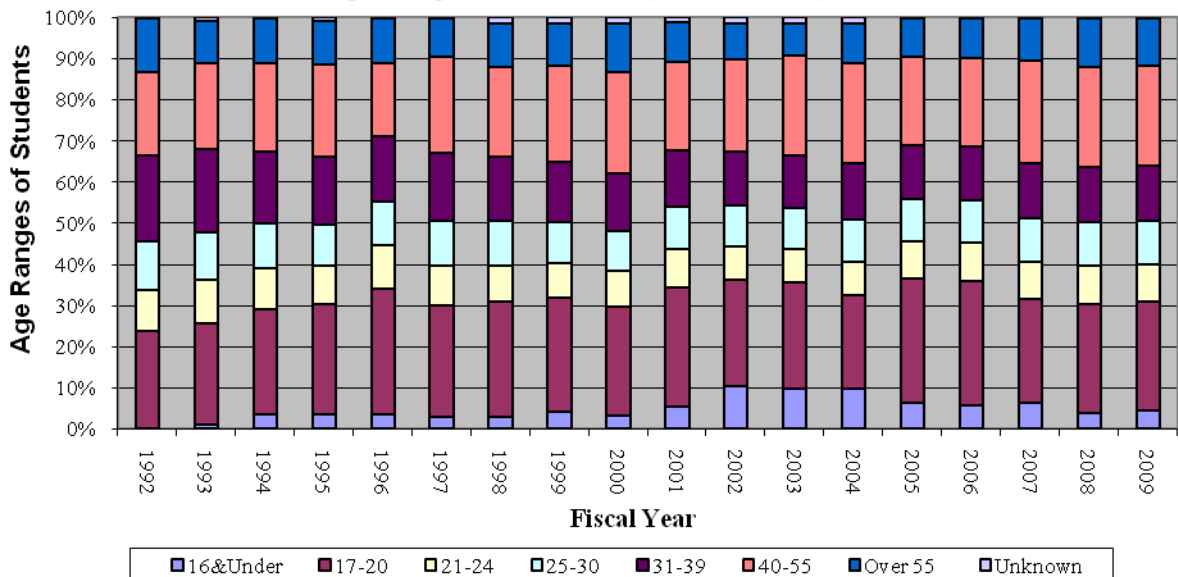


Chart 35: Districtwide Age Ranges (IECC E1 Report)

**Online Enrollments**

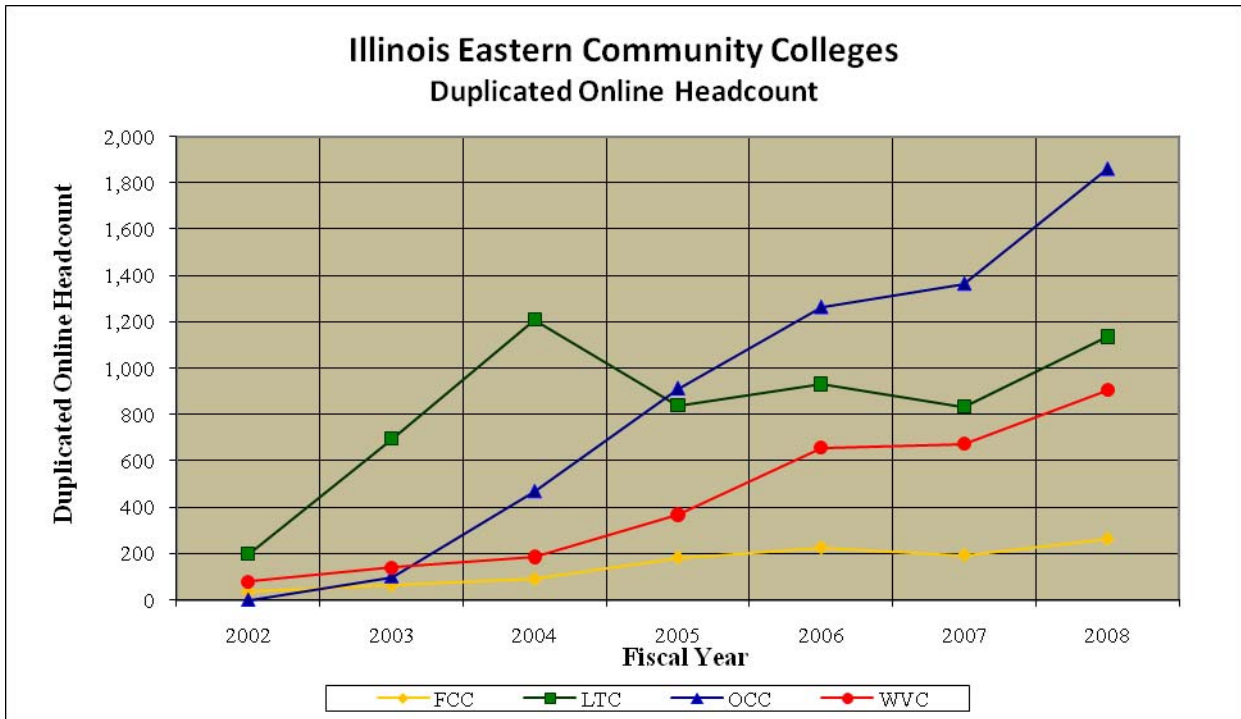


Chart 36: Duplicated Online Headcount (IECC: A1 Report)

Chart 37 shows that online enrollments at all four colleges increased from FY 2007 to FY 2008. Chart 37 also indicates that Districtwide online enrollments have steadily increased since FY 2002, remained level between FY 2006 and FY 2007, but increased again in FY 2008. Colleges should continue to review online enrollments, especially during annual program reviews, to determine if the demand for additional online coursework will better enable students to achieve their educational goals.

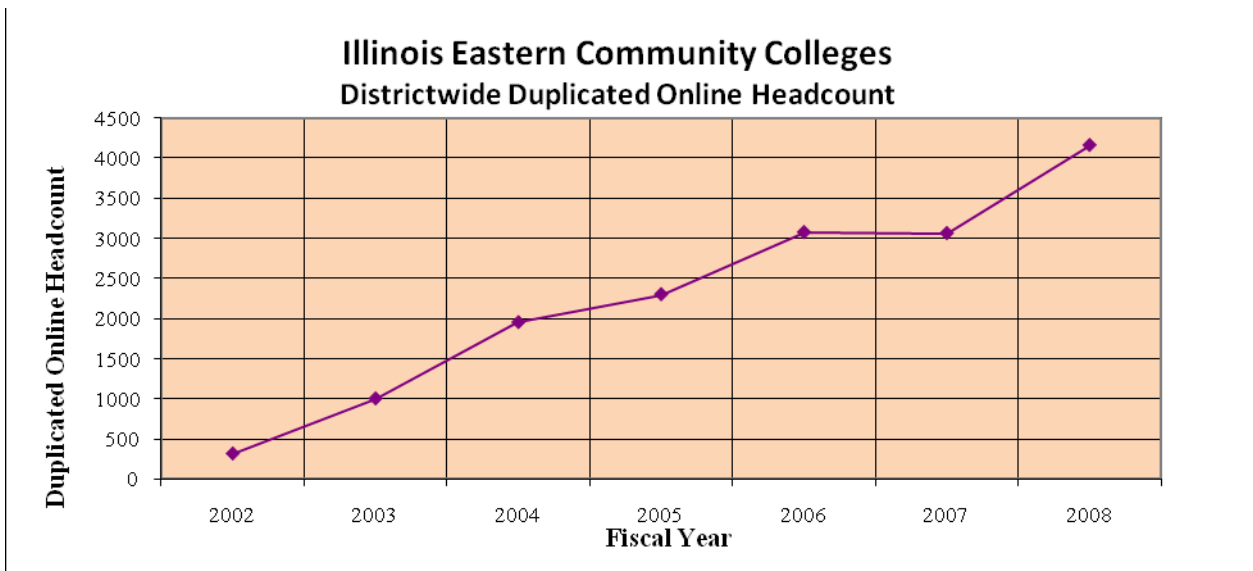


Chart 37: Districtwide Duplicated Online Headcount (IECC: A1 Report)

## PROGRAM COMPLETERS AND ENROLLMENT

### *Transfer Programs*

The data for all degree completers throughout District #529, unless otherwise noted, is shown from FY 1979 to FY 2008. Chart 38 shows that, although the number of A.S. degree completers has declined somewhat since FY 2000, there was an increase in A.S. degree completers in 2007 at WVC and a sharp decrease at LTC, FCC, and OCC.

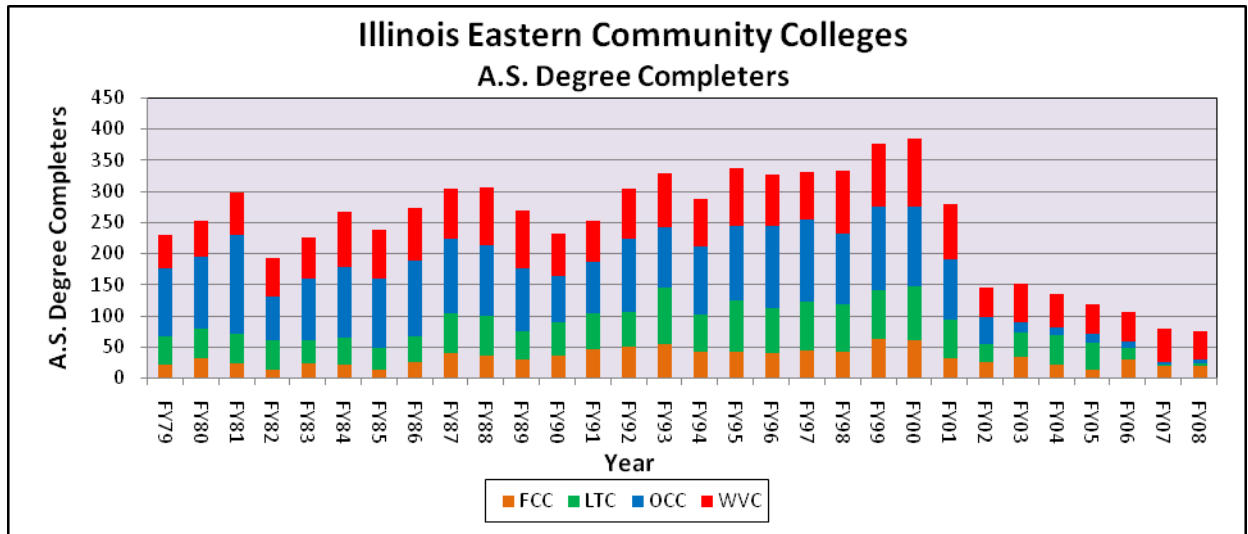


Chart 38: A.S. Degree Completers

Chart 39 shows that since the inception of the A.S.A. degree in 2001, the number of students completing the A.A. degree has declined dramatically at all four colleges.

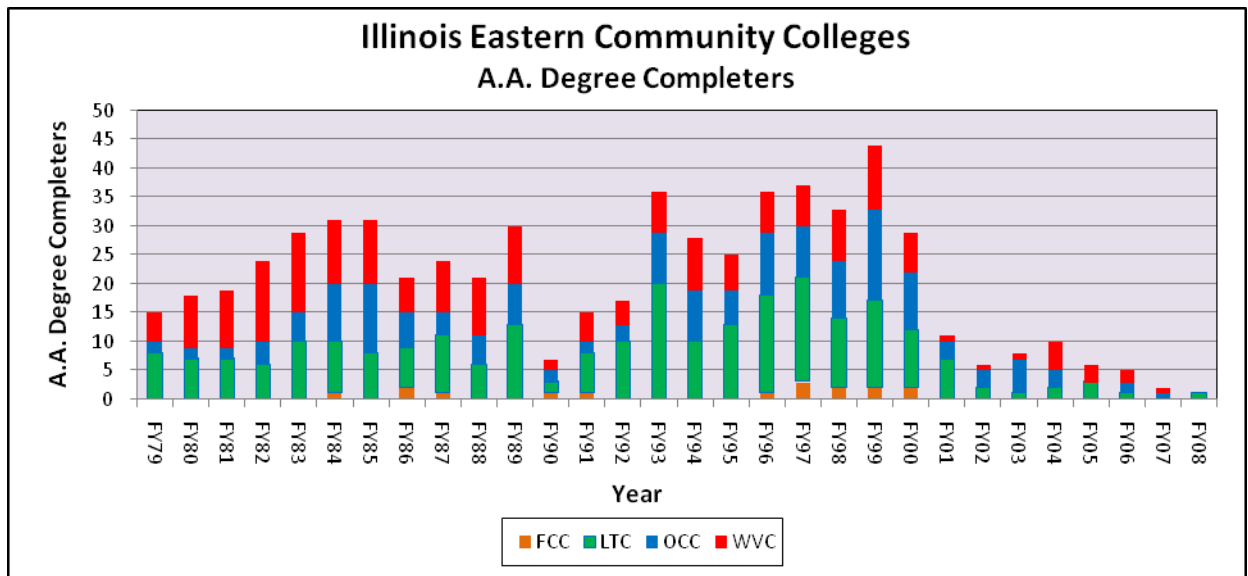


Chart 39: A.A. Degree Completers



Chart 40 shows that the A.S.A. degree, available only since FY 2001, has had an increasing number of completers. More and more students each year may be opting for the A.S.A. degree because it appears to provide a more general fit for certain types of transfer students, especially math and engineering majors.

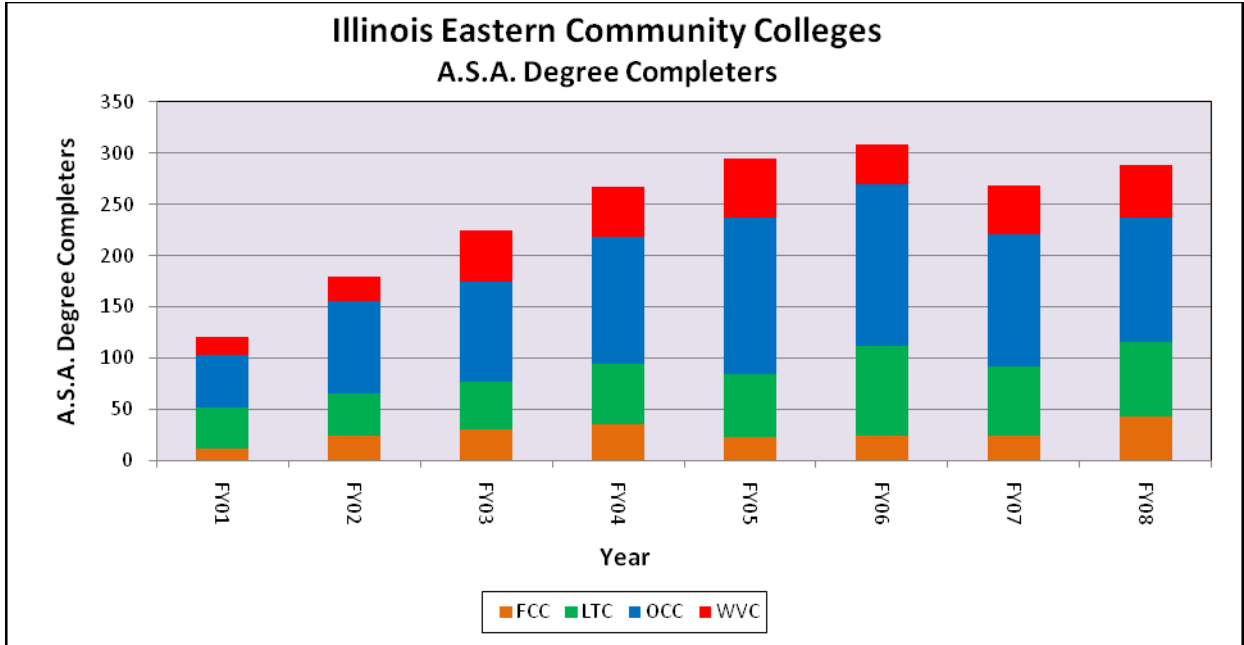


Chart 40: A.S.A. Degree Completers

Chart 41 shows that the number of transfer-type associate degree enrollees (A.A./A.S./A.S.A./A.F.A) has been relatively stable since fiscal year 2003.

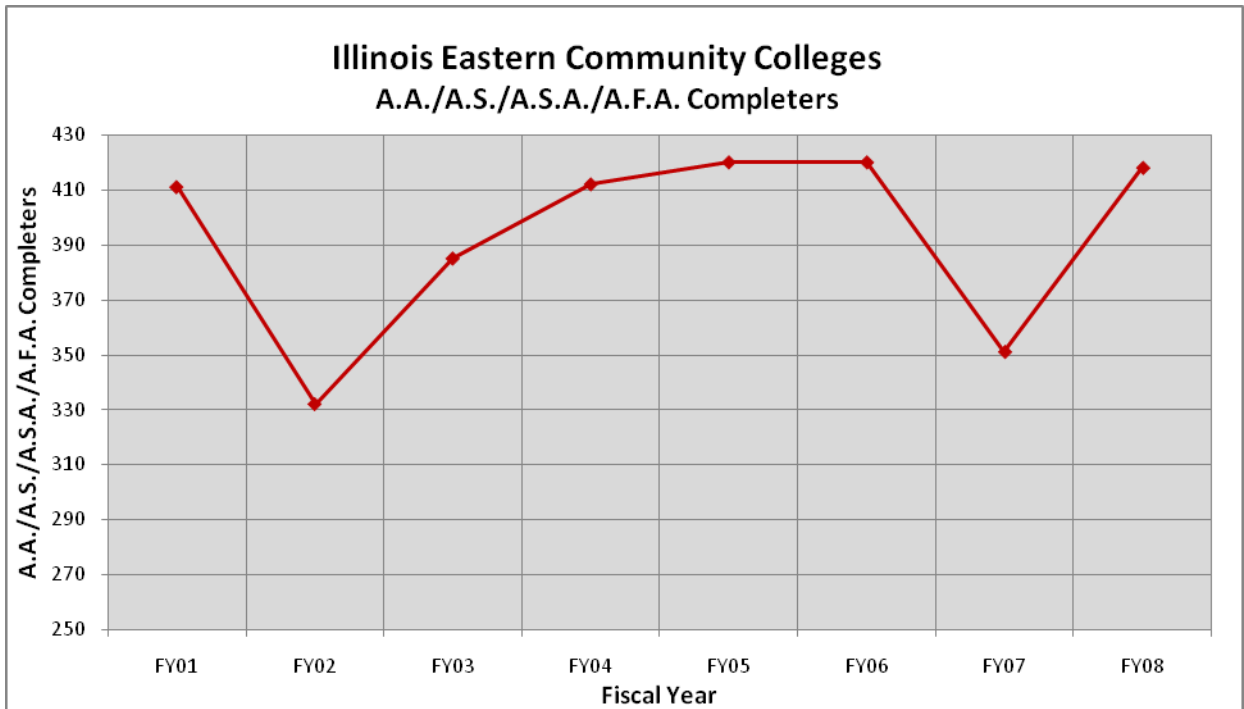


Chart 41: A.A./A.S./A.S.A./A.F.A Degree Enrollees

Chart 42 indicates that the number of A.G.S. degree completers has increased since 1988 at all four colleges, with consistently the most A.G.S. degree completers at LTC and WVC.

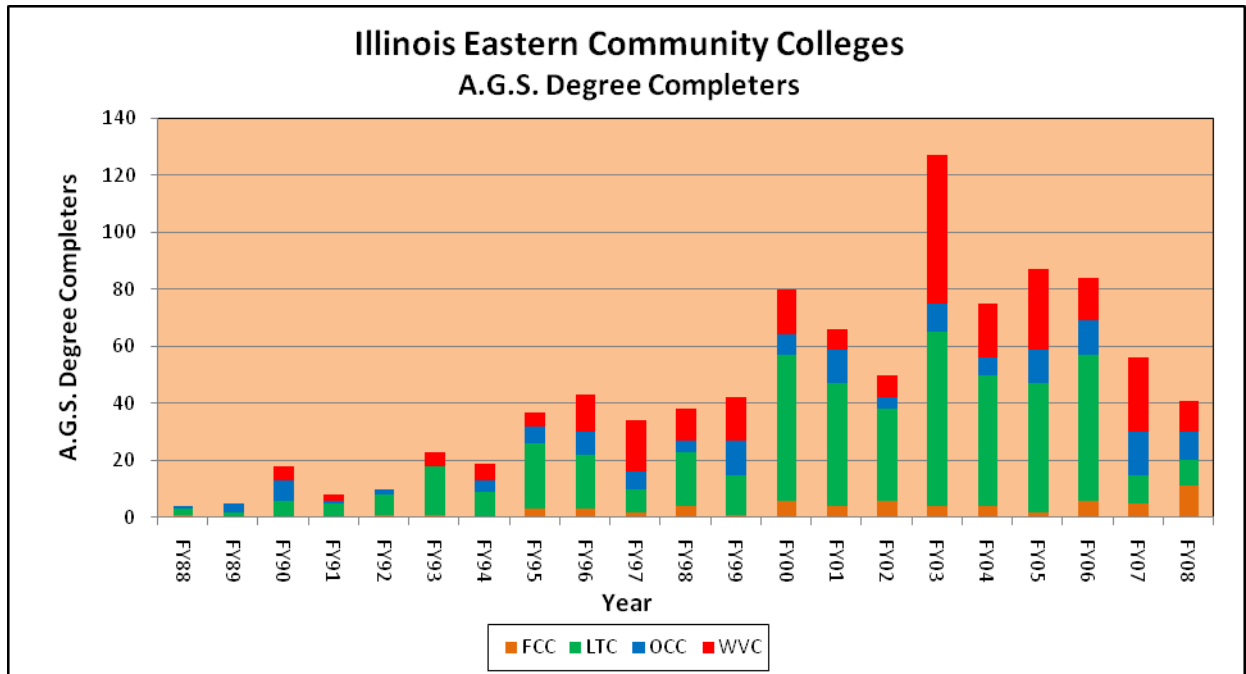


Chart 42: A.G.S. Degree Completers

Chart 43 shows that total college completers for the four colleges are on a gradual increase since FY 1983. It also shows that the Districtwide trend for total degree completers has significantly increased since FY 1983. The data show 1,488 completers in FY 2007 and 1,644 completers in FY 2008, an 11% increase.

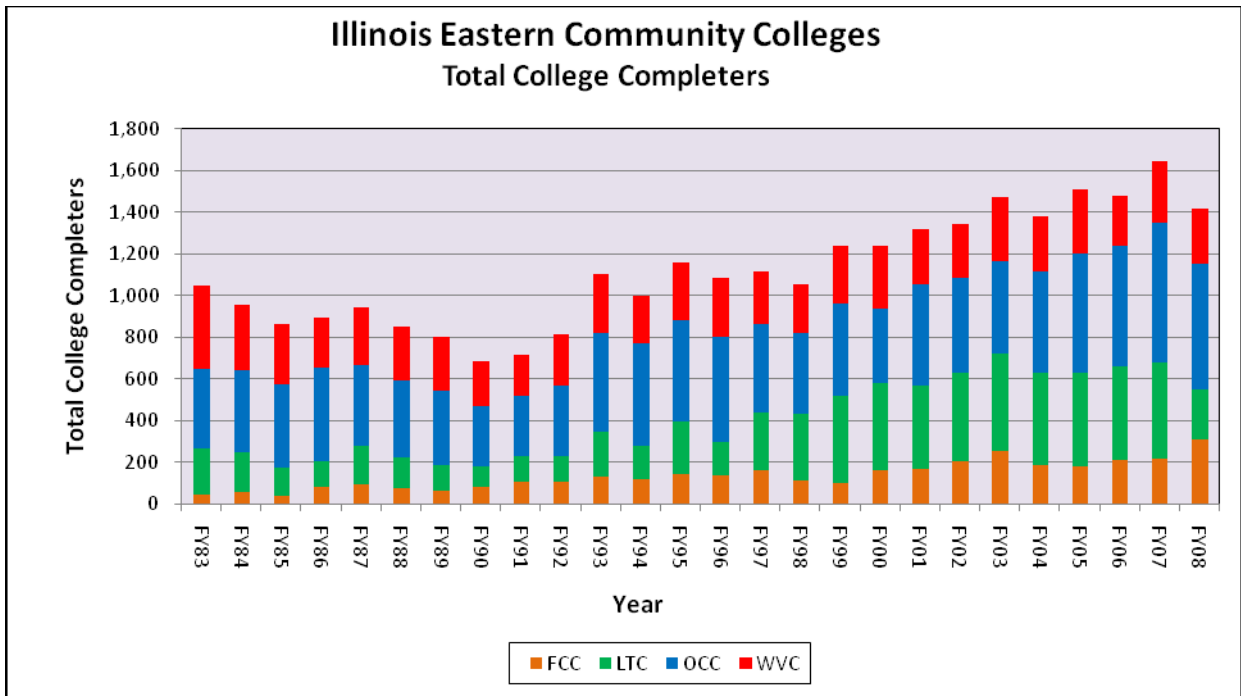


Chart 43: Total IECC Completers

### ***Technical Programs***

Although historically we have analyzed the trends in transfer degrees each year, we have tended to analyze the trends in career and technical degree and certificate programs on a rotating five-year basis. That is, each year, one-fifth of all career and technical programs are evaluated to determine if they are meeting the needs of those communities we serve. Data on degree completers were collected on those programs undergoing program review in fiscal year 2008.

Based on the District’s analysis of the degree and certificate programs listed herein, and as required by the Illinois Community College Board’s Accountability and Productivity guidelines, the colleges can determine if they wish to: (a)continue programs with minor improvements; (b)continue programs with significant improvements; (c)discontinue or eliminate programs; or (d)schedule programs for further review.

### ***Programs Up for Review in FY2009***

The following programs up for program review in fiscal year 2009 had no program enrollees or completers:

- FCC WEL C569 Welding Certificate (Inactive)
- WVC GNSM D572 Gunsmithing (New Program)

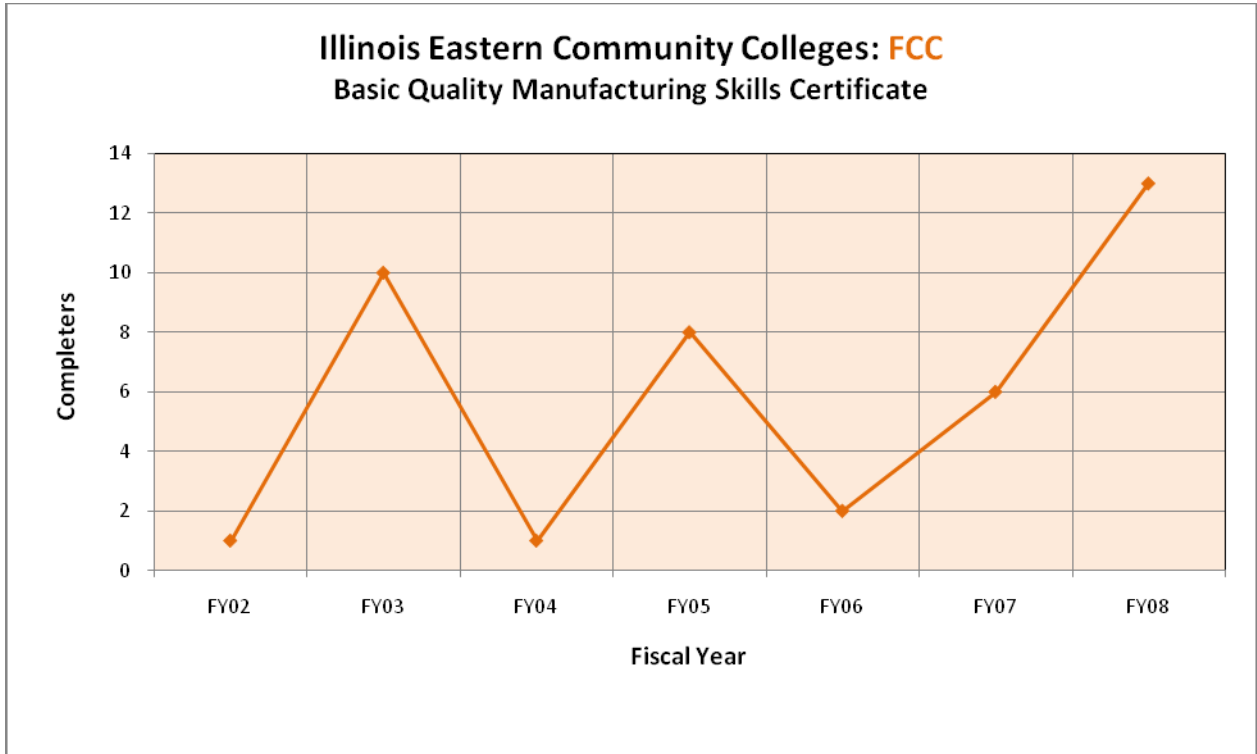


Chart 44: Basic Quality Manufacturing Skills Certificate

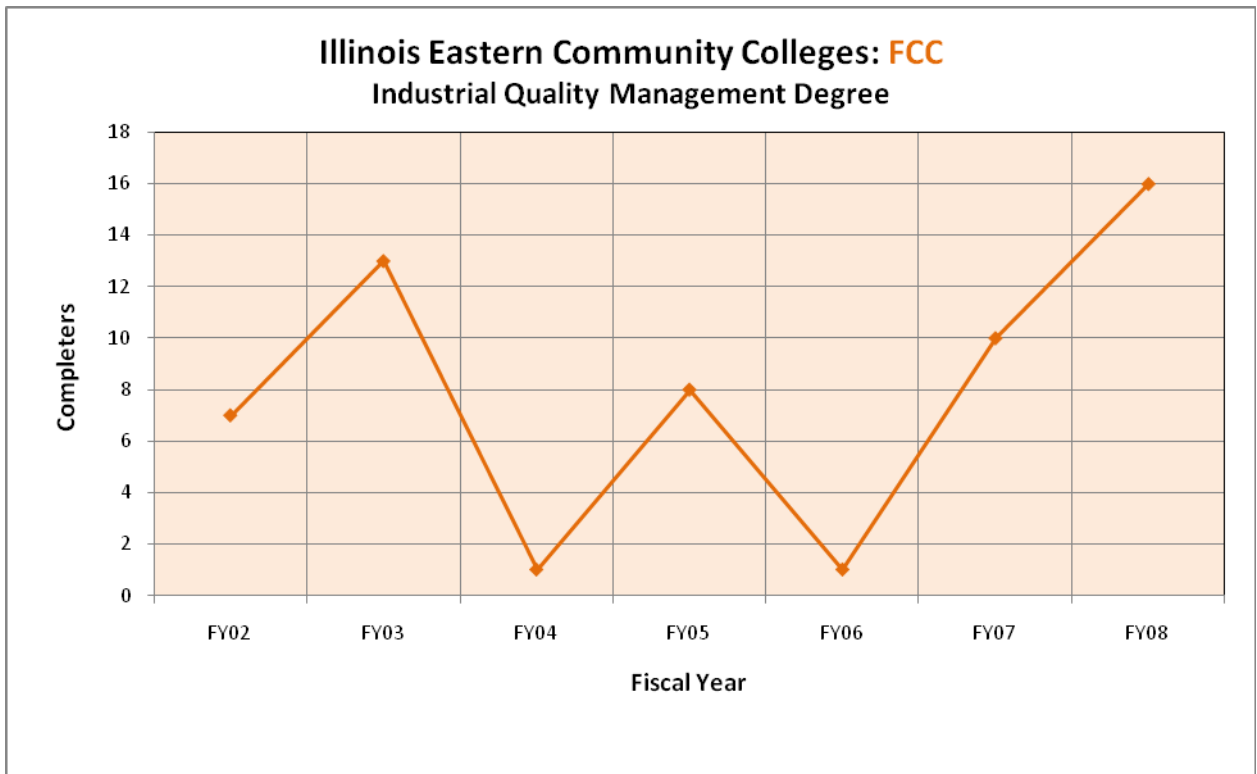


Chart 45: Industrial Quality Management Degree

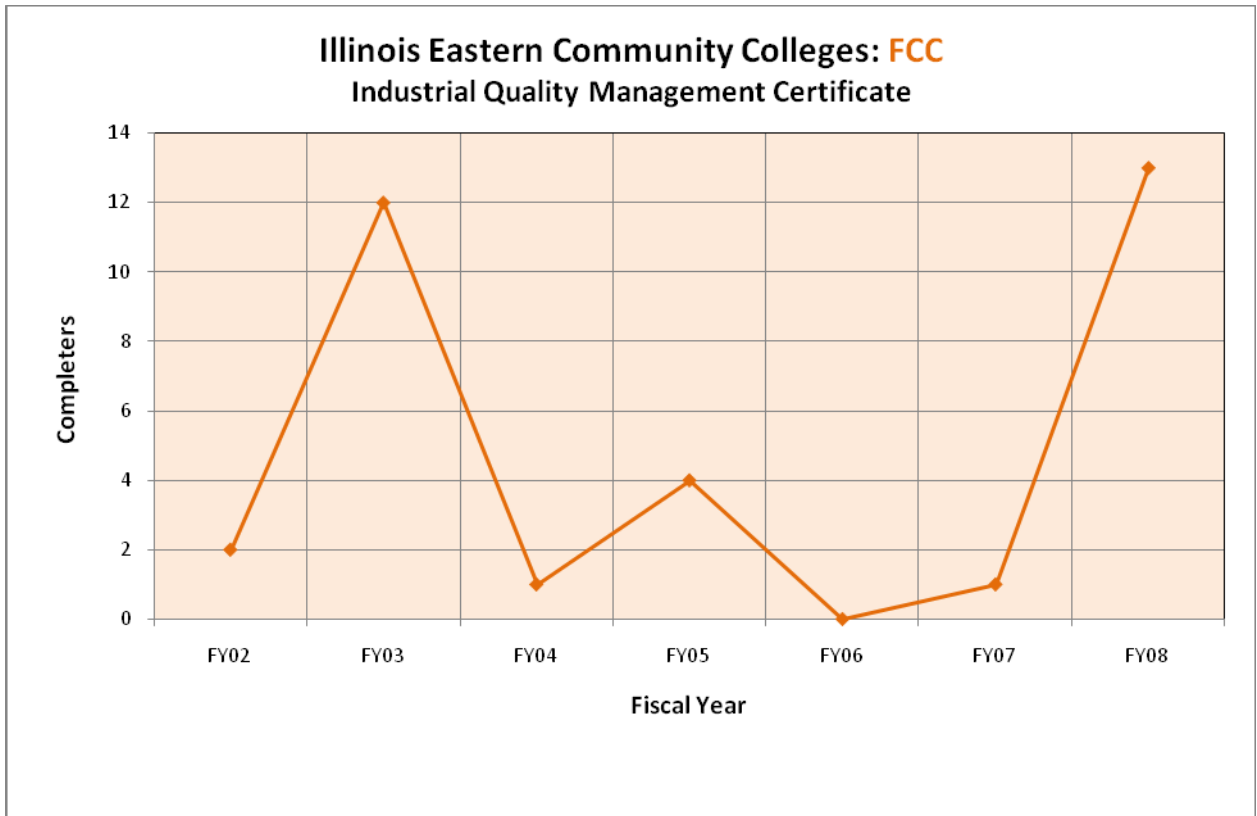


Chart 46: Industrial Quality Management Certificate

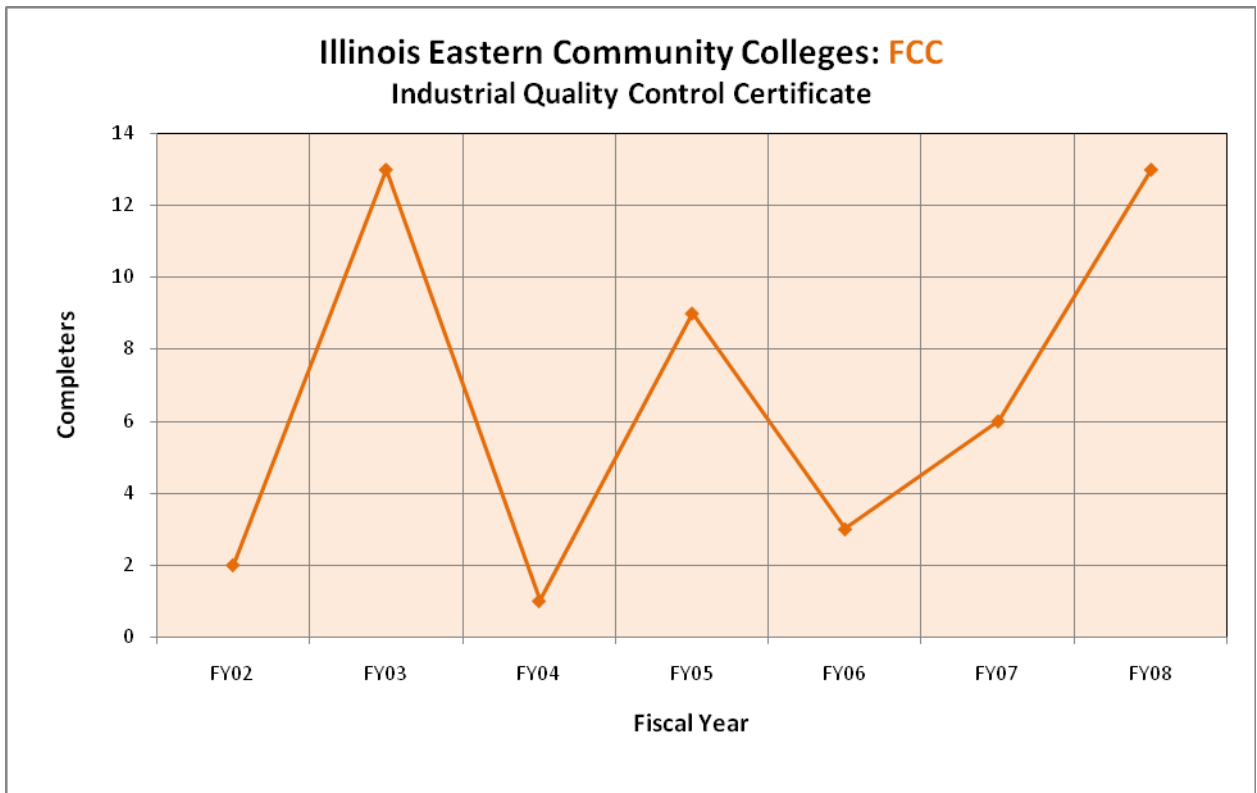


Chart 47: Industrial Quality Control Certificate

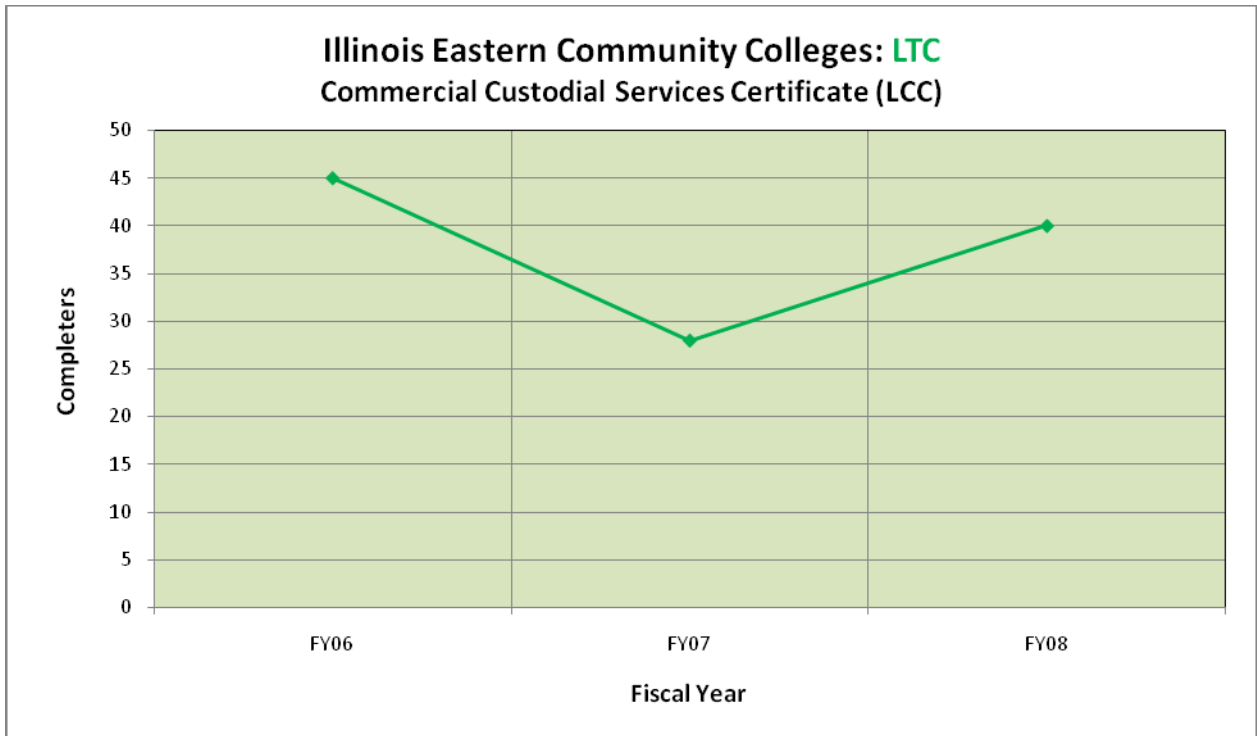


Chart 48: Commercial Custodial Services Certificate (LCC)

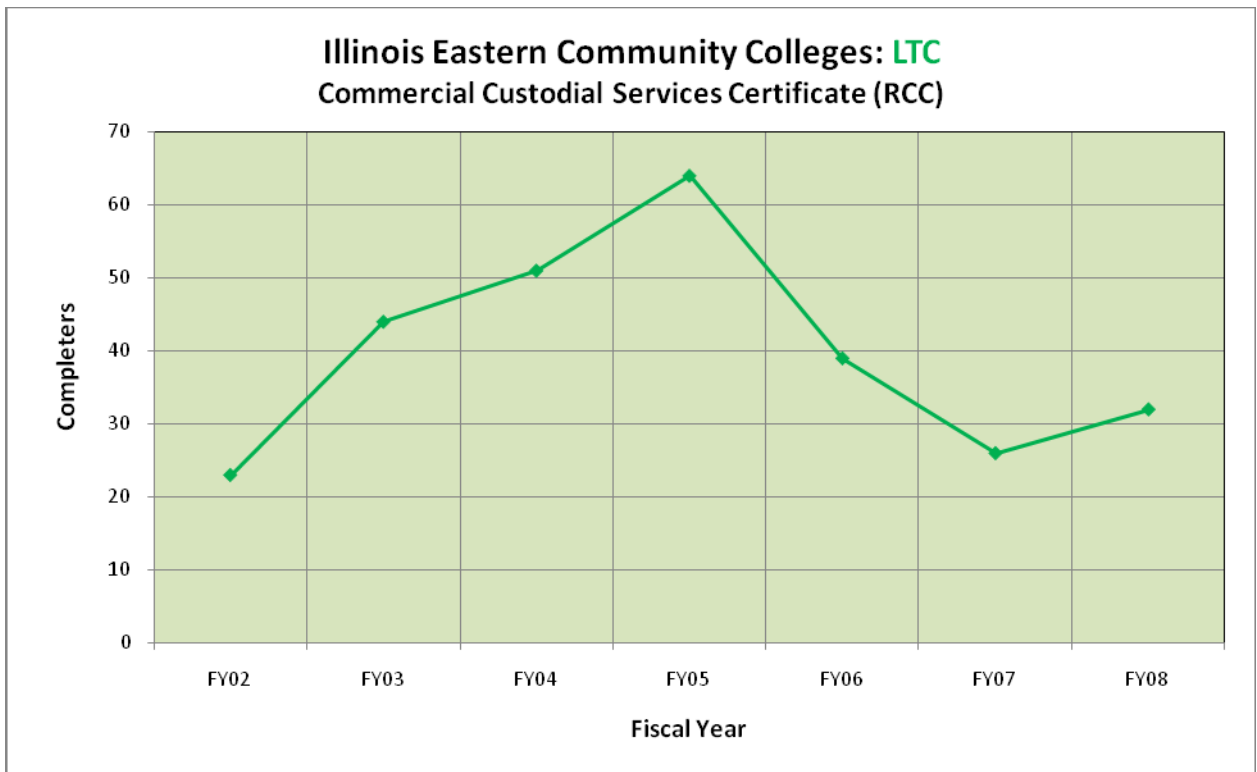


Chart 49: Commercial Custodial Services Certificate (RCC)

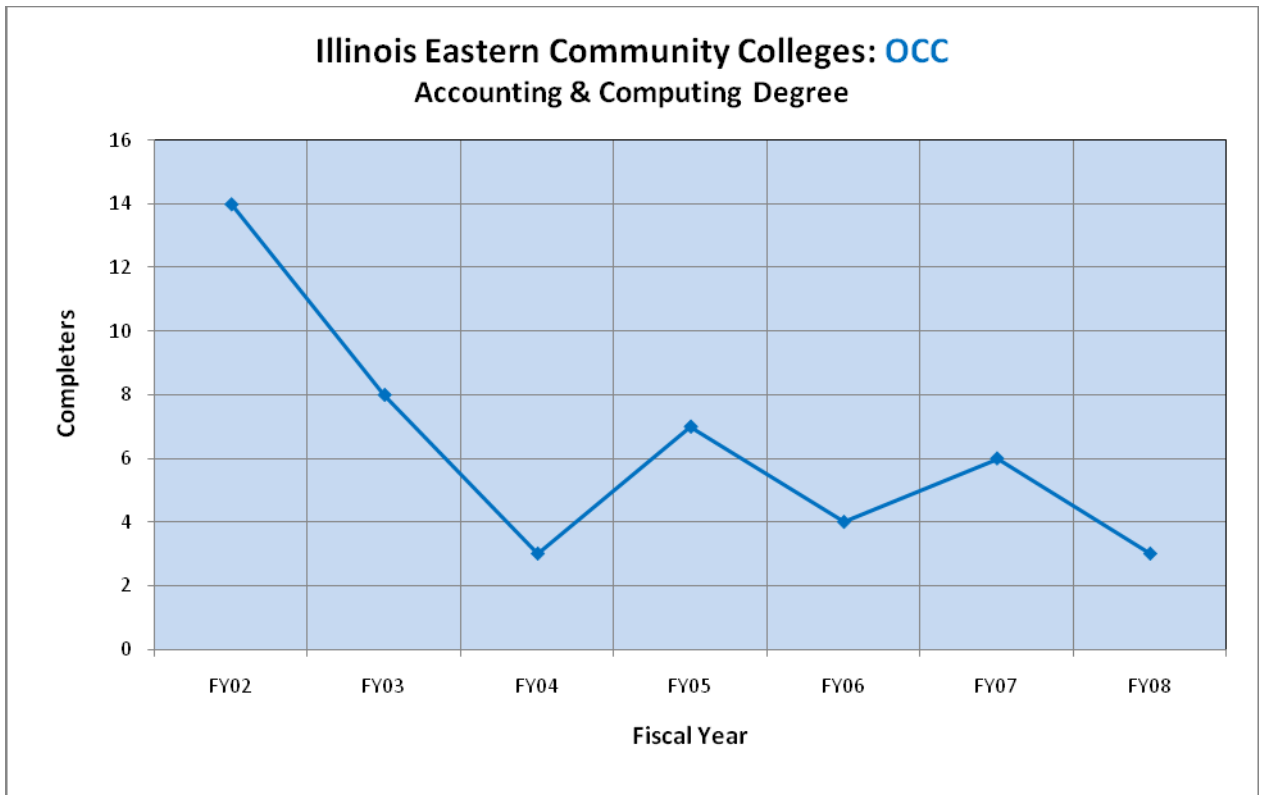


Chart 50: Accounting & Computing Degree

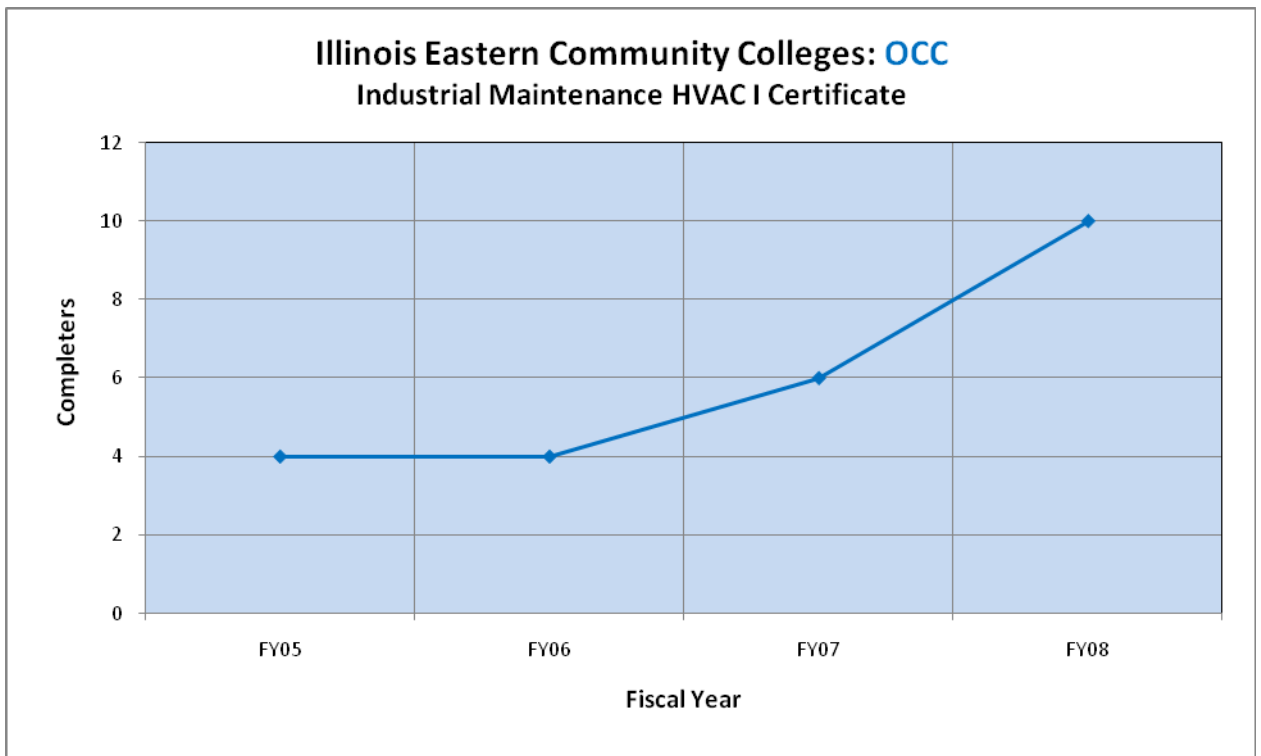


Chart 51: Industrial Maintenance HVAC I Certificate

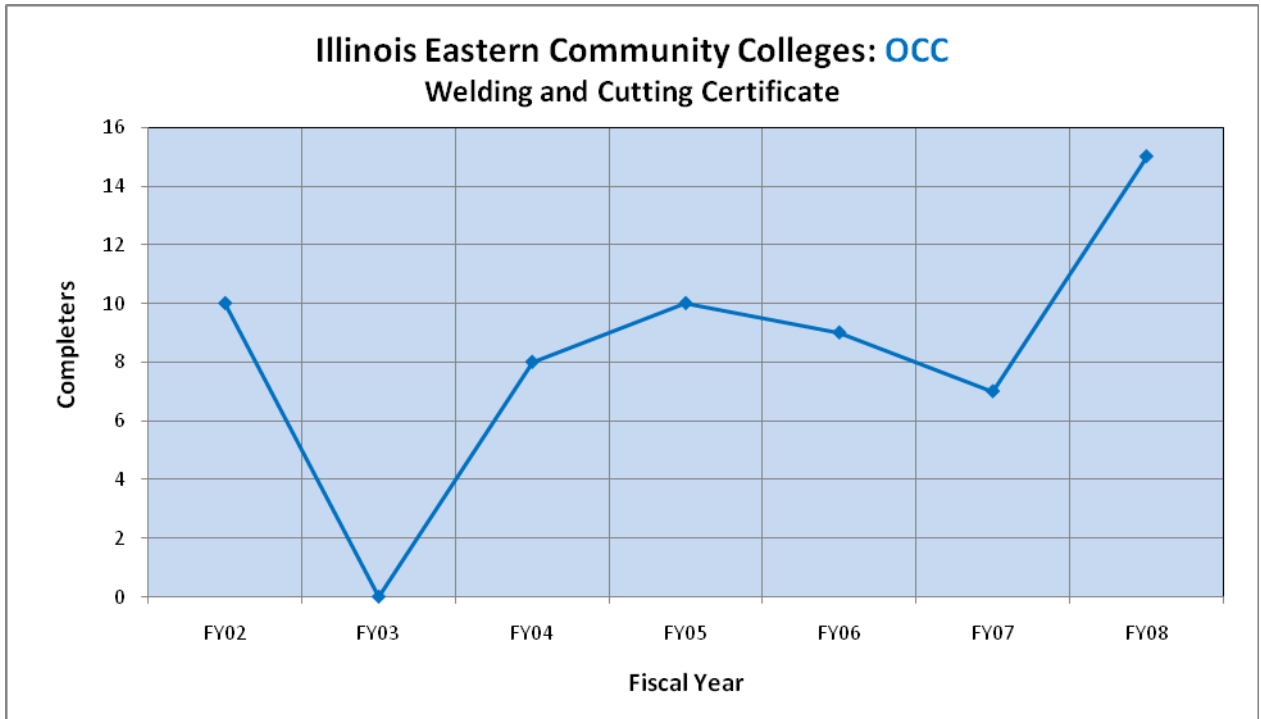


Chart 52: Welding and Cutting Certificate

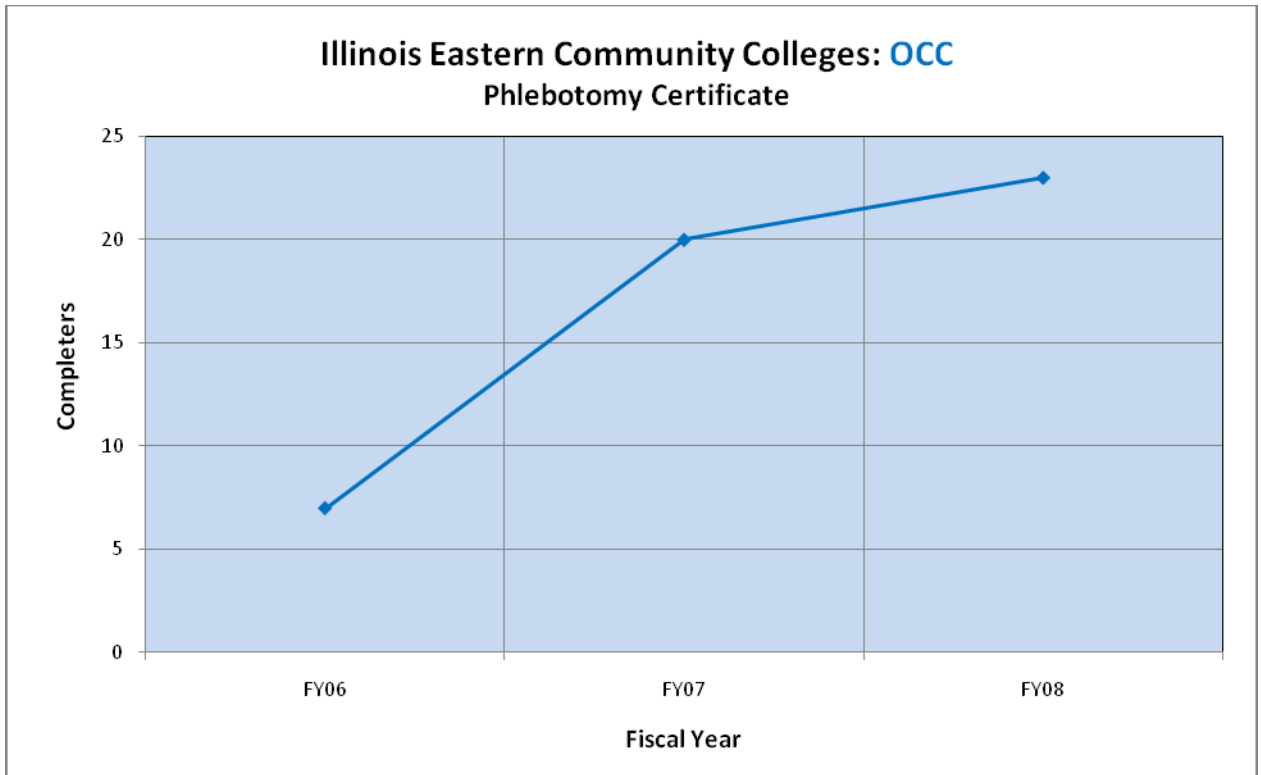


Chart 53: Phlebotomy Certificate



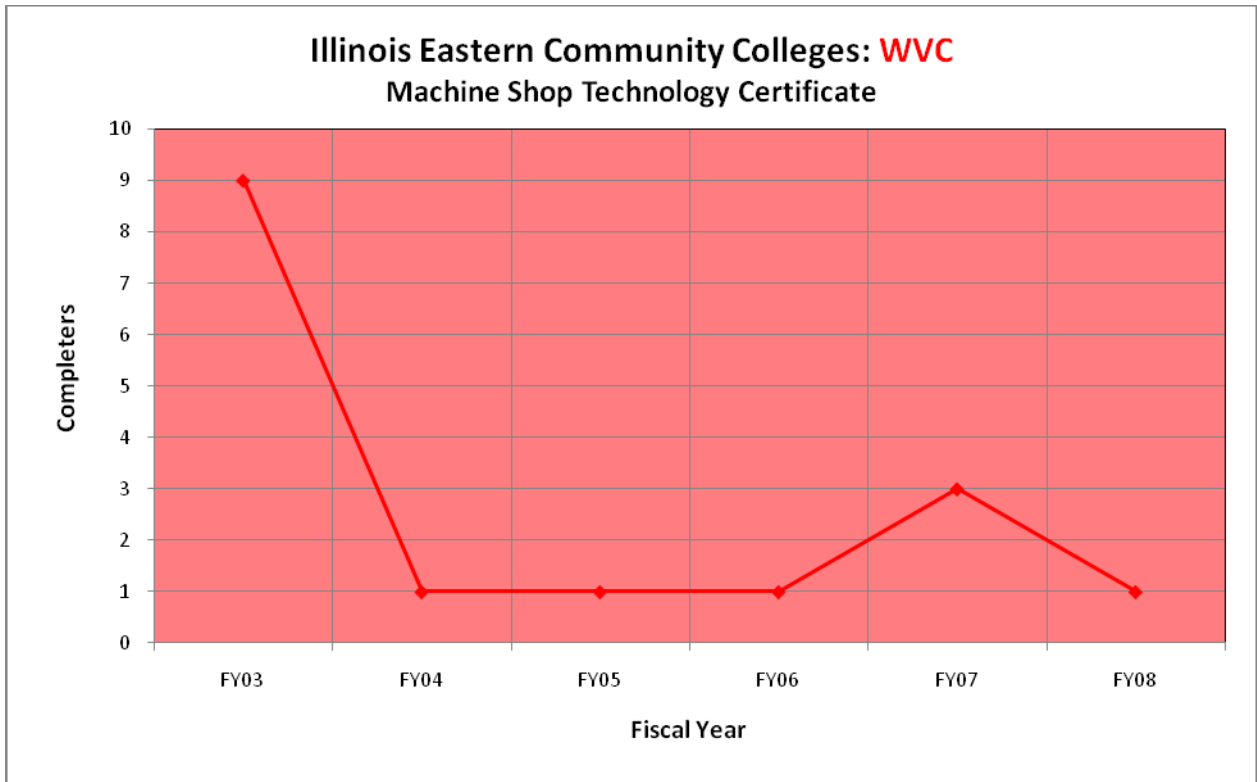


Chart 54: Machine Shop Technology Certificate

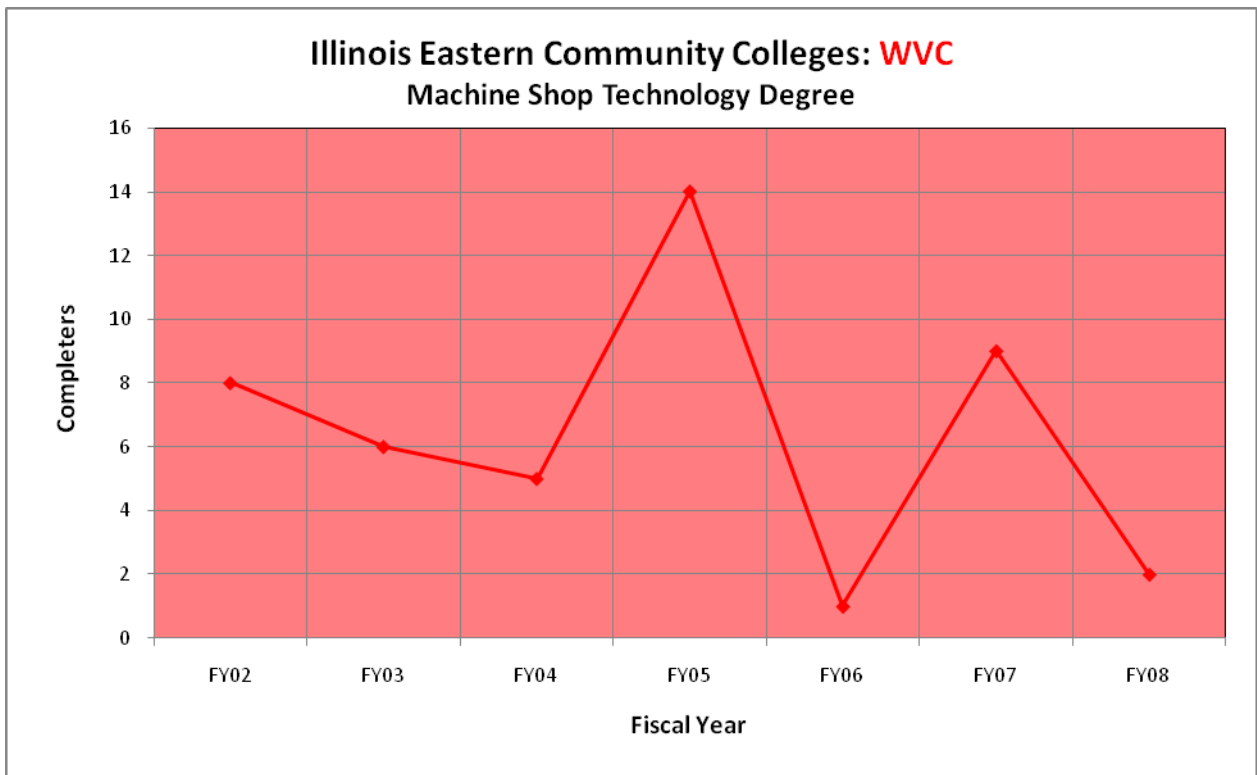


Chart 55: Machine Shop Technology Degree

## SUMMARY

The Illinois Eastern Community Colleges environmental scan provides several views of the district's environment that are used by the CEO and Cabinet to plan for future student and institutional demand. The data analysis in this environmental scan, combined with local information and community input, supports the District in developing the annual Strategic Plan, completing the Program Review process, developing institutional effectiveness, developing the Career and Technical Education Plan, and the Online Education Plan.

The analysis of the historical data indicates that the District's population, including the number of high school graduates, continues to decline approximately one-half of one-percent per year. The number of high school graduates in Indiana border counties appears to be relatively stable and, with reciprocity agreements, continuing efforts should be made to capture even more of this population of students. Online student enrollments have increased steadily since the District began offering courses in this format in fiscal year 2002. Online courses are not limited to times or distance. Increasing the number of online offerings, especially a complete two-year degree program, could provide an untapped source of student population for the District. More dual credit offerings at area high schools are yet another source of additional state reimbursable credit hours.

Equalized assessed valuation continues to increase only slightly and may decrease in the next few years. State support also continues to decline. Unemployment rates increased slightly from 2006 to 2007. The average per capita personal income of District #529 has not increased at a rate comparable to other Illinois residents. Reimbursable credit hour grant generation is forecast to remain steady or only slightly increase within the next several years. It would appear that future revenue increases will need to come from two sources: student tuition increases and state funding. However, if state funding continues to decline beyond FY 2009, the District may be forced to consider even larger student tuition and/or fee increases.

Given that the residents of District #529 are less well off than the average Illinoisan and the average American, it would appear that increases in student tuition will need to continue to be both incremental and small. Increasing the number of online offerings as well as raising the tuition for these types of courses for Out-of-District and Out-of-State students could be an untapped source of revenue for the District. With more and more students relying more and more on financial aid to meet college expenses, the District's financial aid offices should do everything possible to help students gain their maximum benefits to keep students in college. Generating more state reimbursable credit hours continues to be a way that the District can receive more state funding, even though the rate of this funding, when adjusted for inflation, is declining. Absent an increase in state funding, the District will simply have to continue to be more efficient with existing resources.

The analysis of the employment data and career and technical education program data provide much food for thought. Although the trend for manufacturing employments is relatively level, recent year data indicate a steady decline. This is particularly noteworthy because manufacturing employments represent the largest single block of employments

within the District. The District should continue to support local manufacturing entities through programs and courses offered through the colleges as well as the District's Workforce Education and Business and Industry Training departments. Retail Trade and Financial Services employments have remained steady for the past several years. Perhaps the District could increase program offerings in these areas. Educational Services employments from District #529 and ROE #12 both indicate steady increases.

District enrollment data indicate that both full- and part-time enrollments increased slightly in FY 2008. What is notable about male/female enrollment patterns in the District is that from 1993 to 2008 male enrollments have decreased while female enrollments have increased with a gross gender change of about 67%. Although this is alarming, it parallels state and national trends that show that beginning with 1992, females earned more Bachelor's Degrees than males. **By 2005, females were being awarded 58% of all Bachelor's degrees, and the increase continues.**

The simple facts that the majority of IECC enrollments are females and that progressively less males are receiving Bachelor's Degrees each year may help explain why the population of the counties which comprise the majority of the District #529 service area continues to decrease. Arguably, there are several other factors affecting the population decline in District #529, such as lack of employment opportunities and a similar lack of leisure pursuit offerings. However, the continuing decline of males enrolled in higher education is a major local problem as well as a national problem.

Student age range information should be evaluated by each college to determine marketing strategies as well as additional course offerings. Student support services departments should evaluate enrollment information to determine if the changes noted above may require changes to existing services and support programs. Personnel involved in the program review process should analyze the completion and enrollment data for their programs. Programs that have no enrollees or completers should be closely examined to determine if they are feasible offerings. Where possible, all degree and certificate program data include both degree and certificate enrollers and completers.

Other factors that come into consideration when interpreting the data in this report include the employment needs in neighboring Indiana counties, as well as national statistics, and a report from the Center for Tax and Budget Accountability. Several of District #529 residents commute to jobs in Indiana. Colleges should continue efforts to reach students by offering programs that are in demand relative to our southwestern Indiana neighbors, as well as within the District.

America's Career InfoNet projects that through 2014, the top five fastest growing jobs will be Home Health Aides (56%), Network Systems and Data Communications Analysts (55%), Medical Assistants (52%), Physician Assistants (50%), and Computer Software and Computer Applications Engineers (48%). The American Association of Community Colleges identifies registered nursing, law enforcement, licensed practical nursing, radiography, and computer technologies as the "five hottest community college programs."

An examination of the national data on the change in college participation rates for students from low income families indicates that Illinois is 48<sup>th</sup> out of 50 states. This means, for the 10-year period measured (1994 to 2004), progressively fewer students each year from low income families in Illinois are participating in college. The FY 2009 environmental scan indicates that, although the District's base population continues to decline, District #529 colleges must continue to offer educational programs and services that prepare students to meet demands of a global human capital economy, especially students from low income families. By doing so, the District will better serve the residents of District #529, and benefit the local economy, which, in turn, will support a stronger national economy.

## **DATA SOURCES**

The data for this environmental scan were extracted, in whole or in part, from one or more of the following sources:

America's Career Info Net  
Illinois Bureau of Economic Analysis  
Illinois Community College Board  
Illinois Department of Employment Security  
Illinois Eastern Community Colleges  
(Roger Browning, Lucinda (Cindy) Wingert, and Rita Adams)  
National Profile of Community Colleges: Trends & Statistics (2005), 4<sup>th</sup> Ed.  
ROE #12 Databases  
United States Census Bureau  
United States Bureau of Economic Analysis

Note: The FY 2009 Environmental Scan was designed and compiled by Jackie L. Davis. Please contact me at [davisj@iecc.edu](mailto:davisj@iecc.edu) or (618) 395-7777, Extension 2001, if you would like to further examine any of the data sets used in the compilation of this document.

**Agenda Item #8C**

**Dell Contract**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2008  
RE: Dell Master Price Agreement

In 1996, the District committed itself to a five year \$2 million Technology Plan and each year spent a minimum of \$400,000 on upgrading technology at each of the four colleges and the District Office. In more recent years, the annual amount has been increased to over \$500,000 per year.

Over three years ago, the District made a policy decision approved by the Board of Trustees that the District would purchase servers, located at each college and the District exclusively from Dell Computers. The uniformity of servers has allowed the District to have a server programmed that could immediately be placed into service in the event of a server malfunction. Having uniform servers has been a great benefit and a cost savings to the District.

For several years, the Technology Committee and the Cabinet has discussed the increasing need to go to a single source supplier of our computers. Alex Cline, Director of Information Services, has been working with the Dell Corporation to develop a master purchasing agreement that will allow the District to purchase computers from Dell at substantially reduced costs from prevailing market prices.

Dell will provide training for District technicians and allow us access to company proprietary information, on a limited basis, so that our technicians can more rapidly and easily repair computers that malfunction. Dell has been a leader in providing training and access to company data on each computer built.

The District has developed an agreement with Dell which will allow us the most competitive pricing with a review each six months with possible price reductions if Dell suppliers have reduced the price of components in the computer. The agreement is not exclusive and allows the District to purchase equipment from other supplies if it so desires. But the likelihood is that the District, under this agreement, will purchase virtually exclusively from Dell.

I ask the Board's approval of the attached agreement with Dell Computers.

TLB/rs

## **MASTER PRICE AGREEMENT**

**For**

### **COMPUTER EQUIPMENT, SOFTWARE, PERIPHERALS AND RELATED SERVICES**

**DELL MARKETING L.P.**

This agreement is entered into by Dell Marketing L.P., One Dell Way, Round Rock, TX 78682, (“Dell”) and Illinois Eastern Community College District #529, 233 East Chestnut Street, Olney, IL 62450, (“The District”).

**WHEREAS**, the District has the need to purchase and Dell desires to sell; and,

**WHEREAS**, the District has authority to offer contracts to Dell for the purchase of computer equipment, software, peripherals and related service; and

**WHEREAS**, the District and Dell state that this agreement shall become effective upon its adoption by each party and shall remain in full force and effect for a period of three year; and

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties agree as follows:

Dell shall submit an initial Standard Configurations Pricing (SCP). This SCP shall be submitted to Illinois Eastern Community Colleges in a format agreeable to both parties and shall be posted to Illinois Eastern Community College’s Premier website as developed by Dell.

Dell shall offer Illinois Eastern Community Colleges products and services at prices available under Dell’s Western States Contracting Alliance (WSCA) contract, which reflects discounts off of Dell’s category list prices. The WSCA contract will be available for viewing and purchase on the District’s Premier website.

Dell shall discuss pricing with Illinois Eastern Community Colleges every six months in order to determine whether additional savings can be offered.

Throughout the term of the contract, if there is a decrease in configuration component costs, Dell will adjust the configuration price accordingly every six months. If there are no revisions to the fixed configuration prices, quoted prices will remain firm for the three-year term of the contract. Prices may be adjusted only upon the extension

and/or renewal of the contract, upon modification of the standard configurations at customer's request, or upon changes to Dell's product offerings.

Dell shall waive the cost of Warranty Parts Direct certification for 10 technicians, as well as Tier 2 enrollment fees.

Parties agree that this is not an exclusive agreement and that the District may obtain computing equipment products and services from other sources during the agreement term. The District makes no expressed or implied warranties whatsoever that any particular number of purchase orders will be issued or that any particular quantity or dollar amount of products or services will be procured.

**Illinois Eastern Community College District #529**

**DELL Marketing L.P.**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Chairman                      Date**

**Title                              Date**

**By:** \_\_\_\_\_

**Secretary                      Date**



**Agenda Item #8D**

**Marathon Conservation Project at LTC**

**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 18, 2008

RE: Marathon Conservation Project at LTC

Marathon Petroleum Company, LLC (Marathon) has proposed the development of a wildlife habitat area at Lincoln Trail College. The proposed habitat improvement would include the placement of nesting boxes and create a wetlands area which would cover approximately 3 acres. Marathon would capture water from the existing Miller Lake at times of overflow and the actual wetlands would be approximately 1.5 feet deep. Marathon will utilize LTC's Horticulture program to grow plant species to be planted in the wetlands (3,000-4,000 plants) and would plant Bald Cypress trees in the wetlands.

In addition, acreage would be placed into the Conservation Reserve Program (CRP) for planting of native grasses. The cost of the portion of this program would be largely paid for by enrolling in the CRP cost share program. This grassland area will improve conservation and enhance wildlife habitat.

Marathon proposes also to include a park like setting by adding additional trees, by clean- up of the area, adding picnic tables, and a walking path.

The entire cost of the program will be paid for by funds from the Wetland Development Program, Marathon (\$5,000), The National Wildlife Federation, and Ducks Unlimited.

Lincoln Trail College Foundation will also be involved in the project and has indicated its support.

I ask that the Board authorize the Chairman and the CEO to execute such documents as required to put into place this proposed wildlife habitat development.

TLB/rs

**Agenda Item #8E**

**Acceptance of McCoy Property**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2008  
RE: Acceptance of McCoy Building

Mrs. Jane McCoy currently owns a building located in downtown Robinson. Mrs. McCoy is the widow of W. "Red" McCoy, who operated a local welding and heavy equipment repair business. Mr. and Mrs. McCoy began their business shortly after World War II and built a substantial building and over the years added to the structure as their business expanded.

Following the death of Mr. McCoy, the business was closed and the building is now vacant. Mrs. McCoy wishes to deed the building to Illinois Eastern Community Colleges/Lincoln Trail College. President Beverly Turkal has been working with George Woods and our Workforce Development Program to develop a welding program at this facility if the Board decides to accept it.

The building is a brick structure and has been kept in good repair over the years and with renovations could be converted to a building that could easily contain a welding program for Lincoln Trail College.

A deed will be available for Trustee review at the Board meeting. I ask the Board's acceptance of the deed of property as offered by Mrs. Jane McCoy.

TLB/rs

**Agenda Item #8F**

**LTC Van Lease**

**Agenda Item #8F**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2008  
RE: LTC Van Lease

The Lincoln Trail College Foundation has agreed to purchase a van that will be leased to Lincoln Trail College under the terms of the lease agreement which follows.

I ask the Board's approval of the lease agreement.

TLB/rs

Attachment

**LEASE WITH OPTION TO PURCHASE**

This agreement entered into the \_\_\_\_ day of November, 2008, by and between the Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

**WITNESSETH:**

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2008 Ford 15 Passenger Econoline Van, 23,832 miles, VIN IFBNE31LX8DA99842

The consideration to be paid for the lease shall be \$13,868.00, plus 4.5% simple interest to reflect a total lease amount, including interest, of \$15,614.35 payable as follows:

1. Five payments of \$3,122.87.00 to be due and payable on the 15<sup>th</sup> day of July 2009, 2010, 2011, 2012, and 2013.
2. The final payment, due July 15, 2013, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional one dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor.
5. During the term of the lease, the Lessee takes full responsibility for the following obligations:
  - a. To provide and pay for all necessary expenses to operate the leased vehicle.
  - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
  - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: \_\_\_\_\_

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: \_\_\_\_\_

**Agenda Item #8G**

**LTC Van Lease**



**Agenda Item #8G**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2008  
RE: LTC Van Lease

The Lincoln Trail College Foundation has agreed to purchase a van that will be leased to Lincoln Trail College under the terms of the lease agreement which follows.

I ask the Board's approval of the lease agreement.

TLB/rs

Attachment

**LEASE WITH OPTION TO PURCHASE**

This agreement entered into the \_\_\_\_ day of November, 2008, by and between the Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2008 Ford 15 Passenger Econoline Van, 6,500 miles, VIN IFBME31L78DB37284

The consideration to be paid for the lease shall be \$15,368.00, plus 4.5% simple interest to reflect a total lease amount, including interest, of \$17,303.25 payable as follows:

1. Five payments of \$3,460.65 to be due and payable on the 15<sup>th</sup> day of July 2009, 2010, 2011, 2012, and 2013.
2. The final payment, due July 15, 2013, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional one dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor.
5. During the term of the lease, the Lessee takes full responsibility for the following obligations:
  - a. To provide and pay for all necessary expenses to operate the leased vehicle.
  - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
  - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: \_\_\_\_\_

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: \_\_\_\_\_

**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, 2008**

| <b>FUND</b>                           | <b>BALANCE</b>        |
|---------------------------------------|-----------------------|
| Educational                           | \$3,042,958.27        |
| Operations & Maintenance              | \$2,333,674.75        |
| Operations & Maintenance (Restricted) | \$329,923.17          |
| Bond & Interest                       | (\$72,804.59)         |
| Auxiliary                             | \$1,878,754.72        |
| Restricted Purposes                   | \$66,020.05           |
| Working Cash                          | \$61,221.01           |
| Trust & Agency                        | \$394,346.18          |
| Audit                                 | (\$3,469.94)          |
| Liability, Protection & Settlement    | \$580,039.04          |
| <br>                                  |                       |
| <b>TOTAL ALL FUNDS</b>                | <b>\$8,610,662.66</b> |

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**October 31, 2008**

|  | <b>ALL FUNDS</b>                |
|--|---------------------------------|
|  | <b>Fiscal<br/>Year<br/>2009</b> |
| <b>ASSETS:</b>                                   |                                 |
| CASH   | 8,610,663                       |
| IMPREST FUND                                     | 21,500                          |
| CHECK CLEARING                                   | 12,000                          |
| INVESTMENTS                                      | 9,849,591                       |
| RECEIVABLES                                      | 1,516,821                       |
| ACCRUED REVENUE                                  | -                               |
| INTERFUND RECEIVABLES                            | -                               |
| INVENTORY  | 512,740                         |
| OTHER ASSETS                                     | 456,014                         |
| TOTAL ASSETS AND OTHER DEBITS:                   | 20,979,329                      |
| <br><b>LIABILITIES:</b>                          |                                 |
| PAYROLL DEDUCTIONS PAYABLE                       | 295,263                         |
| ACCOUNTS PAYABLE                                 | 142,284                         |
| ACCRUED EXPENSES                                 | -                               |
| INTERFUND PAYABLES                               | -                               |
| DEFERRED REVENUE                                 | -                               |
| OTHER LIABILITIES                                | 326,021                         |
| TOTAL LIABILITIES:                               | 763,568                         |
| <br><b>EQUITY AND OTHER CREDITS:</b>             |                                 |
| INVESTMENT IN PLANT                              | 2,567,241                       |
| PR YR BDGTD CHANGE TO FUND BALANCE               | 888,472                         |
| <br><b>FUND BALANCES:</b>                        |                                 |
| FUND BALANCE                                     | 6,337,259                       |
| RESERVE FOR ENCUMBRANCES                         | 10,422,789                      |
| TOTAL EQUITY AND OTHER CREDITS                   | 20,215,761                      |
| <br>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS | <br>20,979,329                  |

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 As Of October 31, 2008

ALL FUNDS

FY 2009  
 YEAR-TO-DATE

REVENUES:

|                        |            |
|------------------------|------------|
| LOCAL GOVT SOURCES     | 4,234,250  |
| STATE GOVT SOURCES     | 3,764,281  |
| STUDENT TUITION & FEES | 5,950,173  |
| SALES & SERVICE FEES   | 1,353,135  |
| FACILITIES REVENUE     | 2,151      |
| INVESTMENT REVENUE     | 69,564     |
| OTHER REVENUES         | 29,087     |
| TOTAL REVENUES:        | 15,402,641 |

EXPENDITURES:

|                          |            |
|--------------------------|------------|
| INSTRUCTION              | 3,655,845  |
| ACADEMIC SUPPORT         | 195,210    |
| STUDENT SERVICES         | 424,958    |
| PUBLIC SERV/CONT ED      | 25,079     |
| OPER & MAINT PLANT       | 1,489,678  |
| INSTITUTIONAL SUPPORT    | 4,309,374  |
| SCH/STUDENT GRNT/WAIVERS | 3,007,837  |
| AUXILIARY SERVICES       | 1,664,583  |
| TOTAL EXPENDITURES:      | 14,772,564 |

TRANSFERS AMONG FUNDS:

|                              |   |
|------------------------------|---|
| INTERFUND TRANSFERS          | 0 |
| TOTAL TRANSFERS AMONG FUNDS: | 0 |

|                                     |         |
|-------------------------------------|---------|
| NET INCREASE/DECREASE IN NET ASSETS | 630,077 |
|-------------------------------------|---------|

**OPERATING FUNDS  
COMPARISON REPORT FY07-09**

| College             | Category | FISCAL YEAR 2007    |                    |            | FISCAL YEAR 2008    |                    |            | FISCAL YEAR 2009    |                    |            |            |
|---------------------|----------|---------------------|--------------------|------------|---------------------|--------------------|------------|---------------------|--------------------|------------|------------|
|                     |          | 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    |                     | \$562,850          |            |                     | \$667,034          |            |                     | \$721,829          |            |            |
|                     | Payroll  |                     | 587,077            |            |                     | 564,371            |            |                     | 371,592            |            |            |
|                     | Totals   | \$2,899,660         | 1,149,927          | 40%        | \$3,165,569         | 1,231,405          | 39%        | \$3,392,451         | 1,093,421          | 32%        | 25%        |
| Lincoln Trail       | Bills    |                     | 450,028            |            |                     | 528,410            |            |                     | 712,625            |            |            |
|                     | Payroll  |                     | 642,232            |            |                     | 666,573            |            |                     | 425,219            |            |            |
|                     | Totals   | 3,157,380           | 1,092,260          | 35%        | 3,417,083           | 1,194,983          | 35%        | 3,814,734           | 1,137,844          | 30%        | 25%        |
| Olney Central       | Bills    |                     | 723,002            |            |                     | 724,459            |            |                     | 973,028            |            |            |
|                     | Payroll  |                     | 1,227,931          |            |                     | 1,160,560          |            |                     | 781,242            |            |            |
|                     | Totals   | 5,510,700           | 1,950,933          | 35%        | 5,830,491           | 1,885,019          | 32%        | 6,278,322           | 1,754,270          | 28%        | 25%        |
| Wabash Valley       | Bills    |                     | 754,587            |            |                     | 881,723            |            |                     | 1,132,469          |            |            |
|                     | Payroll  |                     | 829,785            |            |                     | 795,910            |            |                     | 574,063            |            |            |
|                     | Totals   | 3,950,259           | 1,584,372          | 40%        | 4,307,788           | 1,677,633          | 39%        | 4,941,103           | 1,706,532          | 35%        | 25%        |
| Workforce Educ.     | Bills    |                     | 507,907            |            |                     | 531,274            |            |                     | 456,234            |            |            |
|                     | Payroll  |                     | 296,564            |            |                     | 291,255            |            |                     | 215,514            |            |            |
|                     | Totals   | 2,117,444           | 804,471            | 38%        | 2,224,903           | 822,529            | 37%        | 2,316,353           | 671,748            | 29%        | 25%        |
| District Office     | Bills    |                     | 79,049             |            |                     | 82,179             |            |                     | 66,842             |            |            |
|                     | Payroll  |                     | 258,802            |            |                     | 265,298            |            |                     | 195,706            |            |            |
|                     | Totals   | 1,248,404           | 337,851            | 27%        | 1,295,498           | 347,477            | 27%        | 1,339,335           | 262,548            | 20%        | 25%        |
| District Wide       | Bills    |                     | 596,137            |            |                     | 803,623            |            |                     | 540,842            |            |            |
|                     | Payroll  |                     | 209,550            |            |                     | 246,587            |            |                     | 179,643            |            |            |
|                     | Totals   | 7,476,661           | 805,687            | 11%        | 8,366,345           | 1,050,210          | 13%        | 9,800,602           | 720,485            | 7%         | 25%        |
| <b>GRAND TOTALS</b> |          | <b>\$26,360,508</b> | <b>\$7,725,501</b> | <b>29%</b> | <b>\$28,607,677</b> | <b>\$8,209,256</b> | <b>29%</b> | <b>\$31,882,900</b> | <b>\$7,346,848</b> | <b>23%</b> | <b>25%</b> |

Excludes DOC



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**October 31, 2008**

|                            | <b>Amount</b>     | <b>% of<br/>Total</b> |
|----------------------------|-------------------|-----------------------|
| Salaries                   | 4,872,668         | 46.40%                |
| Employee Benefits          | 601,340           | 5.73%                 |
| Contractual Services       | 189,028           | 1.80%                 |
| Materials                  | 540,678           | 5.15%                 |
| Travel & Staff Development | 64,484            | 0.61%                 |
| Fixed Charges              | 239,764           | 2.28%                 |
| Utilities                  | 366,811           | 3.49%                 |
| Capital Outlay             | 574,094           | 5.47%                 |
| Other                      | 3,052,785         | 29.07%                |
|                            | <u>10,501,652</u> | <u>100.00%</u>        |

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive's 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 13, 2008

**RE:** Personnel Report

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

# INDEX

- 400.1. **Change-In-Status**
- 400.2. **Retirement**

# PERSONNEL REPORT

## **400.1. Change-In-Status**

### **A. Administrative**

1. Jervaise McGlone, Interim Associate Dean of Adult and Continuing Education, FCC, to Associate Dean of Adult and Continuing Education, FCC, effective November 19, 2008.

## **400.2. Retirement**

### **A. Faculty**

1. Terry Russell, Workforce Education Instructor, effective December 31, 2008.



**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**

**Projects Schedule  
Phase 9**

|   | Estimated Budget   |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
|---|--------------------|--|-----------------------|------------------|---------------------------|----------------------|----------------------|----------------------|-----------------------|-------------------------|-----------------------|--|
| Districtwide Plumbing & Electrical Survey | \$38,500           |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Install / Expand Energy Mgt System - FCC  | \$173,700          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Districtwide ADA Compliance Work          | \$467,800          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| HVAC Replacements & Upgrades, LTC, OCC    | \$1,149,500        |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Roof Replacement - LTC, OCC               | \$471,800          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Combustible Wall Panel Replacement, LTC   | \$150,300          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Toilet Replacement & Upgrade, LTC         | \$90,800           |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Districtwide Asbestos Abatement           | \$515,900          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Site Lighting Upgrade, OCC                | \$198,500          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Door & Window Replacement, LTC & OCC      | \$219,900          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Carpet Replacement, WVC                   | \$32,700           |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| Storm Water Remediation, WVC              | \$121,000          |  |                       |                  |                           |                      |                      |                      |                       |                         |                       |  |
| <b>GRAND TOTAL</b>                        | <b>\$3,630,400</b> |  | <b>Board Approval</b> | <b>Materials</b> | <b>Begin Construction</b> | <b>30% Completed</b> | <b>60% Completed</b> | <b>80% Completed</b> | <b>100% Completed</b> | <b>Partial Accepted</b> | <b>Fully Accepted</b> |  |

10/31/2008