

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**November 17, 2009**



**Location:**

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

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

*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 17, 2009**

**7:00 p.m.**

**Olney Central 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. CabinetCoal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. Tuition Waiver Policy 500.14
  - B. Nursing Student Progression/Remediation Policy 500.23
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Lawrence County Enterprise Zone ..... Bruce
  - B. Copier and Printer Cost Containment Plan..... Cline
  - C. Employee Satisfaction Survey Results for 2009.....Schwartz
  - D. Phase IX Carryover Funds, Project Application..... Bruce
  - E. Phase IX Carryover Funds, Resolution..... Bruce
  - F. Environmental Scan for FY2010 ..... Bruce
  - G. Lease of Instructional Site – Prairie State..... Bruce
  - H. LWIA Lease..... Bruce
  - I. Lab Science Fees..... Bruce
  - J. Tuition Required for Equalization Funding..... Bruce
  - K. Articulation Agreement with Murray State University School of Agriculture.....Pampe
  - L. Affiliation Agreement with Newton Rest Haven..... Bruce
  - M. Affiliation Agreement with United Methodist Village..... Bruce
  - N. Affiliation Agreement with Clay County Hospital..... Bruce
  - O. Unemployment Insurance ..... Bruce
  - P. Restoration of Thanksgiving as a Paid Holiday..... 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 the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, October 20, 2009.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, Harry Hillis, Jr., to call the roll.

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

John D. Brooks, Michael K. Correll, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Carter Wilkinson, student trustee. Trustees absent: Brenda K. Culver. 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.  
Rodney Ranes, Dean of Instruction 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.  
Kathleen Pampe, Associate Dean, Career Education & Economic Development.  
Pamela Schwartz, Associate Dean of Institutional Development.  
Renee Smith, Executive Assistant to CEO.  
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  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College

PHS – Protection, Health & Safety  
RCC – Robinson Correctional Center  
SAN – Student Advantage Network  
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 15, 2009 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Walter Koertge made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Carter Wilkinson 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 & Guests”** –

**#3-A. Visitors & Guests:** Visitors and guests present were recognized, including several college staff members.

**#3-B. IECEA Representative:** Gary Adams, President of the Illinois Eastern Colleges Education Association (IECEA), expressed concern over the loss of paid holidays.

**AGENDA #4 – “Public Comment”** – John Highhouse, who is retiring January 1 as Program Director of Workforce Education Telecommunications Training, commented on “29 good years” with the IECC District.

**AGENDA #5 – “Reports”** –

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

**#5-B. Report from Presidents:** Written reports were presented from each of the colleges. President Beverly Turkal reviewed activities being held observing the 40<sup>th</sup> anniversary of Lincoln Trail College. Dean Rodney Raney reported that Charlotte Bruce, Director of the Learning Resource Center at Olney Central College, has been honored as an innovator in the field of new technology and has been named outstanding librarian in the Illinois system.

**#5-C. Report from Cabinet:** George Woods recognized George Kocher for his work in teaching IECC Workforce Education courses in Detroit, Michigan.

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

**#6-A. Policy 100.16 – Policy to Address a Complaint:** The current IECC Policy to Address a Complaint is contained in two sections of the policy manual. Section 500.18 deals with the current Student Appeal Policy, but this appeal process is also addressed in Policy 100.16. During the Higher Learning Commission visit for accreditation in 1995, the visiting team questioned the District’s complaint policy and a section was added. Over the intervening years, it has become clear that the Policy to Address a Complaint contained in 100.16 is the appropriate language to use.

Recommendation: The CEO recommended that second reading be waived, that Student Appeal Policy 500.18 be eliminated, and that the Policy to Address a Complaint contained in Policy 100.16 will be the Board's policy in the future.

**Board Action:** Trustee John Brooks made a motion to waive second reading, that Student Appeal Policy 500.18 be eliminated, and that the Policy to Address a Complaint contained in Policy 100.16 will be the Board's policy in the future, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#6-B. Policy 500.18 – Transfer Degree Educational Guarantee:** Since 1994, IECC has had a policy in place that guarantees the transferability of courses to Illinois colleges and universities if a student completes a degree at one of the IECC colleges. The Board has added the degree of Associate of Science and Arts Degree and that degree was not included in the educational guarantee. The CEO recommended that second reading be waived and that Policy 500.18 be changed to include within the transfer degree educational guarantee the District's Associate of Science and Arts Degree.

**Board Action:** Trustee William Hudson made a motion to waive second reading and that Policy 500.18 be changed to include within the transfer degree educational guarantee the District's Associate of Science and Arts Degree, 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A. Lawrence County Enterprise Zone Extension:** In February of 1990, Lawrence County created an enterprise zone. The zone was expanded in 1997 and in 1999. The original enterprise zone involved only industrial and commercial and abated taxes within the enterprise zone for six years. In 1997, that waiver of taxes was increased to ten years and a commercial five year rate was added. In 1999, a graduated five year rate was added for new residential property. The enterprise zone has asked the Board of Trustees to approve an expansion and extension to the existing enterprise zone.

The Board of Education and Administration discussed the proposed enterprise zone expansion and extension with Ann Emken, representing the Lawrence County Enterprise Zone. Following discussion, the following action was taken:

**Board Action:** Trustee Michael Correll made a motion to adopt the resolution contained in the Board Book to extend the Lawrence County Enterprise Zone. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, yea; Michael Correll, yea; Andrew Fischer, yea; William Hudson, nay;

Walter Koertge, nay; Marilyn Wolfe, nay. Student advisory vote: Yea. Trustees absent: Brenda Culver. The motion having received 3 yea votes and 3 nay votes, the Chair declared the motion did not carry.

**#8-B. Disaster Relief Funds from DCEO:** The Illinois Department of Commerce and Economic Opportunity (DCEO) has approved a Federal Disaster Grant to be administered by Illinois Eastern Community Colleges. Purpose of the \$96,000 grant is to provide financial assistance to the District for operation and management of its Small Business Development Center (SBDC). The District's SBDC will serve as the focal point for the coordination of Federal, State, Local, University, College, and private resources to aid small businesses in the event of a disaster. The grant funds will be used to counsel and train small business owners, managers, and prospective owners in how to deal with financial, marketing, production, organization, engineering, technical, and other concerns following any disaster. The DCEO has prepared a consulting agreement and selected a consultant to provide these services. The agreement for the consultant has been provided to the District and follows the District's agreement with DCEO. The focus of this grant is intended to proactively educate and train those businesses directly impacted by the "Presidential Declaration of Disaster Areas of 2008" and to help prepare these businesses for future disasters.

**Recommendation:** The CEO recommended acceptance of the DCEO Grant and Consulting Agreement as presented.

**Board Action:** Trustee Walter Koertge made a motion to accept the DCEO Grant and Consulting Agreement 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Articulation Agreement with Lakeview College of Nursing:** Kathy Pampe reviewed the District's articulation agreement with Lakeview College of Nursing of Danville, Illinois. This articulation agreement assures IECC students admission to the Lakeview College of Nursing if they complete the course requirements of the agreement. Lakeview has made changes in the curriculum in their RN to Bachelor's in Science of Nursing Degree (BSN). Beginning with Spring 2010, students who have graduated from IECC with an RN degree will only be required to take two additional general education courses beyond the IECC Associate Degree in Nursing. Those courses are Statistics and a humanities elective. The CEO recommended approval of this revised articulation agreement with Lakeview College of Nursing.

**Board Action:** Trustee William Hudson made a motion to approve the revised articulation agreement with Lakeview College of Nursing 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, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. General Accounting Standards Board:** The CFO reported that, under guidelines established by the Governmental Accounting Standards Board (GASB), governmental entities may designate the fiscal year that their tax levy is to be recognized as income. Currently, the Board of Trustees does a levy and extension for taxes based upon calendar years which overlap our school year and fiscal year. The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2009 will be collected late in calendar year 2010,

and that such collection of funds from such levy will be allocated 100% to Fiscal Year 2011 (July 1, 2010 – June 30, 2011).

The CEO recommended adoption of the following resolution.

### **Resolution Setting Forth Tax Levies for 2009**

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 2009 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 Thirty Thousand Dollars (\$230,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Sixty Thousand Dollars (\$60,000) be levied as a special tax for Financial Audit purposes; and the sum of Forty-five Thousand Dollars (\$45,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of One Hundred Forty-five Thousand Dollars (\$145,000) 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, State of Illinois, for the year 2009 to be collected in the year 2010; and that the levy for the year 2009 be allocated 100% for Fiscal Year 2011.

**Board Action:** Trustee Walter Koertge made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Certificate of Compliance:** At the September 15, 2009 Board meeting, the Board approved the District's estimated aggregate tax levy and required that notice of the District's levy be placed in District newspapers; also that a hearing be conducted on the levy pursuant to the Truth in Taxation Law, which requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the District.

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



The Board estimated the aggregate amount of taxes estimated to be levied for the year 2009 is \$3,980,000 and that the aggregate amount of taxes estimated to be levied for the year 2009 did exceed 105% of the taxes extended by the district in the year 2008. Public notice was placed in the following newspapers of general circulation in the District: Albion Journal Register, Edwards County; Bridgeport Leader, Lawrence County; Carmi Times, White County; Clay County Republican, Clay County; Daily Republican Register, Wabash County; Lincoln Trail Publishing, Clark County; McLeansboro Times Leader, Hamilton County; Newton Press-Mentor, Jasper County; Olney Daily Mail, Richland County; Robinson Daily News, Crawford County; Toledo Democrat, Cumberland County; Wayne County Press, Wayne County.

The notice was published not more than 14 days nor less than 7 days prior to the hearing. A public hearing was held in the manner and time described in the notice.

**Reconvene Hearing:** The hearing was held and recessed to the time of the Board meeting. The Chairman reconvened the hearing for any additional testimony to be presented to the Board. No additional testimony was offered.

**Hearing Adjourned:** Trustee Marilyn Wolfe made a motion that the hearing be adjourned and that the Board of Trustees reconvene the regular meeting. Trustee William Hudson seconded the motion. The motion carried on a viva voce (by the voice) vote and the Chairman of the Board of Trustees declared that the hearing has been held, that all testimony has been submitted, and that the hearing is hereby concluded.

**Recommendation:** The CEO 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.”

**Board Action:** Trustee Marilyn Wolfe 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. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Certificate of Tax Levy:** The Board must certify IECC’s tax levies for FY2011, beginning July 1, 2010 and ending June 30, 2011. 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 FY2011 is estimated at 39.60 cents per \$100 in equalized assessed valuation.

The CEO recommended that the tax levies be certified as follows for FY2011.

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland,

Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White

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

We hereby certify that we require:

the sum of \$ 2,450,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 1,050,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

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

the sum of \$ 45,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 230,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 60,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

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

the sum of \$ 145,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxable property of our community college district for the year 2009.

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

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

**Board Action:** Trustee Walter Koertge made a motion to approve the foregoing Certificate of Tax Levy as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Resolution in Support of MAP Grant:** The Monetary Award Program (MAP) is operated by the Illinois Student Assistance Commission, a state agency. IECC students have used the MAP grant to cover the cost of tuition and mandatory fees at the colleges. In FY2008 more than 1,048 students received over \$984,000 in benefits. During the last meeting of the General Assembly, the budget was reduced to 50% of what was required to fund requests from students and the MAP grant was shorted by more than \$200,000,000. Students were granted MAP financial awards to cover the cost during the first semester of this school year, but funds have now been exhausted.

On October 14, 2009 the Governor and the legislative leaders met in Springfield and agreed that they would budget an additional \$200,000,000 to the MAP grant. There was also

agreement that there are no funds available and the Governor and the legislative leaders committed themselves to find funding.

The CEO recommended adoption of the following resolution in support of funding of MAP grants.

### **Resolution in Support of Monetary Award Program**

WHEREAS, the State of Illinois offers the need-based Monetary Award Program (MAP) grant through funds appropriated by the Illinois General Assembly each year to help Illinois students pay for tuition and mandatory fees at Illinois MAP-approved colleges and universities; and

WHEREAS, Monetary Award Program (MAP) students at colleges and universities will receive their full fall term awards and nothing for spring term; and

WHEREAS, Silas Purnell Illinois Incentive for Access (IIA) Program students will receive a \$250 award for fall term only and nothing for the spring term; and

WHEREAS, Illinois Veteran Grant (IVG) Program will be reimbursed for summer term awards, but fall and spring terms will receive no funding; and

WHEREAS, college and university students stand to lose over \$200 million in student financial assistance through significant cuts to the MAP grant and IIA program funding; and

WHEREAS, community college student enrollment throughout the State of Illinois for the 2009 fall term has increased significantly and has already exceeded the total number of financial aid applications for all of the 2008-2009 school year;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Illinois Eastern Community College District #529 hereby urges the Illinois General Assembly and Governor Pat Quinn to commit to funding student financial aid programs at the FY 2009 level.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing resolution in support of funding of MAP grants as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Electrical Purchase Power Agreement:** The IECC District currently purchases electric power for its four colleges from three different electrical suppliers. Ameren-CIPS provides electric power to Lincoln Trail College and Olney Central College. Frontier Community College's electric power needs are supplied by the Wayne White Electrical Cooperative. Wabash Valley College is supplied by Mt. Carmel Public Utility. Under Illinois Commerce Commission regulations, the District is allowed to purchase the commodity portion of its electric power needs on the open market, where applicable.

Ameren-CIPS has created Ameren Energy Marketing (AEM) as a non-regulated subsidiary to compete for electric sales both within and outside of the Ameren area. AEM has proposed an electric purchase agreement to the District at substantial savings from the District's current electric power costs under bundled rates. AEM has proposed supplying electric power at

a cost that would save the District approximately 26.4%. IECC will buy the power supply portion of its needs from AEM, and pay Ameren, the utility, for delivery.

The CEO recommended approval of a 24 month electrical purchase power agreement with AEM.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve a 24 month electrical purchase power agreement with Ameren Energy Marketing (AEM) as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. 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 22, 2009 certified that the most recently reported statewide average actual levy rate is 25.13 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 .13 cents. The levy of this additional .13 cents would generate an estimated additional \$13,992.00 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. The CEO stated that this levy amount is appropriate for the operation of the District and recommended that the Board not levy the additional tax for which the District is eligible.

**Board Action:** Trustee William Hudson 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 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 and the Chair declared the "Ayes" have it and the motion carried.

**#8-J. Diesel Program Student Uniform Fee Increase:** Students enrolled in the District's Diesel Program currently pay a fee of \$110.00 per semester for uniforms that are provided by a service company. The fees from the company have been raised to \$120.00 per semester. The CEO recommended Board approval to increase the fee for uniforms for Diesel Program students to \$120.00 per semester effective Spring Semester 2010.

**Board Action:** Trustee Michael Correll made a motion to approve an increase in the fee for uniforms for Diesel Program students to \$120.00 per semester, effective Spring Semester 2010 as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student

advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-K. Agreement with Ridgeview Telephone Company:** In October of 2007, the District worked with the Ridgeview Telephone Company, (RidgeviewTel LLC) to allow the company access to the District's WVC radio tower and work with the company toward the installation of a wireless network at Wabash Valley College. At the October 2007 Board meeting, the Board of Trustees approved a two year contract with RidgeviewTel. That contract is up for renewal. The CEO recommended renewal of the contract with RidgeviewTel and continue the payment of \$150.00 per month to Wabash Valley College for the use of the WVC radio tower.

**Board Action:** Trustee William Hudson made a motion to approve renewal of the contract with RidgeviewTel and continue the payment of \$150.00 per month to Wabash Valley College for the use of the WVC radio tower as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-L. Teen Parent Contract with Board of Control (Clay, Jasper, Richland & North Wayne):** The District, in cooperation with school districts in Clay, Jasper, Richland and North Wayne Counties operates a counseling service for pregnant and parent teens. Under the program, District staff visits the school and counsels pregnant and parenting teens at school buildings on a monthly, bi-weekly or weekly basis depending on the needs of the student and the school. The District contracts with the school districts and receives a grant of \$8,000. The CEO recommended approval of the Teen Parent Contractual Agreement as presented.

**Board Action:** Trustee Michael Correll made a motion to approve the Teen Parent Contractual Agreement as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-M. Affiliation Agreement with Crawford Memorial Hospital – EP Emergency Response:** IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the Emergency Preparedness Emergency Response Training Program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Emergency Preparedness Emergency Response Training Program with Crawford Memorial Hospital, Robinson, Illinois, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-N. Affiliation Agreement with Clay County Hospital – EP Emergency Response:**

IECC wishes to enter into an affiliation agreement with Clay County Hospital, located in Flora, Illinois. This affiliation agreement is for the Emergency Preparedness Emergency Response Training Program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Emergency Preparedness Emergency Response Training Program with Clay County Hospital, Flora, Illinois, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-O. Affiliation Agreement with Lawrence County Memorial Hospital – EP Emergency Response:** IECC wishes to enter into an affiliation agreement with Lawrence County Memorial Hospital, located in Lawrenceville, Illinois. This affiliation agreement is for the Emergency Preparedness Emergency Response Training Program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Emergency Preparedness Emergency Response Training Program with Lawrence County Memorial Hospital, Lawrenceville, Illinois, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-P. Affiliation Agreement with Wabash General Hospital – EP Emergency Response:** IECC wishes to enter into an affiliation agreement with Wabash General Hospital, located in Mt. Carmel, Illinois. This affiliation agreement is for the Emergency Preparedness Emergency Response Training Program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Emergency Preparedness Emergency Response Training Program with Wabash General Hospital, Mt. Carmel, Illinois, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-Q. Affiliation Agreement with Office of Dr. Rachel Winters – Medical Assistant:** IECC wishes to enter into an affiliation agreement with the Office of Dr. Rachel Winters, located in Lawrenceville, Illinois. This affiliation agreement is for the Medical Assistant Program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Medical Assistant Program with the Office of Dr. Rachel Winters, Lawrenceville, Illinois,

as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-R. Affiliation Agreement with Newton CVS – Pharmacy Technician:** IECC wishes to enter into an affiliation agreement with Newton CVS Pharmacy, located in Newton, Illinois. This affiliation agreement is for the Pharmacy Technician Program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Pharmacy Technician Program with Newton CVS Pharmacy, Newton, Illinois, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-S. Affiliation Agreement with Clay County Medical Clinic – Medical Office Assistant and Administrative Information Technology:** IECC wishes to enter into an affiliation agreement with Clay County Medical Clinic, located in Flora, Illinois. This affiliation agreement is for the Medical Office Assistant and Administrative Information Technology Programs. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Medical Office Assistant and Administrative Information Technology Programs with Clay County Medical Clinic, Flora, Illinois, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-T. Affiliation Agreement with Renal Life Link, Inc. – Medical Office Assistant:** IECC wishes to enter into an affiliation agreement with Renal Life Link, Inc. Vincennes Dialysis, located in Vincennes, Indiana. This affiliation agreement is for the Medical Office Assistant Program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Trustee John Brooks made a motion to approve the affiliation agreement for the Medical Office Assistant Program with Renal Life Link, Inc. Vincennes Dialysis, Vincennes, Indiana, as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$5,461,655.60, as of September 30, 2009.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for October 2009, totaling \$2,462,615.02, 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 2009, in the amounts listed, and payments from the revolving fund for September 2009. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 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 relative to the following topics:

1. LWIA Update: The 36-member Board has met and IECC's financial operation of the LWIA Area 23 is underway.
2. State Financial Situation: Tax collection amounts to the state are still falling behind in the Illinois.
3. 40<sup>th</sup> Anniversary – LTC: Lincoln Trail College is observing its 40<sup>th</sup> anniversary.
4. District Workshop: The District Workshop was held at Olney Central College on October 6, 2009.
5. Portrait of a Soldier: Wabash Valley College is hosting the Portrait of a Soldier exhibit on October 24 and 25, with Governor Patrick Quinn to dedicate the exhibit in the lobby of Brubeck Arts Center. This is a traveling display of hand-sketched portraits of fallen service members from Illinois who have been killed since September 11, 2001 in the Global War on Terror.
6. Enrollment Report: District Up 7% over one year ago.

**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 15, 2009.

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

#### **400.1. Request for Approval of Proposed Non-College Employment**

A. Faculty

Catherine Ross, Developmental Specialist of Southeastern Illinois, Inc., Olney, IL,  
approximate time per academic year 52 days/520 hours.



**400.2. Retirement**

A. Professional/Non-Faculty

1. John Highhouse, Program Director, Telecommunications Training, Workforce Education, effective January 1, 2010.

B. Classified

1. Janie Lake, Administrative Assistant, FCC, effective January 1, 2010.

**400.3. Resignation**

A. Classified

1. Ada Fleeharty, SAN Counselor, DO, effective October 24, 2009.

**Board Action to Approve Personnel Report:** Trustee Marilyn Wolfe made a motion to approve the foregoing Personnel Report as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18– “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Trustee Walter Koertge made a motion to adjourn. Student Trustee Carter Wilkinson 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 8:50 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)**

**Agenda Item #6A**

**Tuition Waiver Policy 500.14**



**Agenda Item #6A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Tuition Waiver Policy 500.14

It is proposed that several changes be made to our existing tuition waiver policy:

- Under current policy, students are not charged for credit hours taken over 19 credit hours per semester. Given the various changes that have occurred in higher education, this is no longer appropriate and students should be required to pay for all hours of education.
- The District policy establishes an after 6:00 p.m. tuition waiver and a student pay only \$10.00 per semester hour of the current tuition rate. It is proposed that the tuition be waived to \$20.00 per semester hour of the current tuition rate.
- The language on discretionary tuition waiver is clarified.
- The unemployed tuition waiver is scheduled to end at the end of this academic year. It is proposed that the program be continued through the 2010-2011 academic year.

I ask the Board's approval of these changes to the Tuition Waiver Policy.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

**Tuition Waiver (500.14)**

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

- A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are **not** waived.
- B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees (*current or SURS qualified retirees*) of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees who are under 24 years of age, not married, and currently reside in-district with either one or both parents, one of which is a full time employee. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver.

In the event of a full-time employee's death during their active employment with IECC, their dependents will be given a waiver of in-district tuition to be used during their college career if they are under 24 years of age, not married and currently reside in district. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

- C. Part-time Non-Faculty Employees: Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester. This tuition waiver does not apply to work-study students.
- D. Part-time Faculty: Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.
- E. ~~Tuition Cap: Tuition will be waived for credit hours taken over 19 per semester.~~
- FE. After 6 p.m.; before 6 p.m. Waiver: ~~Effective Summer Semester 2010~~, tuition of ~~\$10.00~~ \$20.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of ~~\$10.00~~ \$20.00 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.

- GF. Discretionary Tuition Waivers: Other types of tuition waivers may be granted ~~for academic and athletic scholarships, special educational programs, partial tuition waivers and workshops~~, at the recommendation of the President of the college with approval of the Chief Executive Officer or his designee.

HG. Unemployed Tuition Waiver: ~~This is a special tuition waiver program offered by Illinois Eastern Community Colleges as a pilot program only during the 2009-2010 academic year.~~ Tuition will be waived for unemployed residents of District 529 during the ~~2009-2010~~ 2010-2011 academic year on a space-available basis subject to the following conditions and appropriate documentation:

- \* be considered a resident of District 529;
- \* meet all college requirements for admission and enrollment;
- \* have been in the labor market (full-time employment) for at least two of the last three years;
- \* be receiving unemployment benefits, in receipt of a layoff notice, or have exhausted their unemployment benefits during the last 12 months;
- \* be enrolled in a minimum of six semester hours;
- \* complete an Unemployed Tuition Waiver Form; and
- \* complete and submit a Free Application for Federal Student Aid (FAFSA) within two weeks of enrollment.

This waiver is for tuition only and does not cover textbooks, course supplies, or other applicable fees. This tuition waiver is offered only if federal and/or state financial aid or other tuition assistance resources do not cover tuition costs.

This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.

**Agenda Item #6B**

**Nursing Student Progression/Remediation Policy 500.23**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Nursing Student Progression/Remediation Policy

Under current policy dealing with nursing student progression and remediation, a student is allowed to take the National Council Licensure Examination (NCLEX) only if they have successfully completed all course work and the Health Education System, Inc. (HESI) standardized nursing exit exam. Nurses are given four attempts to complete these requirements and if a student fails to do so, then the student is not eligible to take the NCLEX.

The new policy is more student centered and the concept of a penalty is replaced with a focus on student remediation and the allowance for a student to sit for the NCLEX after appropriate remediation. The nursing faculty at all four colleges concur with these recommendations.

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

TLB/rs

Attachment

## STUDENT PERSONNEL – 500

### **Nursing Student Progression/Remediation Policy (500.23)**

Date Adopted: October 16, 2007

Date Revised: March 18, 2008

Each RN nursing student will be required to achieve a minimum passing score of 800 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, PNC 1216, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first ~~or second~~ attempts, remediation and completion of the required live NCLEX review will be required before the student will be approved to take the standardized nursing exit exam a ~~third~~ second time. If the student fails to achieve the required score on the ~~third~~ second attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved on-line review course prior to attempting the standardized nursing exit exam for the ~~fourth~~ third time. Failure to pass the standardized nursing exit exam on the ~~fourth~~ third attempt will result in the student receiving a ~~grade of “F”~~ the grade earned for the NUR 1206, PNC 1216 or NUR 2205 course. No ~~additional approval~~ requirements to take additional ~~the~~ standardized nursing exams will be ~~granted~~ required. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation/reviews.

***Agenda Item #7***

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**



**Agenda Item #8A**

**Lawrence County Enterprise Zone**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Lawrence County Enterprise Zone

At the last Board meeting, the Board discussed the possible adoption of a termination date of an enterprise zone, the alteration of the boundaries of the enterprise zone and the addition of a building materials sales tax exemption. The resolution provides for the enlargement of the size and extends the expiration date from 2010 to December 31, 2020 of the existing Lawrence County Enterprise Zone.

The enterprise zone has submitted a revised resolution which excludes residential property from inclusion in the IECC resolution. The resolution continues to include the building materials sales exemption for all building materials used within the enterprise zone. According to information supplied by the enterprise zone, the resolution has been adopted by eleven of the seventeen taxing districts. Among those taxing districts not approved include the public library district, Lawrence Township, the Park District, Lawrence/Allison Fire Protection District and Illinois Eastern Community Colleges.

I ask the Board's approval of this revised resolution.

TLB/rs

Attachment

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING THE EXTENSION OF THE  
TERMINATION DATE OF AN ENTERPRISE ZONE, THE ALTERATION OF THE  
BOUNDARIES OF AN ENTERPRISE ZONE, AND THE AMENDMENT OF THE BUILDING  
MATERIALS SALES TAX EXEMPTION OF AN ENTERPRISE ZONE.**

**WHEREAS**, the County of Lawrence, City of Lawrenceville, Illinois, City of Bridgeport, Illinois, and City of Sumner, Illinois have made it known to the Illinois Eastern Community College District, their intention of applying for a modification of the Enterprise Zone by and extending the termination date of the Enterprise Zone; and

**WHEREAS**, both the initial designation of an Enterprise Zone pursuant to the Illinois Enterprise Zone Act, 20 ILCS 655/1 et. seq., as amended in the eventual success of an Enterprise Zone depend upon community support and the nature of incentives to be offered; and

**WHEREAS**, this public taxing authority finds that the Enterprise Zone designation will serve the economic interest of all local taxing authorities and the entire community by stimulating economic revitalization;

**NOW, THEREFORE, BE IT RESOLVED BY THE Illinois Eastern Community College District :**

Section 1: The Illinois Eastern Community College District, Illinois hereby approves the alteration and extension of the termination date of the Enterprise Zone to midnight of December 31, 2020, being the 30<sup>th</sup> calendar year from that year at which the Enterprise Zone was certified for its original term.

Section 2: The Illinois Eastern Community College District, Illinois hereby approves the alteration of the boundaries of the Enterprise Zone by adding the territory more fully described in Exhibit J and outlined on the map(s) marked Exhibit K, Exhibit L and Exhibit M, all of which exhibits are attached to this Resolution and made a part hereof.

Section 3: The Illinois Eastern Community College District, Illinois hereby approves the alteration of the boundaries of the Enterprise Zone by deleting from its boundaries the area of land described in Exhibit N and outlined on the map(s) marked Exhibit K and Exhibit O, all of which exhibits are attached to this Resolution and made a part hereof.

Section 4: The Illinois Eastern Community College District, Illinois further authorizes and directs the County Clerk to abate a portion of its taxes on real property located within the Enterprise Zone resulting from an increase in equalized assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements during the period of extension set forth in Section 1 above, subject to the following limitation:

- (a) The abatement shall apply to the taxes corresponding to an increase in equalized assessed valuation after improvements (either new construction or renovation or rehabilitation) have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements.
- (b) The abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone provided, however, that no such abatement shall be applicable to any such improvement project located within the boundaries of the Tax Increment Redevelopment Project District as set forth in Ordinance No. 89-1165, or any other Tax Increment Redevelopment Project District which may be hereafter located within the Enterprise Zone.

- (c) The abatement shall apply to Industrial Projects and Commercial Projects pursuant to the abatement schedules set forth in the designating ordinances, as amended.
- (d) The abatement is allowed only for improvements (either new construction or renovation or rehabilitation for industrial and commercial projects), the nature and scope of which a Certificate of Eligibility has been obtained and approval has been given.

Section 5: The Illinois Eastern Community College District, Illinois authorizes and approves that the sales tax incentives or benefits within the Enterprise Zone, as amended, shall be expanded as follows: each Illinois retailer who makes a qualified sale of building materials to be incorporated into real estate in the Enterprise Zone by remodeling, rehabilitation, or new construction may deduct receipts from such sale from calculating the tax imposed by the State of Illinois under the Retailers Occupation Tax Act (35 ILCS 120/1 et seq.). For purposes of this Section, "qualified sale" shall include the sale of building materials that will be incorporated into real estate as part of industrial, commercial and residential projects (as hereinafter defined) and for which a Certificate of Eligibility for Sales Tax Exemption has been issued by the administrator of the Enterprise Zone in which the building project is located. The retailer must obtain from the purchaser a copy of the Certificate of Eligibility for Sales Tax Exemption issued by the administrator of the Enterprise Zone and to which the building materials will be incorporated. For purposes of this Section, industrial, commercial and residential projects and shall be defined as follows:

- (a) Industrial projects shall include those projects for the primary use of the land and buildings for manufacturing, assembly, wholesale, or warehouse and distribution;
- (b) Commercial projects shall include those projects for the primary use of land and buildings for retail and service;
- (c) Residential projects shall include new construction projects for the primary use of the land and buildings for single-family dwellings and dwelling structures containing multiple units for more than one family, and for the renovation, rehabilitation or remodeling of such existing dwellings.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

ILLINOIS EASTERN COMMUNITY COLLEGE  
DISTRICT

BY: \_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

**Agenda Item #8B**

**Copier and Printer Cost Containment Plan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Copier and Printer Cost Containment Plan

For several years, the Technology Committee and the Cabinet have discussed the necessity of adopting a single source of District multifunction printers and copiers. Alex Cline, Director of Information Services, has been working with Miller Office Equipment (Miller) to develop a master purchasing agreement that will allow the District to purchase printers, copiers, and service from Miller at reduced cost.

Miller is an authorized Sharp dealer and participates in the National Joint Purchasing Alliance (NJPA). The NJPA is a joint purchasing agency serving education, government and non-profit agencies. The NJPA performed a national competitive bid for copiers, supplies and service and awarded the contract to Sharp Electronics Corporation. Sharp products scored the highest on price comparisons, best selection of products, and the best national dealer network and was awarded the NJPA contract.

The District has developed an agreement with Miller for the most competitive pricing, with a review of pricing each six months with possible price reductions if the NJPA has negotiated a reduction in the price of printers, copiers, and service. The agreement is not exclusive and allows the District to purchase equipment and services from other suppliers.

I ask the Board's approval of the attached agreement with Miller Office Equipment.

TLB/rs

Attachment

**AGREEMENT**  
**For**  
**SHARP PRINTERS, COPIERS, PERIPHERALS AND RELATED SERVICES**  
**Between**  
**MILLER OFFICE EQUIPMENT and ILLINOIS EASTERN COMMUNITY COLLEGES**

This agreement is entered into by Miller Office Equipment, 712 E. Main St Olney, IL 62450, (“Miller”) 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 Miller desires to sell Sharp multifunction printers, copier, peripherals, and related services; and,

**WHEREAS**, the District has authority to offer contracts to Miller for the purchase of Sharp multifunction printers/copiers, peripherals and related services; and

**WHEREAS**, the District and Miller 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 two years; and

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

Miller shall offer Illinois Eastern Community Colleges products and services at prices available under Sharp’s National Joint Powers Alliance (NJPA) contract, which reflects discounts off of Sharp’s category list prices.

Miller 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 the cost of NJPA products and services, Miller will adjust the price accordingly. If there are no revisions to the fixed prices, quoted prices will remain firm for the two-year term of the contract. Prices may be adjusted upward only by mutual agreement or upon the extension and/or renewal of the contract.

Parties agree that this is not an exclusive agreement and that the District may obtain multifunction printers, copier, peripherals, and related 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**

**Miller Office Equipment**

By: \_\_\_\_\_  
**Chairman**                      **Date**

By: \_\_\_\_\_  
**Title**                              **Date**

By: \_\_\_\_\_  
**Secretary**                      **Date**

**Agenda Item #8C**

**Employee Satisfaction Survey Results for 2009**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Employee Satisfaction Survey Results

In the weeks preceding the District-wide Fall Workshop and the week after, District employees were asked to review the operation of the District and its four colleges and make decisions as to whether the District is being properly operated. A summary of the results of that survey are attached. The results are presented district-wide and for each individual college.

Employees were asked to disclose their work location, their classification, whether they were employed full or part-time, and the years of service to the District. The employees were given an opportunity to review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of other questions dealing with the workplace.

Highest areas of agreement or strongly agreement were:

- 98.7% - I understand IECC's mission and values and they influence how my department works or how I provide instruction.
- 96.7% - I would recommend IECC to a prospective student or employee.
- 96.3% - I am reimbursed fairly for my travel and other work related expenses.
- 95.3% - Overall, I am satisfied with my employment at my college and IECC.
- 94.4% - I visit IECC or my college's website on a regular basis to find information.

Highest areas of disagreement or strong disagreement were:

- 25.6% - There are opportunities for promotions and advancement at my college and IECC.
- 22.8% - I am fairly compensated for the work I do.
- 16.3% - There is sufficient training provided to help me keep up with the technological changes in my area.
- 14.4% - The evaluation process is constructive and encourages me to enhance my job performance.
- 13.5% - I have the equipment and technology necessary to do my work.

Overall, the survey shows that District employees are satisfied with the operation of the District.

I ask the Board's acceptance of these Employee Satisfaction Survey Results.

TLB/rs

Attachment

## **2009 Employee Satisfaction Survey Overview**

The 2009 Employee Satisfaction Survey was conducted online through Zoomerang. The survey was open from September 28 –October 13, 2009 with 215 full time employees completing the survey.

Overall, the district wide totals resulted in 80.08% agreed or strongly agreed with the statements, and 90.4 % showed no disagreement.

Highest areas of agreement or strongly agreement were:

98.7% - I understand IECC's mission and values and they influence how my department works or how I provide instruction.

96.7% -I would recommend IECC to a prospective student or employee.

96.3% - I am reimbursed fairly for my travel and other work related expenses.

95.3% - Overall, I am satisfied with my employment at my college and IECC.

94.4% - I visit IECC or my college's website on a regular basis to find information.

Highest areas of disagreement or strong disagreement were:

25.6% - There are opportunities for promotions and advancement at my college and IECC.

22.8% - I am fairly compensated for the work I do.

16.3% - There is sufficient training provided to help me keep up with the technological changes in my area.

14.4% - The evaluation process is constructive and encourages me to enhance my job performance.

13.5% - I have the equipment and technology necessary to do my work.

Administrators and technical classifications showed the least percentages of disagreement, with faculty and maintenance showing the most.

Employees working 0-3 years responded higher in agree or strongly agree than other years of service categories. Eleven employees did not identify how many years they had worked and were placed in separate break out stats on the group rather than throw out their answers.

It is important that the Cabinet and the Colleges continue to analyze the results and work on a plan of action to improve the areas with high levels of disagreement.

**Agenda Item #8D**

**Phase IX Carryover Funds, Project Application**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
SUBJECT: Phase IX Carryover Funds, Project Application

The Board of Trustees issued \$3.675 million in Protection Health Safety (PHS) bonds in December 2007. Projects were submitted for bids and the Board approved the projects. Sixteen projects have been completed with PHS funds within the last two years. The approved construction has been completed under projected costs and the District now has remaining PHS funds available for two additional projects – District Office Roof Replacement, Wabash Valley College Main Hall Roof Replacement.

The roof on the District Office is in need of replacement. The roof is over 20 years old and there are leaks in the hallways and offices when it rains.

The mechanical storage building located on the roof of Wabash Valley College's Main Hall is over 20 years old and leaking. Rain water is leaking into the second floor of the building creating potentially hazardous conditions relating to the electrical system. Replacement of this mechanical storage building roof will prevent damage to interior finishes and protect the gypsum roof deck and structural steel joists from deterioration.

If approved by the Board, this project application for \$167,100.00 will be submitted to the Illinois Community College Board for its approval. If approved by the ICCB, the District would then bid and complete the project. The capital project application for roof replacement is attached.

I ask the Board's approval of this Capital Project Application Form for submission to the Illinois Community College Board.

TLB/rs

Attachment

(Revised 11/3/99)

## CAPITAL PROJECT APPLICATION FORM

*(One Application Form per Project)*

District/College and District # Illinois Eastern Community Colleges District 529

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Roof Replacement – District Office, WVC Main Hall Penthouse

Project Budget \$ 167,100 ( ) check  here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date November 17, 2009

### **Application Type (check the appropriate application type and follow instructions):**

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect

Recommendation form.

### **Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

### **Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes  No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?  
Yes \_\_\_\_\_ No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

### **Section III**

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

### **Roof Replacement – District Office**

**Project Budget \$ 167,100**

### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

The mechanically fastened EPDM roof system on the District Office is leaking in several locations and requires constant maintenance to respond to the leaks. The insulation is wet in many areas and has lost its insulating value. Water is leaking down and in the walls, creating potentially hazardous conditions with the electrical system. Replacement will prevent damage to interior finishes and protect the gypsum roof deck and structural steel joists from deterioration. 2009 International Property Maintenance Code 304.1, 304.4, 304.7.

The mechanically fastened EPDM roof system on the Wabash Valley College Main Hall Penthouse is approximately 20 years and leaking badly. Water from the penthouse is then leaking into the second floor of the building creating potentially hazardous conditions with the electrical system. Replacement of the penthouse roof will prevent damage to interior finishes and protect the gypsum roof deck and structural steel joists from deterioration. 2009 International Property Maintenance Code 304.1, 304.4, 304.7.

### **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

Remove the District Office existing mechanically fastened EPDM roof system down to the gypsum roof deck. Install new rigid insulation to comply with the current R-value requirements of the International Building Code and the Illinois Energy Conservation Code and a new roof system with associated flashings and sheet metal.

Remove the Main Hall penthouse roof system down to the roof deck. Install a new metal roof system with associated flashings and sheet metal.

**Attachment #1  
Project Budget**

**Check One:**

- New Construction**
- Remodeling**

**Project Name**

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

**Protection, Health, and Safety Project Name** Roof Replacement – District Office, WVC Main Hall Penthouse

	<u>Budget Amounts</u>
Project Costs	<u>138,100</u>
Contingency	<u>13,800</u>
A/E Professional Fees & Reimb	<u>15,200</u>
Total	<u>\$ 167,100</u>

**Attachment #2  
Funding Source**

**District/College Name** Illinois Eastern Community Colleges No. 529

**Project Name** Roof Replacement – District Office

**Check the source(s) of funds:**

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Fund name (s): Protection Health Safety - Excess  
funds from previously approved protection,  
health, and safety projects.

Bond Proceeds  
(including protection, health,  
and safety bonds)

\_\_\_\_\_ Type of bond issuance (s):

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

\_\_\_\_\_ Tax rate/fiscal year:

Contract for Deed  
(ILCS 805/3-36)

\_\_\_\_\_ Term of Contract for Deed in months:

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

\_\_\_\_\_ Term of Lending Arrangements in months:

Lease Agreement  
(ILCS 805/3-38)

\_\_\_\_\_ Term of Lease in months:

Capital Renewal Funding

\_\_\_\_\_ Proposed Fiscal Year Source(s):

ADA

Access for All Funding

\_\_\_\_\_ Proposed Fiscal Year Source(s):



**Protection, Health, and Safety Signature/Certification Page**

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable) \_\_\_\_\_x

Budget Certification (see attachment, always required) \_\_\_\_\_x

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification  
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
November 17, 2009  
Date

\_\_\_\_\_  
001-010485  
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Roof Replacement – District Office	129,200
Roof Replacement – WVC Main Hall Penthouse	<u>8,900</u>
Subtotal	138,100
Contingency - 10%	13,800
A/E Compensation	<u>15,200</u>
Project Total	\$ 167,100

Note: Project not yet designed.

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Structural Integrity**

Name and address of architect/engineer providing the estimate:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

\_\_\_\_\_  
Architect/Engineer's Signature

November 17, 2009  
Date

\_\_\_\_\_  
Illinois Registration or License Number

Seal

**Agenda Item #8E**

**Phase IX Carryover Funds, Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
SUBJECT: Phase IX Carryover Funds, Resolution

For PHS bond funded projects, the Board must approve both an Application and a Resolution which commits the Board to completion of the proposed projects.

I ask the Board's approval of the Resolution to Approve PHS Construction Project.

TLB/rs

Attachments

**Resolution to Approve PHS Construction Projects**

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

Roof Replacement – District Office

Roof Replacement - WVC Main Hall Penthouse

Total estimated cost including fees and contingency: \$ 167,100

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for Americans with Disabilities Act of 1990 or handicapped accessibility and not routine maintenance projects.

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

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary to remove accessibility barriers to the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Resolution adopted by roll call vote this 17th day of November 2009.

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

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

**Agenda Item #8F**

**Environmental Scan for FY2010**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Environmental Scan

Jack Davis, President and Lisa Benson, faculty member and former Dean of Olney Central College, have prepared the FY10 Environmental Scan 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 Summary states the following:

- The District's population, including the number of high school graduates, continues to decline approximately one-half of one-percent per year.
- Online student enrollments have increased steadily since the District began offering courses in this format in fiscal year 2002.
- Dual credit offerings at area high schools continue to be a source of state reimbursable credit hours.
- Equalized assessed valuation continues to increase only slightly.
- State support continues to decline as a percent of the District's budget.
- FY 2009 and FY 2010 unemployment rates have exceeded 10% in several District counties.
- Per capita personal income has not increased at a rate comparable to other Illinois residents.
- Reimbursable credit hour grant generation is forecast to remain steady or increase only slightly within the next several years.
- Increases in student tuition/fees should continue to be both incremental and small.
- The trend for manufacturing employments is relatively level, but recent data indicate a steady decline. However, manufacturing employments represent the largest single block of employments within the District.
- From 1993 to 2009, male enrollments have decreased while female enrollments have increased with a gross gender change of about 41.3%. This change parallels state and national trends that show that beginning in 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 American Association of Community Colleges identifies registered nursing, law enforcement, licensed practical nursing, radiography, and computer technologies as the five hottest community college programs.

The FY2010 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.

The Environmental Scan has been mailed to you.

I ask the Board to accept the FY2010 Environmental Scan.

TLB/rs

**Agenda Item #8G**

**Lease of Instructional Site – Prairie State**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 17, 2009

RE: Lease of Instructional Site from Prairie State Generating Co.

The District currently leases space from the City of Marissa and instructs at that facility. A new mining operation is opening in Venedy, Illinois in Washington County. IECC has been asked to occupy the instructional portion of a former school building purchased by an association of ten power generating or power distribution companies. IECC would be the principal trainer of miners who would work at the mining facility being constructed.

The District is currently paying \$2,000 monthly for our Marissa facility, which the District will vacate, and the Prairie State Generating Company has offered to provide a training facility to the District at no cost except for payment of our utility expenses. A copy of the facilities license agreement is attached.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

## FACILITIES LICENSE AGREEMENT

THIS FACILITIES LICENSE AGREEMENT (“License”) is made this \_\_\_\_ day of November 2009, by and between Prairie State Generating Company, LLC, a Delaware limited liability company, (“Licensor”) and Illinois Eastern Community College an educational institution chartered by the State of Illinois (“Licensee”).

### WITNESSETH:

In consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration the receipt of which is hereby acknowledged, the Licensor and Licensee agree as follows:

1. **Use of the Premises.** Subject to the terms and conditions contained herein, Licensor does hereby grant to Licensee a license to use the following described property (the “Premises”): the “mining portion” ( as identified by Licensor) of the Licensor’s training center located at 8955 County Highway 12, Venedy, IL 62214, including the parking facilities adjacent thereto.

2. **Term of License.** The term of this License shall continue from month to month until terminated as hereinafter provided. Either party may at any time terminate this License without penalty, upon 30 days advance written notice to the other party.

3. **Consideration.** In consideration of the use of the Premises, Licensee agrees to abide and cause its invitees and guests to abide by all safety rules, rules of conduct, parking and traffic rules, as well as any rules, codes, and standards of conduct of Licensee and to comply with all federal state and local laws.

4. **Insurance.** Licensee shall provide:

(a) Comprehensive commercial general liability and public liability insurance including premises liability with minimum limits of \$2,000,000 per occurrence for bodily injury, and \$2,000,000 per occurrence for property damage.

(b) All policies other than those for Worker’s Compensation shall be written on an occurrence and not on a claims made basis. Workers compensation coverage in the amounts and with limits as required by applicable law.

(c) The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.

(d) All policies shall name Licensor as an additional insured on a primary, non-contributory basis.

5. **Condition of the Premises.** Licensee acknowledges that the Premises are leased “as is”, “where is” and Licensor shall have no obligations or liability with respect to the condition of the Premises.

6. **Indemnity.** Licensee shall indemnify Licensor against and hold, it and its parent company and Premises Owners, and each of their employees, officers, directors, members, representatives, and agents harmless from any and all loss or liability arising by reason of any use or condition of the Premises of any part thereof by Licensee, its guests, invitees, employees and representatives during the License term.

7. **Alterations, Repairs and Maintenance.** Licensor shall, from time to time and at any time and without liability to Licensee, have right to change, repair, or maintain the Premises and Licensee recognizes that such changes, repairs and maintenance may cause interruption to the use of the designated portion of the Premises. Licensor shall use reasonable efforts to minimize the disruption of the planned activities of Licensor. Licensee shall have no right to alter the Premises or add any fixtures without the prior written consent of the Licensor.

8. **Premises Owners.** As used herein, Premises Owners shall include the following entities:

**Indiana Municipal Power Agency**, a body corporate and politic and a political subdivision of the State of Indiana, having an office at 11610 North College Avenue, Carmel, Indiana 46032, **Missouri Joint Municipal Electric Utility Commission**, a body public and corporate of the State of Missouri, having an office at 2407 West Ash, Columbia, Missouri 65203, **Northern Illinois Municipal Power Agency**, a municipal power agency created and incorporated as a body politic and corporate, municipal corporation and unit of local government of the State of Illinois, having an office at 333 Lincoln Highway, Rochelle, Illinois 62068, **Prairie Power, Inc.**, an Illinois not-for-profit corporation, created and existing under and by the virtue of the laws of the State of Illinois, and duly authorized to transact business in the State of Illinois, having an office at 2103 South Main Street, Jacksonville, Illinois 62651, **Kentucky Municipal Power Agency**, a joint public agency established pursuant to the laws of the Commonwealth of Kentucky, having an office at 1500 Broadway, Paducah, Kentucky 42002, **Lively Grove Energy Partners, LLC**, a Delaware limited liability company, created and existing under and by the virtue of the laws of the State of Delaware, and duly authorized to transact business in the State of Illinois, having an office at 701 Market Street, St. Louis, Missouri 63101, **AMP 369, LLC**, a Delaware limited liability company, created and existing under and by the virtue of the laws of the State of Delaware, and duly authorized to transact business in the State of Illinois, having an office at 701 Market Street, St. Louis, Missouri 63101, **Illinois Municipal Electric Agency**, a municipal power agency created and incorporated as a body politic and corporate, municipal corporation and unit of local government of the State of Illinois, having an office at 3400 Conifer Drive, Springfield, Illinois 62704, **Southern Illinois Power Cooperative**, an Illinois not-for-profit corporation, created and existing under and by the virtue of the laws of the State of Illinois, and duly authorized to transact business in the State of Illinois, having an office at 11543 Lake of Egypt Road, Marion, Illinois 62959, and **Prairie State Energy Campus Management Company**, an Indiana not-for profit corporation.

9. **Notices and Representatives.** All notices, requests, demands, and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, to the following Representatives:

Licensor's Representative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licensee's Representative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Assignment.** License shall have no right to assign, license, sublet or sublet the Premises.

IT WITNESS WHEREOF, the parties have executed this License in duplicate, the day and year first above written.

PRAIRIE STATE GENERATING COMPANY, LLC

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Agenda Item #8H**

**LWIA Lease**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Local Workforce Investment 23 Lease

The LWIA 23 currently leases property at 214 East Main Street, Olney, Illinois for services within the region. The lease amount is \$1,200.00 per month from July 1, 2009 to June 30, 2010 and the lease will be paid from Federal LWIA funds.

I ask the Board's approval of the lease of the existing LWIA facility.

TLB/rs

Attachment



## L E A S E

THIS LEASE made the \_\_\_\_\_ of \_\_\_\_\_, by and between Tommie D. Fehrenbacher of 1401 Whittle Ave., P.O. Box 539 Olney, Illinois hereinafter called "Landlord" and Illinois Eastern Community Colleges, hereinafter called "Tenant."

WITNESSETH: That the parties hereto for the consideration hereinafter mentioned covenant and agree as follows:

1. The landlord hereby leases to Tenant storefront premises at 214 E. Main St. Olney IL, to be used by Tenant for offices. For a term commencing July 1, 2009 and ending June 30, 2010. Rent of \$1,200.00 per month payable on the 1st day of each month at the beginning of the month. Rent of \$1,200.00 on the 1<sup>st</sup> day of the month thereafter.
2. Tenant hereby takes the lease to the said premises and agrees to pay the rent above provided.
3. Tenant covenants with the Landlord that at the expiration of the term of this lease, Tenant will yield up possession of the premises to Landlord without further notice in as good condition as when same were entered upon by Tenant, reasonable wear and tear and damage by fire and inevitable accident excepted.
4. Landlord agrees to furnish an air conditioning unit to the premises and to keep it in serviceable condition.
5. Tenant will arrange for and pay for all utilities to be used on the premises, including the operation of air conditioning.
6. During the term thereof, Landlord will at his expense maintain the exterior or outside and the structural portions of the building and the major plumbing. During the term of this lease and any renewal hereof, Tenant will at his expense maintain in good repair all other parts of the premises leased and will assume liability for any glass breakage due to Tenants use. Tenant will pay for all cleaning and redecoration.
7. Landlord will pay real estate taxes on the premises that fall due during the term of this lease and renewal hereof, if any.
8. Tenant will not make any alterations or addition to the premises without prior written consent of Landlord; Tenant shall in no event have any power, authority or right to incur or create or constitute a lien or claim in favor of Tenant or any third parties as against the right, title or interest of Landlord in or to the premises leased and notice is hereby given to all persons furnishing labor or materials for improvements or construction that any liens therefore shall attach only to the leasehold interest o Tenant hereunder and shall be subject and Subordinate to all the rights, title and interest of the Landlord in and to said premises and building.

9. Landlord shall have free access to premises hereby leased for the purpose of examining or exhibiting same or of making any needful repairs; also Landlord shall have the right to place upon the leased premises' notices of "For Sale" or "To rent."
10. Tenant will keep the premises in clean and healthy condition and in accordance with the ordinances of the City of Olney and all Federal, State and Municipal laws and regulations concerning same.
11. The provisions of this lease shall bind and inure to the benefit of the Landlord and Tenant and their respective heirs, successors, legal representatives and assigns.
12. If default shall be made in payment of rent or in any of the covenants and agreements herein contained to be kept by Tenant, it shall be lawful for the Landlord to enter into and upon the premises hereby leased, either with or without process of law, and repossess the same and distrain for any rent that may be due thereon, at the election of Landlord; and in order to enforce a forfeiture for nonpayment of rent, it shall not be necessary to make a demand on the same day the rent shall become due, but a demand and refusal or failure to pay at any time on the same day or at any time on any subsequent day, shall be sufficient; and after such default Tenant and all persons in possession under tenant shall be deemed guilty of forcible detainer of the premises under the statute.
13. Tenant agrees that during the term of this lease at his expense, he will carry liability insurance with a company acceptable to Landlord providing for a minimum of \$300,000.00 per person \$300,000.00 per accident and \$50,000 for property for occurrences on the damaged premises.
14. Tenant shall not allow any intoxicating beverages or liquors to be sold on said premises.
15. Landlord covenants that the Tenant upon paying the rent and performing all covenants hereof, shall have and may peaceably and quietly have, hold and enjoy the leased premises for the term herein mentioned and for any renewal hereof in accordance with the terms of the lease.
16. Lessor understands that Lessee is primarily funded by state and federal government grants and appropriations which are subject to annual adjustment and possible elimination due to government funding priorities. Should Lessee's funding levels be significantly reduced, Lessee will be allowed to reduce the amount of Leased space with ninety (90) days written notice and verification of funding change. Should the great majority of Lessee's funding be eliminated, or funding is completely terminated, Lessee will be allowed to terminate tenancy with ninety (9) days written notice and verification of funding change.

IN WITNESS WHEREOF, Landlord and Tenant have hereunto set their hands and seals to the foregoing lease executed in duplicate originals at the office of Tom Fehrenbacher, 1401 Whittle Ave. Olney, IL, on the day and year first above stated. Phone 618-395-2306.

Illinois Eastern Community Colleges

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Tommie D. Fehrenbacher                      Date

**Agenda Item #8I**

**Lab Science Fees**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Lab Science Fees

The District currently does not charge lab science fees, but the cost of equipment and specimens for study have increased significantly. The District finds that it will be necessary to charge students in Biology, Anatomy & Physiology and Chemistry a \$10 per course fee effective Summer Term 2010.

The following fees are recommended:

Lab Science Fees

LSC 1101, General Biology I	\$10 per course
LSC 1102, General Biology II	\$10 per course
LSC 2110, General Microbiology	\$10 per course
LSC 2111, Human Anatomy & Physiology I	\$10 per course
LSC 2112, Human Anatomy & Physiology II	\$10 per course
CHM 1120, Introductory Chemistry	\$10 per course
CHM 1130, General Chemistry I	\$10 per course
CHM 1132, General Chemistry II	\$10 per course

I ask the Board's approval of these new fees.

TLB/rs

**Agenda Item #8J**

**Tuition Required for Equalization Funding**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Tuition Required for Equalization Funding

For eligibility for equalization funding, qualified districts must maintain a per credit hour tuition and universal fee rate that is equal to 85% of the state-wide average tuition and universal fee rate.

The Illinois Community College Board has notified the district that the minimum tuition and universal fee rate required to qualify for fiscal year 2011 equalization funding has been established as \$75.61 per semester hour, which is 85% of the fiscal year 2010 statewide average tuition and universal fee rate.

Therefore, for Illinois Eastern to qualify, tuition and universal fees will have to be increased by at least \$8.61. The example of tuition and fees follows:

Fiscal year 2010 statewide average tuition and universal fee rate:	\$88.10
85% of the fiscal year 2010 average tuition and universal fee rate:	\$75.61
Current IECC tuition	\$62.00
Current IECC universal fee (technology fee)	<u>\$ 5.00</u>
Total current tuition and universal fees	\$67.00
Proposed increased IECC tuition	\$71.00
Proposed universal fee (technology fee)	<u>\$ 5.00</u>
Total proposed increased tuition and universal fees	\$76.00

I ask the Board's approval to establish this as the tuition rate and technology fee, effective Summer Term 2010.

TLB/rs

**Agenda Item #8K**

**Articulation Agreement with Murray State University School of Agriculture**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Articulation Agreement with Murray State University

Murray State University (MSU) School of Agriculture and Illinois Eastern Community Colleges (IECC): Wabash Valley College (WVC) has prepared an articulation agreement for IECC students graduating from either of the Associate in Applied Science (AAS) Degrees - Agriculture Technology/Production or Agriculture Technology/Business to transfer into the Bachelor of Science Degree in Agriculture at MSU.

Under this articulation agreement, WVC students enrolled in either the Agriculture Technology/Production or Agriculture Technology/Business AAS degrees and who wish to pursue the MSU Bachelor of Science Degree in Agriculture after graduation will be able to transition the majority of their IECC courses and programs to Murray State University.

Murray State University's agriculture program is regionally and nationally recognized program that can provide an excellent opportunity for IECC students to obtain an economical, yet quality degree in agriculture.

I ask the Board's approval of this attached articulation agreement with Murray State University.

TLB/rs

Attachment

**AGRICULTURAL ARTICULATION AGREEMENT  
MURRAY STATE UNIVERSITY  
AND  
ILLINOIS EASTERN COMMUNITY COLLEGES: WABASH VALLEY COLLEGE**

Whereas, Murray State University and the School of Agriculture wish to cooperate fully with Wabash Valley College, and

Whereas, the Wabash Valley College Agriculture program provides quality higher education training to a growing number of agricultural students, and

Whereas, agriculture students enrolled at Wabash Valley College may wish to pursue a Bachelor of Science degree after completion of the program at Wabash Valley College, and

Whereas, Murray State University and the agriculture program are regionally and nationally recognized and can provide an excellent opportunity for students to obtain an economical, yet quality degree in agriculture, and

Whereas, Murray State University provides a personal, hands-on quality education and has as its motto “large enough to serve you, small enough to know you”, and

Whereas Murray State University agrees to adjust the requirement that 42 hours of upper-level courses must be taken at MSU down to at least 31 hours of upper-level courses must be taken at MSU as noted within the agreement;

Be it therefore resolved that Murray State University and Wabash Valley College hereby enter into an agricultural articulation agreement as described in the attached curriculum agreements.

This agreement will serve as the official transfer agreement and will be accepted as written. Individual exceptions to this agreement will be accepted with the approval of both parties.

**Murray State University**

**Illinois Eastern Community Colleges**

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Provost/Vice President

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Director, Transfer Center

\_\_\_\_\_  
WVC President

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Instructor, Ag Technology/Production

\_\_\_\_\_  
Dean, School of Agriculture

\_\_\_\_\_  
Instructor, Ag Technology/Business

**Agenda Item #8L**

**Affiliation Agreement with Newton Rest Haven**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Affiliation Agreement with Newton Rest Haven

IECC wishes to enter into a new affiliation agreement with the Newton Rest Haven located in Newton, Illinois.

This affiliation agreement is for the Basic Nurse Assistant Certificate.

I ask the Board's approval of this affiliation agreement

TLB/rs

Attachment

## **AFFILIATION AGREEMENT**

Between

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

FRONTIER COMMUNITY COLLEGE

and

NEWTON REST HAVEN

for

Basic Nurse Assistant Training Program

THIS AGREEMENT made and entered into this 2nd day of November, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its BASIC NURSE ASSISTANT TRAINING Programs (hereinafter referred to as PROGRAM) and NEWTON REST HAVEN, Newton, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Basic Nurse Assistant Training Program on behalf of the DISTRICT and the Director of Nursing on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director of Nursing will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;

6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
7. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
8. DISTRICT faculty will:
  - a. be responsible for the guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Director of Nursing will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Clinical Supervisor;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
13. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees;
14. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
15. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
16. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
17. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
18. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
19. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;

20. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
21. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 2<sup>nd</sup> day of November, 2009.

NEWTON REST HAVEN

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

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President/CEO

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Chairman, IECC Board of Trustees

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Agency Representative

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CEO, Illinois Eastern Community Colleges

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President, Frontier Community College

**Agenda Item #8M**

**Affiliation Agreement with United Methodist Village**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Affiliation Agreement with United Methodist Village

IECC wishes to enter into a new affiliation agreement with the United Methodist Village, located in Lawrenceville, Illinois.

This affiliation agreement is for the Basic Nurse Assistant Certificate.

I ask the Board's approval of this affiliation agreement

TLB/rs

Attachment

## **AFFILIATION AGREEMENT**

Between

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

FRONTIER COMMUNITY COLLEGE

and

UNITED METHODIST VILLAGE

for

Basic Nurse Assistant Training Program

THIS AGREEMENT made and entered into this 2nd day of November, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its BASIC NURSE ASSISTANT TRAINING Programs (hereinafter referred to as PROGRAM) and UNITED METHODIST VILLAGE, Lawrenceville, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Basic Nurse Assistant Training Program on behalf of the DISTRICT and the Director of Nursing on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director of Nursing will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;

7. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
8. DISTRICT faculty will:
  - a. be responsible for the guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Director of Nursing will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Clinical Supervisor;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
13. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees;
14. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
15. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
16. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
17. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
18. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
19. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;

20. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
21. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 2<sup>nd</sup> day of November, 2009.

UNITED METHODIST VILLAGE

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

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President/CEO

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Chairman, IECC Board of Trustees

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Agency Representative

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CEO, Illinois Eastern Community Colleges

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President, Frontier Community College

**Agenda Item #8N**

**Affiliation Agreement with Clay County Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Affiliation Agreement with Clay County Hospital

IECC wishes to enter into a new affiliation agreement with Clay County Hospital, located in Flora, Illinois.

This affiliation agreement is for the Basic Nurse Assistant Certificate.

I ask the Board's approval of this affiliation agreement

TLB/rs

Attachment

## **AFFILIATION AGREEMENT**

Between  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
FRONTIER COMMUNITY COLLEGE  
and  
CLAY COUNTY HOSPITAL  
for  
Basic Nurse Assistant Training Program

THIS AGREEMENT made and entered into this 2nd day of November, 2009, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its BASIC NURSE ASSISTANT TRAINING Programs (hereinafter referred to as PROGRAM) and CLAY COUNTY HOSPITAL, Flora, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Basic Nurse Assistant Training Program on behalf of the DISTRICT and the Certified Nurse Educator on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Certified Nurse Educator will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;

7. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
8. DISTRICT faculty will:
  - a. be responsible for the guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
9. The AGENCY's Certified Nurse Educator will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Clinical Supervisor;
10. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
11. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
12. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
13. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees;
14. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
15. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
16. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
17. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
18. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
19. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;



20. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
21. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 2<sup>nd</sup> day of November, 2009.

CLAY COUNTY HOSPITAL

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

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President/CEO

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Chairman, IECC Board of Trustees

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Agency Representative

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CEO, Illinois Eastern Community Colleges

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President, Frontier Community College

**Agenda Item #80**

**Unemployment Insurance**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Unemployment Insurance

The District currently self insures for unemployment insurance, which means that when an IECC employee becomes eligible for unemployment benefits, the District pays those benefits out of current funds.

The situation of employment nationally and within the State of Illinois has changed dramatically. The Federal government continues to increase the number of weeks for which employees are eligible for unemployment benefits.

Given these facts, it is recommended that the District now insure its unemployment compensation benefits liability. The premium for such coverage will be paid from a restricted fund and the District included in its recently adopted levy sufficient funds to pay the premium.

I recommend that the District no longer self insure its unemployment benefits liability and that the District purchase unemployment insurance.

TLB/rs

**Agenda Item #8P**

**Restoration of Thanksgiving Holiday**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 17, 2009  
RE: Restoration of Thanksgiving as a Paid Holiday

When the Board created unpaid holidays, it was stated that action would be taken to lessen the impact of the loss of two days of holiday pay within one pay period, as would happen on Thanksgiving and the Friday following.

Although the State of Illinois is farther behind in its payments to the District and that adversely impacts the cash flow of the District, it is recommended that Thanksgiving Day be restored as a paid holiday.

Restoration allows the Board to recognize the high quality work done by the non-faculty employees of the District.

I ask that the Board adopt the attached Resolution and restore November 26, 2009 as a paid holiday.

TLB/rs

Attachment

## **RESOLUTION TO RESTORE THANKSGIVING DAY**

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges, District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to change the holiday calendar for Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff; and

WHEREAS, the Board has decided to restore one unpaid holiday.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

1. That the following unpaid holiday shall now be paid, for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff:

Thanksgiving Day, November 26, 2009

2. That this resolution shall be in full force and effective immediately upon its adoption.

Adopted this 17th day of November, 2009.

BY: \_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Secretary to the Board

**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, 2009**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$2,457,292.49
Operations & Maintenance	\$581,978.60
Operations & Maintenance (Restricted)	\$218,820.02
Bond & Interest	(\$20,025.34)
Auxiliary	\$2,119,514.09
Restricted Purposes	(\$570,801.43)
Working Cash	\$83,103.92
Trust & Agency	\$449,966.14
Audit	(\$13,477.11)
Liability, Protection & Settlement	\$576,581.74
<b>TOTAL ALL FUNDS</b>	<b>\$5,882,953.12</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**October 31, 2009**

**ALL FUNDS**

	Fiscal Year 2010
<b>ASSETS:</b>	
CASH	5,882,953
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	9,790,000
RECEIVABLES	2,884,615
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	516,115
OTHER ASSETS	443,842
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>19,552,025</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	11,765
ACCOUNTS PAYABLE	57,138
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	512,942
<b>TOTAL LIABILITIES:</b>	<b>581,845</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	2,809,387
PR YR BDGTD CHANGE TO FUND BALANCE	876,443
 <b>FUND BALANCES:</b>	
FUND BALANCE	5,213,462
RESERVE FOR ENCUMBRANCES	10,070,888
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>18,970,180</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>19,552,025</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 As Of October 31, 2009

ALL FUNDS

FY 2010  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	4,138,957
STATE GOVT SOURCES	1,798,017
STUDENT TUITION & FEES	5,911,847
SALES & SERVICE FEES	1,542,948
FACILITIES REVENUE	4,785
INVESTMENT REVENUE	14,411
OTHER REVENUES	2,570
TOTAL REVENUES:	<u>13,413,535</u>

EXPENDITURES:

INSTRUCTION	3,786,706
ACADEMIC SUPPORT	165,967
STUDENT SERVICES	427,037
PUBLIC SERV/CONT ED	23,190
OPER & MAINT PLANT	1,092,160
INSTITUTIONAL SUPPORT	3,854,488
SCH/STUDENT GRNT/WAIVERS	2,234,401
AUXILIARY SERVICES	1,932,621
TOTAL EXPENDITURES:	<u>13,516,570</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>-103,035</u>
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**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1 -- October 31, 2009**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	1,716,788	735,765	2,452,553
State Government Sources	1,158,063	639,953	1,798,016
Net Tuition and Fees	3,492,127	-	3,492,127
Sales & Service Fees	6,950	-	6,950
Facilities Revenue	-	4,355	4,355
Investment Revenue	14,569	3,388	17,957
Other Revenues	(3,893)	29	(3,864)
<b>TOTAL REVENUES:</b>	<b><u>6,384,604</u></b>	<b><u>1,383,490</u></b>	<b><u>7,768,094</u></b>
 <b>EXPENDITURES:</b>			
Salaries	4,693,039	269,356	4,962,395
Employee Benefits	616,507	53,441	669,948
Contractual Services	104,773	92,343	197,116
Materials	413,622	84,501	498,123
Travel & Staff Development	54,833	1,244	56,077
Fixed Charges	121,246	182,118	303,364
Utilities	42,081	306,395	348,476
Capital Outlay	22,323	63,951	86,274
Other	35,541	36	35,577
<b>TOTAL EXPENDITURES:</b>	<b><u>6,103,965</u></b>	<b><u>1,053,385</u></b>	<b><u>7,157,350</u></b>
 <b>TRANSFERS :</b>			
INTERFUND TRANSFERS	(1,074,142)	-	(1,074,142)
<b>TOTAL TRANSFERS:</b>	<b><u>(1,074,142)</u></b>	<b><u>-</u></b>	<b><u>(1,074,142)</u></b>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>			
	<b><u>(793,503)</u></b>	<b><u>330,105</u></b>	<b><u>(463,398)</u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY08-10**

College	Category	FISCAL YEAR 2008			FISCAL YEAR 2009			FISCAL YEAR 2010			
		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		\$667,034			\$721,829			\$623,082		
	Payroll		564,371			371,592			684,058		
	Totals	\$3,289,621	1,231,405	37%	\$3,755,487	1,093,421	29%	\$3,793,042	1,307,140	34%	33%
Lincoln Trail	Bills		528,410			712,625			564,132		
	Payroll		666,573			425,219			806,037		
	Totals	3,591,411	1,194,983	33%	4,326,545	1,137,844	26%	\$4,369,810	1,370,169	31%	33%
Olney Central	Bills		724,459			973,028			799,982		
	Payroll		1,160,560			781,242			1,532,354		
	Totals	6,192,685	1,885,019	30%	6,951,366	1,754,270	25%	\$7,020,880	2,332,336	33%	33%
Wabash Valley	Bills		881,723			1,132,469			1,051,860		
	Payroll		795,910			574,063			1,005,041		
	Totals	4,442,628	1,677,633	38%	5,534,773	1,706,532	31%	\$5,590,121	2,056,901	37%	33%
Workforce Educ.	Bills		531,274			456,234			725,084		
	Payroll		291,255			215,514			366,269		
	Totals	2,099,181	822,529	39%	2,397,774	671,748	28%	\$2,421,752	1,091,353	45%	33%
District Office	Bills		82,179			66,842			81,667		
	Payroll		265,298			195,706			292,466		
	Totals	1,295,498	347,477	27%	1,322,403	262,548	20%	\$1,335,627	374,133	28%	33%
District Wide	Bills		803,623			540,842			582,169		
	Payroll		246,587			179,643			276,170		
	Totals	7,696,643	1,050,210	14%	7,594,552	720,485	9%	7,916,719	858,339	11%	33%
<b>GRAND TOTALS</b>		<b>\$28,607,667</b>	<b>\$8,209,256</b>	<b>29%</b>	<b>\$31,882,900</b>	<b>\$7,346,848</b>	<b>23%</b>	<b>\$32,447,950</b>	<b>\$9,390,371</b>	<b>29%</b>	<b>33%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**October 31, 2009**

	<b>Amount</b>	<b>% of Total</b>
Salaries	4,962,395	52.85%
Employee Benefits	669,948	7.13%
Contractual Services	197,116	2.10%
Materials	498,123	5.30%
Travel & Staff Development	56,077	0.60%
Fixed Charges	303,364	3.23%
Utilities	348,476	3.71%
Capital Outlay	86,275	0.92%
Other	2,268,597	24.16%
	<u>9,390,371</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 12, 2009

**RE:** Personnel Report

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

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Resignations**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Classified

1. Andrea Pampe, Student Advantage Network Counselor, DO, effective December 8, 2009

## 400.2. Change-in-Status

### A. Professional/Non-Faculty

1. Deana Palmer, Director of Cosmetology, OCC, to Program Director of Cosmetology, OCC, effective November 18, 2009

### B. Classified

1. Amanda Musgrave, Clerk/Receptionist, FCC, to Administrative Assistant, FCC, effective January 4, 2010
2. Kathy Wheeler, Office Assistant, FCC, to Administrative Assistant, FCC, effective January 4, 2010

## 400.3. Resignations

### A. Classified

1. Richard Jones, Custodian, LTC, effective January 9, 2010
2. Kerry Pinkstaff, Custodian/Groundskeeper, WVC, effective November 6, 2009

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**



**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

**TENTATIVE**  
**Protection, Health, Safety and ADA**  
**Projects Schedule**  
**Phase 9 Carryover Projects**

	Estimated Budget										
Districtwide Plumbing & Electrical Survey **	\$38,500										
Storm Water Remediation **	\$121,000										
Toilet & Locker-room Upgrades	\$130,100										
ADA Hardware Replacement/Supplement	\$53,300										
Fire Suppression System Upgrades	\$72,600										
Electrical & Lighting Upgrades	\$378,600										
<b>GRAND TOTAL</b>	<b>\$794,100</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>	

10/31/2009

\*\* These two projects are original Phase 9 projects that have not been completed yet, but will be completed in conjunction with the Phase 9 Carryover projects