

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

November 16, 1999



Location:

**Lincoln Trail College
11220 State Hwy. 1
Robinson, Illinois 62454**

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

IECC BOARD AGENDA
7 P.M.
November 16, 1999

1. Call to order & Roll Call.....CEO Bruce
2. Oath of Office and Seating of Trustees Elected April 13..... Hillis
3. Organization of New Board Bruce
 - A. Roll Call
 - B. Election of Chairman
 - C. Election of Vice-Chairman
 - D. Election of Secretary Pro Tempore
 - E. Election of Secretary
 - F. Resolution for Time and Place of Board Meetings
 - G. Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards
4. Disposition of Minutes
5. Recognition
 - A. Visitors and Guests
 - B. IECCEA Representative
6. Public Comment
7. Reports
 - A. Report from Trustees
 - B. Report from Presidents
 - C. Report from George Woods
 - D. Report from Cabinet
8. Policy First Readings (and Possible Approval)
None
9. Staff Recommendations for Approval
 - A. Designation of Board of Trustees Chairman Emeritus..... Bruce
 - B. FY2000 Assessment Plan..... Bruce
 - C. Jasper County Dual Credit Agreement..... Vespa
10. Bid Committee Report Allard
Frontier Community College
 1. Used 1999 (or newer) Automobile
 2. Used 1998 (or newer) Mini-Van
11. District Finance
 - A. Financial Report Allard
 - B. Approval of Financial Obligations..... Bruce
12. Chief Executive Officer's Report Bruce
13. Executive Session..... Bruce
14. Approval of Executive Session Minutes..... Bruce
15. Approval of Personnel Report..... Bruce
16. Collective Bargaining Bruce
17. Litigation..... Bruce
18. Acquisition & Disposition of Property..... Bruce
19. Other Items
20. Adjournment

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Oath of Office and Seating of Trustees Elected April 13

Agenda Item #3

Organization of New Board

- A. Roll Call**
- B. Election of Chairman**
- C. Election of Vice-Chairman**
- D. Election of Secretary Pro Tempore**
- E. Appointment of Secretary**
- F. Resolution for Time and Place of Board Meetings**
- G. Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards**

Agenda Item #3A

Roll Call

Agenda Item #3B

Election of Chairman

Agenda Item #3C

Election of Vice-Chairman

Agenda Item #3D

Election of Secretary Pro Tempore

Agenda Item #3E

Election of Secretary

Agenda Item #3F

Resolution for Time and Place of Board Meetings

RESOLUTION

Board of trustees Meeting Dates and Places for 2000

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2000:

Tuesday, January 18, 2000	7 p.m.	Frontier Community College
Tuesday, February 15, 2000	7 p.m.	Lincoln Trail College
Tuesday, March 21, 2000	7 p.m.	Olney Central College
Tuesday, April 18, 2000	7 p.m.	Wabash Valley College
Tuesday, May 16, 2000	7 p.m.	Frontier Community College
Tuesday, June 20, 2000	7 p.m.	Lincoln Trail College
Tuesday, July 18, 2000	7 p.m.	Olney Central College
Tuesday, August 15, 2000	7 p.m.	Wabash Valley College
Tuesday, September 19, 2000	7 p.m.	Frontier Community College
Tuesday, October 17, 2000	7 p.m.	Lincoln Trail College
Tuesday, November 21, 2000	7 p.m.	Olney Central College
Tuesday, December 12, 2000 *	7 p.m.	Wabash Valley College

***Board meeting in December will be held on the second Tuesday of the month due to Winter Break.**

Dated: _____

Chairman, Board of Trustees

Secretary, Board of Trustees

Agenda Item #3G

**Resolution for Adoption of Rules, Regulations, Policies and Actions
Of Prior Boards**

**RESOLUTION FOR ADOPTION OF RULES, REGULATIONS,
POLICIES AND ACTIONS OF PRIOR BOARDS**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that all rules, regulations, and policies of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow their past practices and procedures:

The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote.

Roberts Rules of Order will be followed for general procedural guidelines, but will not be adopted.

When voice votes are taken, any trustee may ask for a roll call vote on that issue.

Date Adopted: _____

Chairman, Board of Trustees

Secretary, Board of Trustees

Agenda Item #4

Disposition of Minutes

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, October 19, 1999.

AGENDA #1 – “Call to Order & Roll Call” - The meeting was called to order at 7:20 p.m., by Dr. Kent L. Wattleworth, Chairman.

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:

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Dr. Kent L. Wattleworth, Miss Marilyn J. Wolfe. Also present was Mr. Douglas C. Dollahan, student trustee. Trustees absent: None. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Hans Andrews, President of Olney Central College.
Dr. John Arabatgis, President of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Dr. William J. Lex, President of Frontier Community College.
Mr. George Woods, Dean of Community Development & Workforce Education.
Mr. Jack Davis, Dean of Instruction of Olney Central College.
Ms. Christine Cantwell, Associate Dean of Academic and Student Support Services.
Ms. Kathleen Vespa, Associate Dean of Education to Careers Program.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mrs. Nancy J. Allard, Comptroller & Director of Finance.
Mrs. Marty Novak, Director of Personnel.
Ms. Terry Stanford, Executive Secretary to the CEO.
Mr. Harry Hillis, Jr., Board Secretary.

CEO to Chair Meeting: The Chairman asked Mr. Bruce to Chair this meeting. With Board concurrence, Mr. Bruce assumed the Chair.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, held Tuesday, September 21, 1999, were presented for approval.

Board Action: Ms. Jameson made a motion to approve, as prepared, open meeting minutes of the regular meeting, Tuesday, September 21, 1999. The motion was seconded by Dr. Fischer. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #3 – “Recognition” –

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

#3-B. IECCEA Representative: Mr. Jim Burnett, President of Illinois Eastern Community Colleges Education Association, was recognized.

AGENDA #4 – “Public Comment” –

#4-A. Need for Additional Course Offerings by Four Year Institutions: Several persons addressed the trustees relative to the need for more local access to course offerings from four-year institutions, such as Eastern Illinois University and Southern Illinois University.

AGENDA #5 – “Reports” -

#5-A. Report from Trustees: Mr. Lane and Mrs. Kessler reported on a visit to IECC’s Daimler Chrysler Project in Detroit, Michigan. IECC administrators and trustees toured the facilities there.

#5-B. Report from Presidents: Informational reports from each of the four colleges were presented by Mr. Davis (reporting for Dr. Andrews), Dr. Arabatgis, Dr. Benson and Dr. Lex.

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

#5-D. Report from Cabinet: Mrs. Allard reviewed the document on data and characteristics of IECC in comparison with the statewide trend.

AGENDA #6 – “Policy Readings” – None.

AGENDA #7 – “Staff Recommendations for Approval” - The following staff recommendations were presented for approval.

#7-A. Certificate of Compliance with the Truth in Taxation Act: The CEO recommended approval of the following Certificate of Compliance with the Truth in Taxation Act:

CERTIFICATE OF COMPLIANCE WITH THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 1999," at a regularly convened meeting held on the 21st day of September, 1999, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to levy taxes in excess of 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, upon the levy of the district for 1999 was published after October 5 and before October 12, 1999, in accordance with the provisions of the Truth in Taxation Law, in newspaper of general circulation in Illinois Eastern Community College District No. 529, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on proposed tax levy was held in said district on October 19, 1999; and

I do further certify that the aggregate tax levy of the district was adopted on October 19, 1999, after public notice and hearing, all in accordance with the Truth in Taxation Act.

Board Action: Mr. Lane made a motion to adopt the foregoing Certificate of Compliance with the Truth in Taxation Act and authorize the Chairman to sign the certificate. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#7-B. Certificate of Tax Levy for FY2001: The CEO recommended approval of the Certificate of Tax Levy, showing the following sums to be levied on the taxable property of our community college district for the year 1999:

\$1,820,000 for educational purposes.

\$ 780,000 for operations and maintenance purposes.

\$ 235,000 for purposes of Local Governmental and Governmental Employees Tort Immunity Act.

\$ 80,000 for Social Security and Medicare insurance purposes.

\$ 20,000 for financial audit purposes.

\$ 120,000 for worker's compensation & unemployment purposes.

Number of bond issues which have not been paid in full: 2.

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

Board Action: Mrs. Turkal made a motion to certify the tax levy as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#7-C. Image Architects, Inc. Contract: The CEO recommended approval of the contract for professional services with Image Architects, Inc., Carbondale, Illinois, for the Learning Resource Center at Frontier Community College. The basic compensation rate for this project is 7.25%. The previous contract basic compensation rate was 9%. (The contract consists of 14 pages.)

Board Action: Mr. Lane made a motion to approve the contract with Image Architects for the LRC at FCC as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#7-D. Field Practice Agreement Between SIU Edwardsville School of Nursing and IECC: The CEO recommended approval of the Field Practice Agreement between Southern Illinois University at Edwardsville and IECC. IECC nursing faculty will be supervising IECC graduate students and will be entitled to tuition waivers to take classes at SIU in Edwardsville. Tuition for graduate-level course work shall be waived for persons who serve as directly assigned supervisory personnel in the agencies and institutions that cooperate in the SIUE nursing program. Tuition shall be waived for two 3-hour graduate courses for each nine (9) credit hours of work performed under the supervision of the cooperating supervisory personnel. Mentors in the school nurse program will receive waivers for three courses for supervising a full-time student nurse internship. This waiver must be used for an academic term beginning within three years of its issuance. (The agreement consists of 8 pages.)

Board Action: Ms. Jameson made a motion to approve the Field Practice Agreement between SIU Edwardsville and IECC as presented. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#7-E. Dual Credit Agreements with Palestine and Clay City: The CEO recommended approval of IECC District Dual-Credit Agreements with the Palestine and Clay City school districts. The agreement with each school district is to be the standard IECC District Dual-Credit Agreement as previously approved by the Board of Trustees.

Board Action: Dr. Fischer made a motion to approve Dual-Credit Agreements with Palestine and Clay City school districts as recommended. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #8 – “Bid Committee Report” – The Bid Committee presented the following report and recommendations, followed by Board action as recorded.

#8-A. Frontier Community College – Audio Visual Equipment: Bid Committee recommends acceptance of the following low bids that meet all specifications:

- Item #1: TV/VCR Combo (4): Schiller’s Imaging Group, St. Louis, MO, \$1,348.00.
- Item #2: Video Projector (4): Central Indiana Marketing, Evansville, IN, \$14,796.00.
- Item #3: Electronic Writing Board (2): Beatty Televisual, Springfield, IL, \$3,982.84.

Source of Funds: Advanced Technology Grant. Department: Office Careers & Computer Networking Specialist.

Board Action: Mr. Lane made a motion to accept the foregoing recommendations for purchase of audio visual equipment for FCC as outlined. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Frontier Community College – Emergency Preparedness Equipment: Bid Committee recommends acceptance of the following low bids to meet all specifications:

- Items #1-6: Armstrong Medical, Lincolnshire, IL, \$14,577.00.
 - Item #1: Rhythm SIM 820 Patient Simulator or equivalent (1).
 - Item #2: Rhythm SIM 900 TV Interface or equivalent (1).
 - Item #3: Crisis ACLS Manikin or equivalent (1).
 - Item #4: MPL Babycode or equivalent (1).
 - Item #5: Laerdal AED Trainer or equivalent (5).
 - Item #6: Chris Clean Sanitary CPR Manikin or equivalent (3).
- Item #7: Laerdal Resusci Junior Model 18 00 01 or equivalent (3): Laerdal Medical Corp., Wappingers Falls, NY, \$1,473.00.

Item #8: Chris Clean Sanitary Infant CPR Manikin or equivalent (4): Armstrong Medical, Lincolnshire, IL, \$2,016.00.

Source of Funds: Advanced Technology Grant. Department: Emergency Preparedness.

Board Action: Ms. Jameson made a motion to accept the foregoing recommendations for purchase of emergency preparedness equipment for FCC as outlined. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Frontier Community College – Switching Device: Bid Committee recommends acceptance of the low bid received that meets all specifications from Imprint Enterprises, Naperville, IL, for a total of \$9,262.00, for a switching device that will connect 24 student stations in a computer laboratory to the instructor's station. Source of Funds: Program Improvement. Department: Office Careers.

Board Action: Mr. Lane made a motion to accept the bid of Imprint Enterprises for purchase of a switching device for FCC as outlined. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Olney Central College – Hydraulic Iron Worker: Bid Committee recommends acceptance of the low bid received that meets all specifications from Hardware Supply Co., Terre Haute, IN, for a total of \$9,645.00, for a hydraulic iron worker, 65 ton. Source of Funds: Advanced Technology Equipment Grant. Department: Industrial Maintenance Technology.

Board Action: Dr. Fischer made a motion to accept the bid of Hardware Supply Company for a hydraulic iron worker for OCC as recommended. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Olney Central College – 15 Passenger Van: Bid Committee recommends acceptance of the low bid to meet specifications from Rice Ford-Chrysler, Carmi, IL, for a total of \$19,985.00, for a 1999 Dodge 15 passenger Wagon with 22,000 mileage. Source of Funds: Athletics/Carryover Funds. Department: Primary Athletics; also staff & faculty.

Board Action: Miss Wolfe made a motion to accept the bid of Rice Ford-Chrysler for purchase of a 15 passenger van for OCC as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Olney Central College – Student Digital Piano Labs: Bid Committee recommends acceptance of the low bid received that meets all specifications from Samuel Music, Effingham, IL, for a total of \$15,781.64, for student digital piano labs for OCC (for 10 students). Source of Funds: Educational Fund. Department: Music.

Board Action: Ms. Jameson made a motion to accept the bid of Samuel Music for student digital piano labs for OCC as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “District Finance” – The following District financial matters were presented:

#9-A. Financial Report: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,835,278.66, as of September 30, 1999. The reports were accepted.

#9-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of October, 1999, totaling \$1,991,077.79, were presented for approval.

Board Approval for Payment of Financial Obligations: Mr. Lane made a motion to approve payment of the district financial obligations for the month of October, 1999, in the amounts listed, and payments from the revolving fund for the month of September, 1999. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #10 – “Chief Executive Officer's Report” - Mr. Bruce presented informational reports relative to the following topics:

1. Campus Security.
2. Floral Display at LTC.
3. Enrollment Comparison Charts.
4. Budget & Tax Levy Calendar.
5. USI Visit.
6. 1098-T Statements.
7. Common Schedule Update.
8. Service Charges for Credit Cards.
9. Orientation Improvement/Continuous Improvement Team.
10. New Employee Handbook with Photos.
11. Reference Letters.
12. Participants in the Community College Insurance Plan.
13. Romeo and Juliet at WVC.
14. SIHEC Receives \$60,000 Economic Development Grant.
15. North Central Association – Exit Report October 20, 1999, 11:00 a.m. at
OCC Theatre, to be Presentation to be Open to the Public.

Presentations to Dr. Wattleworth: On behalf of the District, Mrs. Kessler presented a watch to Dr. Kent L. Wattleworth, Chairman, who is attending his final meeting of the Board of Trustees as an elected trustee. Trustees and staff members spoke in tribute to Dr. Wattleworth and his dedicated service to education.

Miss Wolfe presented the following concerning Dr. Wattleworth, using the first letter of each of our four colleges:

- F. Faithful in Attendance.
- L. Loyal to the District.
- O. Optimistic Outlook for the Future.
- W. Wonderful Willingness to Serve for 27 years plus.

Closed Meeting: A member of the Board of Trustees requested that an executive session be held.

AGENDA #11 – “Executive Session” - The Chair recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

#11-A. Closed Meeting: Mrs. Kessler made a motion to hold a closed meeting to consider the matters outlined by the Chair. The motion was seconded by Ms. Jameson and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 9:25 p.m.

#11-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 10:10 p.m.

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

AGENDA #12 – “Approval of Executive Session Minutes” – Mr. Dollahan made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, September 21, 1999, and to open said minutes as a part of the public record. The motion was seconded by Mr. Lane. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #13 – “Approval of Personnel Report” - None.

AGENDA #14 – “Collective Bargaining” – None.

AGENDA #15 – “Litigation” – None.

AGENDA #16 – “Acquisition & Disposition of Property” - None.

AGENDA #17 – “Other Items” – The following action item was presented:

#17-A. Review Hiring Policies: Ms. Jameson made a motion to direct the CEO to review Board hiring policies and provide a written report to the full Board prior to and in preparation for discussion at the November 1999 regular meeting of the Board of Trustees. The motion was seconded by Mrs. Turkal. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #18 – “Adjournment” – Miss Wolfe made a motion to adjourn, with the Board of Trustees to reconvene Tuesday, November 16, 1999, at 7:00 p.m., at Lincoln Trail College, Robinson, for the organizational meeting of the new Board of

Trustees. The motion was seconded by Dr. Fischer. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken. The Chair declared that the "Ayes" have it, the motion is adopted, and the meeting adjourned at 10:15 p.m. until the announced and designated date, time and place.

Approved: Chairman: _____

Secretary: _____

Minutes of a special meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Conference Room at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, October 19, 1999.

Notice of Special Meeting: This special meeting was called by Dr. Kent L. Wattleworth, Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by U.S. Mail to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this school district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

Purpose: To meet with representatives of the North Central Association relative to the focused visit for Olney Central College.

#1. Call to Order & Roll Call: The meeting was called to order at 5:10 p.m., by Dr. Kent L. Wattleworth, Chairman. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Dr. Kent L. Wattleworth, Miss Marilyn J. Wolfe. Also present was Mr. Douglas C. Dollahan, student trustee. Trustees absent: None. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees:

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

Mr. Harry Hillis, Jr., Board Secretary.

Dr. Phillip Summers, President, Vincennes University, Vincennes, Indiana.

Dr. Richard Byerly, Director of Development, Central Lakes College, Brainerd, Minnesota.

CEO to Chair Meeting: The Chairman asked Mr. Bruce to Chair this meeting. With Board concurrence, Mr. Bruce assumed the Chair.

#2. Executive Session: The Chair recommended that a closed meeting be held, under Section 2(c)(15) of the Open Meetings Act to consider professional ethics or performance when considered by an advisory body appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

Board Action: Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the Chair. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 5:12 p.m.

(Mr. Bruce left the meeting at 5:14 p.m.; Dr. Wattleworth assumed the Chair.)

Closed Meeting Ended: Mrs. Turkal made a motion to reconvene in open session. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 6:05 p.m.

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

3. Adjournment: Dr. Fischer made a motion to adjourn. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. Miss Owen. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried. The meeting adjourned at 6:07 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #5

Recognition

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

Agenda Item #6

Public Comment

Agenda Item #7

Reports

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

Agenda Item #8

Policy First Readings (And Possible Approval)

None

Agenda Item #9

Staff Recommendations for Approval

- A. Designation of Board of Trustees Chairman Emeritus**
- B. FY2000 Assessment Plan**
- C. Jasper County Dual Credit Agreement**

Agenda Item #9A

Agenda Item #9A

Designation of Board of Trustees Chairman Emeritus

Agenda Item #9B

Agenda Item #9B

FY2000 Assessment Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 8, 1999
RE: FY2000 Assessment Plan

The following is IECC's FY2000 Assessment Plan. The Cabinet approved the Plan on November 5. It is presented to the Board for final approval.

TLB/tes

Mission Objectives

**Effectiveness
Indicators**



Student Success

Goals

ASSESSMENT PLAN COMMITTEE

Suzanne Brooks	FCC	Coordinator of Registration and Records
Jerry Hefley	FCC	Dean of the College
Janice Tucker	FCC	Director of Recruitment & Advisement
Wes Weber	FCC	Program Director, Emergency Disaster Services Technology
Doug Dollahan	LTC	Student Board Member
John Arabatgis	LTC	President
Gayle Saunders	LTC	Dean of the College
Searoba Mascher	LTC	Faculty
Fran Stencil	OCC	Director of Learning Resources Center
Donita Kaare	OCC	Director of Learning Skills Center
Chris Webber	OCC	Assistant Dean for Student Services
Jackie Davis (Chair)	OCC	Dean of Instruction
Lisa Benson	OCC	Faculty
Harry Benson	WVC	President
Wayne Henegar	WVC	Dean of Instruction
Dan Edwards	WVC	Faculty
Diana Spear	WVC	Assistant Dean for Student Services
Chris Heindselman	DIST	Research Assistant
Chris Cantwell	DIST	Associate Dean, Academic and Student Support Services
Lucinda Wingert	DIST	Database Specialist
Kathy Vespa	DIST	Associate Dean, Education-to-Careers Program

Susan Polgar..... DIST Project Director, Success Network, Title IV

TIME FRAME OF ACTIVITIES

January 1999	College evaluation reports were submitted to the District Office
February 1999	The District Office staff compiled college data
March 1999	Assessment Committee prepared the FY 1999 Annual Report Card
April 1999	FY 1999 Annual Report Card submitted to Cabinet and presented to the Board of Trustees
April 1999	FY 1999 Annual Report Card distributed to college employees, students, and news media
October 1999	Assessment Committee discussed revisions for the FY 2000 Assessment Plan
November 1999	Submit FY 2000 Assessment Plan to Cabinet
November 1999	Submit FY 2000 Assessment Plan to Board of Trustees for adoption
November 1999	Distribute FY 2000 Assessment Plan to college employees and students via Internet
November 1999	Assessment Committee Chair coordinates various data collection processes
November 1999	Colleges submit data to the District Office
February 2000	Assessment Committee submits a draft of the Annual Report Card to the colleges for review
March 2000	Assessment Committee finalizes the FY 2000 Annual Report Card

- April 2000 Submit FY 2000 Annual Report Card to Cabinet and presented to the Board of Trustees
- April 2000 Submit FY 2000 Annual Report Card to college employees, students, and news media

CHARACTERISTICS OF THE ASSESSMENT PLAN

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

/ Focuses on Students and Student Successes

INTRODUCTION

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

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

The following are current long range planning processes:

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

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

Evaluation

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

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

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

1. Successful Preparation for Transfer

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

2. Successful Preparation for Employment

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

3. Quality Lifelong Learning Program

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

4. Functional, and Appropriate Remedial Programs

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

5. Student Satisfaction with Accessible Quality Services and Activities

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

6. Residents' Satisfaction with Quality Curricula and Programs

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

7. Accessible and Appropriate Community Education and Community Service Activities

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

8. Continuous and Effective Professional Growth Opportunities

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

9. Effective, Efficient Resource Management and Allocation

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

10. Effective Economic Development Activities

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

Indicators of Effectiveness

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

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

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

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

Assessment Plan Committee

The Assessment Committee, coordinated by the chair, is responsible for the collection of information that will provide the data needed to determine the district's performance against a given standard. As the plan evolves, several major assessments and effectiveness projects will be implemented that will generate extensive information on the district's performance in the coming years. In FY 2000, faculty, staff, and administration at all four campuses will be working together to determine their expectations for individual student learning in the general education, technical and developmental education disciplines and will be developing the means of measuring various aspects of student learning in these areas.

Annual Effectiveness Report Card

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

Summary

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

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

MISSION OBJECTIVE 1: To provide education in the liberal arts and sciences which is general or pre-professional in nature and prepares the student to transfer to a four-year college or university

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

PRIMARY GOAL

SUCCESS CHARACTERISTIC

Successful preparation for transfer

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
1a. Transfer students' success at four-year institutions	GPA's of transfer students will meet or exceed GPA's of other transfer students and senior college "native" students	Research Assistant	November 1999	Senior institutions/university progress reports, ICCB feedback reports
1b. Current student satisfaction	85% of students responding to surveys will be satisfied with education received	Chair, Assessment Committee	June 1999	College survey of a sample of students fall and spring semesters

1c. Completer student satisfaction	85% of students responding to surveys will be satisfied with education received	Research Assistant	June 1999	Baccalaureate student follow-up survey for FY 98 of AA/AS graduates, student satisfaction surveys
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To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
1d. Course transferability	Less than 1% of eligible graduates will initiate a call against the district's educational guarantee policy	Chair, Assessment Committee	September 1999	Calls against the district educational guarantee policy in FY 99
1e. AA/AS degree requirements	The AA/AS degree will meet ICCB requirements for model AA/AS degrees	Research Assistant	June 1999	Illinois Community College Board model AA and AS degree
1f. Course articulation	All transfer/baccalaureate courses will be positively articulated with at least three senior institutions (IAI Gen. Ed. Core)	Research Assistant	June 1999	Course files, IAI, & Transfer Course Equivalency List
1g. Overall transfer GPA	The average of all transfer students' GPAs in FY 99 will meet or exceed 2.0	Research Assistant	November 1999	ICCB A1 Report (FY 99)
1h. Full-time student retention	The number of first-time full-time students retained will remain constant or increase from those retained the previous year	Chair, Assessment Committee	November 1999	Local student data

1i. Part-time retention	The number of first-time part-time students retained will remain constant or increase from those retained the previous year	Chair, Assessment Committee	November 1999	Local student data
1j. Transfer options	The district will maintain full participation status in the IAI General Education Core	Chair, Student Relations Committee	November 1999	IAI Website

MISSION OBJECTIVE 2: To provide technical education that provides students with the skills and abilities to enter employment

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Successful preparation for employment

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
2a. Current student satisfaction	85% of AAS and certificate graduates will be satisfied with received education	Chair, Assessment Committee	June 1999	Occupational follow-up for FY 98 AAS and certificate graduates, student satisfaction survey
2b. Completer student satisfaction	85% of students responding to surveys will be satisfied with education received	Research Assistant	June 1999	College survey of a sample of students fall and spring semesters
2c. Employer satisfaction	90% of employers surveyed will rate IECC graduates as having the necessary skills to perform in the workplace	Research Assistant	June 1999	Employer follow-up survey for FY 98 AAS and certificate graduates

2d. Student skills competency	Less than 1% of eligible FY 99 graduates will initiate a call against the district's educational guarantee policy	Research Assistant	September 1999	District's educational guarantee policy in FY 99
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To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
2e. Job placement	70% of AAS and certificate graduates for FY 99 will be placed in employment for which they were trained or in related fields or will be continuing their education	Dean of the College, Dean of Instruction, Assistant Dean for Student Services	September 1999	Occupational follow-up survey of FY 98 AAS graduates
2f. Program requirements	85% of AAS graduates in FY 99 will successfully pass required state licensure exams	Dean of the College, Dean of Instruction, Associate Deans, Program Directors, and faculty	December 1999	Licensure exams of students tested in FY 99
2g. Overall technical GPA	The average of all technical students' GPAs in FY 99 will meet or exceed 2.0	Research Assistant	November 1999	ICCB A1 Report (FY 99)
2h. Full-time student retention	The number of first-time full-time students retained will remain constant or increase from those retained the previous year	Chair, Assessment Committee	November 1999	ICCB A1 Report (FY 99)
2i. Part-time student retention	The number of first-time part-time students retained will remain constant or increase	Chair, Assessment Committee	November 1999	ICCB A1 Report (FY 99)

	from those retained the previous year			
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MISSION OBJECTIVE 3: To provide adult and continuing education designed to meet the immediate and long-term needs of the residents in the district

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Accessible, quality lifelong learning program

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
3a. Student goals	90% of adult education students in FY 99 will complete a student portfolio plan	Program Director of Adult and Continuing Education	August 1999	Student file
3b. Completion rates	80% of students enrolled in adult basic and adult secondary courses in FY 99 will complete the course	Program Director of Adult and Continuing Education, Dean of the College, Dean of Instruction	August 1999	Comparison of student withdrawal to course enrollment
3c. Student reading level success	70% of students in ABE/ASE courses in FY	Program Director of Adult and Continuing	August 1999	TABE pre-test compared to TABE post-test

	99 will show educational gains at completion of course	Education, Faculty		
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To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
3d. Student access	Adult and continuing education courses in FY 99 will be offered in various locations throughout the service area	Research Assistant	August 1999	Course schedule

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
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MISSION OBJECTIVE 4: To provide programs in remedial education which assist district residents in attaining skills and abilities needed to enter and complete college

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Accessible, functional, and appropriate remedial programs

To	Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
4.	Student placement	AA, AS, AAS, and one-year certificate students in FY 99 scoring at or below the 33d percentile on the ASSET/ACT/SAT will be placed in appropriate remedial/preparatory course	Dean of the College, Dean of Instruction	July 1999	Student file compared to consolidated test score report
4.	Student access	Remedial education in FY 99 will be offered at times and locations accessible to students	Research Assistant	July 1999	Course schedule process with student input

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
4. Retention	70% of students enrolled in remedial courses in FY 99 will complete the course	Research Assistant	July 1999	Student withdrawal compared to course enrollment
4. Remedial completer enrollment in college-level coursework	60% of remedial completers will also complete their first related college level course	Dean of the College, Dean of Instruction	July 1999	Student transcripts
4. Student reading level success	Successful completers of remedial reading programs will increase their average reading level by 1.0 grade level.	Dean of the College, Dean of Instruction	July 1999	As measured by a pre and post test on a standardized reading test

MISSION OBJECTIVE 5: To provide student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, and transferring to a four-year institution or entering employment

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Student satisfaction with accessible quality services and activities

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
5. Student Satisfaction	85% of the district's FY 98 graduates responding to the follow-up survey will indicate satisfaction of services	Research Assistant	June 1999	Follow-up survey of FY 98 graduates
5. Course Transferability	Less than 1% of FY 99 graduates will initiate a call against the district's educational guarantee policies	Research Assistant	September 1999	Calls against the district's educational guarantee policies in FY 99

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

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Residents' satisfaction with accessible quality curricula and programs

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
6. Enrollment	District unduplicated enrollment in FY 99 will remain above 60 individuals per 1000 district population	Research Assistant	November 1999	ICCB Data and Characteristics report for FY 98
6. Accessibility	The percentage of district high school graduates enrolled in FY 99 will remain constant or increase	Research Assistant	November 1998	Comparison of 1998 high school graduates enrolled to 1999 high school graduates enrolled
6. Gender equity	The percentage of female students enrolled fall 1999 will be equal to or exceed the percent of females enrolled fall 1998	Research Assistant	November 1999	ICCB E1 Enrollment reports (Fall 99)

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
6. Accessibility by race	The percentage of minority students enrolled during fall 1999 will be within 2% (+ or -) of the percent of minority students enrolled fall 1998	Research Assistant	November 1999	ICCB E1 Enrollment reports (Fall 99)
6. Resident's satisfaction	The Tech Prep Board of Governance and Education-to-Careers partnership will indicate the district is meeting the residents' needs	Chair of the ETC partnership	August 1999	The ETC Executive Board agenda item concerning the district's response to residents' needs

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

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Accessible and appropriate community education and community services activities

T	Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
7	a. Participation	FY 99 participation figures will be equal to or exceed the FY 98 figures for community education/community service activities	Research Assistant	November 1999	ICCB non-credit community service report for FY 99
7	b. Participants' satisfaction	90% of the participants in non-credit offerings in FY 99 will indicate satisfaction in the education or training received	Dean of the College, Program Director of Adult and Continuing Education	August 1999	Attitudinal survey of participants

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

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Continuous and effective professional growth opportunities

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
8. Effectiveness of faculty workshop days	80% of full-time faculty surveyed will rate faculty workshop days positively	Dean of the College, Dean of Instruction	October 1999	Survey
8. Satisfaction with staff development opportunities	80% of staff and faculty surveyed will indicate "satisfied" or higher with staff development opportunities in FY 99	Dean of the College, Dean of Instruction	October 1999	Survey
8. Satisfaction that employee needs, as noted on the annual survey, are being met	80% of faculty and staff surveyed will indicate no dissatisfaction	Continuous Improvement Team	Fall 1999	Survey

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

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Effective, efficient resource management and allocation

To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
9a. Distribution of resources	The distribution of FY 2000 district resources will be allocated in accordance with budget formula	Comptroller and Director of Finance	October 1999	FY 2000 Annual Budget
9b. Positive fund balance	Revenue generated from funding sources for FY 2000 will be equal to or exceed annual budget for FY 1999	Comptroller and Director of Finance	October 1999	FY 2000 Annual Audit

9.	Cost of instruction	District unit cost will remain at or below the state average for FY 1999	Comptroller and Director of Finance	December 1999	ICCB Unit Cost Report (FY 99)
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To Be Measured	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology (How to Measure)
9. Foundation support	College foundations' support for FY 2000 will be equal to or exceed support for FY 1999	Dean of the College, Dean of Instruction	March 2000	FY2000 monies donated by foundations compared to FY 1999 monies donated
9. Full-time faculty per FTE	FY 2000 full-time faculty per FTE will remain relatively constant when compared to FY 1999	Chair, Assessment Comm.	March 2000	Banner data
9. Equipment needs	Equipment will be added/replaced on a systematic basis	Comptroller and Director of Finance	December 1999	Review of equipment grant dollars and system of determining purchases

MISSION OBJECTIVE 10: To provide programs in economic development through technical and general education in order to expand, retrain, and strengthen the industrial base of southeastern Illinois

PRIMARY GOAL

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

SUCCESS CHARACTERISTIC

Effective economic development activities

To Be Measured Measure)	Effectiveness Indicators	Primary Responsibility	Time Frame	Methodology	(How to
1 a. Courses offered to business/industry	Courses offered to business/industry in FY 99 will equal or exceed courses offered in FY 98	Dean of the College, Dean of Instruction, Dean of Industrial Training, Director of Economic Development	Each July beginning in 1999	Number of courses offered to business/industry	
1 b. The removal and/or reduction of public aid recipients	The district will remain in the upper one-half statewide of student public aid reductions	Program Director for Adult and Continuing Education	August 1999	ISBE report on public aid removals/reductions	
1 c. Employment Services	Clients served in FY 99 through the One-Stop-Shop will equal or exceed those served in FY 98	Director of Dislocated Workers Program	August 1999	Number of students served in FY 99	
1 d.	80% of employers	Director of Economic	August 1999	Random employer	

Employer satisfaction with economic development activities	surveyed will be satisfied with the district's economic development activities	Development		survey
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Assessment Plan Report

College:	Objective:	To Be Measured:	Methodology: (How to Measure)
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- A. Were you able to complete your assessment as proposed? If not, please explain.

- B. Approximately how many students, residents, employers, etc., participated in the assessment?

- C. Based on the objectives outlined in the Assessment Plan, what are your conclusions about the results? Be specific.

- D. What changes or refinements would you suggest to assess the objective?

Note: This form is to be used by the colleges to provide required data.

Agenda Item #9C

Agenda Item #9C

Dual Credit Agreement with Jasper County

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 12, 1999
RE: Dual Credit Agreement for Jasper County

I recommend approval of the Dual Credit Agreement for Jasper County.

TLB/tes

Illinois Eastern Community Colleges District 529
Dual-Credit Agreement

STATEMENT OF AGREEMENT

The Board of Trustees of Illinois Eastern Community Colleges District 529 and the Board of Education for [high school district] agree to enter into a partnership to provide dual-credit courses for academic and occupational courses that will be accessible and beneficial to high school students within the boundaries of the Illinois Eastern Community Colleges District. This agreement shall become effective on [date].

I. STATEMENT OF PURPOSE

Dual-credit courses expand student access to affordable higher education, provide challenging academic and occupational experiences to qualified high school students during their junior and senior years, and reduce the costs of a college education for students and their families. Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two- and four-year colleges and universities and to satisfy high school graduation requirements. Successful completion of occupational courses will allow students to simultaneously earn college credits, to satisfy high school graduation requirements, and to assist in the transition to the community college or job opportunities and careers. Dual-credit courses are important transitional links in the Illinois Education-to-Careers System for young people moving from secondary schools to colleges and universities and high-skill, high-wage careers.

II. GUIDELINES

A. Dual-credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Education, the North Central Association, and the policies and standards of Illinois Eastern Community Colleges and the [high school board of education]. These policies, regulations, and standards apply to students, faculty, staff, instructional procedures, academic standards, and course offerings, whether courses are offered at the college campus, at off-campus sites, including distance learning and Internet, or at secondary schools.

- B. The Illinois Eastern community college and the high school will jointly select dual-credit courses in both transfer and occupational areas. Transfer courses offered for dual-credit should be articulated with Illinois colleges and universities. Occupational courses offered for dual-credit should be first-year courses in ICCB approved associate in applied science degree and certificate programs.
- C. Students enrolling in dual-credit courses must satisfy course placement tests or course prerequisites when applicable.
- D. High school students who wish to enroll in dual-credit courses must be recommended and approved by their high school counselor and principal.
- E. Academic advising services and course registration assistance will be provided jointly by the Illinois Eastern community college and the high school.
- F. Matters of student discipline will be handled cooperatively between the Illinois Eastern community college and the high school.
- G. Tuition for high school students who enroll in dual-credit courses will be based upon the following:
 - 1. Tuition is waived for students for day (regular school day) courses taught at either the high school or community college.
 - 2. Students will pay regular tuition rates for night classes (any class after 3:00 p.m.) or summer classes. Note: High school students enrolled in dual-credit courses are not eligible for state or federal financial assistance.
- H. A dual-credit course will be identified on the college transcript in the standard format and will not be identified as dual-credit course.
- I. Faculty teaching dual-credit courses will satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the North Central Association, the Illinois Community College Board, Illinois Eastern Community Colleges District, and the [high school].
- J. The Illinois Eastern community college and the [high school] will jointly supervise faculty teaching dual-credit courses. Full time high school faculty members who teach dual-credit courses as part of their regular teaching assignment will not receive additional compensation. Illinois Eastern community college part-time and full-time faculty who teach dual-credit courses, will be compensated according to the policy approved by the IECC Board of Trustees.

- K. Dual-credit courses offered during the regular school day shall have equipment and classroom/laboratory space provided by the host site at no charge to the other institution.
- L. The Illinois Eastern community college and the [high school] will jointly conduct monitoring and evaluation of dual-credit courses.
- M. There is a minimum enrollment of eight (8) students for dual-credit courses.
- N. Consultation and mutual agreement with the CEO of the Illinois Eastern Community Colleges District and the Superintendent of the Unit School District, or their designees, may address items not covered in this agreement.
- O. This agreement shall remain in effect until cancelled by official action by either the Board of Education or the Illinois Eastern Community Colleges Board of Trustees or by notice of the Superintendent of Schools or the CEO of Illinois Eastern Community Colleges of their intent to cancel this agreement.

III. BOARD APPROVAL

The Board of Trustees of Illinois Eastern Community Colleges District #529

By:

President	Date
-----------	------

[Community Unit District # Board of Education]

By:

President	Date
-----------	------

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Agenda Item #10

Bid Committee Report

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Mini-Van and Automobile for Frontier Community College
DATE: November 12, 1999

When purchasing used vehicles we accept bids later than normal. We will e-mail you this bid recommendation later this afternoon.

Respectfully submitted,

Nancy Allard
Harry Hillis, Jr.
Willam Lex
LaVonna Miller

(1) USED 1998 OR NEWER MINI-VAN SPECIFICATIONS:

(VEHICLE MUST BE IN-STOCK)

- Less than 30,000 miles
- Remainder of original factory warranty
- Body-on-frame type construction preferred
- Removable center and rear seats
- V-6 engine
- Automatic transmission
- Power brakes
- Front and rear heat and air conditioning
- Cruise control
- Power steering
- Front wheel drive preferred
- Tilt steering wheel
- AM/FM radio
- Driver side power seat
- Power locks
- Floor mats front and rear
- Body and interior to be in excellent condition
- To include trade-in of 1990 Aerostar Cargo Van with 67,000 miles

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

YEAR _____

SIGNATURE _____

MAKE _____

COMPANY _____

MODEL _____

ADDRESS _____

COLOR _____

MILEAGE _____

TELEPHONE _____

TOTAL BID _____

DATE _____

Please Note: Bid will be awarded on **November 17, 1999**, following Board approval. Submit bid in **duplicate**.

-Over-

(1) USED 1999 OR NEWER AUTOMOBILE SPECIFICATIONS:

(VEHICLE MUST BE IN-STOCK)

- Mid-size, 4-door sedan
- Less than 20,000 miles
- Remainder of original factory warranty
- V-6 engine
- Automatic transmission
- Power brakes
- Air conditioning
- Cruise control
- Power steering
- Front wheel drive
- Tilt steering wheel
- AM/FM radio
- Driver side power seat
- Power locks
- Floor mats front and rear
- Body and interior to be in excellent condition
- To include trade-in of 1993 Cutlass Sierra with 122,000 miles

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

YEAR _____	SIGNATURE _____
MAKE _____	COMPANY _____
MODEL _____	ADDRESS _____
COLOR _____	_____
MILEAGE _____	TELEPHONE _____
TOTAL BID _____	DATE _____

Please Note: Bid will be awarded on **November 17, 1999**, following Board approval. Submit bid in **duplicate**.

Agenda Item #11

District Finance

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

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT 529

TREASURER'S REPORT October 31, 1999

<u>FUND</u>	<u>BALANCE</u>
Educational	(\$88,480.91)
Operations & Maintenance	\$137,907.43
Operations & Maintenance (Restricted)	\$861,126.31
Bond & Interest	(\$697,641.49)
Auxiliary	\$512,201.64
Restricted Purposes	(\$75,554.75)
Working Cash	\$10,862.62
Trust & Agency	\$32,993.22
Audit	(\$6,012.01)
Liability, Protection & Settlement	\$285,796.92
TOTAL ALL FUNDS	<u>\$973,198.98</u>

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

October, 1999

Date Purchased	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest to be Earned
Education Fund						
5/5/99	5/5/2000	5.06	Civitas Bank (CD)	32,000	33,619	1,619
8/31/99	11/2/99	5.57	Community Bank & Trust (CD)	1,500,000	1,513,925	13,925
Operations & Maintenance Fund						
8/31/99	11/2/99	5.57	Community Bank & Trust (CD)	150,000	151,393	1,393
Operations & Maintenance Fund (Rest)						
6/9/99	12/9/99	5.05	Mercantile Bank (CD)	500,000	512,625	12,625
8/31/99	2/29/00	5.71	Community Bank & Trust (CD)	300,000	308,565	8,565
Bond & Interest						
8/31/99	11/2/99	5.57	Community Bank & Trust (CD)	100,000	100,928	928
Auxiliary Fund						
8/31/99	12/2/99	5.62	Community Bank & Trust (CD)	600,000	608,430	8,430
Restricted Purposes						
8/31/99	12/2/99	5.62	Community Bank & Trust (CD)	350,000	354,917	4,917
Working Cash Fund						
12/16/98	6/16/00	5.10	Old National Bank (CD)	1,515,000	1,630,898	115,898
10/20/99	4/20/01	5.95	Citizens National Bank of Albion (CD)	675,000	735,244	60,244
10/20/99	6/18/00	5.95	Civitas Bank (CD)	28,000	29,111	1,111
Trust & Agency Fund						

5/5/99	5/5/2000	5.06	Civitas Bank (CD)	118,000	123,971	5,971
8/31/99	2/29/00	5.71	Community Bank & Trust (CD)	100,000	102,855	2,855

ILLINOIS EASTERN COMMUNITY COL

Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-1999
Percentage of time remaining through the Budget: 66.575

GENERAL FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	2,407,000.00	1,177,631.03	-1,229,368.97	-51.075
STATE GOVT SOURCES	11,982,378.00	3,076,370.88	-8,906,007.12	-74.326
STUDENT TUITION & FEES	4,606,000.00	2,862,075.64	-1,743,924.36	-37.862
FACILITIES REVENUE	40,000.00	8,637.50	-31,362.50	-78.406
INVESTMENT REVENUE	50,000.00	18,391.80	-31,608.20	-63.216
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	18,536.38	18,536.38	#####
OTHER REVENUES	100,000.00	78,880.56	-21,119.44	-21.119
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	19,185,378.00	7,240,523.79	-11,944,854.21	-62.260
EXPENDITURES:				
INSTRUCTION	8,252,318.55	2,589,750.17	-5,662,568.38	-68.618
ACADEMIC SUPPORT	535,698.50	168,836.53	-366,861.97	-68.483
STUDENT SERVICES	878,043.94	313,711.17	-564,332.77	-64.272
PUBLIC SERV/CONT ED	61,189.00	21,947.47	-39,241.53	-64.132
OPER & MAINT PLANT	2,499,584.00	670,713.89	-1,828,870.11	-73.167
INSTITUTIONAL SUPPORT	4,720,482.01	1,080,728.63	-3,639,753.38	-77.106
SCH/STUDENT GRNT/WAIVERS	1,827,000.00	1,260,876.47	-566,123.53	-30.987
	-----	-----	-----	-----
TOTAL EXPENDITURES:	18,774,316.00	6,106,564.33	-12,667,751.67	-67.474
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	576,890.00	716,890.00	140,000.00	24.268
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	576,890.00	716,890.00	140,000.00	24.268
NET INCREASE/DECREASE IN NET ASSETS				
	-165,828.00	417,069.46	582,897.46	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-1999
Percentage of time remaining through the Budget: 66.575

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	1,867,178.00	.00	-1,867,178.00	-100.000
INVESTMENT REVENUE	.00	14,235.51	14,235.51	#####
OTHER REVENUES	.00	9,905.01	9,905.01	#####
TOTAL REVENUES:	----- 1,867,178.00	----- 24,140.52	----- -1,843,037.48	----- -98.707
EXPENDITURES:				
OPER & MAINT PLANT	1,493,254.00	92,240.71	-1,401,013.29	-93.823
INSTITUTIONAL SUPPORT	2,208,133.00	106,707.18	-2,101,425.82	-95.168
TOTAL EXPENDITURES:	----- 3,701,387.00	----- 198,947.89	----- -3,502,439.11	----- -94.625
NET INCREASE/DECREASE IN NET ASSETS	-1,834,209.00	-174,807.37	1,659,401.63	90.470

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-1999
Percentage of time remaining through the Budget: 66.575

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,330,085.00	654,905.40	-675,179.60	-50.762
INVESTMENT REVENUE	.00	694.76	694.76	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,330,085.00	655,600.16	-674,484.84	-50.710
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,309,776.00	1,236,155.25	-73,620.75	-5.621
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,309,776.00	1,236,155.25	-73,620.75	-5.621
NET INCREASE/DECREASE IN NET ASSETS	20,309.00	-580,555.09	-600,864.09	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-1999
Percentage of time remaining through the Budget: 66.575

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	760,175.00	54,700.72	-705,474.28	-92.804
SALES & SERVICE FEES	2,538,873.00	762,361.12	-1,776,511.88	-69.972
FACILITIES REVENUE	1,800.00	455.00	-1,345.00	-74.722
INVESTMENT REVENUE	.00	11,614.20	11,614.20	#####
OTHER REVENUES	710,881.00	16,746.15	-694,134.85	-97.644
	-----	-----	-----	-----
TOTAL REVENUES:	4,011,729.00	845,877.19	-3,165,851.81	-78.915
AUXILIARY ENTERPRISES:				
SALARIES	1,135,431.35	270,178.78	-865,252.57	-76.205
EMPLOYEE BENEFITS	67,590.00	17,284.69	-50,305.31	-74.427
CONTRACTUAL SERVICES	292,478.50	47,769.13	-244,709.37	-83.667
GEN. MATERIAL & SUPPLIES	2,847,899.70	795,271.53	-2,052,628.17	-72.075
CONF/TRAVEL MEETING EXPENSE	236,012.00	52,403.91	-183,608.09	-77.796
FIXED CHARGES	38,700.00	9,910.60	-28,789.40	-74.391
UTILITIES	25,543.45	5,492.20	-20,051.25	-78.499
CAPITAL OUTLAY	388,210.00	35,153.70	-353,056.30	-90.945
INTERFUND TRANSFERS	716,890.00	-716,890.00	-1,433,780.00	#####
OTHER EXPENDITURES	352,507.00	10,471.45	-342,035.55	-97.029
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	6,101,262.00	527,045.99	-5,574,216.01	-91.362
NET INCREASE/DECREASE IN NET ASSETS	-2,089,533.00	318,831.20	2,408,364.20	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-1999
Percentage of time remaining through the Budget: 66.575

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	140,000.00	38,862.62	-101,137.38	-72.241
TOTAL REVENUES:	----- 140,000.00	----- 38,862.62	----- -101,137.38	----- -72.241
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-140,000.00	.00	140,000.00	100.000
TOTAL TRANSFERS AMONG FUNDS:	----- -140,000.00	----- .00	----- 140,000.00	----- 100.000
NET INCREASE/DECREASE IN NET ASSETS	280,000.00	38,862.62	-241,137.38	-86.120

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-1999
Percentage of time remaining through the Budget: 66.575

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	40,000.00	17,382.19	-22,617.81	-56.545
INVESTMENT REVENUE	.00	453.34	453.34	#####
	-----	-----	-----	-----
TOTAL REVENUES:	40,000.00	17,835.53	-22,164.47	-55.411
EXPENDITURES:				
INSTITUTIONAL SUPPORT	21,000.00	21,996.89	996.89	4.747
	-----	-----	-----	-----
TOTAL EXPENDITURES:	21,000.00	21,996.89	996.89	4.747
NET INCREASE/DECREASE IN NET ASSETS	19,000.00	-4,161.36	-23,161.36	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-OCT-1999
Percentage of time remaining through the Budget: 66.575

LPS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	450,000.00	221,891.75	-228,108.25	-50.691
INVESTMENT REVENUE	.00	1,154.86	1,154.86	#####
	-----	-----	-----	-----
TOTAL REVENUES:	450,000.00	223,046.61	-226,953.39	-50.434
EXPENDITURES:				
INSTITUTIONAL SUPPORT	613,546.00	100,922.75	-512,623.25	-83.551
	-----	-----	-----	-----
TOTAL EXPENDITURES:	613,546.00	100,922.75	-512,623.25	-83.551
NET INCREASE/DECREASE IN NET ASSETS	-163,546.00	122,123.86	285,669.86	#####

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY98-00

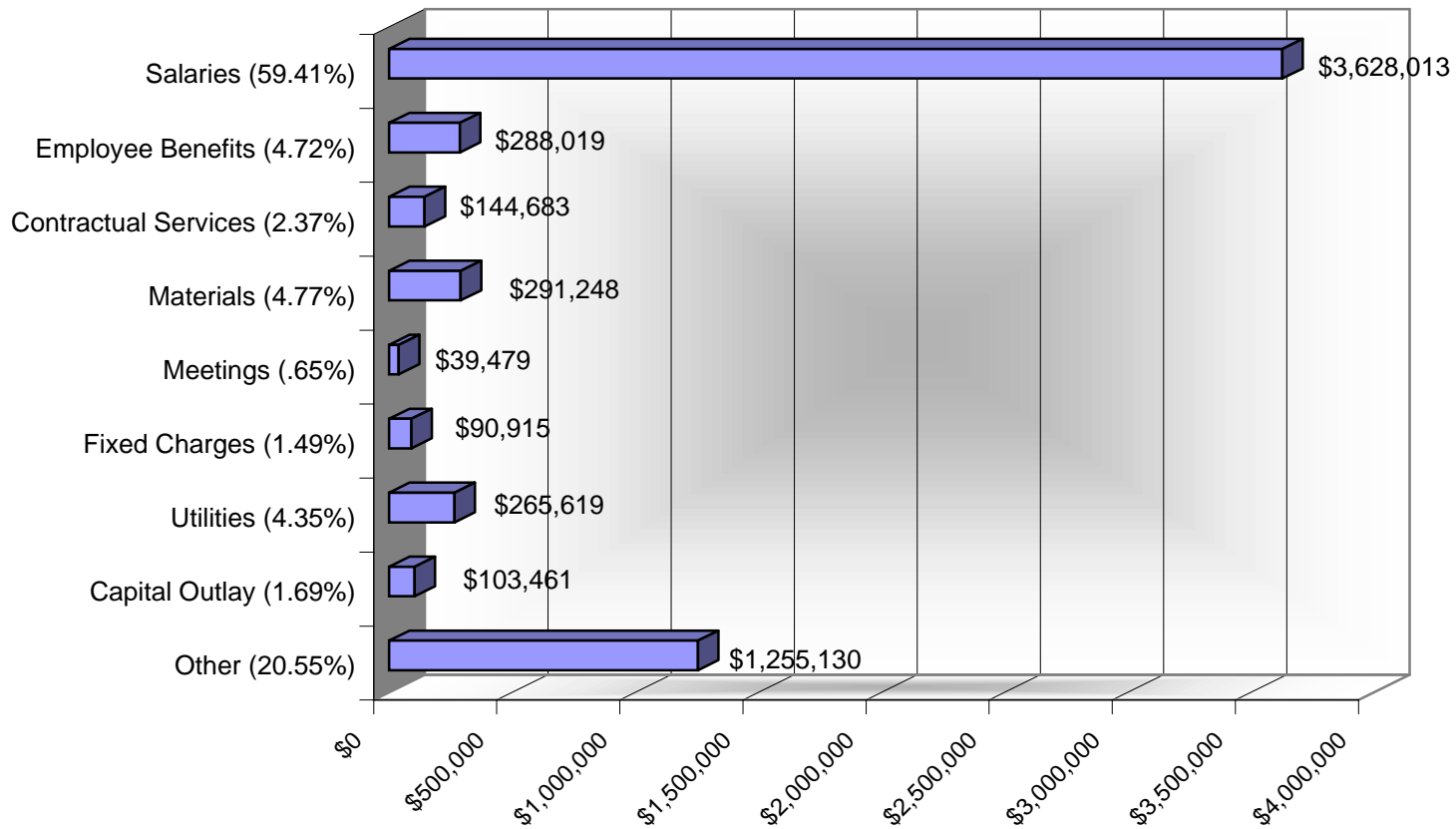
College	Category	FISCAL YEAR 1998			FISCAL YEAR 1999			FISCAL YEAR 2000				Summer Hours	Cost per Semester Hour
		Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	% of Year		
Frontier	Bills		\$209,010			\$111,120			\$344,360				
	Payroll		553,304			385,161			549,283				
	Totals	\$1,982,133	762,314	38%	\$2,077,018	496,281	24%	\$2,562,393	893,643	35%	33%	3,676	\$243.10
Lincoln Trail	Bills		286,203			219,027			393,625				
	Payroll		609,389			403,688			664,192				
	Totals	2,602,512	895,592	34%	2,697,681	622,715	23%	3,120,825	1,057,817	34%	33%	1,832	577.41
Olney Central	Bills		408,537			202,864			455,077				
	Payroll		956,800			608,729			945,735				
	Totals	3,700,904	1,365,337	37%	3,761,268	811,593	22%	4,354,420	1,400,812	32%	33%	3,633	385.58
Wabash Valley	Bills		314,665			190,425			355,359				
	Payroll		748,865			495,970			768,912				
	Totals	2,822,934	1,063,530	38%	2,944,978	686,395	23%	3,551,542	1,124,271	32%	33%	3,101	362.55
Workforce Educ.	Bills		108,359			67,572			394,252				
	Payroll		499,608			334,468			297,257				
	Totals	1,608,675	607,967	38%	1,769,316	402,040	23%	1,619,930	691,509	43%	33%	3,732	185.29
District Office	Bills		118,671			75,042			81,089				
	Payroll		271,600			184,585			242,736				
	Totals	910,368	390,271	43%	924,251	259,627	28%	1,072,747	323,825	30%	33%		
District Wide	Bills		805,442			333,130			454,789				
	Payroll		99,304			73,202			159,898				
	Totals	2,037,720	904,746	44%	1,407,496	406,332	29%	2,492,459	614,687	25%	33%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		15,665,246	5,989,757	38%	15,582,008	3,684,983	24%	18,774,316	6,106,564	33%	33%	15,974	382.28

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
ANNUAL COMPARISON REPORT FY96-97

College	Category	FISCAL YEAR 1996			FISCAL YEAR 1997		
		Annual Budget	Spent Thru FY96	% of Bdgt.	Annual Budget	Spent Thru FY97	% of Bdgt.
Frontier	Bills		280,697			329,606	
	Payroll		1,261,346			1,329,343	
	Totals	1,584,532	1,542,043	97%	1,669,767	1,658,949	99%
Lincoln Trail	Bills		376,901			413,208	
	Payroll		1,451,821			1,469,308	
	Totals	1,910,994	1,828,722	96%	1,891,732	1,882,516	100%
Olney Central	Bills		508,385			587,464	
	Payroll		2,444,855			2,436,174	
	Totals	2,992,001	2,953,240	99%	3,051,721	3,023,638	99%
Wabash Valley	Bills		414,722			375,255	
	Payroll		1,827,712			1,803,006	
	Totals	2,282,100	2,242,434	98%	2,216,259	2,178,261	98%
Workforce Educ.	Bills		195,431			229,218	
	Payroll		1,301,780			1,391,784	
	Totals	1,519,113	1,497,211	99%	1,534,554	1,621,002	106%
District Office	Bills		210,287			230,566	
	Payroll		601,776			639,092	
	Totals	816,740	812,063	99%	904,204	869,658	96%
District Wide	Bills		520,503			933,803	
	Payroll		211,558			259,357	
	Totals	838,763	732,061	87%	1,378,951	1,193,160	87%
O & M	Bills		1,248,157			1,199,831	
	Payroll		594,759			618,734	
	Totals	1,908,058	1,842,916	97%	1,904,920	1,818,565	95%
GRAND TOTALS		13,852,301	13,450,690	97%	14,552,108	14,245,749	98%

Illinois Eastern Community Colleges FY2000 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of October 31, 1999 - \$6,106,564

Agenda Item #12

Chief Executive Officer's Report

Agenda Item #13

Executive Session

Agenda Item #14

Approval of Executive Session Minutes

Agenda Item #15

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: November 10, 1999
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

mk

Attachment

PERSONNEL REPORT

INDEX

400.1. Employment of Personnel

**400.2. Request for Approval of Proposed Non-College
Employment (external report)**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Maintenance/Custodial

1. Lawrence Harbaugh: Initial full-time employment as Custodian at Olney Central College. Amount: Based upon \$14,200 per fiscal year. Effective: November 29, 1999.
Code: 022-70200-1701-702

400.2. Request for Approval of Non-College Employment (external report)

Agenda Item #16

Collective Bargaining

Agenda Item #17

Litigation

Agenda Item #18

Acquisition & Disposition of Property

Agenda Item #19

Other Items

Agenda Item #20

Adjournment

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**Protection, Health, and Safety
Projects Schedule
Phase III & IV**

Phase III										
ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget									
Misc. ADA Improvements All campuses & DO	\$505,000									
Exit Door Modifications OCC	\$126,000									
Phase IV										
Environmental Barriers FCC, LTC & WVC	\$366,300									
Exit Modifications - WVC	\$61,700									
Replace Stage Curtains OCC & WVC	\$55,700									
Stage Floor Replacement OCC	\$48,400									
Flooring Replacements Asbestos - WVC	\$105,000									
Roof Replacements OCC & WVC	\$128,400									
		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

TENTATIVE
Protection, Health, and Safety
Projects Schedule
Phase IV

Phase IV

MECHANICAL & ELECTRICAL PROJECTS:	Estimated Budget										
Replace Rooftop Units LTC	\$363,000										
Replace Rooftop Units OCC	\$779,300										
HVAC/Dehumidification Upgrades – WVC	\$284,300										
HVAC Replacement FCC	\$137,900										
Fire Alarm & Emergency Lighting Replacement LTC & WVC	\$382,000										
Electrical Renovations WVC	\$284,300										
Furnace Replacement FCC	\$84,700										
Lighting & Fire Alarm Upgrades - FCC & OCC	\$69,600										
TOTALS : ESTIMATED BUDGET \$3,781,600 BID AMOUNT \$2,727,815			Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted