

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**October 19, 2004**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield Illinois 62837**

**Dinner – 6:00 p.m. – Workforce Education Building  
Meeting – 7:00 p.m. – Workforce Education Building**

**Illinois Eastern Community Colleges  
Board Agenda**

**October 19, 2004**

**7:00 p.m.**

**Frontier Community College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. Salary Basis
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Transcript Fee Increase ..... Cantwell
  - B. Affiliation Agreement with Casey Health Center ..... Bruce
  - C. Acceptance of the Operating Cash Reserve Ratio..... Browning
  - D. Certificate of Compliance with the Truth in Taxation Law ..... Browning
  - E. Certification of Tax Levy for FY2006 ..... Browning
  - F. Designation of Tax Levy Year ..... Browning
  - G. Acceptance of Higher Learning Commission Self-Study ..... Bruce
9. Bid Committee Report ..... Browning
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, September 21, 2004.

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

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Miss Andrea Pennington, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Dr. Harry Benson, President of Wabash Valley College.  
Dr. Jack Davis, President of Olney Central College.  
Dr. Michael Dreith, President of Frontier Community College.  
Dr. Carl Heilman, President of Lincoln Trail College.  
Mr. Roger Browning, Chief Finance Officer.  
Mrs. Tara Buerster, Director of Human Resources.  
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Mr. Alex Cline, Director of Information & Communications Technology.  
Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
LCC – Lawrence Correctional Center  
LTC – Lincoln Trail College  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
RCC – Robinson Correctional Center  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the Regular Meeting, Tuesday, August 17, 2004, were presented for disposition.

**Board Action:** Mr. Williams made a motion to approve minutes of the foregoing meeting as prepared. Miss Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those

opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

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

**#3-B. IECEA Representative:** Mr. Rob Mason was present, representing the Illinois Eastern Colleges Education Association.

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

**AGENDA #5 – “Reports” –**

**#5-A. Report from Trustees:** Mr. Lane presented an informational report on Illinois Community College Trustees Association.

**#5-B. Report from Presidents:** Dr. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman presented informational reports from their colleges.

**#5-C. Report from Cabinet:** Ms. Schwartz presented an informational update on preparations for the upcoming Higher Learning Commission visit. Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

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

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

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

**#8-A. Joint Agreements with John A. Logan College and Southwestern Illinois College:** Ms. Cantwell reviewed revised Joint Agreements for Education Cooperation between IECC and John A. Logan College and Southwestern Illinois College. Under the agreements, the colleges agree to accept students in certain programs that are not offered by their home district, thus providing additional educational programs to the students of each district involved in the agreements. Changes and updates to these agreements from last year are:

John A. Logan added Graphic Design, AAS to the agreement.  
Southwestern removed Engineering Technology, AAS from the agreement.  
Southwestern removed Medical Assistant, AAS/Certificate from the agreement.

**Agreement with John A. Logan College**

Under the agreement, Illinois Eastern Community Colleges District No. 529 agrees to accept students from John A. Logan College District No. 530 in the following programs:

Agricultural Technology/Production, AAS Degree  
Diesel Equipment Technology, AAS Degree  
Radio-TV Broadcasting, AAS Degree  
Radiography, AAS Degree  
Telecommunications Technology, AAS Degree/Certificate

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

Under the agreement, John A. Logan College District No. 530 agrees to accept students from Illinois Eastern Community Colleges District No. 529 in the following programs:

Cardiac Medical Sonography, Certificate

Construction Management Technology, AAS Degree  
Dental Assisting, Certificate  
Dental Hygiene, AAS Degree  
Graphics Design, AAS Degree  
Interpreter Preparation, AGS Degree/Certificate

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

#### **Agreement with Southwestern Illinois College**

Under the agreement, Illinois Eastern Community Colleges District No. 529 agrees to accept students from Southwestern Illinois College District No. 522 in the following programs:

Professional Ag Applicator, Certificate  
Agricultural Technology/Business, AAS Degree  
Agricultural Technology/Production, AAS Degree  
Diesel Equipment Technology, AAS Degree  
Manufacturing Technologies, AAS Degree  
Radio-TV Broadcasting, AAS Degree  
Telecommunications Technology, AAS Degree  
Telecom Outside Plant/Interconnect, Certificate

Under the agreement, Southwestern Illinois College District No. 522 agrees to accept students from Illinois Eastern Community Colleges District No. 529 in the following programs:

Aviation Maintenance Technology, AAS Degree  
Aviation Pilot Training, AAS Degree/Certificates  
Chemical Technology, Certificate  
Construction Management Tech, AAS Degree  
Fire Science, AAS Degree/Certificates  
Health Information Technology, AAS Degree  
Horticulture, AAS Degree/Certificates  
Industrial Metalworking, AAS Degree/Certificate  
Industrial Pipefitting, AAS Degree/Certificate  
Medical Laboratory Technology, AAS Degree  
Paralegal Studies, AAS Degree  
Paramedic, AAS Degree  
Physical Therapist Assistant, AAS Degree  
Process Operations Technology, Certificate  
Respiratory Care, AAS Degree  
Sign Language/Basic Communication, Certificate  
Sign Language/Interpreter, AAS Degree  
Ward Clerk, Certificate of Completion

Recommendation: The CEO recommended approval of the Cooperative Agreements with John A. Logan College and Southwestern Illinois College as presented.

**Board Action:** Dr. Rost made a motion to approve the Cooperative Agreements with John A. Logan College and Southwestern Illinois College as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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. Articulation Agreement with Eastern Illinois University:** Ms. Cantwell reviewed the following Articulation Agreement between Illinois Eastern Community Colleges and Eastern Illinois University:

2+2 Program Articulation Agreement for B.A. in Communications Studies with Electronic Media Production. Specifically, students completing the Radio/TV Broadcasting AAS at IECC will be admitted to the baccalaureate Communication Studies with Electronic Media Production B.A. with a minor in Broadcast Meteorology at EIU.

Illinois Eastern Community Colleges (IECC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through articulation agreements to serve better our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

Any student who has completed a transferable associate in arts, associate in science or associate in science and arts degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.

The agreement is effective with the 2004-2005 academic year and subject to renewal biannually.

Recommendation: The CEO recommended approval of the foregoing Articulation Agreement with Eastern Illinois University as outlined.

**Board Action:** Mr. Williams made a motion to approve the foregoing Articulation Agreement between IECC and EIU as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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. Affiliation Agreement with St. Mary's Hospital:** IECC currently has a Clinical Education Affiliation Agreement with St. Mary's Hospital, Centralia, Illinois. The changes in the agreement have been approved by Dr. Jackie Davis, President, OCC, and Ms. Donna Henry, Associate Dean of Nursing and Allied Health.

Recommendation: The CEO recommended approval of the revised Affiliation Agreement with St. Mary's Hospital.

**Board Action:** Miss Wolfe made a motion to approve the revised Affiliation Agreement with St. Mary's Hospital as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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. Clinical Education Agreement with St. Elizabeth Ann Seton Hospital:** IECC currently has a Clinical Education Agreement with St. Elizabeth Ann Seton Hospital, Evansville, Indiana. The changes in the agreement have been approved by Dr. Jackie Davis, President, OCC, and Ms. Donna Henry, Associate Dean of Nursing and Allied Health.

Recommendation: The CEO recommended approval for renewal of the Clinical Education Agreement with St. Elizabeth Ann Seton Hospital, effective August 18, 2004 and to continue until terminated by mutual agreement of the parties.

**Board Action:** Mr. Williams made a motion to approve renewal of the Clinical Education Agreement with St. Elizabeth Ann Seton Hospital as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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. Revised FY05 Certification of Chargeback:** During the past month, IECC's Chief Finance Officer, the District's Auditors, and the Senior Director for System Finances for the Illinois Community College Board have determined that the procedure for accounting for State Universities Retirement System (SURS) pass-through payments (payments made to SURS "on behalf" of IECC employees) should be revised as it pertains to the Chargeback calculation. Under this revised procedure, our Certification of Chargeback has been changed slightly. The revised certification shows per capita cost of \$231.94 and chargeback reimbursement per semester credit hour of \$95.65. The CEO recommended approval of the revised FY05 Certification of Chargeback.

**Board Action:** Mr. Williams made a motion to approve the revised FY05 Certification of Chargeback as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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. 2004 Estimated Tax Levy Resolution:** Mr. Browning reviewed the Estimated Tax Levy Resolution. The CEO recommended adoption of the following resolutions regarding estimated amounts necessary to be levied for the year 2004.

**#8-F (1) Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2004:**

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

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

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2003 was:

Education Purposes, \$1,813,526  
Operations and Maintenance Purposes, 777,223  
Liability Insurance, Workers' Compensation, Unemployment  
Insurance, Property Insurance and Medicare Contributions, 492,068

Audit, 30,568  
Other, 0  
Total, \$3,113,385

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2004 is as follows:

Education Purposes, \$1,925,000  
Operations and Maintenance Purposes, 825,000  
Liability Insurance, Workers' Compensation, Unemployment  
Insurance, Property Insurance and Medicare Contributions, 550,000  
Audit, 30,000  
Other, 0  
Total, \$3,330,000

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

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2003 was \$1,501,655; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2004 is \$1,337,490.

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

- Section 1:** The aggregate amount of taxes estimated to be levied for the year 2004 is \$3,330,000.  
**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2004 does exceed 105% of the taxes extended by the district in the year 2003.  
**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2004 for debt service is an 11% decrease over the taxes extended for debt service for 2003.  
**Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

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

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

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

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2004 will be held on October 19, 2004 at 6:00 p.m. at Frontier Community College, Fairfield, Illinois.  
Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).
- II. The corporate and special purpose property taxes extended or abated for the year 2003 were \$3,113,385. The proposed corporate and special purpose property taxes to be levied for 2004 are \$3,330,000. This represents a 7% increase over the previous year extension.
- III. The property taxes extended for debt service for 2003 were \$1,501,655. The estimated property taxes to be levied for debt service and public building commission leases for 2004 are \$1,337,490. This represents an 11% decrease over the previous year.
- IV. The total property taxes extended or abated for 2003 were \$4,615,040. The estimated total property taxes to be levied for 2004 are \$4,667,490. This represents a 1% increase over the previous year extension.

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

**Board Action to Adopt Estimated Tax Levy Resolution:** Dr. Fischer made a motion to adopt the 2004 Estimated Tax Levy Resolution as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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 (2) Resolution – Estimated 2004 Tax Levy Hearing:**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for the 2005-2006 fiscal year:

1. Date of Fiscal Year: July 1, 2005 - June 30, 2006.
2. Publication of Notice of Public Hearing on Tax Levy: After October 6, 2004 and before October 12, 2004.
3. Public Hearing on Tax Levy: October 19, 2004, at the hour of 6:00 p.m. to 6:30 p.m., local time, Frontier Community College, 2 Frontier Drive, Fairfield, Illinois.
4. Adoption of Tax Levy: October 19, 2004, following the Public Hearing.

**Board Action to Adopt Resolution Setting Tax Levy Hearing:** Mr. Williams made a motion to adopt the foregoing Resolution, setting the 2004 Estimated Tax Levy Hearing as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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-G. FY2004 Audit:** Mr. Browning reviewed the annual financial audit for fiscal year 2004, with comments by Miss Wolfe and Mr. Williams, members of the Audit Committee, The CEO recommended adoption of the following resolution to accept the audit and authorize the staff to forward it to the Illinois Community College Board.

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community Colleges District #529.

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board.

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529, accepts and approves the annual audit of the district as submitted by Clifton, Gunderson & Co. of Springfield, IL.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529 authorizes staff to submit the audit to the Illinois Community College Board.

**Board Action:** Miss Wolfe made a motion to adopt the foregoing resolution to approve the FY2004 annual financial audit as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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-H. FY2005 Budget:** Mr. Browning reviewed the community college district budget for fiscal year 2005. The CEO recommended adoption of the following resolution approving the FY2005 budget.

Budget of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2004 and ending June 30, 2005.

WHEREAS the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 21st day of September, 2004, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

NOW, THEREFORE, be it Resolved by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2004 and ending June 30, 2005.

Section 2. That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said Fiscal Year.

#### SUMMARY STATEMENT OF OPERATING FUNDS – REVENUES AND EXPENDITURES

EDUCATION FUND: Revenue 21,814,127; Expense 21,814,127; Excess (Deficiency) 0; Reserve for Contingency 3,621,283; Transfer-In 139,931; Transfer-Out (871,169); Cash Balance Beginning of Year 4,352,521; Cash Balance End of Year 0.

OPERATIONS & MAINTENANCE FUND: Revenue 2,609,686; Expense 2,609,686; Excess (Deficiency) 0; Reserve for Contingency 550,000; Cash Balance Beginning of Year 550,000; Cash Balance End of Year 0.

TOTAL OPERATING FUNDS: Revenue 24,423,813; Expense 24,423,813; Excess (Deficiency) 0; Transfer-In 139,931; Transfer-Out (871,169); Reserve for Contingency 4,171,283; Cash Balance Beginning of Year 4,902,521; Cash Balance End of Year 0.

#### SUMMARY STATEMENT OF SPECIAL FUNDS

OPERATIONS & MAINTENANCE FUND RESTRICTED: Revenue 0; Expense 950,000; Excess (Deficiency) (950,000); Cash Balance Beginning of Year 950,000; Cash Balance End of Year 0.

BOND & INTEREST FUND: Revenue 1,484,974; Expense 1,538,907; Excess (Deficiency) (53,933); Cash Balance Beginning of Year 53,933; Cash Balance End of Year 0.

AUXILIARY FUND: Revenue 2,751,592; Expense 4,415,747; Excess (Deficiency) (1,664,155); Transfer-In 871,169; Transfer-Out (119,931); Cash Balance Beginning of Year 912,917; Cash Balance End of Year 0.

WORKING CASH FUND: Revenue 20,000; Expense 0; Excess (Deficiency) 20,000; Transfer-Out (20,000); Cash Balance Beginning of Year 2,190,000; Cash Balance End of Year 2,190,000.

AUDIT FUND: Revenue 30,000; Expense 93,711; Excess (Deficiency) (63,711); Cash Balance Beginning of Year 63,711; Cash Balance End of Year 0.

LIABILITY & PROTECTION FUND: Revenue 490,000; Expense 1,105,508; Excess (Deficiency) (615,508); Cash Balance Beginning of Year 615,508; Cash Balance End of Year 0.

**Board Action:** Dr. Rost made a motion to adopt the budget for Illinois Eastern Community Colleges District No. 529 for the fiscal year beginning July 1, 2004 as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, 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 – “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 \$2,724,862.69, as of August 31, 2004.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for September 2004, totaling \$1,179,749.52, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of district financial obligations for September 2004, in the amounts listed, and payments from the revolving fund for August 2004. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – Mr. Bruce presented informational reports relative to the following topics:

1. Paraprofessional Grant.
2. Hella Academy.
3. ICCB Program Advisory Committee.
4. Department of Corrections FY2004 Final Budget Report (Robinson & Lawrence).
5. Sex Offender Reports.
6. Enrollment Report.

**Recess for Tour of Facilities:** Mr. Williams made a motion to recess temporarily for a tour of recent construction and renovation work on the LTC campus. Mr. 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 is adopted. LTC custodial and maintenance personnel gave board members and administrators a tour of the facilities, beginning at 8:00 p.m.

**Board Reconvenes Regular Meeting:** Mr. Williams made a motion to end the recess and reconvene the regular meeting. Dr. Fischer 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, the motion is adopted, and the Board of Trustees reconvened in open, public session for the transaction of business at 8:30 p.m.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The following actions were taken relative to closed meeting minutes.

**#13-A. Written Executive Session Minutes:** The CEO recommended that written minutes of a closed meeting held during the regular meeting, Tuesday, August 17, 2004 be approved, but remain closed and not be opened to the public record at this time.

**Board Action:** Mr. Williams made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, August 17, 2004, but that these minutes remain closed and not be opened to the public record at this time. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

**#13-B. Audio Executive Session Minutes:** The CEO recommended that the audio recording of the executive session of Tuesday, August 17, 2004 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

**Board Action:** Mr. Williams made a motion to approve the audio recording of the executive session of Tuesday, August 17, 2004 as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

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

- A. Classified
  - 1. Lisa Ewing, Office Assistant, WVC.
  - 2. Kimberly Billington, Custodian, OCC.

#### **400.2. FY04-05 Educational Level Changes**

- A. Faculty
  - John Kendall, from M+24 to M+36, \$1,000.
  - Richard Poskin, from M+24 to M+36, \$1,000.
  - Cathy Robb, from M to M+12, \$1,000.

#### **400.3. FY04-05 Special Assignments**

##### ***Olney Central College***

##### **Academic**

- 1. Amie Mayhall, Lead Inst Office Occup/Clerical, \$550.

Academic - Nursing

1. Freda Neal, Dept Head, Nursing/OCC, \$2,500.

Extra-Curricular

1. Carmen Allen, Phi Theta Kappa Advisor, \$300.
2. Jim Tucker, Asst Phi Theta Kappa Advisor, \$200.
3. Laurel Cutright, WYSE Coordinator, \$500.

***Wabash Valley College***

Academic

1. Bo Cook, Lead Inst Manufacturing Tech, \$450.

**400.4. FY04-05 Staff Salary Increases (external report)**

Fiscal Year 2004-2005 Guidelines for Full-Time Employee Wage Increases:

1. Full-time employees working before April 1, 2004, are eligible for a wage increase. Employees with hire dates before April 1, 2004, to June 30, 2004, will be eligible for an increase at the six-month anniversary date.
2. Increases will be based on an overall percent distributed by a combination of a percent plus flat dollar amount applied to base wages allocating a higher percentage to lower paid employees as follows: 3.00% plus \$200 for employees with base wages below \$20,000 (4.28% to 4:00%). 3.00% for employees with base wages of \$20,000 and above (3.00%).
3. Entry-level amounts for full-time positions will be adjusted by 3.00%. Recommendations for base wage adjustments for employees with wages below the recommended entry level have been made.

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

A. Faculty

Judith Puckett, Wayne County Press, Fairfield, IL, approximate time 4 days per month.  
Carole Fusco, Union Hospital, Terre Haute, IN, approximate time 5 days or 60 hours per month.  
Lori Phillips, Carmi Medical Center, Dr. David Stricklin, Carmi, IL, approximate time 16 hours per month.

**400.6. Leave Request (external report)**

A. Faculty

Sheila Rangel, OCC, Family Medical Leave, effective on October 4, 2004 with up to 12 weeks leave. The requested leave is unpaid with benefits.

**Board Action to Approve Personnel Report:** Mr. Williams made a motion to approve the foregoing Personnel Report as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Collective Bargaining”** – Next collective negotiating meeting is scheduled for October 7, 2004.

**AGENDA #16 – “Litigation”** – None.

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

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

**AGENDA #19 – “Adjournment”** – Mr. Williams made a motion to adjourn. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:40 p.m.

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

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

**Agenda Item #1**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**A. Salary Basis Policy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 19, 2004  
RE: Salary Basis Policy (400.22)

In the past, employers who made improper deductions from an exempt employee's salary (i.e., an improper partial-day deduction) could lose that employee's exempt status. Under the new safe harbor regulation, an employer who makes improper deductions from an employee's salary will not lose the employee's exempt status if the employer:

- \* has a clearly communicated **policy** that prohibits improper pay deductions and includes a complaint mechanism;
- \* reimburses employees for improper deductions; and
- \* makes a good faith commitment to comply in the future.

I ask the Board's support of this change to the Salary Basis Policy.

TLB/rs

Attachment

**Salary Basis Policy (400.22)**

Date Adopted: October 19, 2004 (pending Board approval)

The Fair Labor Standards Act (FLSA) requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13 (a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet specific tests regarding their job duties, and be paid on a salary basis at not less than \$455 per week. Job titles alone do not determine exempt status. An employee's specific job duties and salary must meet all the requirements of the Department's regulations for the exemption to apply.

**Salary Basis Requirement**

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis". If the exempt employee is ready, willing and able to work, deductions may not be made for time when work is not available.

**Circumstances in Which Deductions May be Made from Pay**

Deductions from pay are permissible when an exempt employee: is absent from work for one of more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deductions is made in accordance with a bona fide plan, policy or practice or providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and

Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

### Policy on Improper Deductions

It is our policy to comply with the salary basis requirements of the FLSA. Supervisors are prohibited from making any improper deductions from the salaries of exempt employees. Employees should be aware of this policy. Illinois Eastern Community Colleges does not allow deductions that violate the FLSA.

### What To Do If An Improper Deductions Occurs

Employees, who believe that an improper deduction has been made to his/her salary, should immediately report this to the District Director of Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly paid for any improper deduction.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Fax Transcript Fee Increase**

**Agenda Item #8A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 19, 2004  
RE: Increase in Fax Transcript Fee

I recommend the Board's approval of an increase in the Fax Transcript Fee from \$2.00 to \$3.00 effective immediately. The Transcript Fee is \$3.00 and it will remain the same.

TLB/rs

**Agenda Item #8B**

**Affiliation Agreement with Casey Health Center**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 19, 2004  
RE: Affiliation Agreement with Casey Health Center

Attached is a clinical education affiliation agreement between Illinois Eastern Community Colleges and the Casey Health Center located in Casey, Illinois. This is a new clinical site for the IECC nursing program.

I ask the Board's support of this affiliation agreement effective September 2004.

TLB/rs

Attachment

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

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 24th day of September, 2004,  
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,  
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY  
CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree  
Nursing Program (hereinafter referred to as DISTRICT #529) and Casey Health Center  
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for  
observation and participation by the students and faculty of the DISTRICT #529, Associate  
Degree Nursing Program subject to the conditions and limitations contained herein.

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

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in  
the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

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

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

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

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

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A.D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

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

10. 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. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 24<sup>th</sup> day of September, 2004.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE

\_\_\_\_\_ COLLEGE

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_  
Department Head of Nursing, ADN

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Olney Central College

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

Revised: 08/02/89; 8/25/92  
08/17/94; 10/05/94;  
12/12/94; 10/2000; 7/04  
Reviewed: 04/28/97

**Agenda Item #8C**

**Acceptance of the Operating Cash Reserve Ratio**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 19, 2004  
SUBJECT: Operating Cash Reserve Ratio

Board Policy 300.20 establishes a benchmark that the District should strive to maintain an operating cash reserve sufficient to meet its financial obligations for four months. This Board Policy also establishes a specific ratio calculation to determine how many months of operating cash reserves the District has on hand at June 30th of each year based on audited figures from IECC's Comprehensive Annual Financial Report.

Pursuant to Board Policy 300.20, attached is the calculated operating cash reserve ratio for fiscal year 2004. As of June 30, 2004 the District has 3.17 months of operating cash reserves on hand.

I ask that the Board accept the operating cash reserve ratio as presented.

TLB/cr

Attachment

**OPERATING CASH RESERVE CALCULATION (Board Policy 300.2)**

**For Fiscal Year Ended June 30, 2004**

<b>Operating Funds Balance @ June 30, 2004</b>	<b>Average Monthly Expenditure &amp; Transfers</b>	<b>Operating Cash Reserve Ratio (in # of months)</b>
6,300,809	1,986,458	3.17

**Agenda Item #8D**

**Certification of Compliance with the Truth in Taxation Law**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 19, 2004  
SUBJECT: Certificate of Compliance with the Truth in Taxation Law

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

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

TLB/cr

TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE

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

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

**CHECK ONE OF THE CHOICES BELOW:**

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

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

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

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

This certificate applies to the 2004 levy.

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

Presiding Officer \_\_\_\_\_  
(Signature)

**Agenda Item #8E**

**Certification of Tax Levy for FY2006**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 19, 2004  
SUBJECT: Certification of Tax Levy for FY2006

It is necessary at this time to certify IECC's tax levies for FY2006, beginning July 1, 2005 and ending June 30, 2006. This information and that of prior years is presented for comparison on the following page.

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

The tax rate for FY2006 is estimated at 42.43 cents per \$100 in equalized assessed valuation.

Mr. Chairman, I recommend that the tax levies as presented for fiscal year 2005-2006 be certified.

TLB/cr

Illinois Eastern Community Colleges  
Fiscal Year 2005-2006 Tax Levies

It is necessary at this time to certify our tax levies for FY2006, beginning July 1, 2005 and ending June 30, 2006. This information and that of prior years is presented below to assist in evaluating next year's levy.

<u>YEAR</u>	<u>ACTUAL EAV</u>	<u>EDUCATIONAL LEVY</u>	<u>BUILDING LEVY</u>	<u>TOTAL LEVY</u>	<u>ACTUAL TOTAL TAX RATE</u>	<u>OPERATING TAX .25 EXTENSION</u>	<u>% EXTENSION IS OF LEVY</u>
86-87	797,820,098	1,660,000	715,000	2,375,000	39.1	1,994,550	84
87-88	731,158,156	1,601,250	686,250	2,287,500	43.5	1,827,895	80
88-89	695,402,479	1,400,000	600,000	2,000,000	44.8	1,738,506	87
89-90	679,781,864	1,400,000	600,000	2,000,000	45.35	1,699,454	85
90-91	653,538,264	1,302,000	558,000	1,860,000	45.00	1,633,846	88
91-92	671,687,523	1,302,000	558,000	1,860,000	42.80	1,679,206	90
92-93	674,813,407	1,225,000	525,000	1,750,000	43.54	1,687,034	96
93-94	690,368,534	1,225,000	525,000	1,750,000	43.28	1,725,921	99
94-95	710,255,106	1,313,000	562,000	1,875,000	43.15	1,775,637	95
95-96	743,421,002	1,330,000	570,000	1,900,000	42.08	1,888,553	99
96-97	789,479,991	1,400,000	600,000	2,000,000	42.42	1,973,618	99
97-98	840,096,133	1,555,000	667,000	2,222,000	40.32	2,100,240	95
98-99	904,660,676	1,610,000	690,000	2,300,000	45.47	2,261,652	98
99-00	945,037,299	1,800,000	765,000	2,565,000	44.28	2,362,597	92
00-01	983,802,073	1,820,000	780,000	2,600,000	43.77	2,459,505	95
01-02	980,620,689	1,837,500	787,500	2,625,000	41.76	2,451,552	93
02-03	1,010,227,912	1,837,500	787,500	2,625,000	45.13	2,525,570	96
03-04	1,019,727,226	1,925,000	825,000	2,750,000	44.41	2,548,293	93
04-05	1,034,733,922	1,925,000	825,000	2,750,000	44.44	2,590,749	94
Recommended:							
05-06	1,100,000,000	1,925,000	825,000	2,750,000	42.43	2,750,000	

In addition to the Educational and Building Fund, our certificate tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes:(tort liability, medicare, worker's compensation and unemployment), and for financial audit purposes. It is recommended that the tax levies as presented for FY05-06 be certified.

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland, Community College District No. 529 County(ies)  
Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White  
Community College District Name Illinois Eastern Community Colleges and State of Illinois

We hereby certify that we require:

- the sum of \$ 1,925,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 825,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 100,000 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 \$ 200,000 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 \$ 30,000 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 \$ 250,000 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 2004.

Signed this 19th day of October, 2004

\_\_\_\_\_  
Chairman of the Board of Said  
Community College District

\_\_\_\_\_  
Secretary of the Board of Said  
Community College District



**Agenda Item #8F**

**Designation of Tax Levy Year**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 19, 2004  
RE: Designation of Tax Levy Year

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

The following resolution clarifies that under GASB guidelines, taxes levied for the year 2004 will be collected late in calendar year 2005 and that such levy will be allocated 100% to fiscal year 2006.

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

RB/cr

**RESOLUTION SETTING FORTH TAX LEVIES FOR 2004**

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 2004 concerning tax levies and extensions

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

That the sum of One Million Nine Hundred Twenty-five Thousand Dollars (\$1,925,000) be levied as a tax for Educational purposes; and the sum of Eight Hundred Twenty-Five Thousand Dollars (\$825,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Thousand Dollars (\$200,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Thirty Thousand Dollars (\$30,000) be levied as a special tax for Financial Audit purposes; and the sum of One Hundred Thousand Dollars (\$100,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Fifty Thousand Dollars (\$250,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, for the year 2004 to be collected in the year 2005; and that the levy for the year 2004 be allocated 100% for Fiscal Year 2006.

Adopted this 19th day of October, A.D. 2004

AYES:

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NAYS: \_\_\_\_\_  
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ABSENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Trustees    Date  
Community College District #529

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees    Date  
Community College District #529

**Agenda Item #8G**

**Acceptance of Higher Learning Commission Self-Study**

**Agenda Item #8G**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 7, 2004  
RE: Higher Learning Commission (HLC)  
Self-Study

In preparation for the visit from the HLC scheduled for April 18, 19, and 20, 2005, a committee of District staff and employees prepared a Self-Study. The HLC visit will concentrate on five separate criteria, and therefore the Self-Study is also in five chapters, plus an introduction and a summary.

By agreement with the Board, we will review a chapter each month in October, November, December, January, and February. In March, we will cover the summary and review all five earlier chapters.

The Introduction, Chapter One, and the pages dealing with Chapter One from the Handbook for Accreditation have been mailed to you. Please bring your copy with you to the Board meeting.

TLB/rs

**Agenda Item #9**

**Bid Committee Report**

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT      September 30, 2004**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$4,317,886.43</b>
<b>Operations &amp; Maintenance</b>	<b>\$776,365.41</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$163,658.23</b>
<b>Bond &amp; Interest</b>	<b>\$673,871.72</b>
<b>Auxiliary</b>	<b>\$1,160,506.05</b>
<b>Restricted Purposes</b>	<b>(\$2,422.20)</b>
<b>Working Cash</b>	<b>\$9,108.00</b>
<b>Trust &amp; Agency</b>	<b>\$76,761.22</b>
<b>Audit</b>	<b>\$58,743.00</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$334,994.26</b>
<b>TOTAL ALL FUNDS</b>	<b>\$7,569,472.12</b>

**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**September 30, 2004**

<b>ALL FUNDS</b>	
	<b>Fiscal Year 2005</b>
<b>ASSETS:</b>	
CASH	7,569,472
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	5,993,000
RECEIVABLES	2,438,119
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	459,225
OTHER ASSETS	429,772
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>16,913,088</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	3,588
ACCOUNTS PAYABLE	(344,860)
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	145,178
<b>TOTAL LIABILITIES:</b>	<b>(56,144)</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,472,541
PR YR BDGTD CHANGE TO FUND BALANCE	534,687
 <b>FUND BALANCES:</b>	
FUND BALANCE	3,659,317
RESERVE FOR ENCUMBRANCES	11,302,687
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>16,969,232</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>16,913,088</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
Combined Statement of Revenues, Expenses,  
and Changes in Net Assets  
AS OF SEPTEMBER 30, 2004

ALL FUNDS

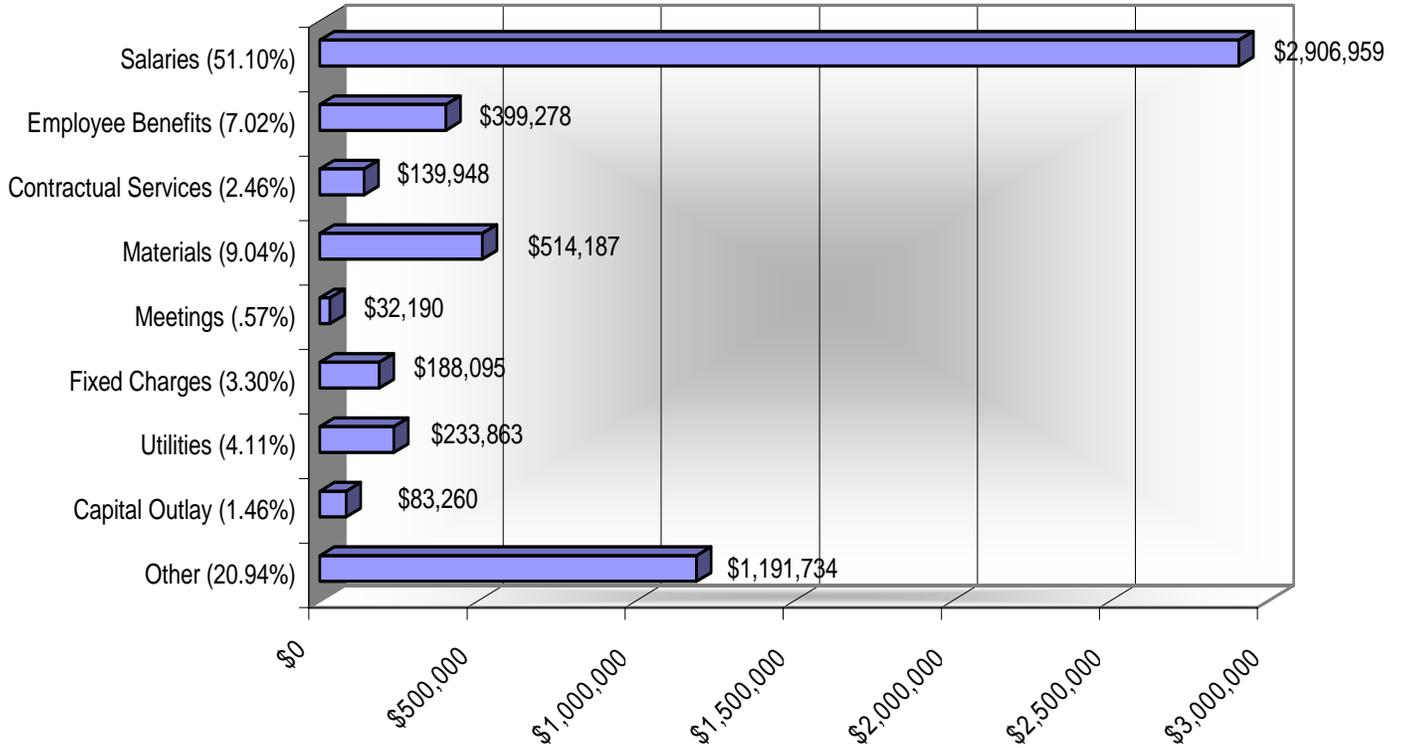
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	3,012,249
STATE GOVT SOURCES	3,406,233
STUDENT TUITION & FEES	4,343,788
SALES & SERVICE FEES	983,218
FACILITIES REVENUE	5,934
INVESTMENT REVENUE	33,997
OTHER REVENUES	53,078
TOTAL REVENUES:	<u>11,838,497</u>
EXPENDITURES:	
INSTRUCTION	2,035,113
ACADEMIC SUPPORT	120,589
STUDENT SERVICES	303,023
PUBLIC SERV/CONT ED	17,887
OPER & MAINT PLANT	714,066
INSTITUTIONAL SUPPORT	1,708,426
SCH/STUDENT GRNT/WAIVERS	1,177,492
AUXILIARY SERVICES	1,342,967
TOTAL EXPENDITURES:	<u>7,419,563</u>
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	<u>4,418,934</u>

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY03-05

College	Category	FISCAL YEAR 2003			FISCAL YEAR 2004			FISCAL YEAR 2005			
		Annual Budget	Spent Thru September	% of Bdgt	Annual Budget	Spent Thru September	% of Bdgt	Annual Budget	Spent Thru September	% of Bdgt	% of Year
Frontier	Bills		\$505,830			\$432,515			\$444,459		
	Payroll		423,415			408,976			443,976		
	Totals	\$2,418,008	929,245	38%	\$2,740,793	841,491	31%	\$2,491,765	888,435	36%	25%
Lincoln Trail	Bills		341,349			319,091			420,608		
	Payroll		430,578			455,913			474,845		
	Totals	2,996,559	771,927	26%	3,077,226	775,004	25%	2,752,170	895,453	33%	25%
Olney Central	Bills		459,230			530,014			609,608		
	Payroll		707,314			713,323			780,312		
	Totals	4,484,782	1,166,544	26%	4,869,678	1,243,337	26%	4,571,385	1,389,920	30%	25%
Wabash Valley	Bills		352,187			366,935			392,412		
	Payroll		584,159			586,598			614,954		
	Totals	3,244,011	936,346	29%	3,431,452	953,533	28%	3,152,801	1,007,366	32%	25%
Workforce Educ.	Bills		230,747			218,091			258,832		
	Payroll		229,284			243,082			239,653		
	Totals	1,576,838	460,031	29%	1,801,632	461,173	26%	1,790,210	498,485	28%	25%
District Office	Bills		63,270			48,959			53,271		
	Payroll		219,684			212,699			209,086		
	Totals	1,265,567	282,954	22%	1,187,944	261,658	22%	1,146,422	262,357	23%	25%
District Wide	Bills		530,330			554,087			603,365		
	Payroll		134,649			148,266			144,133		
	Totals	6,947,426	664,979	10%	6,664,367	702,353	11%	8,519,060	747,498	9%	25%
O & M	Bills										
	Payroll										
	Totals										
<b>GRAND TOTALS</b>		<b>\$22,933,191</b>	<b>\$5,212,026</b>	<b>23%</b>	<b>\$23,773,092</b>	<b>\$5,238,549</b>	<b>22%</b>	<b>\$24,423,813</b>	<b>\$5,689,514</b>	<b>23%</b>	<b>25%</b>

Excludes DOC

**Illinois Eastern Community Colleges  
FY2005  
Operating Funds**



Illinois Eastern Community Colleges Dist. #529  
As of September 30, 2004 - \$5,689,514

**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** October 15, 2004  
**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.

dh

# **INDEX**

**400.1 Change in Status**

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

**400.3 Resignation**

# PERSONNEL REPORT

## **400.1 Change in Status**

### A. Professional Non-Faculty

1. Jeff Gumbel, Webmaster, DO, to Coordinator of Web and Online Learning Services, DO, Effective October 21, 2004

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

## **400.3. Resignation**

### A. Technical

1. Gina Sinclair, Telecom Recruiter, LTC, effective November 17, 2004

**Agenda Item #15**  
**Collective Bargaining**

**Agenda Item #16**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Agenda Item #19**

**Adjournment**

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

	Estimated Budget											
Data Center Acoustics & HVAC Upgrade DO	\$39,325											
Carpet Replacement LTC	\$225,060											
Sidewalk Replacement/Upgrade LTC & FCC	\$88,330											
Fire Alarm & Lighting Upgrades OCC, WVC & FCC	\$554,180											
Ceiling Replacement WVC	\$173,030											
Parking Facility      FCC	\$193,600											
<b>GRAND TOTAL</b>	<b>\$1,273,525</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

9/30/2004