

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

September 17, 2002



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

September 17, 2002

7:00 p.m.

Lincoln Trail 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. Personnel Leave Benefit Policy Revision
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY2003 Budget Browning
 - B. Acceptance of FY2002 Audit Browning
 - C. 2002 Estimated Tax Levy Resolution..... Browning
 - D. Capital Project Application-
 - Remodel Workforce Development Center – FCC Browning
 - E. Board Resolution on Capital Project Application-
 - Remodel Workforce Development Center – FCC Browning
 - F. Proposed PHS Bond Repayment Schedule..... Bruce
 - G. Tax Abatement Request..... Bruce
9. Bid Committee Report Browning
 - IECC
 - Fire Suppression System – D.O. Computer Room
 - Wabash Valley College
 - FM Broadcast Antenna System

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.....	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 Learning Resource Center Room LRN 105, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, August 20, 2002.

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.

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. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Cory Musgrave, student trustee. Trustees absent at roll call: 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. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Mr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Mr. Roger Browning, Chief Finance Officer.

Mr. George Woods, Dean of Community Development & Workforce Education.

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

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

Ms. Kathleen Pampe, Associate Dean of Education to Careers Program.

Mrs. Tara Buerster, Director of Personnel.

Mr. Harry Hillis, Jr., Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, July 16, 2002, were presented for approval.

Board Action: Mr. Williams made a motion to approve the foregoing open meeting minutes as prepared. 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.

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

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

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Dr. Arabatgis, Dr. Benson, Mr. Davis, Dr. Dreith presented informational reports from each of the four colleges.

#5-C. Report from Cabinet: 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. Phase VII Bonds, Projects and Resolutions: The following recommendation was presented for Board of Trustees action:

(1) Approval of Projects: Under the Protection, Health, Safety bonding authority afforded the Board of Trustees, the Board has \$3.6 million in bond issuance authority. The Chief Finance Officer, the Presidents, and the College Building Superintendents have prepared a list of projects totaling \$3,548,400 that could be completed within this bond authority. Following is a list of those projects:

1. Accessibility Compliance – WVC & FCC – \$149,200.
2. New Storm Drain – Applied Arts – WVC – \$ 72,600.
3. Bleacher Replacement – LTC – \$181,500.
4. Door Replacements – LTC and WVC – \$33,900.
5. Gymnasium Floor Replacement – LTC – \$525,100.
6. Replace HVAC Units – OCC – \$447,700.
7. Interior Lighting Upgrades – Applied Arts Building – WVC – \$201,300.
8. Install Paint Booth WVC –\$205,700.
9. Roof Replacements/Repair – LTC, OCC, WVC, FCC – \$727,000.
10. Replace Sanitary Sewer – FCC – \$56,900.
11. Replace Stairway Glazing – OCC Wattleworth Hall & Repair Lobby Glazing System – OCC Theater – \$144,000.
12. Exterior Wall & Fascia Renovations LTC – \$542,100.
13. Site Lighting – LTC & WVC – \$261,400.

The projects will be submitted to the Illinois Community College Board to see if they meet the Protection, Health, Safety bond criteria established by statute. If the projects are approved by ICCB, the Board could then issue the bonds, bid and complete the construction of these projects.

The CEO recommended approval of the Capital Project Application Forms (each application includes a Capital Project Application Form, Programmatic Justification, Scope of Work, Project Budget, Funding Source, Architect’s Certification, and resolution), as presented.

Board Action: Mr. Williams made a motion to approve the Capital Project Application Form and related documents for the foregoing Phase VII PHS Construction Projects 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, Mr. Rost, Mr. Williams, Miss Wolfe. Mr. Musgrave's 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.

(2) Adoption of Resolution Approving Phase VII PHS Projects: The CEO recommended adoption of the following resolution for each of the Protection, Health, Safety construction projects as listed:

Resolution to Approve PHS Construction Projects

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

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

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

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

WHEREAS, the projects recommended for repair and alterations are:

1. Project Title & Total Estimated Cost including fees and contingency: Accessibility Compliance – WVC & FCC – \$149,200.
2. Project Title & Total Estimated Cost including fees and contingency: New Storm Drain – Applied Arts – WVC – \$ 72,600.
3. Project Title & Total Estimated Cost including fees and contingency: Bleacher Replacement – LTC – \$181,500.
4. Project Title & Total Estimated Cost including fees and contingency: Door Replacements – LTC and WVC – \$33,900.
5. Project Title & Total Estimated Cost including fees and contingency: Gymnasium Floor Replacement – LTC – \$525,100.
6. Project Title & Total Estimated Cost including fees and contingency: Replace HVAC Units – OCC – \$447,700.
7. Project Title & Total Estimated Cost including fees and contingency: Interior Lighting Upgrades – Applied Arts Building – WVC – \$201,300.
8. Project Title & Total Estimated Cost including fees and contingency: Install Paint Booth WVC – \$205,700.
9. Project Title & Total Estimated Cost including fees and contingency: Roof Replacements/Repair – LTC, OCC, WVC, FCC – \$727,000.
10. Project Title & Total Estimated Cost including fees and contingency: Replace Sanitary Sewer – FCC – \$56,900.

11. Project Title & Total Estimated Cost including fees and contingency: Replace Stairway Glazing – OCC Wattleworth Hall & Repair Lobby Glazing System – OCC Theater – \$144,000.
12. Project Title & Total Estimated Cost including fees and contingency: Exterior Wall & Fascia Renovations LTC – \$542,100.
13. Project Title & Total Estimated Cost including fees and contingency: Site Lighting – LTC & WVC – \$261,400.

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

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

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

Board Action: Mr. Rost made a motion to adopt the foregoing resolution to approve IECC's Phase VII PHS Construction Projects as recommended. Mr. Musgrave 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, Mr. Rost, Mr. Williams, Miss Wolfe. Mr. Musgrave's 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. 5-Year Verizon Services Contract: Illinois Eastern Community Colleges currently has a five-year service contract with Verizon Operating Telephone Company, which is coming to a conclusion. Verizon has proposed a new contract for an additional five-year period at the current rates. Verizon provides the Board DS1 clear channel lines at a rate of 2 @ \$24 per month; DS1 learning link at a rate of 2 @ \$150 per month; and a DS1 learning link special transport line at a rate of 1 @ \$140 per month. The monthly charge is \$488 for these lines. The CEO recommended approval of the five-year contract with Verizon for telephone services.

Board Action: Mr. Koertge made a motion to approve the five-year contract with Verizon Operating Telephone Company for telephone services 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, Mr. 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. 2003-2005 Calendar: Mr. Bruce reviewed the Calendar for 2003-2005. Ms. Schwartz has met with the Illinois Eastern Community Colleges Education Association regarding the calendar and they have agreed with the calendar as proposed. The CEO recommended approval of the IECC Annual Calendar for 2003-2005 as presented in the Board Agenda mailing.

Board Action: Dr. Fischer made a motion to approve the IECC College Calendar for 2003-2005 as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. 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. Resolution for Participation in Surplus Property Program: The CEO recommended approval of the following resolution for participation in the State of Illinois Federal Surplus Property Program. The colleges have utilized this program in the past and currently utilize the program occasionally.

**Resolution for Participation in State of Illinois
Federal Surplus Property Program**

WHEREAS, Illinois Eastern Community Colleges District 529, comprised of the colleges of Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College, has limited fiscal resources available for the procurement of heavy-duty construction equipment, vehicles, commodities, and other property, and

WHEREAS, the State of Illinois' Federal Surplus Property Program offers a variety of surplus property at approximately 5.25 percent of the acquisition value, effectively reducing program costs by acquiring items that have been used to their life expectancy or property that must be replaced for safety or economic reasons; and

WHEREAS, Illinois Eastern Community Colleges District 529 agrees to the following terms and conditions; to use the surplus property only in the official program which it represents; and upon receipt, agrees to place the surplus property into use within one year; and it agrees that the property shall be used for a period of one year (certain items, eighteen months); that it agrees it will not sell, loan, trade or tear down the property without written consent from the State of Illinois; and

WHEREAS, Illinois Eastern Community Colleges District 529 understands that surplus property must be used in an authorized program and that personal use or non-use of surplus property is not allowed;

THEREFORE, WE, THE ELECTED BOARD OF TRUSTEES of Illinois Eastern Community Colleges District 529, do hereby consent and decree that Illinois Eastern Community Colleges District 529 is authorized to participate in the State of Illinois Federal Surplus Property Program.

Board Action: Mr. Williams made a motion to adopt the foregoing Resolution for Participation in the State of Illinois Federal Surplus Property Program as recommended. Mr. 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, Mr. 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. Lease of WVC Foundation Building: The CEO recommended approval of the following lease agreement between Illinois Eastern Community Colleges/Wabash Valley College and the WVC

Foundation. WVC has taken space in the Foundation Building adjoining the campus. The lease will partially reimburse the Foundation for renovations required to modify the building to college requirements. The lease is funded from the WVC budget.

This agreement is made this 20th day of August 2002, between the Wabash Valley College Foundation (“Lessor”) and Illinois Eastern Community Colleges District #529 (“Lessee”).

Lessor leases to Lessee approximately 1,600 square feet of interior space on the ground floor of the building located at 2201 College Drive, Mt. Carmel, Illinois, and such other space in the building as may be mutually agreed upon. The term of the lease is for a period of two years, commencing on September 1, 2002, with the monthly rental payment being \$676.53 (or in consolidated prepayments as lessee may choose), for a total lease amount of \$16,236.72 over the entire term of the lease.

Lessee shall occupy and use the premises as an administrative site for offices and programs for Wabash Valley College, and such other activities as the college may choose. Either party may terminate the lease by giving 30 days notice, with the rental amount pro-rated to the date of termination.

Board Action: Mr. Williams made a motion to approve the foregoing lease between IECC/WVC and the WVC Foundation for space in the Foundation Building 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, Mr. 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. Village of Hutsonville Request for Tax abatement: The CEO recommended approval for IECC to abate taxes on “new construction only” for Bob’s Fairway Foods in Hutsonville, Illinois. The grocery store would continue to pay property taxes at its current level, but no additional tax would be levied on new construction for a period of five years. Following is the resolution:

Whereas, the Board of Trustees of Illinois Eastern Community Colleges desires to assist Bob’s Fairway Foods, Inc. by abatement of real estate taxes on new construction in order that it might help insure its financial success.

Now, Therefore, Be it Ordained by the Board of Trustees of Illinois Eastern Community Colleges, as follows:

Section 1: The Illinois Eastern Community College Board of Trustees finds that it is empowered by Illinois Compiled Statutes 35 ILCS 200/18-165 upon majority vote of the Board to order the County Clerk to abate any portion of the taxes on property of an industrial or commercial firm in the State of Illinois; that Bob’s Fairway Foods Inc. has requested a real estate tax abatement for a period of five years on new construction completed in 2002 lying within the Village of Hutsonville, Illinois; that a majority of the Illinois Eastern Community Colleges Board of Trustees does hereby approve a real estate tax abatement for new construction completed in 2002 owned by Bob’s Fairway Foods, Inc. as hereinafter described and located within Crawford County, Illinois.

Section 2: That the request of Bob’s Fairway Foods Inc. for a real estate tax abatement on new construction completed in 2002 owned by said corporation located within the Village of Hutsonville, Illinois, be and the same is hereby accepted and approved; the County Clerk of Crawford County is hereby ordered to abate real estate taxes for a period of five years on real estate owned by Bob’s Fairway Foods Inc. involved in new construction completed in 2002 located within the Village of Hutsonville, Illinois; said abatement shall commence on January 1, 2003, and end on December 31, 2007, for taxes incurred in taxable years 2003 for real estate taxes due and payable in 2004, and thereafter through 2008.

Section 3: That the Secretary of Illinois Eastern Community Colleges shall file a certified copy of this Ordinance with the County Clerk of Crawford County, Illinois.

Section 4: All Ordinances or parts of Ordinances in conflict herewith are hereby expressly repealed to the extent of such conflict.

Section 5: This Ordinance shall be in full force and effect immediately upon its passage and approval as provided by law, this _____ day of August 2002.

Board Action: Mrs. Culver made a motion to adopt the foregoing resolution (ordinance) abating real estate taxes on new construction completed in 2002 on real estate owned by Bob's Fairway Foods, Inc. in the Village of Hutsonville, Illinois as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. 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. Certification of Chargeback: Mr. Browning reviewed the Illinois Community College Board Certification of Chargeback Form for fiscal year 2003. The out-of-district cost per semester hour is \$185.44. Chargeback reimbursement per semester credit hour is \$95.65. Cost per semester credit hour for out-of-state and international students is \$233.18. The CEO recommended approval of the Certification of Chargeback document as presented.

Board Action: Mr. Musgrave made a motion to adopt the ICCB Certification of Chargeback document for FY2003 as presented and 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, Mr. 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. FY2003 Capital Renewal Application: The CEO recommended approval of the Illinois Eastern Community Colleges FY2003 Capital Renewal Grant application with an estimated cost of \$298,400. Additional, there is a Capital Renewal Resolution that is required along with the application. The Presidents and Superintendents at each campus identified the projects listed in this application. Following is the estimated project budget:

LTC: Theater lighting, replacement of skylight and installation of site lighting: \$108,697.
OCC: Install cooling units in Wattleworth Hall, paint Student Union, replace ceiling tiles in Learning Resource Center and in second floor: \$66,158.
WVC: Resurface Machine Shop Parking Lot and Service Road: \$60,245.
Subtotal: \$235,100.
Contingency: \$23,500.
Construction Administration Fee: \$3,900.
A/E Compensation: \$26,900.
On-Site Observation & Reimbursables: \$9,000.
Total Estimated Project Cost: \$298,400.

Board Action: Mr. Williams made a motion to approve IECC's FY2003 Capital Renewal Application as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Mr. Musgrave's 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-I. FY2003 Capital Renewal Board Resolution: The CEO recommended adoption of the following resolution approving a Capital Project Application for the addition and remodeling of the old Machine Shop building at Wabash Valley College.

**FY2003 Capital Renewal Board Resolution
Resolution for Capital Renewal Grant Funds Application**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district's FY2003 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$298,400, as follows:

1. The capital renewal allocated amount is \$298,400.
2. The estimated project budget is hereby approved in the following amounts:

LTC: Theater lighting, replacement of skylight and installation of site lighting: \$108,697.
OCC: Install cooling units in Wattleworth Hall, paint Student Union, replace ceiling tiles in Learning Resource Center and in second floor: \$66,158.
WVC: Resurface Machine Shop Parking Lot and Service Road: \$60,245.
Subtotal: \$235,100.
Contingency: \$23,500.
Construction Administration Fee: \$3,900.
A/E Compensation: \$26,900.
On-Site Observation & Reimbursables: \$9,000.
Total Estimated Project Cost: \$298,400.

Board Action: Mr. Koertge made a motion to approve the FY2003 Capital Renewal Board Resolution as recommended. Mr. Musgrave 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, Mr. Rost, Mr. Williams, Miss Wolfe. Mr. Musgrave's 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 \$3,503,709.02, as of July 31, 2002.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of August 2002, totaling \$1,347,897.18, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of the district financial obligations for the month of August 2002, in the amounts listed,

and payments from the revolving fund for the month of July 2002. Mr. 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, Mr. 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. Utilization of Radio Station.
2. Talent Search Grant.
3. Student Learning Outcomes Plan.
4. Memorandum of Understanding – IECC & Dept. of Corrections.
5. Airtex Utilizes FCC Workforce Development Facility.
6. Labor Force Survey.
7. Andrews Article.
8. Enrollment Report.
9. IBHE Communication – Electronic Data.

AGENDA #12 – “Executive Session” – The CEO 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)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(5) of the Open Meetings Act to consider purchase of real property for the use of the community college district; 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.

#12-A. Closed Meeting: Miss Wolfe made a motion to hold a closed meeting to consider the matters outlined by the CEO. 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, Mr. 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 and a closed meeting was held beginning at 8:00 p.m.

#12-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:40 p.m.

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

AGENDA #13 – “Approval of Executive Session Minutes” – Mr. Williams made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, July 16, 2002, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. Mrs. Culver 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 amended Personnel Report and recommended approval.

400.1. Employment of Personnel

A. Faculty

1. Tiffany Devine – Chemistry Instructor
2. Nicole Moore – Nursing Instructor
3. Charlene Snow – Math Instructor

B. Classified

1. Sherry Nelson – Academic Support Specialist – DO – (WVC)
2. Gayle Zaring – Library Assistant – LTC

400.2. Adoption of Resolution and Reemployment of Full-Time Staff – Appendix A

It is recommended that the attached resolution be adopted. The employment of personnel whose wages are supported by Department of Corrections, grant, or auxiliary funds is completely dependent upon continued funding from those sources. Should the account terminate or revenues cease, employment is null and void and the rights of both parties are at an end.

Resolution

WHEREAS, effective July 1, 2002, the Board of Trustees desires to employ administrative, professional/non-faculty, and classified employees whose names are set forth on Appendix A, and

WHEREAS, the Board of Trustees desires to establish certain terms and conditions of employment with respect to said employees that will be in effect during the 2002-2003 fiscal year.

NOW, THEREFORE, BE IT RESOLVED:

1. Effective July 1, 2002, the employees whose names are set forth on Appendix A shall be reemployed and during their continued employment, they shall be employees-at-will and either the Board of Trustees or the employee can terminate this at-will relationship with or without cause, with or without notice, at any time. No supervisor, managerial employee, administrator or representative of Illinois Eastern Community Colleges has the authority to enter into any agreement with any employee for employment for any specified period or to make any promises contrary to the employment-at-will policy. Only the Board of Trustees has such authority.

2. The appropriation to cover the salaries of said employees does not constitute an express or implied contract and shall not create any right on the part of any such employee to demand continuous employment or compensation by reason of such appropriation if the Board determines that the employment of any such employee is no longer needed or necessary.

3. If any vacancy occurs in any of the positions held by any of the individuals listed on Appendix A, there shall be no requirement to fill any such vacancy if it is determined that there is no need or necessity to fill such vacancy.

4. Any past resolution, policy, authority or any action of the Board inconsistent with the instant Resolution is hereby amended so as to conform with this Resolution.

5. This Resolution shall be in full force and effective from and after its adoption. In the event that any past, current or future policies or procedures conflict with this Agreement, this Agreement shall govern.

Appendix A

Fiscal Year 2002-2003 Guidelines for Full-Time Employee Wage Increases:

1. Full-Time employees working before April 1, 2002, are eligible for a wage increase. Employees with hire dates of April 1, 2002 to June 30, 2002 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 \$600 for employees with based wages of \$14,815 to \$16,999 (6.53% to 7.05%).

3.00% plus \$500 for employees with based wages of \$17,000 to \$19,999 (5.53% to 5.93%).

3.00% plus \$400 for employees with based wages of \$20,000 to 22,999 (4.79% to 4.99%).

3.00% plus \$300 for employees with based wages of \$23,000 and above (3.24% to 4.30%).

Frontier Community College

Administrative

Ted Davis \$42,622, Blenda Demaret \$45,261, Jerry Hefley \$78,329, Carroll Hilliard \$42,738, LaVonna Miller \$42,860, Stacey Vinson \$29,993

Professional/Non-Faculty

Jim Beers \$30,648 (GR), Robert Boyles \$70,330, Suzanne Brooks \$40,003, Galen Dunn \$43,910, Brenda Helm \$33,659 (GR), Janet Herman \$24,596 (GR), Lawrence Houston \$35,767 (GR), Janice Tucker \$43,014, Wesley Weber \$52,201, Jeannette Wiles \$25,947

Classified

Barbara Bennett \$27,892, Karen Bryant \$28,791, Terry Chapman \$20,864, Dixie Cherry \$15,859, Trena Cline \$20,616, Jeffery Davenport \$27,260 (GR), Debra Dawkins \$28,925, Tara Farleigh \$21,067, Lyndal Hefley \$21,000 (GR), Denise Hilliard \$31,922, Freda Hoffman \$31,660, Janie Lake \$31,864, Amy Loss \$23,369 (GR), Andy Pottorff \$27,867, Kent Staley \$17,887 (no increase), Scott Talbert \$33,518, Kathy Wheeler \$15,294 (GR)

Lincoln Trail College

Administrative

Vicky Bell \$34,091 (effective October 1), Jamie Henry \$29,684, Debbie Kull \$42,455, Gayle Lawn-Day \$70,340

Professional/Non-Faculty

Rick Arp \$42,270 (AUX), Liz Grant \$32,307 (AUX), Mitch Hannahs \$34,290 (AUX), Danelle Hevron \$28,326, Tony Hill \$35,256 (AUX), Richard Kent \$42,762, Becky Mikeworth \$41,178, Brad Musgrave \$35,452, Kristina Zane \$23,096

Classified

Shelly Allensworth \$21,295 (GR), Sheri Bayne \$22,650, Donna Boyd \$31,912, Deanna Chrysler \$32,472, Carolyn DiBeasi \$28,767, Douglas Edwards \$29,705, Sharon Hanson \$17,488, Kenneth Hawkins \$36,220, Julie Higginbotham \$27,792, Laura Johnson \$27,260 (GR), Freda Kelley \$18,616, Sandra Lloyd \$16,000 (no increase), Albert Miller \$28,584, Ricky Rich \$31,426, Gary Upton \$28,509

Olney Central College

Administrative

Donna Henry \$70,155, Jennifer Mathes \$70,340 (effective December 1), Doug Shipman \$38,590, Fran Stencel \$36,524, Chris Webber \$51,463

Professional/Non-Faculty

Judy Burroughs \$42,009, Dennis Conley \$48,471 (AUX), Kristi Crawford \$29,771, James Glash \$45,321 (AUX), Donita Kaare \$32,271 (GR), Jessica Mehringer \$35,350 (AUX), Andrea Pampe \$29,684 (GR), Deanna Ratts \$29,988, Robert Story \$52,065, Vicki Stuckey \$37,748, Ed Wright \$39,478 (AUX)

Classified

Reba Bower \$18,921, Tim Bower \$17,781, Stacey Bradbury \$24,702 (GR), Karen Devall \$17,136, Jean Duckworth \$21,289, Jaye Fehrenbacher \$32,761, Kathy Fehrenbacher \$28,545, Larry Gangloff \$35,973, Carla Gardner \$33,841, Lawrence Harbaugh \$17,542, Tammy Harmon \$31,582, Carla Heckenbach \$22,566, Linda Horn \$18,107, Larry Johnson \$30,772, Cheryl Knight \$32,060, Sara Kocher \$18,232, Olivia McVicker \$22,581, Damona Nease \$29,180, Joyce Nix \$25,635 (GR), Carl Sager \$29,713, Vavette Sexton \$19,861, John Stoll \$28,929, Rose Teel \$33,593 (GR), Christine Weber \$27,755, Kimberly Wilson \$17,136

Wabash Valley College

Administrative

Louise Acree \$43,532, Sandra Craig \$32,271, Wayne Henegar \$72,499, Diana Spear \$51,022, Cynthia Walls \$42,395

Professional/Non-Faculty

Elaine Brown \$33,075, James Cox \$42,473, Greg Goldman \$28,478 (AUX), Mark Nelson \$35,256 (AUX), Steve Patberg \$24,982, Glenda Raber \$25,639 (GR), Judy Riggs \$26,863 (AUX), Glen Schwartz \$36,322, Melinda Silvernale \$36,993, Stephanie Smith \$35,350 (AUX), Tim Zimmer \$30,648

Classified

Karissa Anderson \$17,319, Darla Brooke \$31,285, Margaret Donahoo \$17,319, Kathryn Head \$20,864, Pam Henegar \$28,780, Betty Hocking \$28,806, Nellie Jackman \$17,080, Cindy Kruse \$30,178, Ron Martin \$31,170, Kay Meier \$17,319, Barbara Minniear \$28,780, Bobby Moyes \$24,992 (GR), Jane Owen \$18,049, Dwight Piper \$35,988, Cathy Seaton \$30,120, Becky Sharp \$17,080, Julie Tennis \$17,319, Audrey Tice \$33,876, Judy Wilkinson \$18,633

WVJC Faculty

Robert Effland \$53,317

Workforce Education

Administrative

John Howard \$85,388, George Woods \$94,130

Professional/Non-Faculty

John Highhouse \$78,043, Diane Lutes \$49,718

Classified

Kay Brown \$33,405, Shirley Buche \$33,405, Becky Coomer \$33,405, Sibyl Janello \$20,540 (no increase), Lynda Price \$33,405, Gina Sinclair \$23,416

Non-Cred Faculty

George Kocher \$52,436

Faculty

*Phillip Edmondson \$40,272, *Scott Hanson \$40,272, *Ary Jennings \$40,272, *Thomas Kucharik \$40,272, *Randall Questelle \$40,272, *Terry Russell \$40,272, *Fred Schwappach \$40,272, *Dennis Sileven \$40,272, *Gary Wangler \$40,272, *Mitchell Wolfe \$40,272

*Received a one-time \$1,500 Bonus not reflected in this annual salary.

District Office

Administrative

Roger Browning \$80,125, Tara Buerster \$38,204, Chris Cantwell \$57,680, Alex Cline \$66,704, Kathleen Pampe \$65,451 (GR), Pam Schwartz \$53,566

Professional/Non-Faculty

Rita Adams \$48,701, Byron Brumfiel \$41,477 (GR), Bonita Chaplin \$30,591, Renae Crank \$29,684 (GR) (effective October 1), Jack Dunn \$43,252, Ada Fleeharty \$26,833, John Frazier \$37,548, Marilyn Grove \$46,107, LeAnn Hartleroad \$31,823 (GR) (effective September 1), Peggy Jausel \$41,252 (GR), Pam Madden \$52,259, Jervaise McGlone \$39,440 (GR) (effective October 1), David McKimmy \$35,320 (GR), Katherine Overstreet \$29,684 (GR) (effective October 1), Rodney Raney \$31,823 (GR) (effective September 1), Kathy Swinson \$31,200 (GR), Jill Winter \$24,982

Classified

Marla Bayler \$22,581 (GR) (effective September 1), Carrie Benefield \$16,621 (GR) (effective September 1), Charles Bennett \$36,855, Jan Columbia \$16,621 (GR), Cynde Frost \$33,847, Brett Gardner \$21,556 (GR) (effective September 1), Jeff Gumbel \$34,290 (GR), Terri Harris \$29,716, Chris Heindselman \$30,201, Eva Hubble \$22,702, Amy Johnson \$17,488, Melanie Kent \$31,874, Sarah Kincaid \$28,429 (GR), Robert Long \$22,581 (GR) (effective September 1), Barbara McGuire \$24,250, Maria Michels \$29,314, Lona Peavler \$20,143, Chris Raley \$32,221, Carol Redman \$22,581 (GR) (effective September 1), Kristi Renshaw \$21,556 (GR) (effective December 1), Laurie Rist \$17,136 (GR), Jan Robards \$40,718, Julie Robinson \$22,581 (GR) (effective September 1), Michael Robinson \$26,194 (GR), Wilma Seiler \$22,520 (GR), Jackie Shamhart \$18,089, Rebecca Shultz \$30,459, Kathy Slichenmyer \$26,735 (GR) (effective September 1), Rhoda Slichenmyer \$21,968, Renee Smith \$39,798, Paul Tait \$38,987, Barbara Thomas \$24,003, Ruth Trowbridge \$21,968 (GR), Cora Weger \$28,664 (GR) (effective September 1), Lisa Weiler \$25,755 (GR), Lucinda Wingert \$43,252, Debbie Wolfe \$21,556.

Wages for employees supported by grant (GR) and auxiliary (AUX) funds are completely dependent upon those funds.

All wages are effective July 1, 2002, unless noted.

(*Note:* Positions of foregoing personnel are listed on Exhibit I which is attached to minutes of this date and is made a part hereof by this reference.)

400.3. Administrative Contracts

Administrative Contracts to be extended as follows: John Arabatgis, President of Lincoln Trail College; Harry Benson, President of Wabash Valley College; Jack Davis, President of Olney Central College; Michael Dreith, President of Frontier Community College. Contracts to be extended with wage increases for FY02-03 to be \$300 + 3% for CEO and the four Presidents.

400.4. FY02-03 Full-Time Staff Wages

Full-Time staff wages for FY02-03 to be as listed in foregoing Section 400.2, Adoption of Resolution and Reemployment of Full-Time Staff (Appendix A)

400.5. FY02-03 Educational Level Changes

A. Faculty

- Matt Fowler, from B to B+16, \$1,000.
- * Matt Fowler, from B+16 to M, \$1,000.
- Carole Fusco, from M+12 to M+24, \$1,000.
- * Larry Hoeszle, from M+36 to M+48, \$1,000.

Richard Poskin, from M to M+12, \$1,000.
* Pending transcript verification.

400.6. Leave Request (External Report)

A. Faculty

1. Cindy Myer, Family Medical Leave, effective August 15, 2002, through September 27, 2002. The requested leave is unpaid with benefits.

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

A. Faculty

1. Carole Fusco, Union Hospital Health Group, Terre Haute, IN. Approximate time: 2-3 days per month or 480 hours per college contract year (mostly holidays & weekends).

400.8. Rescinded Resignation

A. Professional/Non-Faculty

1. Brenda Helm, Director of Adult Education Recruitment and Advisement, FCC.

400.9. Termination of Employment

A. Classified

1. Jill Meeks, Resource Room Advisor, effective July 25, 2002.

400.10. Resignations

A. Professional/Non-Faculty

1. Rodney Ranes, Director, Educational Talent Search, DO, effective September 10, 2002.

B. Classified

1. Darla Morthland-Ditter, Program Advisor, Educational Talent Search, DO, effective August 9, 2002.

400.11 Retirement

A. Professional/Non-Faculty

1. James Cox, Director, Radio/TV Broadcasting, WVC, effective September 30, 2002.

Addendum – Personnel Report

400.12. Resignation

A. Faculty

1. Cindy Myer, Microcomputer Support Specialist Instructor, effective September 19, 2002.

Addition to Personnel Report

Authorization to Sign Voluntary Separation Agreement and Release of All Claims.

Board Action to Amend Personnel Report: Mrs. Culver made a motion to amend the Personnel Report as recommended to add the Addendum, 400.12, Resignation of Cindy Myer; and to add approval for the CEO to sign a “Voluntary Separation Agreement and Release of All Claims” relative to another employee. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

Board Action to Approve Personnel Report: Dr. Fischer made a motion to approve the amended and addended Personnel Report and to accept the resignation of James Cox with regret 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, Mr. 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” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Dr. Fischer made a motion to adjourn. Mr. Musgrave 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 8:50 p.m.

Approved: Chairman: _____

Secretary: _____

Exhibit 1 Attached to Minutes is Appendix A, Listing Personnel Positions for FY02-03.

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

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

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 17, 2002
RE: Personnel Leave Benefit Policy Revision

Under the calendar already adopted by the Board for 2004, and under the proposed paragraph K of the "Leave and Benefit Policy", Pulaski Day will be eliminated as a holiday for all full-time, non-bargaining unit staff.

To replace Pulaski Day for all non-faculty full-time employees, it is proposed that we establish one floating holiday per fiscal year. This floating holiday will be used by the employees with their immediate supervisor's approval, but must be used during the fiscal year.

I ask the Board's approval of this replacement holiday for non-faculty full-time employees.

Attached is the proposed change.

TLB/rs

Attachment

Change to Personnel Leave Benefit Policy

PERSONNEL - 400

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

Date Adopted: May 20, 1997

Revised:

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

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

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

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

Any unused sick leave days will be allowed to accumulate.

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

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

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

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

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

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

- F. Absences Due to Attendance at Educational Meetings and Conferences. Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee's immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or district shall be allowed expenses according to the regulations of the district.
- G. Personal Emergency Leave. For reasons of personal emergency, a full-time employee may use up to six days per year of accumulated sick leave. Advance approval for such leave shall be secured from the employee's immediate supervisor.
- H. Accounting. An accounting of accumulated sick leave will be made semi-annually.
- I. Insurance Benefits. Major medical and dental insurance shall be made available for full-time employees.

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

- J. Modified-Time Employees. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.
- K. Holidays and Breaks. Paid holidays for all full-time employees include Independence Day, Martin Luther King Jr. Day, Labor Day, President's Day, Columbus Day, Veteran's Day, Spring Holiday, Thanksgiving, Memorial Day, Christmas, and New Year's Day.

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

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

Agenda Item #7

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY2003 Budget

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
SUBJECT: FY2003 Budget
DATE: September 17, 2002

I am pleased to present the FY2003 Budget for Illinois Eastern Community Colleges District No. 529 to the Board of Trustees for approval. A formal copy of the budget has been mailed to each Board member under separate cover.

RB/cr

Agenda Item #8B

Acceptance of FY2002 Audit

MEMORANDUM

TO: Terry Bruce
FROM Roger Browning
SUBJECT: Audit - Board Action
DATE: September 17, 2002

Statute requires that the Board of Trustees accept the annual audit and that it be forwarded for filing to the Illinois Community College Board.

Following a review and discussion of the audit, it is the staff's recommendation that the Board pass a resolution to accept the audit and authorize the staff to forward the same to the Illinois Community College Board.

The Audit Committee comprised of Ms. Wolfe and Mr. Williams will report the committee's review of the audit.

Thank you.

RB/cr

RESOLUTION OF THE BOARD OF TRUSTEES
ANNUAL AUDIT

WHEREAS, 110 ILCS 805/3-22.1 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.

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

CHAIRMAN

DATE

SECRETARY

DATE

Agenda Item #8C

2002 Estimated Tax Levy Resolution

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
SUBJECT: 2002 Estimated Tax Levy Resolution
DATE: September 17, 2002

Mr. Chairman, it is necessary at this time to approve the following tax levy resolution for FY2004.

In addition to the Education and Building Fund, our certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for each of the outstanding bond issues, tort liability, worker's compensation, audit, employment and other insurance.

TB/cr

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2002**

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 2001 was:

Education Purposes	\$1,782,659
Operations and Maintenance Purposes	757,671
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	468,927
Audit	46,049
Other	0
Total	\$3,055,306

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2002 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	445,000
Audit	50,000
Other	0
Total	\$3,245,000

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 2001 was \$1,503,517; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2002 is \$1,468,416.

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 2002 is \$3,245,000.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2002 does exceed 105% of the taxes extended by the district in the year 2001.

Section 3: The aggregate amount of taxes estimated to be levied for the year for 2002 for debt service is a 2% decrease of the taxes extended for debt service for 2001.

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 2002 will be held on October 15, 2002 at 6:00 p.m. at Olney Central College, Olney, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).

- II. The corporate and special purpose property taxes extended or abated for the year 2001 were \$3,055,306.

The proposed corporate and special purpose property taxes to be levied for 2002 are \$3,245,000. This represents a 6% increase over the previous year extension.

- III. The property taxes extended for debt service for 2001 were \$1,503,517

The estimated property taxes to be levied for debt service and public building commission leases for 2002 are \$1,468,416. This represents a 2% decrease over the previous year.

- IV. The total property taxes extended or abated for 2001 were \$4,558,823.

The estimated total property taxes to be levied for 2002 are \$4,713,416. This represents a 3% increase over the previous year extension.

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

ADOPTED this 17th day of September 2002.

BOARD OF TRUSTEES
ILLINOIS EASTERN COMMUNITY COLLEGES

COUNTIES OF RICHLAND, CLARK, CLAY,
CRAWFORD, CUMBERLAND, EDWARDS,
HAMILTON, JASPER, LAWRENCE, WABASH,
WAYNE AND WHITE
STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

Secretary

RESOLUTION
ESTIMATED 2002 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 2003-2004 fiscal year:

1. Date of Fiscal Year: July 1, 2003 - June 30, 2004
2. Publication of Notice of Public Hearing on Tax Levy: After October 1, 2002 and before October 8, 2002.
3. Public Hearing on Tax Levy: October 15, 2002, at the hour of 6:00 p.m. to 6:30 p.m., local time, Olney Central College, 305 North West Street, Olney, Illinois.
4. Adoption of Tax Levy: October 15, 2002, following the Public Hearing.

BY ORDER OF THE BOARD OF TRUSTEES
ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT NO. 529

Chairman, Board of Trustees Date

Secretary, Board of Trustees Date

Agenda Item #8D

**Capital Project Application-
Remodel Workforce Development Center – FCC**

MEMORANDUM

TO: Terry Bruce

FROM: Roger Browning

DATE: September 17, 2002

SUBJECT: Capital Project Application – Remodel Workforce Development Center – Frontier Community College

Enclosed is our capital project application to remodel the Workforce Development Center at Frontier Community College. The estimated cost for this project is \$266,300.

We are requesting this application be presented to the Board of Trustees in September for approval.

RB/cr

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District No. 529
Contact Person Mr. Roger Browning Phone # 618-393-2982
Project Title Remodel Workforce Development Center - Frontier Community College
Project Budget \$ 266,300 Date September 17, 2002

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

- Locally Funded New Construction--complete/submit Sections I, II, and III.
 Locally Funded Remodeling--complete/submit Sections I and III.
 Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
 Protection, Health and Safety--complete/submit Section I and Attachment PHS.
 Capital Renewal Project--complete/submit Section I and Attachment CRG.

Section I (submit for ALL project approval requests)

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

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No
- If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion
- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes No
- If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

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

Programmatic Justification

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

The partial remodeling of the Workforce Development Center, as described under the scope of work will allow Frontier Community College to develop two vocational programs, assist with re-training and training of local manufacturing employees, and be a partner with local economic development activities.

Frontier will utilize the space to develop, within the Workforce Development Center, two classrooms, restrooms, and supporting facilities to include heating, ventilation, and air conditioning to house two vocational programs. Due to space constraints Frontier's vocational offerings have been limited to health care and business/computer programs. The new space will allow a shop area that is needed to develop programs that require open spaces larger than a traditional classroom.

Frontier is committed to providing training to local industry and will utilize the classroom and shop space to provide the training. The college is currently working with a major industry to develop a partnership and will continue to work with others to provide re-training to their employees.

And as with any small rural community, the community college must be a major player in economic development. Frontier is committed to be a partner in the area's efforts. The remodeling of the Workforce Development Center will allow developers to utilize the Center as an integral part of the plan to entice jobs to the area.

Scope of Work

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

This project will consist of construction of classrooms, toilets, and a lobby/student lounge area in the existing confines of the Workforce Development Center at Frontier Community College. The building area to be remodeled is currently an open area, formerly used as a warehouse. This wing of the building totals 19,200 gsf and the new construction will affect approximately 3,200 gsf. Construction will consist of a 2-hour masonry separation wall between the remodeled area and the rest of the building, metal studs and gypsum board partitions, acoustical ceilings, and new plumbing, hvac, and electrical systems to serve the remodeled areas.

**Attachment #1
Project Budget**

Check One:

- New Construction
- Remodeling

Project Name Remodel Workforce Development Center - Frontier Community College

Budget Amounts

	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	<u>N/A</u>
Site Development	_____	<u>N/A</u>
Construction (including Fixed Equipment)	_____	<u>84,700</u>
Mechanical	_____	<u>87,600</u>
Electrical	_____	<u>38,200</u>
General Conditions	_____	<u>9,600</u>
Contingency (10%)	_____	<u>22,000</u>
 A/E Professional Fees	 _____	 <u>24,200</u>
 Total	 _____	 <u>\$266,300</u>

Protection, Health, and Safety Project Name

	<u>Budget Amounts</u>
Project Costs	_____
Contingency	_____
A/E Professional Fees	_____
 Total	 _____

**Attachment #2
Funding Source**

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

Project Name Remodel Workforce Development Center - Frontier Community College

Check the source(s) of funds:

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

 X Fund name (s): (Fund balance from
New Learning Resource Center at Frontier
Community College, CDB Project No. 810-043-001)

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

 Type of bond issuance (s):

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

 Tax rate/fiscal year:

Contract for Deed
(ILCS 805/3-36)

 Term of Contract for Deed in months:

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

 Term of Lending Arrangements in months:

Lease Agreement
(ILCS 805/3-38)

 Term of Lease in months:

Capital Renewal Funding

 Proposed Fiscal Year Source(s):

Square Footage Summary

District/College Name Illinois Eastern Community Colleges District No. 528

Project Name Remodel Workforce Development Center - Frontier Community College

Identify the increased square footage associated with a new construction project or provide a detailed summary of the space affected by this project. If additional explanation is necessary, please include in the scope of work narrative.

Net Assignable Square Feet

	New Square Footage	Existing Square Footage	Remodeled Square Footage
Classrooms			1,600
Laboratories			
Offices			
Study			
Special Use			
Support			
Other (Toilets and Lobby)			910
Total NASF			2,510
Total Gross Square Feet (GSF)			3,180
Efficiency (NASF / GSF)*			79 %

*Minimum acceptable efficiency is 70 percent.

Agenda Item #8E

**Resolution of the Board of Trustees - Capital Project Application
Remodel Workforce Development Center – FCC**

**Resolution of the Board of Trustees
Capital Project Application
Workforce Development Center at Frontier Community College**

WHEREAS, there is a need to remodel the Workforce Development Center at Frontier Community College.

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, as follows:

1. Authorization is hereby given to file this district's Capital Project Application, for the project to remodel the Workforce Development Center at Frontier Community College.

Estimated Project budget is \$266,300 to be locally funded remodeling, as follows:

Construction:	\$ 84,700
Mechanical:	\$ 87,600
Electrical:	\$ 38,200
General conditions	\$ 9,600
Contingency:	\$ 22,000
A/E Professional Fees	<u>\$ 24,200</u>
Total Estimated Project Cost:	\$266,300

The Board of Trustees certifies that local funds in the amount budgeted are available use of said funds for this purpose is hereby authorized.

Resolution adopted by roll call vote this 17th day of September 2002.

Approved:

Mr. James Lane, Chairperson
Community College District 529

Harry Hillis, Secretary
Community College District 529

Agenda Item #8F

Proposed PHS Bond Repayment Schedule

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 17, 2002
RE: Proposed PHS Bond Issue Repayment Schedule

Preparations are being made for a \$3.550 million issue of Protection, Health, Safety (PHS) Bonds. Projects for this new issue have been identified and submitted for approval to the ICCB.

Roger Browning and I have been working with bond counsel and the underwriters to wrap our series 2002 PHS Bonds with our expiring outstanding PHS Bonds. Further, we are asking that the Board consider an additional \$3.135 million PHS Bond issue in 2004.

Attached are two documents setting forth the plan for issuance of the 2002/2004 Bonds. The Board of Trustees will only be taking action on the 2002 issuance sometime later this year, but I want the Board to see the potential of planning a further issuance in 2004.

The first table shows that with the collection of property tax proceeds, pursuant to our levy and extension for bond and interest, the Board will complete payment in 2003 on our existing 2001 PHS Bond issuance. This will allow the Board to issue an additional \$3.550 million this year.

With the levy and extensions in 2002, 2003 and 2004, the 2002 series Bonds will be fully paid. This would allow the Board to make a \$3.135 million issuance in late 2004, with the first bond and interest payment due in 2005. With the bond and interest payments of 2005-2008 all the bonds will be paid off, except for \$147,000 due in FY2009.

Table two sets forth the principal and interest payments in a slightly different form for the proposed 2002 PHS Bond issue.

TLB/rs

Attachments

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT No. 529

PROJECTED EAV, LEVY and DEBT SERVICE REQUIREMENTS

Ser. 2002 Protection, Health & Safety Bonds (wrapped w/ existing Ser. 2001 d.s.)

Estimated Ser. 2004 Protection, Health & Safety Bonds (wrapped w/ existing Ser. 2002 d.s.)

630 Fiscal Year	Equalized		Collected Property Taxes Available	Existing Ser. 1997 Net Debt Svc. Payments	Ser. 2001 \$2,385,000 Par Net Debt Svc. Payments	Ser. 2002 \$3,550,000 Par Net Debt Svc. Payments	Proposed Ser. 2004 \$3,135,000 Par Net Debt Svc. Payments	Annual Surplus Cash Flow	Cumulative Surplus Cash Flow
	Assessed Value, Inflated @ 0.75%	Planned Levy (per \$100)							
2000	94,037,299	0.1500							
2001	98,302,073	0.1500							0
2002	98,620,689	0.1500	1,417,556	889,575 [1]	523,348			4,633	4,633
2003	1,006,519,970	0.1500	1,475,703		1,469,646	0		6,057	10,690
2004	1,014,068,870	0.1500	1,470,931		577,289	890,827	0	2,816	13,506
2005	1,021,674,386	0.1500	1,509,780		0	1,508,669	0	1,111	14,617
2006	1,029,336,944	0.1500	1,521,103		0	1,385,816	131,310	3,977	18,594
2007	1,037,056,971	0.1500	1,532,512		0	0	1,528,516	3,995	22,589
2008	1,044,834,899	0.1500	1,544,005		0	0	1,540,471	3,534	26,124
2009	1,052,671,160	0.1500	1,555,585		0	0	147,320	1,408,265	1,434,389
2010	1,060,566,194	0.1500	1,567,252		0	0	0	1,567,252	3,001,641
			13,594,428	889,575	2,570,283	3,785,312	3,347,618	3,001,641	

[1] bond payment due 11/1/2001

BOND DEBT SERVICE

ILLINOIS EASTERN COMMUNITY COLLEGE
SER. 2002 PROTECTION, HEALTH and SAFETY BONDS
Wrapped solution around Ser. 2001 debt; \$.15 levy per \$100 EAV
Premium bond structure

Dated Date 11/01/2002
Delivery Date 11/02/2002

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/02/2002					
11/01/2003	740,000	3.050%	108,275.00	848,275.00	
05/01/2004			42,852.50	42,852.50	
06/30/2004					891,127.50
11/01/2004	1,445,000	3.050%	42,852.50	1,487,852.50	
05/01/2005			20,816.25	20,816.25	
06/30/2005					1,508,668.75
11/01/2005	1,365,000	3.050%	20,816.25	1,385,816.25	
06/30/2006					1,385,816.25
	3,550,000		235,612.50	3,785,612.50	3,785,612.50

Agenda Item #8G

Tax Abatement Request

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 17, 2002
RE: Tax Abatement Request

The White County Economic Development Group has requested a tax abatement for improvements to be made on property located in the general area of the I-64 Route 1 intersection just south of Grayville, Illinois. This property is within IECC's district.

The request is for construction for a new motel to be located just south of the intersection. The property owner would continue to pay on the existing property but not on the improvements. The tax abatement is requested for a total of five years at which time the owner will pay 100% of the taxes due on the property and improvements.

I ask for the Board's approval of this requested tax abatement.

TLB/rs

Attachment

RESOLUTION NO. _____

"A RESOLUTION TO ABATE TAXES ON REAL PROPERTY LOCATED IN THE CARMI-WHITE COUNTY ENTERPRISE ZONE"

Illinois Eastern Community College District #529 Board of Trustees hereby agrees to abate that portion of its taxes on real property located in the Enterprise Zone described as follows:

WHITE COUNTY

TRACT A:

Beginning at a point 25 1/2 rods West of the Northeast corner of Section Twenty-nine (29), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, thence West 16 rods and 15 1/2 links to the Easterly side of the right-of-way of the Cairo, Vincennes & Chicago Railway Company; thence following the Easterly Side of said right-of-way to the South line of the North East Quarter of said Section Twenty-nine (29); thence East 85 rods and 9 links to a point in the Easterly side of the public road, 23 rods and 23 links West of the Southeast corner of the said Northeast Quarter; thence in a Northeasterly direction 26 rod and 3 links to a point in the Southerly side of the public road 10 rods and 13 1/2 links north of the said Southeast corner of the Northeast Quarter of Section Twenty-nine (29); thence North 100 rods and 9 1/2 links to a point 51 rods South of the Northeast corner of said Section Twenty-nine (29); thence west 25 1/2 rods; thence North 51 rods to the place of beginning, containing 67.93 acres, more or less.

ALSO, a part of Fractional Section Twenty-eight (28) described as follows: Beginning at a point 51 rods South of the Northwest corner of Fractional Section Twenty-eight (28), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, thence South 98 rods and 12 1/2 links to a point in the center of the public road 12 rods and 10 1/2 links North of the Southwest corner of said Northwest Quarter of Fractional Section Twenty-eight (28); thence North 62 degrees 50 minutes East 51 rods to the intersection of the Carmi and Old Ferry Roads; thence North 3 degrees 30 minutes West 76 rods and 5 3/8 links; thence West 16 rods; thence North 1 rod and 18 links; thence West 30 rods and 12 links to the place of beginning, containing 25.487 acres, more or less, White County, Illinois.

TRACT B:

A part of Fractional Section Twenty-eight (28) in Township Three (3) South, Range Fourteen (14) West, described as follows: Beginning at a point 30 rods and 12 links East of a point 51 rods South of the Northwest corner of said Fractional Section Twenty-eight (28), running thence East 16 rods, thence South 1 rod and 18 links; thence West 16 rods, thence North 1 rod and 18 links to the place of beginning.

EXCEPT:

Tract #1: A part of Fractional Section Twenty-eight (28), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, White County, Illinois, being described as follows:

Commencing at the Northwest corner of said Section Twenty-eight (28), thence South 00 degrees 00 minutes East on an assumed bearing along the West line of the Northwest Quarter of said Section Twenty-eight (28) a distance of 841.5 feet; thence South 89 degrees 50 minutes 49 seconds East a distance of 765.02 feet to the centerline of the existing public road; thence South 00 degrees 18 minutes 41 seconds East along the centerline of said public road a distance of 308.70 feet to the point of beginning; thence continuing South 00 degrees 18 minutes 41 seconds East along said centerline a distance of 543.28 feet; thence South 89 degrees 26 minutes 23 seconds West a distance of 280.63 feet; thence North 00 degrees 18 minutes 41 seconds West parallel with the centerline of said public road a distance of 280.63 feet to the centerline of said public road and the point of beginning, said excepted tract containing 3.50 acres, more or less.

Tract #2: A part of Fractional Section Twenty-eight (28), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, White County, Illinois, being described as follows: Commencing at the Northwest corner of said Section Twenty-eight (28); thence South 00 degrees East on an assumed bearing along the West line of said Section Twenty-eight (28), a distance of 51 rods; thence South 89 degrees 50 minutes 49 seconds East along the existing fence line a distance of 184.38 feet to an iron pin and the point of beginning; thence continuing South 89 degrees 50 minute 49 seconds East along said fence line a distance of 280.64 feet to the centerline of the existing public road; thence South 00 degrees 18 minutes 41 seconds East along said public roadway a distance of 308.70 feet; thence South 89 degrees 26 minutes 23 seconds West a distance of 280.63 feet to an iron pin; thence North 00 degrees 18 minutes 41 seconds West parallel with said public road a distance of 312.19 feet, to the point of beginning, said excepted tract containing 2.00 acres, more or less.

resulting from an increase in assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements and subject to the following limitations:

- A. The abatement shall apply only to taxes corresponding to an increase in the assessed valuation after improvement through new construction or renovation or rehabilitation which have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and renovation or rehabilitation of existing improvements.
- B. The abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone.
- C. The abatement for a particular project shall be in effect for the period of time commencing with the first tax year after the improvement is made and shall not exceed for more than five years of taxes and will end at the expiration of the enterprise zone in tax year 2008. The abatement shall be **100%** for this time period.

- D. The abatement is only for improvements, the nature and scope of which building permits are required and have been obtained.
- E. While the abatement is in effect, this proper taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately proceeding the commencement of the project.

DATED this _____ day of _____ 2002.

Illinois Eastern Community College District #529

By: _____
Chairman, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

SEPTEMBER 2002

IECC

1. Fire Suppression System

Wabash Valley College

1. FM Broadcast Antenna System

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Fire Suppression System
DATE: September 12, 2002

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Getz Fire Equipment Company** located in Peoria, Illinois for \$11,671.69 and options #2 through #5 for \$1,200.00 for a grand total bid of **\$12,871.69**.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Alex Cline
Harry Hillis, Jr.

Source of Funds: Technology Plan

Department: Information Technology

Rationale for Purchase: Prevent fire in Computer Room

The “Advertisement for Bids” was placed in the Wayne County Press for one (1) day.

**FIRE SUPPRESSION SYSTEM
BID TABULATION**

COMPANY	HARDWARE & WORK TOTAL BID	OPTIONS TOTAL BID
Fire Safety, Inc. Wood River, IL*	\$14,377.00 \$1,155 for installing tank in basement	Excluded - patching or painting \$750 door equipment
Fox Valley Fire & Safety Elgin, IL*	\$14,000.00	N/A
Getz Fire Equipment Company Peoria, IL*	\$11,671.69	#1 \$25 additional system manuals #2 \$750 Room Integrity Test #3 \$250 keyed disconnect switch #4 \$88 wall mount magnetic door holder (part only) installation by others #5 \$112 floor mount magnetic door holder (part only) installation by others
McDaniel Fire Systems Champaign, IL	\$13,258.00	\$200
Reliable Fire Equipment Co. Alsip, IL	\$23,614.00	

*Prevailing rate of wages included.

FIRE SUPPRESSION SYSTEM SPECIFICATIONS

Hardware and Work:

<u>Item #</u>	<u>Qty</u>	<u>Description</u>
1	1	FM-200 UL listed releasing control panel with battery backup
2	1	FM-200 agent storage container, bracket and actuator, sufficient FM-200 agent is included to provide 7% concentration at 70 degrees F.
3	4	Conventional smoke detectors and bases
4	2	FM-200 discharge nozzle
5	2	Manual pull station and abort station
6	3	Alarm indicating device (1 horn/strobes and 2 strobes)
7	A/R	Design drawings and hardware submittal for review by the purchaser, AHJ and Insurer
8	A/R	Final system checkout, startup, functional testing and acceptance testing
9	A/R	Training for the end-user in the function and use of the systems
10	Lot	Labor and material to install the electrical portion of the detection and control system
11	Lot	Labor and material to install the FM-200 pipe distribution system
12	A/R	Training for the end-user in the function and use of the system

The proposed system is to have the following operational characteristics:

- Automatic actuation will be provided by cross-zoned conventional smoke detectors located on the ceiling and in the raised access floor of the FM-200 protected area
- Manual pull stations (2) located at the point of egress from the protected area(s) will provide manual system actuation. Abort stations will be located adjacent to each manual pull station
- The control panel included will supervise the systems: initiating, alarm indicating and release circuits and will also be provided with battery backup capabilities
- The FM-200 system will be provided with a “main” supply of extinguishing agent only (not a “connected reserve” supply)
- The system will provide two (2) levels of alarm signaling, alarm of the first smoke detector (first zone in alarm) will initiate a general alarm (pulsing horn) and the second zone will initiate a pre-discharge indication (steady horn)
- The FM-200 tanks will be floor mounted to the wall construction within the protected area
- The electrical work provided by Fire Safety will include the use of ½” EMT conduit, surface mounted on the walls and the ceilings

Hardware and Work Total Bid _____

Options:

<u>Item #</u>	<u>Qty</u>	<u>Description</u>
1	Lot	Patching or painting of any new or existing surfaces (pipe or conduit) is not included
2	Lot	Interface with remote alarm signaling (facility fire alarm)
3	Lot	If supply and return air is introduced into the protected volume from outside of the protected volume dampers must be provided at the point of the duct penetration of the perimeter wall
4	Lot	The protected areas must be sealed to retain the extinguishing agent. All walls that surround the protected areas must extend "slab-to-slab" and provide an "air-tight" seal. If the walls do not extend to the structure above or are not sealed verification of the enclosure integrity may not be possible as required by NFPA 2001. This proposal includes a door fan room integrity test for the Computer Room. Room sealing is the responsibility of the purchaser. Duration of protection is totally dependent upon the enclosures ability to retain the extinguishing agent. Simply injecting an overdose of agent does not extend the duration of protection
5	Lot	An FM-200 purge system is not required and is not included in this proposal
6	Lot	All doors that communicate with the protected areas must be provided with closers, weather-stripping and not provided with louvers.

Options Total Bid_____

TOTAL BID FOR HARDWARE AND WORK_____

TOTAL BID FOR OPTIONS_____

SIGNATURE_____

COMPANY_____

ADDRESS_____

TELEPHONE_____

DATE_____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – FM Broadcast Antenna System
DATE: September 12, 2002

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

Bid Committee recommends acceptance of the low bid received that meets all specifications from **Electronics Research, Inc.** located in Chandler, Indiana for **\$36,814.**

The bid of \$23,910.94 from Harris Broadcast does not meet specifications in that it does not include installation of the antenna.

A bid tabulation sheet is attached.

Respectfully submitted,

Harry Benson
Roger Browning
Jim Cox
Harry Hillis, Jr.

Source of Funds: Educational

Department: Wabash Valley College Radio Station

Rationale for Purchase: The old antenna was put into service in 1976 when the radio station was established. As a result of age and lightening strikes, it is no longer serviceable.

The “Advertisement for Bids” was placed in the Wayne County Press for one (1) day.

FM BROADCAST ANTENNA SYSTEM
BID TABULATION

COMPANY	TOTAL BID
Harris Broadcast Naperville, IL	\$23,910.94 no installation included
Electronics Research, Inc. Chandler, IN	\$36,814.00
RF Only Cameron Park, CA	\$38,773.00 plus freight charges
SCMS Broadcast, Inc. San Diego, CA	\$41,000.00

FM BROADCAST ANTENNA SYSTEM SPECIFICATIONS

New FM Broadcast Antenna System (Qty. 1) to include 6-bay antenna, transmission line, and installation services. Antenna is for a 50,000 watt FM radio station at 89.1 Mhz. Tower height is 363 feet. Tower is a Stainless Model G-25. Transmitter is a 25 kw Commercial Communication Associates, installed new in February 2002. The radio station also operates a reading service on its SCA.

* Preferred item is (1) ERI MPX-6E antenna or exact equivalent.

One 6-bay full wave spaced medium/high power FM antenna tuned at 89.1 Mhz, 18 kw maximum input, Antenna will include mounting brackets, anti-rotation brackets, quarter wave stub, and 3-1/8" input.

* Preferred item is (1) Andrew Heliax transmission line or equivalent

350 feet of 3-1/8" Andrew Heliax, (1) 3-1/8" Gas Pass (Factory Attached), (1) 3-1/8" Gas Barrier, (8) Hanger Kits, (8) Round Member Kits, (4) Tower Standoffs 1", (3) Grounding Kits, (2) Hoisting Grips, (1) 4" Cable Boot, (2) 3-1/8" Bullets

* Installation Services to include removal of existing feed line and temporary 1-bay antenna, installation of new FM antenna, and installation of new run of 3-1/8" transmission line.

Cost shall include all freight, handling, delivery and installation charges to the WVJC-FM transmitter site in Mount Carmel, Illinois.

ALL FREIGHT, DELIVERY AND INSTALLATION 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.

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

PLEASE SUBMIT BID IN DUPLICATE.

Agenda Item #10

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT August 31, 2002

FUND	BALANCE
Educational	\$3,693,218.86
Operations & Maintenance	\$610,646.38
Operations & Maintenance (Restricted)	\$932,852.37
Bond & Interest	\$604,596.62
Auxiliary	\$1,278,440.37
Restricted Purposes	(\$242,056.46)
Working Cash	\$23,531.94
Trust & Agency	\$346,828.31
Audit	\$31,273.56
Liability, Protection & Settlement	\$422,332.29
TOTAL ALL FUNDS	\$7,701,664.24

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

August 2002

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
06/28/02	08/28/02	2.75	Old National Bank in Mt. Carmel	2,000,000	2,004,583	4,583
Operations & Maintenance						
Operations & Maintenance Fund (Rest)						
Bond & Interest						
Auxiliary Fund						
Restricted Purposes						
Working Cash Fund						
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
Trust & Agency Fund						
Liability & Protection Fund						
03/28/02	09/28/02	3.00	Old National Bank in Mt. Carmel	300,000	304,500	4,500

Total

4,490,000

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	4,303,865	-242,056	31,274	422,332	604,597	932,852
IMPREST FUND	1,000	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	2,000,000	--	--	300,000	--	--
RECEIVABLES	2,589,757	311,693	--	--	--	--
ACCRUED REVENUE	--	--	--	--	--	--
INTERFUND RECEIVABLES	--	--	--	--	--	--
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	8,896,623	69,636	31,274	722,332	604,597	932,852
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	203,558	--	--	--	--	--
ACCOUNTS PAYABLE	72,667	436	--	-644	--	--
ACCRUED EXPENSE	--	--	--	--	--	--
INTERFUND PAYABLES	--	--	--	--	--	--
DEFERRED REVENUE	--	--	--	--	--	--
OTHER LIABILITIES	45,117	--	--	--	--	--
TOTAL LIABILITIES:	321,343	436	--	-644	--	--
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT	--	--	--	--	--	--
PR YR BDGTD CHANGE TO FUND BALANCE	--	--	--	--	--	--
Fund Balances:						
FUND BALANCE	-1,256,458	-1,901,381	31,274	722,976	604,597	908,076
RESERVE FOR ENCUMBRANCES	9,831,738	1,970,581	--	--	--	24,776
TOTAL EQUITY AND OTHER CREDITS:	8,575,280	69,200	31,274	722,976	604,597	932,852
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	8,896,623	69,636	31,274	722,332	604,597	932,852

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	6,052,864	2,353,981
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	2,300,000	5,208,000
RECEIVABLES	2,901,450	8,666,191
ACCRUED REVENUE		
INTERFUND RECEIVABLES		30,251
TOTAL ASSETS AND OTHER DEBITS:	11,257,314	16,261,423
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	203,558	140,764
ACCOUNTS PAYABLE	72,460	238,867
ACCRUED EXPENSE		29,019
INTERFUND PAYABLES		
DEFERRED REVENUE		4,558,824
OTHER LIABILITIES	45,117	69,176
TOTAL LIABILITIES:	321,135	5,036,651
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-890,916	-3,381,798
RESERVE FOR ENCUMBRANCES	11,827,095	14,606,569
TOTAL EQUITY AND OTHER CREDITS:	10,936,179	11,224,772
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	11,257,314	16,261,423

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	1,278,440	497,557
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS		750,000
RECEIVABLES	76,485	263,712
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	1,790,884	1,947,229
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-6,598	16,363
ACCRUED EXPENSE		23,313
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-6,598	39,677
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,271,326	1,313,278
PR YR BDGTD CHANGE TO FUND	526,157	594,274
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,797,483	1,907,552
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,790,884	1,947,229

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ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	23,532	346,828	370,360	98,718
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	--	2,190,000	2,302,500
RECEIVABLES		3,662	3,662	106,213
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	<u>2,213,532</u>	<u>350,491</u>	<u>2,564,022</u>	<u>2,507,431</u>
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		4,114
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		<u>139,950</u>	<u>139,950</u>	<u>144,064</u>
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,213,532	200,013	2,413,545	2,346,698
RESERVE FOR ENCUMBRANCES		10,528	10,528	16,669
TOTAL EQUITY AND OTHER CREDITS:	<u>2,213,532</u>	<u>210,541</u>	<u>2,424,072</u>	<u>2,363,367</u>
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<u>2,213,532</u>	<u>350,491</u>	<u>2,564,022</u>	<u>2,507,431</u>
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	7,701,664	2,950,256
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	4,490,000	8,260,500
RECEIVABLES	2,981,597	9,036,116
ACCRUED REVENUE		
INTERFUND RECEIVABLES		30,251
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	15,612,220	20,716,082
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	203,558	140,764
ACCOUNTS PAYABLE	65,861	259,344
ACCRUED EXPENSE		52,332
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		4,558,824
OTHER LIABILITIES	45,117	69,176
TOTAL LIABILITIES:	454,486	5,220,391
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,271,326	1,313,278
PR YR BDGTD CHANGE TO FUND	526,157	594,274
BALANCE		
Fund Balances:		
FUND BALANCE	1,522,628	-1,035,100
RESERVE FOR ENCUMBRANCES	11,837,623	14,623,239
TOTAL EQUITY AND OTHER CREDITS:	15,157,734	15,495,691
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	15,612,220	20,716,082
	=====	=====

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

EDUCATIONAL FUND

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	1,766,410.00	765,159.65	-1,001,250.35	-56.683
STATE GOVT SOURCES	11,846,245.00	3,028,274.80	-8,817,970.20	-74.437
STUDENT TUITION & FEES	6,700,711.00	3,015,398.21	-3,685,312.79	-54.999
SALES & SERVICE FEES	25,000.00	2,961.50	-22,038.50	-88.154
FACILITIES REVENUE	.00	120.00	120.00	#####
INVESTMENT REVENUE	130,000.00	11,370.85	-118,629.15	-91.253
OTHER REVENUES	102,000.00	-5,826.56	-107,826.56	#####
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,570,366.00	6,817,458.45	-13,752,907.55	-66.858
EXPENDITURES:				
INSTRUCTION	9,848,321.00	1,183,598.93	-8,664,722.07	-87.982
ACADEMIC SUPPORT	471,903.00	66,406.56	-405,496.44	-85.928
STUDENT SERVICES	1,127,852.00	196,580.74	-931,271.26	-82.570
PUBLIC SERV/CONT ED	68,799.00	7,253.70	-61,545.30	-89.457
OPER & MAINT PLANT	138,000.00	17,828.22	-120,171.78	-87.081
INSTITUTIONAL SUPPORT	8,671,410.00	908,987.98	-7,762,422.02	-89.517
SCH/STUDENT GRNT/WAIVERS	95,000.00	460,262.23	365,262.23	384.487
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,421,285.00	2,840,918.36	-17,580,366.64	-86.088
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	671,221.00	875,221.00	204,000.00	30.392
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	671,221.00	875,221.00	204,000.00	30.392
NET INCREASE/DECREASE IN NET ASSETS				
	-522,140.00	3,101,319.09	3,623,459.09	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	752,745.00	325,241.77	-427,503.23	-56.793
STATE GOVT SOURCES	1,565,080.00	367,471.14	-1,197,608.86	-76.521
FACILITIES REVENUE	30,000.00	4,178.00	-25,822.00	-86.073
INVESTMENT REVENUE	10,000.00	2,337.74	-7,662.26	-76.623
OTHER REVENUES	5,000.00	.00	-5,000.00	-100.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,362,825.00	699,228.65	-1,663,596.35	-70.407
EXPENDITURES:				
STUDENT SERVICES	.00	-208.14	-208.14	#####
OPER & MAINT PLANT	2,509,457.00	450,069.44	-2,059,387.56	-82.065
INSTITUTIONAL SUPPORT	2,449.00	-50,000.00	-52,449.00	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,511,906.00	399,861.30	-2,112,044.70	-84.081
NET INCREASE/DECREASE IN NET ASSETS	-149,081.00	299,367.35	448,448.35	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	76,900.00	-3,012.41	-79,912.41	#####
INVESTMENT REVENUE	8,200.00	4,980.56	-3,219.44	-39.261
	-----	-----	-----	-----
TOTAL REVENUES:	85,100.00	1,968.15	-83,131.85	-97.687
EXPENDITURES:				
OPER & MAINT PLANT	76,900.00	12,481.95	-64,418.05	-83.769
INSTITUTIONAL SUPPORT	829,452.00	14,727.32	-814,724.68	-98.224
	-----	-----	-----	-----
TOTAL EXPENDITURES:	906,352.00	27,209.27	-879,142.73	-96.998
NET INCREASE/DECREASE IN NET ASSETS	-821,252.00	-25,241.12	796,010.88	96.927

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,469,646.00	645,717.25	-823,928.75	-56.063
INVESTMENT REVENUE	.00	87.24	87.24	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,469,646.00	645,804.49	-823,841.51	-56.057
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,469,646.00	.00	-1,469,646.00	-100.000
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,469,646.00	.00	-1,469,646.00	-100.000
NET INCREASE/DECREASE IN NET ASSETS	.00	645,804.49	645,804.49	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
STATE GOVT SOURCES	44,950.00	.00	-44,950.00	-100.000
STUDENT TUITION & FEES	494,125.00	44,344.57	-449,780.43	-91.026
SALES & SERVICE FEES	2,760,601.00	424,366.50	-2,336,234.50	-84.628
FACILITIES REVENUE	1,415.00	590.00	-825.00	-58.304
INVESTMENT REVENUE	17,833.00	5,941.84	-11,891.16	-66.681
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	20,000.00	20,000.00	#####
OTHER REVENUES	73,914.00	2,337.71	-71,576.29	-96.837
	-----	-----	-----	-----
TOTAL REVENUES:	3,392,838.00	497,580.62	-2,895,257.38	-85.334
AUXILIARY ENTERPRISES:				
SALARIES	1,232,480.00	122,848.64	-1,109,631.36	-90.032
EMPLOYEE BENEFITS	72,473.00	10,207.57	-62,265.43	-85.915
CONTRACTUAL SERVICES	305,498.00	18,269.37	-287,228.63	-94.020
GEN. MATERIAL & SUPPLIES	2,363,563.00	592,443.34	-1,771,119.66	-74.934
CONF/TRAVEL MEETING EXPENSE	298,727.00	22,214.26	-276,512.74	-92.564
FIXED CHARGES	86,120.00	66,341.75	-19,778.25	-22.966
UTILITIES	15,950.00	1,409.78	-14,540.22	-91.161
CAPITAL OUTLAY	250,100.00	7,875.00	-242,225.00	-96.851
INTERFUND TRANSFERS	775,221.00	-875,221.00	-1,650,442.00	#####
OTHER EXPENDITURES	175,853.00	5,035.34	-170,817.66	-97.137
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,575,985.00	-28,575.95	-5,604,560.95	#####
NET INCREASE/DECREASE IN NET ASSETS	-2,183,147.00	526,156.57	2,709,303.57	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	104,000.00	23,531.94	-80,468.06	-77.373
	-----	-----	-----	-----
TOTAL REVENUES:	104,000.00	23,531.94	-80,468.06	-77.373
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-104,000.00	.00	104,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-104,000.00	.00	104,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	208,000.00	23,531.94	-184,468.06	-88.687

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	45,000.00	19,764.98	-25,235.02	-56.078
INVESTMENT REVENUE	.00	179.38	179.38	#####
	-----	-----	-----	-----
TOTAL REVENUES:	45,000.00	19,944.36	-25,055.64	-55.679
EXPENDITURES:				
INSTITUTIONAL SUPPORT	46,016.00	6,286.99	-39,729.01	-86.337
	-----	-----	-----	-----
TOTAL EXPENDITURES:	46,016.00	6,286.99	-39,729.01	-86.337
NET INCREASE/DECREASE IN NET ASSETS	-1,016.00	13,657.37	14,673.37	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2002
Percentage of time remaining through the Budget: 83.014

LIAB, PROTECT, SETTLEMENT

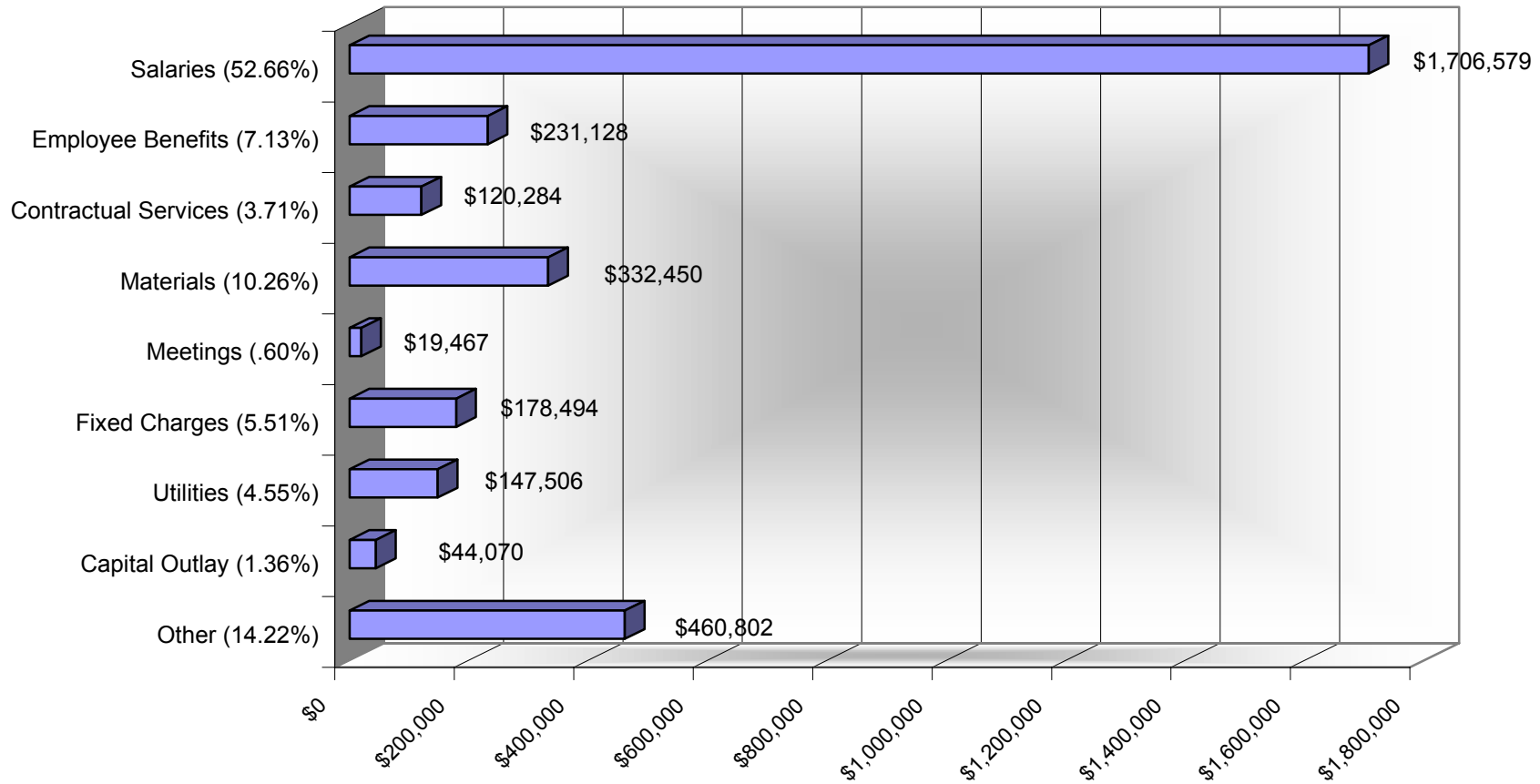
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	467,221.00	201,368.05	-265,852.95	-56.901
INVESTMENT REVENUE	.00	1,838.53	1,838.53	#####
	-----	-----	-----	-----
TOTAL REVENUES:	467,221.00	203,206.58	-264,014.42	-56.507
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,084,557.00	198,210.09	-886,346.91	-81.724
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,084,557.00	198,210.09	-886,346.91	-81.724
NET INCREASE/DECREASE IN NET ASSETS	-617,336.00	4,996.49	622,332.49	#####

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS

		FISCAL YEAR 2003				Cost per	
College	Category	Annual Budget	Spent Thru August	% of Bdgt	% of Year	Summer Hours	Semester Hour
Frontier	Bills		\$301,687				
	Payroll		312,994				
	Totals	\$2,418,008	614,681	25%	16%		
Lincoln Trail	Bills		224,854				
	Payroll		240,539				
	Totals	2,996,559	465,393	16%	16%		
Olney Central	Bills		168,704				
	Payroll		402,727				
	Totals	4,484,782	571,431	13%	16%		
Wabash Valley	Bills		258,694				
	Payroll		363,581				
	Totals	3,244,011	622,275	19%	16%		
Workforce Educ.	Bills		178,566				
	Payroll		154,450				
	Totals	1,576,838	333,016	21%	16%		
District Office	Bills		41,446				
	Payroll		147,149				
	Totals	1,265,567	188,595	15%	16%		
District Wide	Bills		360,251				
	Payroll		85,138				
	Totals	6,947,426	445,389	6%	16%		
O & M	Bills						
	Payroll						
	Totals						
GRAND TOTALS		22,933,191	3,240,780	14%	16%		

Excludes DOC

Illinois Eastern Community Colleges FY2003 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of August 31, 2002 - \$3,240,780

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: September 17, 2002
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.4 and 400.5 will be mailed separately with the employment packets

mk

Attachments

INDEX

400.1. Employment of Personnel

400.2. Reinstatement of Personnel

400.3. FY02-03 Educational Level Change

400.4. Leave Request (External Report)

400.5. Resignation

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Judy Young – Manager of Food Services – LTC

B. Classified

1. Deborah Hunley – Resource Room Advisor – DO

400.2. Reinstatement of Personnel

A. Faculty

1. Larry Reed – Electronics Instructor

400.3. FY02-03 Educational Level Change

A. Faculty

	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
*	Rob Mason	M+12	M+24	\$1,000
*	Pending transcript verification.			

400.4. Leave Request (external report)

400.5. Resignation

A. Faculty

1. Larry Reed, Electronics Instructor, effective December 31, 2002.

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

**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											
Roof Replacements OCC & WVC	\$128,400											
		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted		

08/31/2002

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

	Estimated Budget											
HVAC System Replacement FCC	\$263,800											
Natorium Mechanical Replacement LTC	\$272,300											
Acoustics & Pool Lighting Replacement LTC	\$102,900											
Structural System & Metal Components Repair LTC	\$171,400											
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200											
PHASE V PROJECT TOTAL	\$955,600											
ADA PROJECTS FCC, LTC, OCC & WVC	\$158,510											
Gym Floor OCC	\$356,500											
GRAND TOTAL	\$1,470,610		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

08/31/2002

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

	Estimated Budget										
Replace Energy Management Systems LTC, OCC, WVC	\$381,200										
Replace/Supplement HVAC Systems LTC, OCC, WVC	\$1,636,600										
Site Paving and Lighting FCC	\$35,800										
Exterior Rehabilitation FCC	\$160,400										
Replace Floor Drain Pipe LTC Crisp	\$26,600										
Replace Bleachers OCC	\$147,600										
GRAND TOTAL	\$2,388,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

08/31/2002