

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

September 16, 2003



Location:

**Olney Central College
305 North West Street
Olney IL 62450**

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

**Illinois Eastern Community Colleges
Board Agenda**

September 16, 2003

7:00 p.m.

Olney Central 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
 - Upward Bound and Talent Search
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Vacation Leave Policy
 - B. Tuition Waiver Policy
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY03 Audit.....Browning
 - B. FY2004 BudgetBrowning
 - C. 2003 Estimated Tax Levy ResolutionBrowning
 - D. FormFusion Software.....Browning
 - E. Student Satisfaction Survey..... Bruce
9. Bid Committee ReportBrowning
IECC
 1. Upgrade Acoustics & HVAC- District Office Data Center
10. District Finance
 - A. Financial ReportBrowning
 - 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 Banquet Room, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, August 19, 2003.

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

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

Mrs. Brenda K. Culver, Dr. 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. Joseph Kiser, 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. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Dr. Carl Heilman, President of Lincoln Trail College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

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.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, July 15, 2003, were presented for disposition.

Board Action: Mr. Koertge made a motion to approve the minutes of the foregoing meeting as prepared. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including LTC staff members. The Chair noted that Dr. Carl Heilman was attending his first Board of Trustees meeting since becoming President of Lincoln Trail College. Special guests were art students from Hutsonville High School and their instructor, who were recognized for painting the art mural in the hallway outside the Learning Resource Center at LTC.

#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. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman 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. HIPAA Agreement – Union Hospital: The CEO recommended approval of the Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and Union Hospital, Terre Haute, Indiana as presented.

Board Action: Mr. Williams made a motion to approve the Health Insurance Portability and Accountability Act (HIPAA) Agreement with Union Hospital as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, 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-B. HIPAA Agreement Addendum – Terre Haute Regional Hospital: The CEO recommended approval of the Addendum to the Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and Terre Haute Regional Hospital, Terre Haute, Indiana as presented.

Board Action: Dr. Fischer made a motion to approve the Addendum to the Health Insurance Portability and Accountability Act (HIPAA) Agreement with Terre Haute Regional Hospital 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-C. LTC Foundation Renovation of Lincoln Room: The CEO recommended approval for renovation of the Lincoln Room, located in the Zwermann Art Center on the Lincoln Trail College Campus. The renovation will be funded by the Lincoln Trail College Foundation, with improvements to include new carpeting, wall coverings and new art work, at a total estimated cost of \$3,500.

Board Action: Mr. Williams made a motion to approve renovation of the Lincoln Room 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. 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. Increase of Transcript Fee: Ms. Cantwell presented a request for an increase in the Transcript Fee from \$1.00 to \$3.00. The fee is for the cost of printing and mailing transcripts. The Fax Transcript Fee will remain the same at \$2.00. The CEO recommended approval.

Board Action: Mr. Williams made a motion to approve the foregoing increase in the Transcript Fee 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. Cooperative Agreements – John A. Logan & Southwestern: Ms. Cantwell reviewed revised Joint Agreements for Education Cooperation between Illinois Eastern Community Colleges and John A. Logan College and Southwestern Illinois College. Under the agreements, the colleges agree to accept students in certain programs that are not offered by their home district, thus providing additional educational programs to the students of each district involved in the agreements. Recommendation: The CEO recommended approval of the Cooperative Agreements with John A. Logan College and Southwestern Illinois College as presented.

(1) Agreement with John A. Logan College

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

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

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

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

Cardiac Medical Sonography, Certificate
Construction Management Technology, AAS Degree
Dental Assisting, Certificate
Dental Hygiene, AAS Degree
Interpreter Preparation, AGS Degree/Certificate

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

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, 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.

(2) Agreement with Southwestern Illinois College

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

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

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

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

Board Action: Mr. Koertge made a motion to approve the Cooperative Agreement with Southwestern Illinois College as recommended. Mr. Kiser 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. Acceptance of Tentative Budget/Approval at September Board Meeting: Mr. Browning reviewed the tentative budget for IECC for fiscal year 2004. The tentative budget projects operating revenues of \$23,773,092 for the Education and the Operations and Maintenance funds. This represents an increase in revenues of \$839,901 over fiscal year 2003 budgeted revenues. A public hearing on the tentative budget will be held on September 16, 2003, and a final budget will be presented to the Board of Trustees on that date for adoption.

The CEO recommended that the tentative budget for fiscal year 2004 be accepted as presented.

Board Action: Mrs. Culver made a motion to accept the tentative budget for fiscal year 2004 as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, 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. Implementation of New Health & Life Policies: Mr. Browning explained that Blue Cross Blue Shield of Illinois has presented revised new rates for health insurance monthly premiums, which are slightly lower than the originally quoted rates, as follows:

Medical

Employee Only – \$361.64
Employee & Spouse – \$779.24
Employee & Children – \$576.62
Employee & Family – \$1,052.29

Dental Benefit

Employee Only – \$23.29
Employee & Spouse – \$47.58
Employee & Children – \$60.13
Employee & Family – \$64.27

Additionally, it was necessary to make a change in the Supplemental Life insurance program that was originally quoted. Because many employees' current coverages were structured different than the way the plan was bid and quoted, it was necessary to "Grandfather" in those employees. In order for the "Grandfathering" to work, it was necessary to adopt a graduated rate schedule that was age rated. BCBS agreed to provide this coverage for the same rates being charged by our current supplemental life carrier (Unicare). "Basic" life rates will remain at the quoted rate of \$.16/\$1,000 of annual salary, and the supplemental life rates will be as follows, listing age range and life rate/\$1,000:

18-24	\$0.062
25-29	\$0.062
30-34	\$0.098
35-39	\$0.136
40-44	\$0.181
45-49	\$0.294
50-54	\$0.423
55-59	\$0.843
60-64	\$1.016
65-69	\$1.649

The CEO recommended approval of the new health and life insurance policy rates as presented.

Board Action: Miss Wolfe made a motion to approve the foregoing modifications to health and life insurance rates by Blue Cross Blue Shield of Illinois 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. 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. Certification of Chargeback: Mr. Browning reviewed the Illinois Community College Board Certification of Chargeback Form for fiscal year 2004. The out-of-district cost per semester hour is \$198.17. Chargeback reimbursement per semester credit hour is \$114.42. Cost per semester credit hour for out-of-state and international students is \$243.26. The CEO recommended approval of the Certification of Chargeback document as presented.

Board Action: Dr. Fischer made a motion to adopt the ICCB Certification of Chargeback document for FY2004 as presented and recommended. Mr. Kiser 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-I. Copier Lease for DOC/Robinson Correctional Center: A new lease agreement for a Ricoh AF2035 copier for the Robinson Correctional Center was presented, to replace the old lease for a copier that is 5 years old and not in good working condition. The new copier lease is \$323.63 per month. The CEO recommended approval for the new lease with Ikon Office Solutions as presented.

Board Action: Mr. Rost made a motion to approve the foregoing copier lease for Department of Corrections/Robinson Correctional Center as recommended. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as recorded:

Mrs. Culver, yea; Dr. Fischer, yea; Mr. Koertge, nay; Mr. Lane, yea; Mr. Rost, yea; Mr. Williams, yea; Miss Wolfe yea. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

#8-J. ICN Cisco Contract: IECC recently contracted with Clifton Gunderson LLP to perform an Internet and Internal Network Vulnerability Assessment to identify possible system security risks. One of the recommendations of the report was to replace/upgrade our current firewall system. After reviewing the firewall products available on the market, it is recommended to purchase a Cisco PIX 525 firewall and Cisco intrusion detection software. The estimated cost of this project, including applicable discounts, is \$30,000. The Illinois Century Network (ICN) and the Illinois Board of Higher Education (IBHE) have contracted with SBC DataComm Inc. for Cisco equipment and services. This contract extends 42.5% discounts off of list Cisco pricing to all ICN constituents, including IECC. Following a review of this system by Mr. Cline, the CEO recommended approval of the purchase of the firewall and intrusion detection software from SBC DataComm Inc. to take advantage of the discounts afforded by the state contract.

Board Action: Mr. Williams made a motion to approve of the purchase of the firewall and intrusion detection software from SBC DataComm Inc. 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-K. Perkins Enhancement Grant: In March, 2003, IECC was awarded a \$60,000 (\$15,000 for each college) Career and Technical Education Perkins Postsecondary Enhancement Grant from the Illinois Community College Board. These funds are to be used for implementation of a degree/certificate audit system developed by SCT called the Curriculum, Advisement, and Program Planning (CAPP) module. This audit system is expected to increase student retention and program completion rates. The funds will be expended and the grant completed by September 30, 2003, with a final progress and implementation report to be filed with the Illinois Community College Board by September 30, 2003. An agreement was negotiated with SCT to modify the CAPP software to provide an automated analysis of student transcripts against all programs offered by IECC. This analysis would identify students that may have completed a program or only need a few courses to complete a program and, as a result, increase overall completion rates. The total cost of the audit program is \$71,800 with \$60,000 being provided by the ICCB grant. Technology Plan software upgrade funds will be utilized to pay the remaining \$11,800.

The CEO recommended contracting with SCT to provide this software modification.

Board Action: Dr. Fischer made a motion to approve contracting with SCT to provide the foregoing software modification 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.

#8-L. Accountability & Program Review: Ms. Pampe reviewed the IECC Accountability/Program Review Report for the 2002-2003 academic year. The report contains summaries of instructional program reviews, summaries of action program improvements, reviews of occupational programs, along with the district's performance-based incentive system and district-based goal. The CEO recommended approval of the report for submission to the Illinois Community College Board as presented.

Board Action: Mr. Williams made a motion to approve the Accountability and Program Review Report 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-M. FY2003 Results Report: Ms. Pampe reviewed Illinois Eastern Community Colleges' Results Report for fiscal year 2003. The Results Report describes how the district's institutional priorities support the six goals of higher education as introduced in "The Illinois Commitment." The goals are economic growth, teaching and learning, affordability, access and diversity, higher expectations and quality, productivity and accountability. These goals have been included in IECC's strategic planning processes and documents, and in its overall mission and goals. The district and its four colleges have responded to each of the six goals for the Results Report, describing current activities, along with planned and future activities that will continue and expand IECC's efforts.

The CEO recommended approval of the FY2003 Results Report as presented.

Board Action: Mr. Williams made a motion to approve the fiscal year 2003 Results Report as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, 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 #9 – "Bid Committee Report" – The following Bid Committee report was presented, followed by Board of Trustees action as recorded:

#9-A. IECC – New Toilet – Workforce Development Center: Mr. Browning presented the recommendation of the Bid Committee to reject all bids received for a new toilet for the Workforce Development Center, due to the fact that the bids were over the budgeted amount.

Board Action: Miss Wolfe made a motion to reject the foregoing bids as recommended. 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 #10 – "District Finance" – The following district financial matters were presented:

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$6,415,510.44, as of July 31, 2003.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of August 2003, totaling \$1,440,885.20, 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 2003, in the amounts listed, and payments from the revolving fund for the month of July 2003. 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. Olney Fire Department Regional Training Site.
2. Frontier LRC Capital Development Board Funds.
3. OCC Recycling Report.
4. Literacy Grant – Secretary of State – \$60,000.
5. Meeting with Congressman Johnson.
6. Recording of Executive Sessions.
7. NLN Interim Report Accepted.
8. Allied Health Enrollment.
9. Department of Corrections Contract.
10. Tech Prep Consortium Plan Approval.
11. LTC's Quality Management Certificate Program.
12. ISBE Commendation for Presentation on Nontraditional Learners.
13. Enrollment Report – District Down 4%.

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)(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: Mr. Koertge 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 8:35 p.m.

#12-B. Closed Meeting Ended: Mr. Williams made a motion to reconvene in open session. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:05 p.m.

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

AGENDA #13 – “Executive Session Minutes” – The Board of Trustees did not hold a closed meeting on July 15, 2003.

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. Ruby Houldson, Nursing Instructor.
2. Hollie Kelly, Nursing Instructor.
3. Carrie Mallard, Life Science Instructor.
4. Mark Pettigrew, Machine Shop Technology Instructor.
5. Shasta Schackmann, Business/Information Tech Instructor.

400.2. Authorization to hire Lawrence Correctional Center Employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Professional/Non-Faculty

1. Mike Kowalis, Youthful Offender Counselor.

400.3. Authorization to Hire Grant Staff Prior to September Board Meeting

The CEO is granted authorization to hire Grant Staff personnel prior to the September, 2003 regular meeting of the Board of Trustees.

400.4. FY03-04 Special Assignments

A. Olney Central College – Academic – Nursing

1. Kathy Ketterman, Dept Head, Nursing/OCC, \$2,500 + 12 hrs release time.

Olney Central College – Academic – Extra-Curricular

1. Ryan Roark, Computer Technician, \$3,000.

B. Lincoln Trail College – Extra-Curricular

1. Mary Jane Beckett, Director, LSC, 40% release time.

C. District Office – Extra-Curricular

1. Lisa Benson, Faculty Advisor, SLO, \$3,000.

400.5. FY03-04 Educational Level Changes

A. Faculty

1. Richard Poskin, from M+12 to M+24, \$1,000.
2. Mary McCarthy, from M+12 to M+24, \$1,000.

400.6. Reductions-in-Force & Adoption of Resolution

- A. Professional/Non-Faculty
 - 1. Recommendation for reduction-in-force removed.
- B. Classified
 - 1. Recommendation for reduction-in-force removed.
 - 2. Rebecca Sharp, Library Assistant, Wabash Valley College.

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has authority to dismiss any classified personnel employed by the Board; and

WHEREAS, the Board of Trustees has decided to dismiss Rebecca Sharp as a classified employee in and for this Community College District effective on the 30th day of June, 2003.

Now, Therefore be it and it is hereby resolved by the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois; as follows:

- 1. That the Board of Trustees has decided to and hereby does dismiss Rebecca Sharp as a classified employee in and for this Community College District effective on the 30th day of June, 2003.
- 2. That the dismissal of said individual constitutes honorable dismissal.
- 3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individual of the dismissal.
- 4. That this resolution shall be in full force and effect immediately upon its adoption.

400.7. Resignations

- A. Classified
 - 1. Marla Bayler, College Academic Advisor (GR), District Office, effective August 29, 2003.
 - 2. Aaron Dauby, Computer Technician, Olney Central College, effective August 6, 2003.
 - 3. Rob Long, Academic Support Specialist (GR), District Office, effective September 16, 2003.

Board Action to Amend Personnel Report: Dr. Fischer made a motion to amend the Personnel Report, to remove two names from Section 400.6, A.1 & B.1, as recommended. 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 that the "Ayes" have it and the motion is adopted.

Board Action to Approve Amended Personnel Report: Dr. Fischer made a motion to approve the foregoing amended Personnel Report 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. 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” – Miss Wolfe made a motion to adjourn. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:10 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Agenda Item #5

Reports

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

Agenda Item #6

Agenda Item #6

Policy First Reading (and Possible Approval)

#6A - Vacation Leave Policy

#6B – Tuition Waiver Policy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 16, 2003
RE: Vacation Leave Policy

The District's current vacation leave policy has been uniformly implemented over a long period of time and no change is proposed to the policy.

What is proposed is language to clarify the use of the term "termination". The proposed change makes clear the difference between retirement or voluntary resignation and an involuntary separation from district service.

The number of vacation days paid remains the same as exists under current policy.

TLB/rs

Attachment

PERSONNEL – 400

Vacation Leave Policy – Administrative, Professional – Non Faculty, Technical, Clerical, and Maintenance Staff (400.12)

Date Adopted: January 16, 1990

Date Revised: September 16, 2003

Each full-time administrative and professional non-faculty employee shall, for each on year of employment, be granted a paid vacation consisting of 20 working days. Administrative and professional non-faculty employees may accumulate no more than 40 paid vacation days.

Each full-time clerical, technical, and maintenance employee shall, for each one year of employment, be granted a paid vacation consisting of 10 working days. After seven years of employment for each one year of employment each full-time clerical, technical, and maintenance employee shall be granted a paid vacation consisting of 15 working days. Clerical, technical, and maintenance employees may accumulate no more than 20 paid vacation days.

Upon **retirement or voluntary resignation** ~~termination~~ of employment with the District, an employee may choose one of the following alternatives:

- A. An employee may elect to receive pay at his/her current per diem rate for the number of accumulated vacation days following ~~termination~~ **completion** of his/her duties with the District.
- B. An employee may elect to take his/her accumulated vacation days just prior to ~~termination~~ **completion** of his/her duties with the District. In this situation, the last day of vacation would also be the **last day of** employment. ~~is terminated.~~

The above section does not apply to involuntary separation. Employees who leave district service due to an involuntary separation will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of his/her duties with the District.

Employees paid from grant funds must use vacation days during the period of the grant.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 16, 2003
RE: Tuition Waiver Policy

The Board's policy is to waive tuition for full-time employees and the spouse and dependents of full-time employees.

However, spouses or dependents that have exhibited criminal conduct which could impair the welfare of students or spouses discharged from the district for cause should not be given a tuition waiver.

This policy revision implements these changes.

TLB/rs

Attachment

STUDENT PERSONNEL - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

Revised: March 18, 2003

- A. Senior Citizens: It shall be the policy of the Board of Trustees that tuition for senior citizens will be waived for individuals who have attained the age of 60.

Senior citizens may make voluntary payment, or may make a contribution to the college or college foundation.

- B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees. **However, a spouse or dependent who has been convicted of criminal conduct that would threaten student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver.**
- C. Part-Time Employees: Part-time employees working 20 hours or more may be given an in-district tuition waiver for one course per semester.
- D. Tuition Cap: Tuition will be waived for credit hours taken over 19 per semester.
- E. After 6 p.m. Waiver: Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins **after** 6 p.m. Tuition of \$10.00 per semester hour will be charged for students enrolled in four semester hours or less **before** 6 p.m. if the student works a night shift on a full-time basis.
- F. Discretionary Tuition Waivers: Other types of tuition waivers such as academic and athletic scholarships, special educational programs, partial waivers of tuition, or workshops may be initiated by the colleges, upon recommendation of the President of the college with approval of the Chief Executive Officer or his designee.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY2003 Audit

MEMORANDUM

TO: Terry L. Bruce
FROM: Roger Browning
DATE: September 16, 2003
RE: FY2003 Audit

Statute requires that the Board of Trustees accept the annual audit and that it be forwarded for filing to the Illinois Community College Board. The audit was sent to the Board of Trustees electronically for their review, while a hard copy will be distributed at the board meeting.

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/rs

RESOLUTION OF THE BOARD OF TRUSTEES

ANNUAL AUDIT

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

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

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

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

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

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

CHAIRMAN

DATE

SECRETARY

DATE

Agenda Item #8B

FY2004 Budget

MEMORANDUM

TO: Terry L. Bruce
FROM: Roger Browning
DATE: September 16, 2003
RE: FY2004 Budget

I am pleased to present the FY2004 Budget for Illinois Eastern Community College 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/rs

Agenda Item #8C

2003 Estimated Tax Levy Resolution

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
SUBJECT: 2003 Estimated Tax Levy Resolution
DATE: September 16, 2003

Mr. Chairman, it is necessary at this time to approve the following tax levy resolution for FY2005.

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 2003**

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 2002 was:

Education Purposes	\$1,786,232
Operations and Maintenance Purposes	762,061
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	446,527
Audit	50,166
Other	0
Total	\$3,044,986

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2003 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	490,000
Audit	30,000
Other	0
Total	\$3,270,000

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 2002 was \$1,464,320; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2003 is \$1,501,655.

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 2003 is \$3,270,000.

Section 2: The aggregate amount of taxes estimated to be levied for the year 2003 does exceed 105% of the taxes extended by the district in the year 2002.

Section 3: The aggregate amount of taxes estimated to be levied for the year 2003 for debt service is a 2% increase over the taxes extended for debt service for 2002.

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 2003 will be held on October 21, 2003 at 6:00 p.m. at Wabash Valley College, Mt.Carmel, 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 2002 were \$3,044,986.

The proposed corporate and special purpose property taxes to be levied for 2003 are \$3,270,000. This represents a 7% increase over the previous year extension.

- III. The property taxes extended for debt service for 2002 were \$1,464,320

The estimated property taxes to be levied for debt service and public building commission leases for 2003 are \$1,501,655. This represents a 2% increase over the previous year.

- IV. The total property taxes extended or abated for 2002 were \$4,509,306.

The estimated total property taxes to be levied for 2003 are \$4,771,655. This represents a 6% increase over the previous year extension.

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

ADOPTED this 16th day of September 2003.

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 2003 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 2004-2005 fiscal year:

1. Date of Fiscal Year: July 1, 2004 - June 30, 2005
2. Publication of Notice of Public Hearing on Tax Levy: After October 8, 2003 and before October 14, 2003.
3. Public Hearing on Tax Levy: October 21, 2003, at the hour of 6:00 p.m. to 6:30 p.m., local time, Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois.
4. Adoption of Tax Levy: October 21, 2003, 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

FormFusion Software

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: 9/12/2003
SUBJECT: FormFusion Software

Since the implementation of BANNER, the district Student Services Offices have been searching for ways to improve the BANNER output to students, such as schedules, and bills. The current output cannot be altered within BANNER, does not allow for the addition of pertinent information, and can be difficult for the student to understand.

The Title III Office has been conducting a trial test of FormFusion software made by Evisions. The software is designed to work with Banner and allows manipulation of information such as student schedules, bills, etc. It's a valuable product because EVisions is the only company that has been able to provide BANNER output to our students in an appealing and easy-to-understand format without modifying the Banner programs.

Evisions provided a 45-day trial of the software and we have found that it works well and is very easy to use.

We recommend the purchase of the Enterprise FormFusion Solution at a cost of \$15,800 using **Title III** funds.

Evisions is an SCT partner and the sole provider of this type of software.

August 29, 2003

Jervaise McGlone

Illinois Eastern Community College

4400 University Drive

Fairfax, VA 22030

Jervaise,

This letter seeks to address any questions with regard to Evisions, Inc. and its status as a sole source provider of the products and services you require to enhance your SCT Banner output. Today, we discussed a variety of modules from both "IntelleCheck" and "FormFusion." I'll address both in my comments below.

Our laser check product, IntelleCheck, is the only solution built to enable users of the SCT Banner system to laser print checks directly from Banner. No other vendor makes a Banner-specific check product. Furthermore, there is no other product for Banner that allows for the addition of non-baseline check data and nobody else ties directly into the Banner security object. This provides unparalleled ease of use and security.

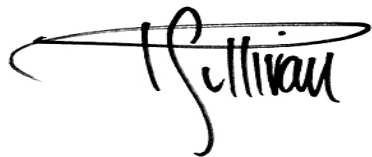
FormFusion, the other product under consideration, is the only document enhancement and management solution designed for use with Banner. Its architecture and functionality are Banner-specific, and again, this product ties directly into the Banner security object. There is no other product of this kind built for Banner.

Evisions is the only SCT technology partner authorized to sell document enhancement and management technology. We serve over 300 SCT Banner sites worldwide. This partnership, and the resultant collaboration, ensure that you're buying products that will work solidly and easily for as long as you use Banner. We have an extensive reference list for your review.

IntelleCheck and FormFusion were internally developed by Evisions, Inc. The sales and distribution rights to the aforementioned products are owned entirely by Evisions, Inc. These solutions may not be purchased through any other source. The pricing quoted is the most favorable currently available for government, educational and non-profit clients.

Please let me know if you need additional information to make your appraisal. We look forward to working with you.

Sincerely,

A handwritten signature in black ink, reading "T. Sullivan". The signature is written in a cursive style with a large, sweeping initial "T" that extends to the left.

Torrence M. Sullivan
V.P., Business Development

Agenda Item #8E

Student Satisfaction Survey

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 16, 2003
RE: Student Satisfaction Survey

Each semester, students are asked to rate their satisfaction with the operational and educational aspects of IECC. One hundred students at each campus are asked each fall semester and each spring semester a standard set of questions to determine their satisfaction. Fifty transfer students and fifty technical students participate each semester.

These semester-by-semester results are averaged and placed in our annual report card.

The Board is asked to accept the results of the Spring 2003 Student Satisfaction Survey.

TLB/rs

Attachment

Student Satisfaction Survey – Spring 2003
Illinois Eastern Community Colleges
Technical and Transfer Students

College Services/Facilities	Total Respondents	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
1. Assessment (testing/grading) system	380	28.4%	51.1%	17.1%	2.9%	0.5%
2. Overall quality of instruction	381	28.1%	52.0%	16.3%	2.9%	0.8%
3. Variety of courses offered at this two-year college	381	20.7%	47.5%	21.8%	7.6%	2.4%
4. Academic advisement services	378	26.5%	38.9%	29.4%	4.0%	1.3%
5. Courses of instruction are academically challenging	377	26.3%	52.8%	17.2%	3.4%	0.3%
6. Admission services	379	24.8%	48.8%	19.5%	4.2%	2.6%
7. Registration services	379	25.1%	48.5%	19.5%	5.3%	1.6%
8. Career advisement services	377	18.8%	39.0%	33.7%	6.1%	2.4%
9. Financial aid services	379	26.6%	35.1%	26.6%	7.1%	4.5%
10. Laboratory facilities that are utilized for appropriate laboratory course work	376	26.9%	46.3%	22.9%	2.7%	1.3%
11. Appearance of buildings and grounds	377	31.8%	46.4%	14.1%	6.9%	0.8%
12. Availability of the courses you want at the times you can take them	380	16.6%	44.7%	21.6%	12.9%	4.2%
13. Opportunities for involvement in college activities	380	17.4%	37.9%	35.5%	7.9%	1.3%
14. Accessibility to computer labs	379	33.5%	43.5%	17.9%	3.4%	1.6%
15. Availability of athletic facilities for athletes and non-athletes	377	12.5%	27.1%	45.6%	8.8%	6.1%
16. College's concern for you as an individual	376	17.3%	42.0%	29.3%	8.0%	3.5%
17. Library services	379	27.4%	47.8%	18.7%	4.0%	2.1%
18. Appropriateness of class size	378	35.7%	50.8%	10.3%	2.6%	0.5%
19. My level of awareness of the college's student support services	381	16.8%	40.4%	34.6%	6.3%	1.8%
20. Availability of advisor	372	35.2%	41.7%	19.1%	3.5%	0.5%

Student Satisfaction Survey – Spring 2003
Illinois Eastern Community Colleges
Associate in Applied Science (Technical) Students

College Services/Facilities	Total Respondents	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
1. Assessment (testing/grading) system	186	27.4%	52.7%	17.2%	2.2%	0.5%
2. Overall quality of instruction	187	35.3%	48.7%	11.8%	3.2%	1.1%
3. Variety of courses offered at this two-year college	187	26.2%	47.6%	21.4%	3.2%	1.6%
4. Academic advisement services	186	25.3%	44.6%	28.5%	0.5%	1.1%
5. Courses of instruction are academically challenging	184	35.3%	51.6%	10.9%	2.2%	0.0%
6. Admission services	185	27.0%	51.4%	16.8%	3.2%	1.6%
7. Registration services	186	28.0%	48.9%	18.3%	4.3%	0.5%
8. Career advisement services	185	21.1%	45.4%	30.8%	1.6%	1.1%
9. Financial aid services	186	29.6%	37.1%	23.1%	7.0%	3.2%
10. Laboratory facilities that are utilized for appropriate laboratory course work	187	36.4%	42.8%	19.3%	1.1%	0.5%
11. Appearance of buildings and grounds	185	35.7%	44.9%	14.1%	5.4%	0.0%
12. Availability of the courses you want at the times you can take them	187	20.3%	47.6%	20.9%	9.1%	2.1%
13. Opportunities for involvement in college activities	187	18.2%	41.2%	36.9%	3.7%	0.0%
14. Accessibility to computer labs	185	33.5%	43.8%	20.0%	2.2%	0.5%
15. Availability of athletic facilities for athletes and non-athletes	186	13.4%	26.9%	45.2%	10.2%	4.3%
16. College's concern for you as an individual	183	20.8%	41.5%	27.3%	7.7%	2.7%
17. Library services	187	31.6%	48.1%	18.2%	1.1%	1.1%
18. Appropriateness of class size	185	36.2%	51.4%	8.1%	3.2%	1.1%
19. My level of awareness of the college's student support services	187	18.7%	43.3%	31.6%	5.3%	1.1%
20. Availability of advisor	183	37.7%	42.6%	16.4%	2.7%	0.5%

Student Satisfaction Survey – Spring 2003
Illinois Eastern Community Colleges
Associate in Arts, Associate in Fine Arts, Associate in Science,
and Associate in Science and Arts (Transfer) Students

College Services/Facilities	Total Respondents	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
1. Assessment (testing/grading) system	194	29.4%	49.5%	17.0%	3.6%	0.5%
2. Overall quality of instruction	194	21.1%	55.2%	20.6%	2.6%	0.5%
3. Variety of courses offered at this two-year college	194	15.5%	47.4%	22.2%	11.9%	3.1%
4. Academic advisement services	192	27.6%	33.3%	30.2%	7.3%	1.6%
5. Courses of instruction are academically challenging	193	17.6%	53.9%	23.3%	4.7%	0.5%
6. Admission services	194	22.7%	46.4%	22.2%	5.2%	3.6%
7. Registration services	193	22.3%	48.2%	20.7%	6.2%	2.6%
8. Career advisement services	192	16.7%	32.8%	36.5%	10.4%	3.6%
9. Financial aid services	193	23.8%	33.2%	30.1%	7.3%	5.7%
10. Laboratory facilities that are utilized for appropriate laboratory course work	189	17.5%	49.7%	26.5%	4.2%	2.1%
11. Appearance of buildings and grounds	192	28.1%	47.9%	14.1%	8.3%	1.6%
12. Availability of the courses you want at the times you can take them	193	13.0%	42.0%	22.3%	16.6%	6.2%
13. Opportunities for involvement in college activities	193	16.6%	34.7%	34.2%	11.9%	2.6%
14. Accessibility to computer labs	194	33.5%	43.3%	16.0%	4.6%	2.6%
15. Availability of athletic facilities for athletes and non-athletes	191	11.5%	27.2%	46.1%	7.3%	7.9%
16. College's concern for you as an individual	193	14.0%	42.5%	31.1%	8.3%	4.1%
17. Library services	192	23.4%	47.4%	19.3%	6.8%	3.1%
18. Appropriateness of class size	193	35.2%	50.3%	12.4%	2.1%	0.0%
19. My level of awareness of the college's student support services	194	14.9%	37.6%	37.6%	7.2%	2.6%
20. Availability of advisor	189	32.8%	40.7%	21.7%	4.2%	0.5%

Agenda Item #9

Bid Committee Report

Bid Committee Report

September 16, 2003

IECC

1. Upgrade Acoustics & HVAC- District Office Data Center

TO: Board of Trustees

FROM: Roger Browning

Re: Upgrade Acoustics & HVAC- District Office Data Center

DATE: September 16, 2003

The Illinois Community College Board accepted this project on May 27, 2003 with an approved budget of \$39,325. The Bid Committee recommends rejecting all bids received for this project. The bid received from Swan Sheet Metal was over the budgeted amount and the bid from J & R Mechanical was incomplete.

DIVISION I - MECHANICAL WORK

BIDDER	BID SECURITY	ADDENDA NOS. 1, 2, 3, 4	BASE BID
Nogle & Black Mechanical, Inc. Urbana, IL	-----	-----	NO BID
Swan Sheet Metal, Inc. Mt. Vernon, IL	5% Bid Bond	1,2,3,4	\$87,730.00
J.E. Shekell, Inc. Evansville, IN	-----	-----	NO BID
J & R Mechanical Nashville, IL	5% Bid Bond	1,2,3,4	\$30,588.00

PROJECT SCOPE:

Work includes but is not limited to: Selective demolition, installation of door/window unit in the District Office Data Center, new rooftop mechanical unit, and associated electrical work.

Source of Funds: Protection, Health & Safety

The "Advertisement for Bids" was placed in the Olney Daily Mail for one (1) day.

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT August 31, 2003

FUND	BALANCE
Educational	\$4,472,494.89
Operations & Maintenance	\$150,987.87
Operations & Maintenance (Restricted)	(\$65,808.98)
Bond & Interest	\$444,615.80
Auxiliary	\$205,376.73
Restricted Purposes	(\$33,625.87)
Working Cash	\$1,535,190.40
Trust & Agency	\$97,370.52
Audit	\$49,448.42
Liability, Protection & Settlement	\$40,779.24
TOTAL ALL FUNDS	\$6,896,829.02

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

August 2003

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
Operations & Maintenance						
Operations & Maintenance Fund (Rest)						
06/30/03	10/30/03	1.00	Fairfield National Bank (CD)	1,500,000	1,505,000	5,000
Bond & Interest						
Auxiliary Fund						
06/30/03	11/30/03	1.01	Fairfield National Bank (CD)	300,000	301,263	1,263
Restricted Purposes						
Working Cash Fund						
11/18/02	11/18/03	1.80	Trust Bank (CD)	675,000	687,150	12,150
Trust & Agency Fund						
06/30/03	01/30/04	1.02	Fairfield National Bank (CD)	250,000	251,488	1,488
Liability & Protection Fund						
06/30/03	01/30/04	1.02	Fairfield National Bank (CD)	650,000	653,868	3,868

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2004
 (With comparative totals for 30-JUN-2003)
 (amounts expressed in dollars)

	All Funds
	Current Year 2004
ASSETS and OTHER DEBITS:	
ASSETS:	
CASH	6,896,829
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	4,875,000
RECEIVABLES	3,122,350
ACCRUED REVENUE	
INTERFUND RECEIVABLES	1,736
INVENTORY	506,178
TOTAL ASSETS AND OTHER DEBITS:	15,425,593
Liabilities, equity and other credits	
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	2,712
ACCOUNTS PAYABLE	-672
ACCRUED EXPENSE	
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	
OTHER LIABILITIES	45,145
TOTAL LIABILITIES:	187,135
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,144,556
BALANCE	
Fund Balances:	
FUND BALANCE	1,258,132
RESERVE FOR ENCUMBRANCES	12,835,769
TOTAL EQUITY AND OTHER CREDITS:	15,238,457
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	15,425,593

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-AUG-2003

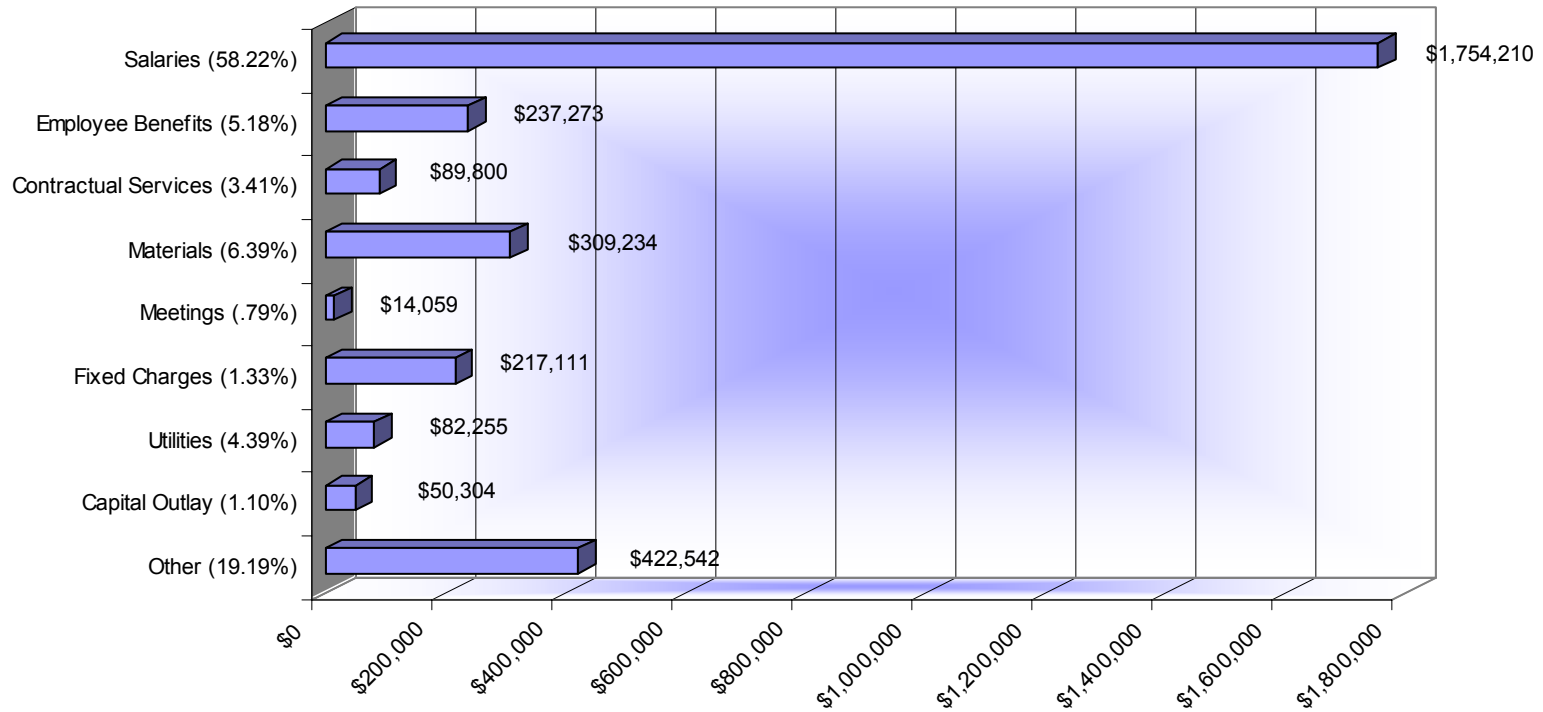
Percentage of time remaining through the Budget: 83.288

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	1,316,539.43
STATE GOVT SOURCES	6,220.82
STUDENT TUITION & FEES	4,130,958.34
SALES & SERVICE FEES	526,938.84
FACILITIES REVENUE	6,137.50
INVESTMENT REVENUE	34,677.07
OTHER REVENUES	20,485.86
DUMMY	0.00
TOTAL REVENUES:	<u>6,041,957.86</u>
EXPENDITURES:	
INSTRUCTION	1,149,465.62
ACADEMIC SUPPORT	74,375.04
STUDENT SERVICES	191,282.31
PUBLIC SERV/CONT ED	9,306.51
OPER & MAINT PLANT	380,886.06
INSTITUTIONAL SUPPORT	1,500,917.12
SCH/STUDENT GRNT/WAIVERS	417,774.27
AUXILIARY SERVICES	740,191.73
TOTAL EXPENDITURES:	<u>4,464,198.66</u>
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0.00
TOTAL TRANSFERS AMONG FUNDS:	<u>0.00</u>
NET INCREASE/DECREASE IN NET ASSETS	1,577,759.20

ILLINOIS EASTERN COMMUNITY COLLEGES							
OPERATING FUNDS							
FISCAL YEAR 2004							
College	Category	Tentative Budget	Spent Thru August	% of Bdgt	% of Year	Summer Hours	Cost per Semester Hour
Frontier	Bills		\$174,413				
	Payroll		298,616				
	Totals	\$2,435,875	473,029	19%	16%		
Lincoln Trail	Bills		199,796				
	Payroll		272,931				
	Totals	2,954,609	472,727	16%	16%		
Olney Central	Bills		170,149				
	Payroll		411,016				
	Totals	4,615,219	581,165	13%	16%		
Wabash Valley	Bills		194,116				
	Payroll		369,037				
	Totals	3,258,643	563,153	17%	16%		
Workforce Educ.	Bills		160,965				
	Payroll		161,754				
	Totals	1,621,447	322,719	20%	16%		
District Office	Bills		32,156				
	Payroll		141,694				
	Totals	1,187,944	173,850	15%	16%		
District Wide	Bills		490,983				
	Payroll		99,162				
	Totals	7,699,355	590,145	8%	16%		
O & M	Bills						
	Payroll						
	Totals						
GRAND TOTALS		23,773,092	3,176,788	13%	16%		

Illinois Eastern Community Colleges FY2004 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of August 31, 2003 - \$3,176,788

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

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 16, 2003
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.5., and 400.6., will be mailed under separate cover.

mk

Attachments

INDEX

- 400.1. Employment of Personnel**
- 400.2. Authorization to hire Lawrence Correctional Center employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.**
- 400.3. Request for Approval of Proposed Non-College Employment (external report)**
- 400.4. FY03-04 Educational Level Changes**
- 400.5. Resignations**
- 400.6. Retirement**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Danna Davis, Academic Support Specialist GR, DO
2. Jodi Schneider, College Academic Advisor GR, DO

400.2. Authorization to hire Lawrence Correctional Center employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Professional/Non-Faculty

1. Karen Miller, Youthful Offender Counselor, LCC

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

400.4. FY03-04 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Bea Abernathy	M+24	M+48	\$2,000
C. Allen Brown	M+12	M+36	\$2,000
Jim Burnett	M	M+12	\$1,000
John Kendall	B	B+16	\$1,000
Ryan Roark	B	B+16	\$1,000

400.5. Resignations

A. Faculty

1. Phyllis Wells, Nursing Instructor, effective August 24, 2003.

B. Professional/Non Faculty

1. J. Renae Crank, Curriculum Development Specialist, Title III, District Office, effective August 29, 2003.
2. Michael Kowalis, Youthful Offender Counselor, IECC/LTC Lawrence Correctional Center, effective August 27, 2003.

400.6. Retirement

A. Faculty

1. Tom Kucharik, Workforce Education Instructor, effective October 1, 2003.

Agenda Item #15

Agenda Item #15
Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

**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											
8/31/2003			Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

