

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**September 15, 2009**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield, IL 62837**

**Dinner – 6:00 p.m. – Foundation Hall  
Meeting – 7:00 p.m. – Foundation Hall**

*The mission of Illinois Eastern Community College District #529 is to provide excellence in teaching, learning, public services, and economic development.*

**Illinois Eastern Community Colleges  
Board Agenda**

**September 15, 2009  
7:00 p.m.**

**Frontier Community College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. HR 400.20 Family Medical Leave Policy Revision
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. 2009 IECC Fact Book..... Cantwell
  - B. Joint Agreement with Southwestern Illinois College ..... Cantwell
  - C. Joint Agreement with Lake Land College ..... Cantwell
  - D. Certification of Chargeback..... Browning
  - E. 2009 Estimated Tax Levy Resolution..... Browning
  - F. Resolution Establishing Tax Levy Hearing ..... Browning
  - G. FY2009 Audit ..... Bruce
  - H. FY2010 Budget..... Bruce
  - I. Agreement with Lawrence County Votech Center – Lawrenceville ..... Bruce
  - J. Establishment of Investment Committee for 403b Funds..... Bruce
  - K. Bus Leases for Wabash Valley College..... Bruce
  - L. Affiliation Agreement with Southern Illinois Primary Care Assoc. – Albion..... Bruce
  - M. Affiliation Agreement with Richland County Circuit Clerk – Olney..... Bruce
  - N. Affiliation Agreement with Mt. Erie Elementary School – Mt. Erie..... Bruce
  - O. Affiliation Agreement with Marshall Clinic – Marshall..... Bruce

- P. Affiliation Agreement with Richland County Health Office – Olney ..... Bruce
- Q. Affiliation Agreement with Southeastern Illinois Counseling Centers – Olney..... Bruce
- R. Affiliation Agreement with Clay County Health Department – Flora ..... Bruce
  
- 9. Bid Committee Report ..... Bruce
  - A. None
  
- 10. District Finance
  - A. Financial Report..... Browning
  - B. Approval of Financial Obligations..... Browning
  
- 11. Chief Executive Officer’s Report ..... Bruce
  
- 12. Executive Session ..... Bruce
  
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes..... Bruce
  
- 14. Approval of Personnel Report ..... Bruce
  
- 15. Collective Bargaining ..... Bruce
  
- 16. Litigation..... Bruce
  
- 17. Acquisition and Disposition of Property..... Bruce
  
- 18. Other Items
  
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, August 18, 2009.

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

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

John D. Brooks, Brenda K. Culver, Michael K. Correll, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Carter Wilkinson, student trustee. Trustees absent: 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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Jack Davis, President of Olney Central College.  
Matt Fowler, President of Wabash Valley College.  
Timothy Taylor, President of Frontier Community College.  
Beverly Turkal, President of Lincoln Trail College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
Kathleen Pampe, Associate Dean, Career Education & Economic Development.  
Pamela Schwartz, Associate Dean of Institutional Development.  
Renee Smith, Executive Assistant to CEO.  
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

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

RCC – Robinson Correctional Center  
SAN – Student Advantage Network  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, July 21, 2009 were presented for disposition.

**Board Action to Approve Minutes:** Student Trustee Carter Wilkinson made a motion to approve minutes of the foregoing meeting as prepared. Trustee Walter Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

**#3-B. IECEA Representative:** Gary Adams, Instructor at WVC and Vice-President of the Illinois Eastern Colleges Education Association (IECEA), was introduced. He and several other members of the professional teaching faculty addressed the trustees to express concern relative to proposed reductions in force.

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

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** Trustee John Brooks reported that he had toured the dorms at Lincoln Trail College and was impressed with these facilities.

**#5-B. Report from Presidents:** Written reports were presented from each of the colleges. President Matt Fowler informed the trustees that classes are scheduled to begin in the new WVC Advanced Manufacturing Technology building. President Turkal informed the trustees that classes are starting in the new LTC welding building.

**#5-C. Report from Cabinet:** The new Mine Disaster Safety Simulator vehicle was on display before the meeting. This simulator provides a realistic experience of a mine disaster. Roger Browning presented an overview and analysis of the current IECC cash flow situation.

**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. FY2010 Tentative Budget:** Pursuant to action of the Board, a tentative budget was made available to the public on August 7 and will remain available for public inspection through the scheduled September 15 Budget Hearing and Board meeting. Publication of the budget’s availability and notice of the public hearing was published in district newspapers. The tentative fiscal year 2010 budget projects operating revenues of \$31,684,711 for the Education Fund and the Operations and Maintenance funds. The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2010. It was based on information available at the time of publication. Information has been received subsequent to the required publication that will cause changes

to the final budget. The changes will be reviewed with the Board on September 15 following the Budget Hearing. The CEO recommended that the Board of Trustees accept the tentative budget as presented.

**Board Action:** Trustee Brenda Culver made a motion to accept the FY2010 tentative budget as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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. Cash Flow and Reduction in Paid Holidays:** CEO Terry Bruce presented the following report on the financial problems the State of Illinois is having and the impact these difficulties are having on Illinois Eastern Community Colleges.

For several years, the State of Illinois has been spending more money than it collected. For the current fiscal year, (July 1, 2009-June 30, 2010) the General Assembly and the Governor developed and approved a budget that was billions of dollars out of balance. Because of this budget imbalance, the state has instituted a policy that delays paying more than \$3 billion in bills owed. The bills that are being held include money owed IECC. The state should reimburse IECC every 90 days for credit hours that the district and its colleges have generated. Because of the State's policy to delay paying bills, IECC received its February quarterly payment from the State in July, more that 156 days late. As the fiscal year continues, it is expected that delays in payments will increase to 180 days or more. IECC receives 52% of its operating funds from the state. Because of the delays in payments, IECC will receive only a portion of the money due. Between \$7 million and \$11 million due the district this fiscal year will not be received within this fiscal year.

IECC is financially sound. Four years ago, the Board of Trustees and the Administration began setting aside money into a fund in case the state had financial problems. The fund was established to allow the district to operate even though payments from the state were late. Late payments from the state create a cash flow problem for the district. Because of late State payments, the cash balance of the district between 6/30/08 and 6/30/09 was reduced by \$7,358,000. By June 30, 2010, the district's anticipated cash balance will drop by an additional \$4,820,000. The amount owed to the district by the State of Illinois has increased dramatically. On 6/30/08 the State owed the district \$1,500,000. By 6/30/09 the district was owed \$11, 600,000. By 6/30/10 it is estimated that the State will owe the district \$14,500,000. That means that even though the district is being run properly and has a contingency fund, difficult decisions will have to be made so that the district's cash balances are not depleted. All expenses are being reviewed to prepare for the late state payments. The state's failure to timely pay the district is forcing the district to reduce spending and to find ways to increase cash flow. Although the state's financial condition is very bad this year, next year it will get substantially worse. Estimates are that it will take 5 years to unravel all the problems.

IECC is prepared to survive the bad financial times. Last month the Board improved cash flow by eliminating the outflow of cash created by the contract with the Department of Corrections to provide educational services to our two prisons for which the district was not being reimbursed in a timely fashion. To further improve cash flow, there must be a reduction in the number of paid holidays due district staff. The resolution which follows reduces the existing paid holidays for administrative, technical, professional non-faculty, clerical and maintenance staff by ten. This reduction in paid holidays will allow the district to keep more employees on the payroll and reduce the number of employees who will have to be laid off.

During the next few months, changes will occur that will enable the district to survive these times. The district has an excellent faculty, a smart and hard-working staff, and students who want to learn. The future is challenging but IECC and its faculty, staff, and students are up to that challenge.

**Recommendation:** The CEO recommended adoption of the following resolution reducing the number of paid holidays.

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

WHEREAS, the Board has decided to implement budget-required furloughs.

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

1. That the following paid holidays shall now be unpaid, but observed, holidays for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff beginning with FY2010: Independence Day\*, Martin Luther King Jr. Day, Labor Day, President's Day, Columbus Day, Spring Break Day, Veteran's Day, Memorial Day, Thanksgiving & Friday. (\*Paid Holiday in calendar year 2009 only.)

2. That the following holidays shall continue to be paid and observed by Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff: Winter Break, Christmas, New Year's Day.

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

**Board Action:** Trustee Marilyn Wolfe made a motion adopt the foregoing resolution to reduce the number of paid holidays as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows:

John Brooks, yea; Brenda Culver, yea; Michael Correll, nay; Andrew Fischer, yea; William Hudson, yea; Walter Koertge, yea; Marilyn Wolfe, yea. Student advisory vote: abstain. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

**#8-C. Department of Corrections Progress Report:** At the July 21 meeting, the Board of Trustees agreed to tentatively lay off the 13 IECC employees presently operating under the contract the District has with the Department of Corrections to offer educational services at the Robinson and Lawrence Correctional Facilities.

CEO Terry Bruce reported that on July 22, he contacted Scott Lensink, President of Lake Land College, to inquire as to whether Lake Land would be interested in providing educational services to those correctional facilities. He indicated Lake Land would be interested in doing so. The CEO then contacted Elaine Johnson, Vice President of the Illinois Community College Board and informed her of the possibility that IECC would withdraw from providing educational services to the two correctional facilities and that Lake Land would provide those services. The Department of Corrections had already been informed of the Board's action by the time they were contacted, and the department expressed reluctance to let IECC go because of the high quality of the program being offered by the college district. The Department also immediately made available \$90,000 in payments that been held since February.

During July and August, there were ongoing discussions and in a conversation on Friday, August 7, 2009, the Department of Corrections approved the transfer of the educational program to Lake Land College. In conversations with the Lake Land College President, he reaffirmed his desire to assume the

contractual obligations and the Illinois Community College Board has also indicated a tentative approval of the transfer.

Under the agreement, Lake Land College will assume all financial obligations of IECC, hire all existing IECC employees at the DOC salaries currently being paid, enroll them in the Lake Land health insurance program and place them fully on the payroll of Lake Land College effective September 1, 2009.

Recommendation: The CEO recommended Board approval to adopt the foregoing report and to proceed with the transfer of the educational programs at the Robinson and Lawrence Correctional Facilities from IECC to Lake Land College.

Board Action: Trustee John Brooks made a motion to adopt the foregoing report of the CEO and to direct the CEO to proceed with the transfer of the educational programs at the Robinson and Lawrence Correctional Facilities from IECC to Lake Land College as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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. City of Olney Oil Derrick Lease: More than 20 years ago, IECC leased property to the City of Olney for the establishment of a park upon which would be located an oil derrick, celebrating Olney and Richland County's involvement with the oil industry. Under the lease, the College District granted a forty-seven (47) square feet piece of property located at the Northwest Corner of the intersection of Illinois Route 130 and St. John Street in the City of Olney. Under this lease the City erected and maintained an oil derrick for the period of the lease. The lease has expired and the City desires to renew the lease for a further period of 20 years and continue to pay the rent of \$1.00 per year. The City recently completely repainted the oil derrick and it is a good addition to the campus of Olney Central College.

Recommendation: The CEO recommended Board approval to extend the following oil derrick park lease with the City of Olney for 20 additional years.

Lease

This agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2009, between the Illinois Eastern Community College District No. 529, as Lessor, and the City of Olney, Illinois, a municipal corporation, as Lessee:

The Lessor leases to the Lessee the following described premises situated in the City of Olney, County of Richland and State of Illinois:

The circle drive, median, and access road located near the Northwest corner of the intersection of Illinois Route 130 and St. John Street in the City of Olney, and a tract of land forty-seven feet (47') square located immediately west of said circle drive, as more particularly shown on the aerial photograph attached hereto and incorporated herein by reference.

To hold these premises unto the Lessee for a term of twenty (20) years beginning on the date of execution of this agreement, subject to the following terms and conditions:

1. Renewal and Termination: Lessor and Lessee each have the right to terminate this lease by giving the other party six months' written notice of the election to terminate. Lessee has the right to renew this lease for a further period of twenty (20) years on the same terms and rental by giving the Lessor six months' written notice of the election to renew. Any notice to the Lessor may be served by mailing a copy of the notice to the Lessor at 233 East Chestnut Street, Olney, Illinois 62450, or at such other place as the Lessor from time to time in writing may appoint. Any notice to the Lessee may be



served by mailing a copy of the notice to the Lessee at 300 S. Whittle Avenue, Olney, Illinois 62450.

2. **Rental:** Lessee shall pay rent for the premises during the continuance of this lease at the rate of One Dollar (\$1.00) per year payable on the \_\_\_\_ day of \_\_\_\_\_ of each year during the term of this lease.

3. **Use of Premises:** The property shall be used by the Lessee for a park which shall include the location of an oil derrick thereon. The Lessee shall use the property only as permitted by the Zoning Ordinance and any other regulations of the City of Olney or any other governmental authorities. The Lessee shall keep the property in good order and repair as is required for other city parks. The Lessee shall have the right to make such alterations, additions and improvements on the premises as it shall deem necessary, provided that the Lessee shall not construct or allow to continue anything that is an eyesore or is in a dilapidated state.

4. **Assignment of Lease:** The Lessee shall not assign this lease or sublet the premises or any part thereof without the written consent of the Lessor.

5. **Surrender of Premises:** Upon the termination of this lease, the Lessee shall surrender the premises to the Lessor in as good condition as at the beginning of the term of this lease. All additions and improvements made during the term of this lease shall be regarded as removable fixtures which shall be removed prior to the termination of this lease. The Lessee specifically agrees to remove the oil derrick and any other additions and improvements at its own cost and without any obligation on the part of the Lessor to pay any of the costs of removal.

6. **Insurance:** The oil derrick and any other buildings or structures placed on the leased premises shall be insured by Lessee and the Lessee shall be solely responsibility for the normal maintenance and repair of the buildings and structures. The Lessee shall provide general liability insurance for the protection of the public. The Lessee agrees to indemnify and hold the Lessor harmless from any and all liability as a result of the placement of the oil derrick and any other structures on the leased premises and the use of the leased premises for a city park.

**Board Action:** Trustee Walter Koertge made a motion to extend the foregoing oil derrick park lease with the City of Olney for 20 additional years as presented and recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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. Health, Dental & Life Benefits Review:** At the July 21 meeting, the Board of Trustees approved the extension of IECC's existing health, dental and life insurance program with Blue Cross Blue Shield (BCBS) and approved preparing for a re-bidding of the existing health, dental and life insurance program. During the last previous review, the District hired an outside Health Insurance Consultant to help the District prepare an appropriate bid document. The Company that the District employed was J.W. Terrill. This firm provided excellent services to the District. J.W. Terrill proposes to collect market information on existing medical, dental and life insurance coverage, custom design a Request for Proposal, provide a comprehensive review of fully insured and self-insured medical options, provide a comprehensive review of fully insured dental and life insurance alternatives, review and summarize all proposals submitted, present findings and recommendations, assist in interviewing all companies in final consideration, and coordinate the implementation of the new program. J.W. Terrill has proposed to provide these services for a fee of \$15,000. The CEO recommended approval of the proposed contract with the J.W. Terrill Company.

**Board Action:** Trustee John Brooks made a motion to approve the proposed contract with J.W. Terrill Company as health insurance consultants as recommended. Trustee Brenda Culver seconded the

motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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. Contract with Fairfield Memorial Hospital – Health Careers Certificate:** The Board of Trustees approved the establishment of a new Health Careers Certificate Program at Frontier Community College that involves high school students from Fairfield High School and Edwards County High School. The Frontier Program has been highly successful and the Fairfield Memorial Hospital wishes to enter into a contract to continue to provide program services. Under the contract, Frontier will use the Hospital's facilities and staff to educate students in the Health Careers Certificate Program and the Hospital will make its facility available for that purpose.

The Hospital will provide instruction, program staff, equipment, classroom space and lab space available and will be responsible for the supervision of all hospital employees participating in the program.

Frontier will be responsible for administration of the program including admissions, guidance, registration, supervision of students and program faculty, curriculum quality and compliance with state and national accrediting agencies guidelines. The District will hold the Hospital free and harmless from any loss due to a claim or suit caused by the student admission process.

An annual review may be requested by either party or a review shall be made every three years if no request is made. Either party may terminate the agreement provided that all currently enrolled students are allowed to complete. Upon request for termination, no new students will be enrolled.

**Recommendation:** The CEO recommended approval of the following contract with Fairfield Memorial Hospital.

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 FRONTIER COMMUNITY COLLEGE HEALTH CAREERS CERTIFICATE PROGRAM CONTRACT AGREEMENT FOR SHARED PROGRAM

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of August, 2009 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT #529), for its Health Careers Certificate Program and FAIRFIELD MEMORIAL HOSPITAL, Fairfield, Illinois (hereinafter referred to as HOSPITAL). WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the HOSPITAL'S facilities and staff for Health Careers Education by students of the Health Careers Certificate Program for the DISTRICT, and

WHEREAS, the HOSPITAL has agreed to make its facilities and staff available to the Health Careers students of DISTRICT #529 for the desired purpose,

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

1. The HOSPITAL will provide instruction, program staff, equipment, classroom space, and lab space sufficient to meet the curriculum as established by DISTRICT #529 and approved by the Illinois Community College Board.

2. DISTRICT #529 will be responsible for the administration of the program, including, admissions, academic guidance, and registration of students; supervision of program students; advising

program faculty; curriculum quality; and ensuring the program stays in compliance with State and National accrediting agency guidelines.

3. The HOSPITAL will be responsible for the supervision of all Hospital employees that participate in the program.

4. DISTRICT #529 assumes the responsibility for admission of students in the Health Careers program. In the event of suit or claim of damage to any person engaged in the admission process, DISTRICT #529 agrees to hold HOSPITAL free, harmless and indemnified against any loss due to a claim or suit extending from the admission process.

5. An annual review may be requested in June by either party. A review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete graduation requirements. Upon request for termination by either party, no new students shall be enrolled.

6. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

**Board Action:** Trustee Brenda Culver made a motion to approve the foregoing agreement with Fairfield Memorial Hospital as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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. Agreement – IECC/Fairfield Memorial Hospital/Edwards County High School:** The District has established a Health Careers Program with Edwards County High School involving high school juniors and seniors pursuing a career in the health field. The classes meet for two hours in a hospital setting and are based upon a curriculum including the study of health careers, basic anatomy and physiology, CNA certification and hands-on clinical experiences. The Program integrates academic study, workplace skills and career development competencies so that students observe health care professionals in a workplace setting. This partnership agreement includes IECC, Fairfield Memorial Hospital and Edwards County High School. Under the agreement the hospital will provide the facility and space for classes, an instructor, staff involvement, coordination, and scheduling. IECC will provide the curriculum, instructors and staffing, program coordination, student registration, orientation, instructional supplies, college credit, and both student and program assessment. Edwards County High School will provide guidance counselors, the recruitment of students into the program, coordination of class schedules, and scheduling in cooperation with both the hospital and the college. The agreement is the standard Health Careers Program Partnership Agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Health Careers Partnership Agreement between IECC, Fairfield Memorial Hospital, and Edwards County High School as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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. Agreement – IECC/Fairfield Memorial Hospital/Fairfield High School:** The District has established a Health Careers Program with Fairfield Community High School involving high school juniors and seniors pursuing a career in the health field. The classes meet for two hours in a hospital setting and are based upon a curriculum including the study of health careers, basic anatomy and

physiology, CNA certification and hands on clinical experiences. The Program integrates academic study, workplace skills and career development competencies so that students observe health care professionals in a workplace setting. This partnership agreement includes IECC, Fairfield Memorial Hospital and Fairfield Community High School. Under the agreement the hospital will provide the facility and space for classes, an instructor, staff involvement, coordination, and scheduling. IECC will provide the curriculum, instructors and staffing, program coordination, student registration, orientation, instructional supplies, college credit, and both student and program assessment. Fairfield Community High School will provide guidance counselors, the recruitment of students into the program, coordination of class schedules, and scheduling in cooperation with both the hospital and the college. The agreement is the standard Health Careers Program Partnership Agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Health Careers Partnership Agreement between IECC, Fairfield Memorial Hospital, and Fairfield High School as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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. Affiliation Agreement with Sarah Bush Lincoln Clinic – Phlebotomy Program:** IECC wishes to enter into an affiliation agreement with the Sarah Bush Lincoln Clinic, located in Mattoon, Illinois. This affiliation agreement is for the Phlebotomy Program and is the standard affiliation agreement for this program. The CEO recommended approval of this affiliation agreement.

**Board Action:** Student Trustee Carter Wilkinson made a motion to approve the affiliation agreement for the Phlebotomy Program with the Sarah Bush Lincoln Clinic, Mattoon, Illinois, as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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 CFO presented the following recommendations of the Bid Committee, followed by Board action as recorded.

**#9-A. Local Workforce Investment Area 23 – Used 2007 or Newer Vehicle:** The Bid Committee recommended rejecting all bids received. The bids exceeded the amount budgeted by LWIA 23.

**Board Action:** Trustee Brenda Culver made a motion to accept the recommendation of the Bid Committee to reject all bids received and to re-bid this item. Trustee Michael Correll 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.

**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 \$7,416,976.06, as of July 31, 2009.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for August 2009, totaling \$1,386,028.46, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for August 2009, in the amounts listed, and payments from the revolving fund for July 2009. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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 reported that district-wide enrollment is up 16% over one year ago at this time.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, July 21, 2009.

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

#### **400.1. FY09-10 Educational Level Changes**

A. Faculty

Penny Campbell, from Below AA to AA, \$1,000.

Holly Farley, from M to M+24, \$2,000.

Ruby Houldson, from M+48 to PhD, \$1,000.

Anne Hustad, from M+24 to M+36, \$1,000.

Janet Kinkade, from M+24 to M+36, \$1,000.

Lori Phillips, from M+12 to M+24, \$1,000.

Shirley Smithenry, from M to M+36, \$3,000.

Angelia Williams, from M to M+12, \$1,000.

#### **400.2. Leave of Absence Approved by CEO since July 21, 2009**

A. None.

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

A. Faculty

Amie Mayhall, McGraw-Hill Companies, approximate time per academic year 60 days/300 hours.

#### **Personnel Report Addendum**

#### **400.4. Employment of Personnel**

A. Classified

1. Amanda Musgrave, Clerk/Secretary, FCC, effective August 20, 2009.

#### **400.5. Change in Status**

##### A. Classified

1. Ada Fleeharty, Coordinator, Human Resources, DO, to Student Advantage Network (SAN) Counselor, DO/OCC, effective September 1, 2009.

#### **400.6. Reductions in Force and Adoption of Resolutions**

##### A. District Office

1. Jennifer Elliott, Educational Technology Specialist, DO.
2. Katherine Overstreet, Educational Technology Specialist, DO.
3. Janet Pflaum, Office Assistant, DO.
4. Rebecca Shultz, Systems Technician, DO.
5. Barbara Thomas, Administrative Assistant, DO.

##### B. Olney Central College

1. Kristi Crawford, Coordinator, Community Programming & Student Activities, OCC.
2. Robert Foerster, Coordinator, Administration of Justice Program, OCC.

#### **Resolution to Reduce Professional/Non-Faculty Personnel**

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

WHEREAS, the Board has decided to reduce staff due to cash flow problems.

WHEREAS, the Board of Trustees has therefore decided to dismiss, KRISTI CRAWFORD, JENNIFER ELLIOTT, ROBERT FOERSTER, AND KATHERINE OVERSTREET as professional/non-faculty employees in and for this Community College District effective on the 29<sup>th</sup> day of August, 2009.

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

1. That the Board of Trustees has decided to and hereby does dismiss, KRISTI CRAWFORD, JENNIFER ELLIOTT, ROBERT FOERSTER, AND KATHERINE OVERSTREET as professional/non-faculty employees in and for this Community College district effective on the 29<sup>th</sup> day of August, 2009.
2. That the dismissal of said individuals constitutes honorable dismissal.

3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individuals of the dismissal.

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

### **Resolution to Reduce Classified Personnel**

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

WHEREAS, the Board has decided to reduce staff due to cash flow problems.

WHEREAS, the Board of Trustees has therefore decided to dismiss, JANET PFLAUM, REBECCA SHULTZ, AND BARBARA THOMAS as classified employees in and for this Community College District effective on the 29<sup>th</sup> day of August, 2009.

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

1. That the Board of Trustees has decided to and hereby does dismiss, JANET PFLAUM, REBECCA SHULTZ, AND BARBARA THOMAS as classified employees in and for this Community College district effective on the 29<sup>th</sup> day of August, 2009.

2. That the dismissal of said individuals constitutes honorable dismissal.

3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individuals of the dismissal.

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

### **400.7. FMLA Leave Request**

A. Classified

1. Dwight Piper, Maintenance Worker, WVC, Family Medical Leave, effective July 27, 2009, with up to 12 weeks of leave. The requested leave is unpaid, with benefits, with allowance for substitution of paid leave time and subject to receipt and approval of physician's certification.

**#14-A. Board Action to Amend Personnel Report:** Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.4, 400.5 400.6, and 400.7 as recommended. Student Trustee Carter Wilkinson seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Marilyn Wolfe made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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”** – Trustee Walter Koertge made a motion to adjourn. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:50 p.m.

Approved:      Chairman: \_\_\_\_\_

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



**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #6**

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

**HR 400.20 Family Medical Leave Policy Revision**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Family Medical Leave Policy Revision

Illinois Eastern Community College District #529 complies fully with the federally mandated Family and Medical Leave Act (FMLA). Historically, the Board is apprised of requests of FMLA and takes Board action by approving the Personnel Report on a monthly basis. The District approves between three and five requests per year.

Our attorney has suggested that our process of approval be changed to more fully comply with requirements of confidentiality. The proposed change addresses these concerns.

Under the new proposed policy, the Board would grant authority to the CEO to approve Family Medical Leave so long as a request is received in a timely fashion, meets current requirements, and is approved by both the CEO and the Director of Human Resources.

Under the change proposed, the CEO would annually report to the Board the number of FMLA leaves granted along with a summary of the nature of the request and the reason for the approval. The Board would reserve the right to inquire of the CEO and the Director of Human Resources the number of FMLA leaves granted.

I ask the approval of the Board for this proposed change.

TLB/rs

Attachment

**Family and Medical Leave Policy (400.20)**

Date Adopted: December 14, 1993

Revised: October 21, 2003

Revised: April 15, 2008

Revised: September 15, 2009

**The Leave Policy.** You are eligible to take up to 12 weeks of unpaid family/medical leave for reasons 1, 2, 3, 4, and 5 and up to 26 weeks of unpaid family/medical leave for reason 6 within any 12 month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the District for at least 12 months, and worked at least 1250 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within a 75 mile radius. The "12-month period" is a rolling period measured backward from the date a leave under this policy is to begin.

**Reasons For Leave.** If you are eligible, you may take up to 12 weeks of family/medical leave for any combination of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care; (3) to care for a spouse, son, daughter, or parent ("covered family member") with a serious health condition; (4) because of your own serious health condition which renders you unable to perform the functions of your position; (5) because of any qualifying exigency (as will be defined by the Secretary of Labor's final regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified or an impending call or order to active duty) in the Armed Forces in support of a contingency operation; and (6) up to 26 weeks to care for a spouse, parent, child or an individual for whom you are the nearest blood relative who has a serious injury or illness that was incurred in the line of duty while on active military duty, if the injury or illness may render the service member medically unfit to perform the duties of his military position. Leave for reason "6" may be taken only once and must be completed within one 12-month period.

Any FMLA leave taken by an employee for reasons "1-5" will reduce the 26 weeks of available leave for reason "6." As a result, if an employee requests injured service member leave (reason 6); the maximum leave allowed will be up to 26 weeks, less any FMLA leave already used in the same 12-month period for reasons "1-5."

Leave because of reasons "1" or "2" must be completed within the 12 month period beginning on the date of birth or placement. Employees who request leave for reasons "5" and "6" may take a combined aggregate total of 26 weeks of leave during any 12 month period. In addition, spouses employed by the District who request leave because of reasons "1" or "2" or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period. Spouses employed by the District who request leave because of reason "5" and "6" or in combination with reason "1", "2", "3" and "4" may take an combined aggregate total of 26 weeks of leave.

You may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted an FMLA leave, you will be subject to immediate termination.

**Notice of Leave.** If your need for family/medical leave is foreseeable, you must give the District at least 30 days prior written notice. Failure to provide such notice may be grounds for delay or denial of leave. Where the need for leave is not foreseeable, you are expected to notify the District as soon as practicable, generally within 1 to 2 business days of learning of your need for leave. The District has Request for Family/Medical Leave forms available on the Intranet or from the Human Resource Department. You should use this form when requesting leave.

**Certification.** If you are requesting leave under reason "5" you must supply notification of the call to duty order.



**Medical Certification.** If you are requesting leave because of your own or a covered family member's serious health condition or service member's serious injury or illness, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Director of Human Resources. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial or delay of leave until it is provided. The District, at its' expense, may require an examination by a second health care provider designated by the District, if reasonable doubt exists concerning the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the District, at its' expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The District may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.

**Approval of Leave.** The Board grants authority to the Chief Executive Officer to approve Family and Medical Leave. FMLA Leave should only be approved if the request for leave is made timely, meets the requirements as set forth by the current federal statute, and is approved by both the Chief Executive Officer and the Director of Human Resources after a review of the application and certification materials, and the finding that such materials meet the current guidelines.

In June of each fiscal year, the Chief Executive Officer shall report to the Board of Trustees the number of FMLA leaves granted, a summary of the nature of the requests and the reasons for approval. This report shall not include the names of any individuals granted FMLA leave and all data reported to the Board of Trustees shall be such that it would not disclose the identity of any employee.

The Board of Trustees reserves the right to make inquiry to the Chief Executive Officer and Director of Human Resources at any time on the number of FMLA leaves granted, but the Board shall not request the specific name of any employee.

**Reporting While On Leave.** If you take leave because of your own serious health condition or to care for a covered family member, you may be required to contact your supervisor on a regular basis regarding the status of the condition and your intention to return to work. For leaves for other purposes, you may be periodically required to report on your status and intent to return to work.

**Leave Is Unpaid.** Family/medical leave is unpaid leave. If you request leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, or to care for an injured service member any accrued paid vacation and personal days you have may be substituted and used for unpaid family/medical leave. If you request leave because of your own serious health condition, any accrued paid vacation, personal days, and sick time you have may be substituted and used for any unpaid family/medical leave. In addition, the District's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to your serious health condition or the birth of a child. At the Board's discretion, the substitution of paid leave time for unpaid leave time will not extend the maximum leave allowed beyond the 12-week or 26-week maximum provided under the FMLA.

**Medical And Other Benefits.** During an approved family/medical leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the District will deduct your portion of any plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your dependent health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

**Exemption For Key Employees.** Certain “key” employees (i.e., the highest paid 10% of employees at a worksite or within a 75 mile radius of that worksite and who are salaried) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the District. The District will notify you if you qualify as a “key” employee, if the District intends to deny reinstatement, and of your rights in such instances.

**Intermittent And Reduced Schedule Leave.** Leave because of a serious health condition or for an injured service member may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the District will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave for planned medical treatment, the District may temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

**Other Applicable Leaves.** FMLA leave will run concurrently with any other applicable leave. For instance, short-term disability or worker’s compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA qualifying.

**Returning From Leave.** If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Director of Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

***Agenda Item #7***

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**2009 IECC Fact Book**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: 2009 IECC Fact Book

The IECC Fact Book has been developed to provide an annual compilation of data about Illinois Eastern Community Colleges including information about the students in our District, enrollment history, the degrees and certificates granted, the financial aid received and distributed, and the District's budgets and operations.

The 2009 IECC Fact Book will be used for strategic planning, institutional effectiveness, and policy-making processes. In most cases, the time period of the statistical data covered by the Fact Book is FY09 which is from 7/1/08 to 6/30/09.

I ask the Board's approval of the 2009 IECC Fact Book.

TLB/rs

**Agenda Item #8B**

**Joint Agreement with Southwestern Illinois College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Joint Agreement with Southwestern Illinois College

Attached is the Joint Agreement between Illinois Eastern and Southwestern Illinois College. Changes and updates to this agreement from last year's are:

Illinois Eastern Community Colleges removed:	
Telecom Outside Plant/Interconnect	Certificate
Illinois Eastern Community Colleges added:	
Automotive Service Specialist	Certificate
Computer Telephony	Certificate
Engine Performance Specialist	Certificate
Interconnect Technician	Certificate
OSP Technician	Certificate
Southwestern Illinois College removed:	
Industrial Metalworking	AAS Degree/Certificate
Medical Laboratory Technology	AAS Degree

I request Board approval of the joint agreement with Southwestern Illinois College.

TLB/rs

Attachment



A JOINT AGREEMENT FOR EDUCATION COOPERATION  
between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2009 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan - Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

I. INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the "Sending District", and the college receiving students from another district will be referred to as the "Receiving District".

II. EDUCATIONAL PROGRAMS

SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Aviation Maintenance Technology	AAS Degree
Aviation Pilot Training	AAS Degree/Certificates
Construction Management Technology	AAS Degree
Fire Science	AAS Degree/Certificates
Industrial Pipefitting	AAS Degree/Certificate
Paralegal Studies	AAS Degree
Paramedic	AAS Degree
Physical Therapist Assistant	AAS Degree
Respiratory Care	AAS Degree
Sign Language/Basic Communication	Certificate
Sign Language/Interpreter	AAS Degree
Ward Clerk	Certificate of Completion

ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agree to accept students from SOUTHWESTERN ILLINOIS COLLEGE, District 522, in the following programs:

Professional Ag Applicator	Certificate
Agricultural Technology/Business	AAS Degree
Agricultural Technology/Production	AAS Degree
Automotive Service Specialist	Certificate
Automotive Service Technology	AAS Degree/Certificate
Automotive Service Tech II	Certificate
Computer Telephony	Certificate
Diesel Equipment Technology	AAS Degree
Electrical Distribution Systems	Certificate
Engine Performance Specialist	Certificate
Industrial Management	AAS Degree
Interconnect Technician	Certificate
OSP Technician	Certificate
Pharmacy Technician	Certificate
Radio/TV Broadcasting	AAS Degree
Telecommunications Technology	AAS Degree

### III. STUDENT ENROLLMENT AND RESPONSIBILITY

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

### IV. RECEIVING DISTRICT'S RESPONSIBILITIES

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

V. FINANCE

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

VI. PUBLICITY AND CATALOG

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will be a coordinated effort with prior arrangements being made.

VII. AMENDMENTS TO AGREEMENT

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY COLLEGE  
District #529

SOUTHWESTERN ILLINOIS  
COLLEGE District #522

\_\_\_\_\_  
Chairman, Board of Trustees                      Date

\_\_\_\_\_  
Chairman, Board of Trustees                      Date

\_\_\_\_\_  
Secretary, Board of Trustees                      Date

\_\_\_\_\_  
Secretary, Board of Trustees                      Date

Illinois Eastern Community Colleges and Southwestern Illinois College do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.

**Agenda Item #8C**

**Joint Agreement with Lake Land College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Joint Agreement between IECC and Lake Land College

Attached is the Joint Agreement between Illinois Eastern and Lake Land College.  
Changes and updates to this agreement are:

Illinois Eastern Community Colleges removed:	
Associate in Fine Arts – Music Education	AFA
Associate in Fine Arts – Music Performance	AFA
Welding and Cutting	Certificate

I request Board approval of the joint agreement with Lake Land College.

TLB/rs

Attachment

A JOINT AGREEMENT FOR EDUCATION COOPERATION  
between

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

and

LAKE LAND COLLEGE, DISTRICT #517

This agreement is made this \_\_\_ day of \_\_\_\_\_, 2009 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LAKE LAND COMMUNITY COLLEGE, DISTRICT #517, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District,” and the college receiving students from another district will be referred to as the “Receiving District”.

EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LAKE LAND COLLEGE, DISTRICT #517, in the following programs:

Collision Repair Technology (Olney Central)	AAS
Pharmacy Technician (Lincoln Trail)	Certificate

LAKE LAND COLLEGE, DISTRICT #517, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Civil Engineering Technology	AAS
Dental Hygiene	AAS
Physical Therapy Assistant	AAS
Intro to GIS	Certificate

## STUDENT ENROLLMENT AND RESPONSIBILITY

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

## RECEIVING DISTRICT'S RESPONSIBILITIES

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

## V. FINANCE

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

## VI. PUBLICITY AND CATALOG

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will be a coordinated effort with prior arrangements being made.

VII. AMENDMENTS TO AGREEMENT

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or LAKE LAND COLLEGE, DISTRICT #517. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY  
COLLEGE  
District #529

LAKE LAND COLLEGE  
District #517

\_\_\_\_\_  
Chief Executive Officer                      Date

\_\_\_\_\_  
President    Date

\_\_\_\_\_  
Chairman, Board of Trustees                      Date

\_\_\_\_\_  
Chairman, Board of Trustees                      Date

\_\_\_\_\_  
Secretary, Board of Trustees                      Date

\_\_\_\_\_  
Secretary, Board of Trustees                      Date

Illinois Eastern Community Colleges and Lake Land College do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.



**Agenda Item #8D**  
**Certification of Chargeback**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: September 15, 2009  
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY2010 is attached. The out-of-district cost per semester hour is \$198.15. The chargeback reimbursement per semester credit hour figure is \$89.59. The cost per semester credit hour for out-of-state and international students is \$249.04.

I ask the Board's approval of the ICCB Certification of Chargeback.

TLB/cr

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
 CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
 FOR FISCAL YEAR 2010**

**ALL FISCAL YEAR 2009 NONCAPITAL AUDITED OPERATING  
 EXPENDITURES FROM THE FOLLOWING FUNDS:**

1	Education Fund	\$ 26,009,799
2	Operations and Maintenance Fund	\$ 2,864,530
3	Public Building Commission Operation and Maintenance Fund	\$ -
4	Bond and Interest Fund	\$ 1,574,190
5	Public Building Commission Rental Fund	\$ -
6	Restricted Purposes Fund	\$ 8,973,255
7	Audit Fund	\$ 61,367
8	Liability, Protection, and Settlement Fund	\$ 418,630
9	Auxiliary Enterprises Fund (subsidy only)	\$ 992,866
<b>10</b>	<b>TOTAL NONCAPITAL EXPENDITURES (sum of lines 1-9)</b>	<b>\$ 40,894,637</b>
11	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	\$ 2,597,447
<b>12</b>	<b>TOTAL COSTS INCLUDED (line 10 plus line 11)</b>	<b>\$ 43,492,084</b>
13	Total certified semester credit hours for FY 2009	\$ 174,638
<b>14</b>	<b>PER CAPITA COST (line 12 divided by line 13)</b>	<b>\$ 249.04</b>
15	All FY 2009 state and federal operating grants for noncapital expenditures DO NOT INCLUDE ICCB GRANTS	\$ 8,886,971
16	FY 2009 state and federal grants per semester credit hour (line 15 divided by line 13)	\$ 50.89
17	District's average ICCB grant rate (excluding equalization grants) for FY 2010	\$ 41.56
18	District's student tuition and fee rate per semester credit hour for FY 2010	\$ 67.00
19	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)	\$ 89.59

Approved: \_\_\_\_\_  
 Chief Fiscal Officer / Date

Approved: \_\_\_\_\_  
 Chief Executive Officer / Date

**Agenda Item #8E**

**2009 Estimated Tax Levy Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
SUBJECT: 2009 Estimated Tax Levy Resolution

Each year the Board of Trustees must certify the District's estimated tax levy for the year. The 2009 estimated tax levy resolution for taxes due and collectible in 2010 follows this memo.

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance.

I ask the Board's approval of this Estimated Tax Levy Resolution.

TLB/cr

Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2009**

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 2008 was:

Education Purposes	\$2,113,868
Operations and Maintenance Purposes	905,942
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	431,421
Audit	50,363
Other	0
 Total	 \$3,501,594

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2009 is as follows:

Education Purposes	\$2,450,000
Operations and Maintenance Purposes	1,050,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	420,000
Audit	60,000
Other	0
 Total	 \$3,980,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date 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 2008 was \$1,595,120; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2009 is \$1,563,781.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community College 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 2009 is \$3,980,000.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2009 does exceed 105% of the taxes extended by the district in the year 2008.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2009 for debt service is a 2% decrease over the taxes extended for debt service for 2008.

**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 COLLEGE DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2009 will be held on October 20, 2009 at 6:00 p.m. at Lincoln Trail College, Robinson, 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 2008 were \$3,501,594.

The proposed corporate and special purpose property taxes to be levied for 2009 are \$3,980,000. This represents a 13% increase over the previous year extension.

- III. The property taxes extended for debt service for 2008 were \$1,595,120.

The estimated property taxes to be levied for debt service and public building commission leases for 2009 are \$1,563,781. This represents a 2% decrease over the previous year.

- IV. The total property taxes extended or abated for 2008 were \$5,096,714.

The estimated total property taxes to be levied for 2009 are \$5,543,781. This represents an 8% increase over the previous year extension.

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

ADOPTED this 15th day of September 2009.

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



**Agenda Item #8F**

**Resolution Establishing Tax Levy Hearing**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
SUBJECT: Resolution Establishing Tax Levy Hearing

The Board of Trustees must annually adopt a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2010 – June 30, 2011
- 2) Require the publication of a public notice of a hearing on the tax levy
- 3) Require a hearing on October 20, 2009
- 4) Notify the public that a tax levy would be adopted by the Board on October 20, 2009.

I ask the approval of the Resolution Establishing a Tax Levy Hearing.

TLB/cr

Attachment

RESOLUTION  
ESTIMATED 2009 TAX LEVY  
HEARING

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College 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 2009 for taxes due and collectible in 2010:

1. Date of Fiscal Year: July 1, 2010 - June 30, 2011
2. Publication of Notice of Public Hearing on Tax Levy: After October 6, 2009 and before October 13, 2009.
3. Public Hearing on Tax Levy: October 20, 2009, at the hour of 6:00 p.m. to 6:30 p.m., local time, Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois.
4. Adoption of Tax Levy: October 20, 2009, following the Public Hearing.

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

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Chairman, Board of Trustees Date

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Secretary, Board of Trustees Date

**Agenda Item #8G**

**FY2009 Audit**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: FY2009 Audit

The Illinois Community College Board (ICCB) requires the Board of Trustees to complete and approve an annual audit and that it be forwarded to the ICCB for filing by October 15th. The audit has been prepared in draft form for the Board's consideration.

The Audit Committee comprised of Trustee Marilyn Wolfe and Trustee John Brooks met with the Chief Executive Officer, the Chief Finance Officer, and the independent auditors on September 9, 2009. The draft audit was reviewed in detail. The audit indicated that there were no adverse findings and that the District had ended the year in conformity with generally accepted accounting principles. The Audit Committee will report on its review of the audit and its meeting with the auditors at the Board meeting.

The auditing firm assured the Audit Committee that all financial statements provided in the draft audit were accurate and would not be changed to any significant degree in the final audit. I ask that the Board pass a resolution to accept the audit when finalized and to authorize the completed audit be forwarded to the Illinois Community College Board.

TLB/cr

Attachment

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 College 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 College District #529, accepts and approves the annual audit of the district as submitted by Clifton Gunderson LLP.

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

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
DATE

**Agenda Item #8H**

**FY2010 Budget**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: FY2010 Budget

The FY2010 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member. The preliminary budget was provided to the Board of Trustees at its last regular meeting.

The only significant change between the preliminary and final budget is a reduction of \$236,000.00 in revenue received from the State in credit hour reimbursement and equalization grants. This reduction occurred when the Governor rescinded 2% of community college funding state-wide.

The District has complied with all the notice and budget hearing requirements.

I ask that the Board approve the FY2010 Budget for Illinois Eastern Community Colleges.

TLB/cr



**Agenda Item #8I**

**Agreement with Lawrence County Votech Center – Lawrenceville**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Agreement with Lawrence County Votech Center – Lawrenceville

Lawrenceville has developed the Lawrence County Votech Center through contributions provided by Frank Ladner. Mr. Ladner has made the facility available to the District for its use in automotive service training.

Dr. Tim Taylor, President of Frontier Community College has met often with Mr. Ladner and the Votech instructors. Dr. Taylor has developed an Automotive Specialist Program that could be taught at the Votech Center.

The agreement which follows would formalize the relationship between the District and the Votech Center.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529  
FRONTIER COMMUNITY COLLEGE  
AUTOMOTIVE SERVICE SPECIALIST CERTIFICATE PROGRAM

CONTRACT AGREEMENT FOR SHARED PROGRAM

THIS AGREEMENT made and entered into this 15th day of September, 2009 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its Automotive Service Specialist Certificate Program and LAWRENCE COUNTY VOTECH CENTER, Lawrenceville, Illinois (hereinafter referred to as VOTECH). WITNESSETH THAT:

WHEREAS, DISTRICT desires to make use of VOTECH'S facilities and staff for Automotive Education by students of the Automotive Service Specialist Certificate Program for DISTRICT, and

WHEREAS, VOTECH has agreed to make its facilities and staff available to the automotive students of DISTRICT for the desired purpose,

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

1. VOTECH will provide instruction, program staff, equipment, classroom space, and lab space sufficient to meet the curriculum as established by DISTRICT and approved by the Illinois Community College Board.
2. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; advising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines.
3. Persons enrolled and provided instruction at VOTECH shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract.
4. VOTECH will be responsible for the supervision of all VOTECH employees that participate in the program.
5. DISTRICT will reimburse VOTECH for each full-time student who remains enrolled at mid-term for a DISTRICT course, in the amount of \$62 per course credit hour. These payments will constitute the entire cost of the contract to DISTRICT. Payments to VOTECH shall be made following the completion of mid-term of the Fall Semester and completion of mid-term of the Spring Semester of each academic year. In the event that instruction is provided during the Summer Term or Intersession, payments to VOTECH shall be made following the completion of mid-term for the Summer Term or Intersession of each academic year.
6. DISTRICT shall be responsible for enrollment of students in the Automotive Service Specialist program. DISTRICT shall admit students to the program

without discrimination against anyone on the basis of race, color, religion, gender, age, disability, national origin, or veteran status.

7. An annual review may be requested in June by either party. A review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete course requirements. Upon request for termination by either party, no new students shall be enrolled.
8. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of DISTRICT and VOTECH this 15<sup>th</sup> day of September, 2009.

LAWRENCE COUNTY VOTECH CENTER

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

\_\_\_\_\_  
Executive Director, Lawrence County VOTECH

\_\_\_\_\_  
Chairman, IECC Board of Trustees

\_\_\_\_\_  
President, Frontier Community College

\_\_\_\_\_  
CEO, Illinois Eastern Community Colleges

**Agenda Item #8J**

**Establishment of Investment Committee for 403b Funds**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Appointment of Investment Committee for 403b Funds

The District operates a 403b fund for employees of the District. The Board approved utilizing the services of The Standard for operation of the 403b fund to which employees can contribute.

Under IRS regulations concerning the operation of 403b funds, the IRS placed limited fiduciary responsibilities upon the District to monitor the performance of 403b funds invested. A quarterly report is provided to the District which reviews each investment opportunity against all similar investments to see whether or not the funds approved are performing appropriately.

In the event that a fund is not meeting performance standards, a recommendation is made to the District to change the investment portfolio. These changes are required to be made on a more immediate basis than the monthly meetings of the Board allow.

An investment committee for 403b funds has been appointed and is comprised of the CEO, the CFO, the Director of Human Resources, and the Presidents of each of the colleges. This group met on September 1, 2009 and reviewed the recommendations relating to fund performance. The group approved replacing the investment "American Century Real Estate Investment" with "First American Real Estate Y" as recommended by The Standard.

The committee will prepare an annual report to the Board in January of each year on actions taken in the prior calendar year. I ask that the Board approve the action taken on September 1<sup>st</sup>.

TLB/rs

**Agenda Item #8K**

**Bus Leases for Wabash Valley College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Bus Leases for Wabash Valley College

Wabash Valley College currently operates two 15-passenger vans that have high mileage that require numerous repairs. They should be removed from service and replaced.

President Matt Fowler wants to institute the use of small buses as opposed to the use of 15-passenger vans. These buses would be diesel and could be repaired by our Diesel Mechanic Program students at Wabash Valley College. Purchase of these buses could result in savings to the District.

The Wabash Valley College Foundation has agreed to purchase the buses and lease them to the District.

I ask approval of the two leases shown below.

TLB/rs

Attachments (2)



**LEASE WITH OPTION TO PURCHASE**

This agreement entered into the \_\_\_\_ day of September, 2009, by and between the Wabash Valley College Foundation, Mt. Carmel, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as " Lessee".

**WITNESSETH**

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2004 Ford E-350 Glaval Diesel bus, 106,500 miles, VIN 1FDXE35P64HA86078.

The consideration to be paid for the lease shall be \$22,840, plus 4.45% simple interest to reflect a total lease amount, including interest, of \$26,328.59, payable as follows:

1. Six payments of \$4,388.10, to be due and payable on the 15<sup>th</sup> day of July 2010, 2011, 2012, 2013, 2014 and 2015.
2. The final payment, due July 15, 2015, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional one dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor.
5. During the term of the lease, the Lessee takes full responsibility for the following obligations:
  - a. To provide and pay for all necessary expenses to operate the leased vehicle.
  - b. To maintain said vehicle in a stat of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
  - c. To maintain proper insurance on said vehicle.

LESSOR:

WABASH VALLEY COLLEGE FOUNDATION

BY: \_\_\_\_\_

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: \_\_\_\_\_

## LEASE WITH OPTION TO PURCHASE

This agreement entered into the \_\_\_\_ day of September, 2009, by and between the Wabash Valley College Foundation, Mt. Carmel, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

### WITNESSETH

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2005 Ford E-450 Turtle Top Terra Transit Diesel bus, 110,000 miles, VIN  
1FDXE45P85HA10292

The consideration to be paid for the lease shall be \$24,850, plus 4.45% simple interest to reflect a total lease amount, including interest, of \$28,648.62, payable as follows:

6. Six payments of \$4,774.77, to be due and payable on the 15<sup>th</sup> day of July 2010, 2011, 2012, 2013, 2014 and 2015.
7. The final payment, due July 15, 2015, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
8. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional one dollar (\$1.00) to be paid with the final payment.
9. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor.
10. During the term of the lease, the Lessee takes full responsibility for the following obligations:
  - d. To provide and pay for all necessary expenses to operate the leased vehicle.
  - e. To maintain said vehicle in a stat of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
  - f. To maintain proper insurance on said vehicle.

LESSOR:

WABASH VALLEY COLLEGE FOUNDATION

BY: \_\_\_\_\_

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: \_\_\_\_\_

**Agenda Item #8L**

**Affiliation Agreement with Southern Illinois Primary Care Associates – Albion**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Affiliation Agreement with Southern Illinois Primary Care

IECC wishes to enter into an affiliation agreement with Southern Illinois Primary Care located in Albion, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and the Administrative Information Technology Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and SOUTHERN ILLINOIS PRIMARY CARE (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be

covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

**Agenda Item #8M**

**Affiliation Agreement with Richland County Circuit Clerk – Olney**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Affiliation Agreement with Richland County Circuit Clerk

IECC wishes to enter into an affiliation agreement with the office of the Richland County Circuit Clerk located in Olney, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and the Administrative Information Technology Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment



**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and RICHLAND COUNTY CIRCUIT CLERK (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be

covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

**Agenda Item #8N**

**Affiliation Agreement with Mt. Erie Elementary School – Mt. Erie**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Affiliation Agreement with Mt. Erie Elementary School

IECC wishes to enter into an affiliation agreement with Mt. Erie Elementary School located in Mt. Erie, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and the Administrative Information Technology Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and MT. ERIE ELEMENTARY SCHOOL (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be

covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

**Agenda Item #80**

**Affiliation Agreement with Marshall Clinic – Marshall**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Affiliation Agreement with Marshall Clinic

IECC wishes to enter into an affiliation agreement with Marshall Clinic located in Marshall, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and the Administrative Information Technology Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment



**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and MARSHALL CLINIC (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be

covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

**Agenda Item #8P**

**Affiliation Agreement with Richland County Health Office – Olney**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Affiliation Agreement with Richland County Health Office

IECC wishes to enter into an affiliation agreement with Richland County Health Office located in Olney, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and the Administrative Information Technology Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and RICHLAND COUNTY HEALTH OFFICE (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.
5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be

covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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September 4, 2008

**Agenda Item #8Q**

**Affiliation Agreement with Southeastern Illinois Counseling Center – Olney**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Affiliation Agreement with Southeastern Illinois Counseling

IECC wishes to enter into an affiliation agreement with Southeastern Illinois Counseling located in Olney, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and the Administrative Information Technology Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment



**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and SOUTHEASTERN ILLINOIS COUNSELING (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be

covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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September 4, 2008

**Agenda Item #8R**

**Affiliation Agreement with Clay County Health Department – Flora**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 15, 2009  
RE: Affiliation Agreement with Clay County Health Department

IECC wishes to enter into an affiliation agreement with Clay County Health Department located in Flora, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and the Administrative Information Technology Program.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and CLAY COUNTY HEALTH DEPARTMENT (hereinafter referred to as AGENCY):

**WITNESSETH THAT:**

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be

covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

**Agenda Item #9**

**Bid Committee Report**

**None**

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT August 31, 2009**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,747,783.19
Operations & Maintenance	\$430,882.88
Operations & Maintenance (Restricted)	\$597,186.33
Bond & Interest	\$427,388.82
Auxiliary	\$353,803.55
Restricted Purposes	(\$456,261.58)
Working Cash	(\$17,246.30)
Trust & Agency	\$243,009.40
Audit	\$5,747.22
Liability, Protection & Settlement	\$725,897.90
<b>TOTAL ALL FUNDS</b>	<b>\$6,058,191.41</b>

Respectfully submitted,

Roger Browning, Treasurer

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

**ALL FUNDS**

**Fiscal**  
**Year**  
**2010**

**ASSETS:**

CASH	6,058,191
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	7,790,000
RECEIVABLES	8,305,809
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	516,115
OTHER ASSETS	443,842
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>23,148,457</b>

**LIABILITIES:**

PAYROLL DEDUCTIONS PAYABLE	35,296
ACCOUNTS PAYABLE	55,517
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	178,918
<b>TOTAL LIABILITIES:</b>	<b>269,731</b>

**EQUITY AND OTHER CREDITS:**

INVESTMENT IN PLANT	2,809,387
PR YR BDGTED CHANGE TO FUND BALANCE	(341,154)

**FUND BALANCES:**

FUND BALANCE	6,958,002
RESERVE FOR ENCUMBRANCES	13,452,491
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>22,878,726</b>

<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>23,148,457</b>
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ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 As Of August 31, 2009

ALL FUNDS

FY 2010  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	1,193,659
STATE GOVT SOURCES	1,639,650
STUDENT TUITION & FEES	5,589,291
SALES & SERVICE FEES	808,727
FACILITIES REVENUE	1,270
INVESTMENT REVENUE	0
OTHER REVENUES	6,048
TOTAL REVENUES:	<u>9,238,645</u>

EXPENDITURES:

INSTRUCTION	1,074,247
ACADEMIC SUPPORT	69,231
STUDENT SERVICES	173,052
PUBLIC SERV/CONT ED	8,680
OPER & MAINT PLANT	559,761
INSTITUTIONAL SUPPORT	1,167,524
SCH/STUDENT GRNT/WAIVERS	1,351,261
AUXILIARY SERVICES	1,209,243
TOTAL EXPENDITURES:	<u>5,612,999</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>3,625,646</u>
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**OPERATING FUNDS  
COMPARISON REPORT FY08-10**

College	Category	FISCAL YEAR 2008			FISCAL YEAR 2009			FISCAL YEAR 2010			
		Estimated Budget	Spent Thru August	% of Bdgt	Estimated Budget	Spent Thru August	% of Bdgt	Estimated Budget	Spent Thru August	% of Bdgt	% of Year
Frontier	Bills		\$231,021			\$394,034			\$388,971		
	Payroll		208,559			210,943			233,403		
	Totals	\$3,289,621	439,580	13%	\$3,755,487	604,977	16%	\$3,717,932	622,374	17%	17%
Lincoln Trail	Bills		224,331			596,874			327,065		
	Payroll		228,405			226,167			238,966		
	Totals	3,591,411	452,736	13%	4,326,545	823,041	19%	\$4,283,280	566,031	13%	17%
Olney Central	Bills		204,266			542,850			274,122		
	Payroll		368,006			399,941			426,017		
	Totals	6,192,685	572,272	9%	6,951,366	942,791	14%	\$6,881,852	700,139	10%	17%
Wabash Valley	Bills		226,393			647,997			635,302		
	Payroll		256,869			323,106			292,960		
	Totals	4,442,628	483,262	11%	5,534,773	971,103	18%	\$5,479,425	928,262	17%	17%
Workforce Educ.	Bills		211,956			316,202			403,192		
	Payroll		134,433			136,542			140,499		
	Totals	2,099,181	346,389	17%	2,397,774	452,744	19%	\$2,373,796	543,691	23%	17%
District Office	Bills		40,025			40,008			38,109		
	Payroll		122,104			122,444			123,529		
	Totals	1,295,498	162,129	13%	1,322,403	162,452	12%	\$1,309,179	161,638	12%	17%
District Wide	Bills		543,070			391,056			379,149		
	Payroll		105,862			108,445			103,903		
	Totals	7,696,644	648,932	8%	7,594,552	499,501	7%	8,402,485	483,052	6%	17%
<b>GRAND TOTALS</b>		<b>\$28,607,667</b>	<b>\$3,105,300</b>	<b>11%</b>	<b>\$31,882,900</b>	<b>\$4,456,609</b>	<b>14%</b>	<b>\$32,447,950</b>	<b>\$4,005,187</b>	<b>12%</b>	<b>17%</b>

Excludes DOC

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

	<b>Amount</b>	<b>% of Total</b>
Salaries	1,559,277	38.93%
Employee Benefits	288,623	7.21%
Contractual Services	101,694	2.54%
Materials	189,901	4.74%
Travel & Staff Development	13,329	0.33%
Fixed Charges	279,170	6.97%
Utilities	137,236	3.43%
Capital Outlay	67,421	1.68%
Other	1,368,536	34.17%
	<u>4,005,187</u>	<u>100.00%</u>

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive's Session Minutes**

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



**Agenda Item #14**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** September 10, 2009  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.3., and 400.5. will be mailed under separate cover.

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Special Assignment**
- 400.3. FMLA Leave Request (External Report)**
- 400.4. Leave of Absence Approved by CEO since August 18, 2009**
- 400.5. Request for Approval of Proposed Non-College Employment (External Report)**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. Catherine Ross, Nursing Instructor, effective October 19, 2009

## 400.2. Special Assignment

### A. Academic

1. Kimberley Stevens, Phi Theta Kappa Advisor

**Recommended**  
**2009-10**  
\$400

## 400.3. FMLA Leave Request (External Report)

## 400.4. Leave of Absence Approved by CEO since August 18, 2009

### A. None

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

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**



**Agenda Item #19**

**Adjournment**

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

	Estimated Budget										
Districtwide Plumbing & Electrical Survey **	\$38,500										
Storm Water Remediation **	\$121,000										
Toilet & Locker-room Upgrades	\$130,100										
ADA Hardware Replacement/Supplement	\$53,300										
Fire Suppression System Upgrades	\$72,600										
Electrical & Lighting Upgrades	\$378,600										
<b>GRAND TOTAL</b>	<b>\$794,100</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>	

8/31/2009

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