

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

September 21, 1999



Location:

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

**Dinner – 6 p.m. – Richard L. Mason Building, Room 23
Meeting – 7 p.m. – Cooperative Extension Building**

IECC BOARD AGENDA
7 P.M.
September 21, 1999

1. Call to order & Roll Call..... Chairman Wattleworth
2. Disposition of Minutes CEO Bruce
3. Recognition..... Bruce
 - A. Visitors and Guests
 - B. IECCEA Representative
4. Public Comment
5. Reports
 - A. Report from Trustees
 - B. Report from Presidents
 - C. Report from George Woods
 - D. Report from Cabinet
6. Policy First Readings (and Possible Approval)
None
7. Staff Recommendations for Approval
 - A. Audit – Board Action.....Allard
 - B. FY2000 BudgetAllard
 - C. 1999 Tax Levy ResolutionAllard
 - D. Crossroads Community Hospital Affiliation Agreement.....Allard
 - E. Capital Project Application– Learning Resource CenterAllard
 - F. Dual Credit Agreements with North Clay, Robinson and Red Hill Vespa
 - G. Memorandum of Understanding for Title III Consultants Bruce
 - H. Resolution for OTDR Lease Agreement with Midwest Capital, Inc. Bruce
 - I. Local Workforce Investment Board Appointees Bruce
 - J. Water Easement for the City of Mt. Carmel Bruce
8. Bid Committee ReportAllard
IECC
Desktop Computers, Laptop Computers

Olney Central College
15 Passenger Van
9. District Finance
 - A. Financial ReportAllard
 - B. Approval of Financial Obligations..... Bruce
10. Chief Executive Officer's Report..... Bruce
11. Executive Session Bruce
12. Approval of Executive Session Minutes Bruce
13. Approval of Personnel Report Bruce
14. Collective Bargaining Bruce
15. Litigation Bruce
16. Acquisition & Disposition of Property Bruce
17. Other Items
18. Adjournment

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in SB61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, August 17, 1999.

AGENDA #1 – “Call to Order & Roll Call” - The meeting was called to order at 7:00 p.m., by Dr. Kent L. Wattleworth, Chairman.

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

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Dr. Kent L. Wattleworth, Miss Marilyn J. Wolfe. Also present was Mr. Douglas C. Dollahan, student trustee. Trustees absent: Mrs. Shirley Kessler. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, held Tuesday, July 20, 1999, were presented for approval.

Board Action: Ms. Jameson made a motion to approve, as prepared, open meeting minutes of the regular meeting, Tuesday, July 20, 1999. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #3 – “Recognition” –

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

#3-B. IECCEA Representative: Mr. Dan Tahtinen presented comments relating to the collective bargaining agreement.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” -

#5-A. Report from Trustees: None.

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

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

#5-D. Report from Cabinet: None.

AGENDA #6 – “Policy Readings” – None.

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

#7-A. Recommendation to Withdraw Mildly Ill Child Grant Application: The CEO recommended that Frontier Community College withdraw the Mildly Ill Child Grant application from further consideration at this time and to rescind the request for ICCB funding.

Board Action: Dr. Fischer made a motion to withdraw the Mildly Ill Child Grant application from further consideration at this time and to rescind the request for ICCB funding. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#7-B. Chargeback Certification: The CEO recommended approval of the Certification of Chargeback Reimbursement form for FY2000 as presented, for submission to the Illinois Community College Board. Out-of-district cost per semester hour is \$145.81. Chargeback reimbursement per semester credit hour is \$60.18. Cost per semester credit hour for out-of-state and international students is \$182.79.

Board Action: Miss Wolfe made a motion to approve the ICCB Certification of Chargeback form as presented. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

Change in Order of Agenda: The CEO recommended that the order of the agenda be changed and that Agenda Item number 14, Collective Bargaining, be considered at this point in the meeting. Without objection, the Chair directed that the order of the agenda be changed as stated.

AGENDA #14 – “Collective Bargaining” – The following recommendation was presented:

#14-A. Memorandum of Agreement: The CEO recommended approval of a Memorandum of Agreement relative to the collective bargaining agreement between the Board of Trustees and Illinois Eastern Community Colleges Education Association IEA/NEA, consisting of three pages, dated 8-16-99, as presented. The Memorandum of Agreement outlines settlement of reopeners and extends the remaining provisions of the current collective bargaining agreement to September 1, 2001.

Board Action: Mr. Lane moved that the Memorandum of Agreement be approved as submitted. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

Return to Regular Order of Agenda: The Board returned to consideration of agenda items in regular order.

#7-C. Group Medical Insurance Premium Increase: The CEO recommended approval of an increase in group medical insurance premium as outlined by Blue Cross Blue Shield, IECC’s major medical insurance carrier, effective September 1, 1999. The proposed increase is 17%. Employee health premium will increase from \$189.49 to \$222.08 per month. Employee dental premium will increase 16%, from \$16.52 to \$19.10 per month. Supplemental life insurance is increasing from \$.28 to \$.31 per \$1,000. The CEO further recommended that the Board support premium increases for all full-time non-bargaining employees.

The new monthly rates, effective September 1, 1999:

Health Insurance Premiums:

- Employee, from \$189.49 to \$222.08.
- Employee & Spouse, from \$421.01 to \$493.42.
- Employee & Child(ren), from \$309.19 to \$362.37.
- Employee & Family, from \$540.55 to \$633.52.

Dental Insurance Premiums:

- Employee, from \$16.52 to \$19.10.
- Employee & Spouse, from \$33.75 to \$39.02.
- Employee & Child(ren), from \$42.65 to \$49.31.
- Employee & Family, from \$59.60 to \$68.90.

Board Action: Mr. Lane made a motion to approve the new Blue Cross Blue Shield premium rates as outlined. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#7-D. Dual-Credit Agreements with Cisne, Mt. Carmel and West Richland High Schools: The CEO recommended approval of IECC District Dual-Credit Agreements with Cisne, Mt. Carmel and West Richland High Schools. Agreement with each school district is to be the standard IECC Dual-Credit Agreement as previously approved by the Board of Trustees.

Board Action: Mrs. Turkal made a motion to approve the Dual-Credit Agreements with Cisne, Mt. Carmel and West Richland High Schools as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#7-E. Big Muddy Agreement with IECC: The CEO recommended approval of The following Letter of Agreement between the IECC Welfare-to-Work Program and Big Muddy Community Action Agency, West Frankfort, Illinois.

Letter of Agreement

This letter verifies that the Illinois Eastern Community Colleges' Welfare-to-Work Program and the Big Muddy Community Action Agency Job Placement Program have agreed to the following terms:

The Illinois Eastern Community Colleges' Welfare-to-Work Program will act as an agent/partner in the Job Placement Program. The IECC Welfare-to-Work Program will participate in job placement activities for welfare recipients/students who meet program participant criteria. Upon receipt of referrals from the local Department of Human Services, the Welfare-to-Work Program Administrator will contact local employers or employment agencies for possible jobs and place students into those jobs utilizing on-the-job training and work opportunity tax credit incentives. The IECC Welfare-to-Work Program agrees to forward referral forms 2151, 2151A, (RASP) Responsibility and Service Plan, and Follow-Up form. There will be two employer contacts per month for a ninety day period beginning after the first two weeks of initial employment called a "supplemental wage reimbursement period" for on the job training. These forms will be forwarded to Big Muddy Community Action Agency. Upon completion of the ninety-day job retention work requirement by the student and receipt of Job Placement Programs forms, the IECC District will receive for each successful student one hundred dollars from the Big Muddy Community Action Agency.

Upon notification from the Job Placement Program participating employer, Big Muddy Community Action Agency will mail the participating employer a contract for signature verifying ninety-day work requirement, beginning after the first two weeks of a "supplemental wage reimbursement period" for on the job training. After the Job Placement Program has received the verification form, Big Muddy Community Action Agency will forward the two-week wage reimbursement to the employer.

Board Action: Mr. Lane made a motion to approve the Letter of Agreement with Big Muddy Community Action Agency as recommended. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#7-F. Tuition Free Status for Success Network Courses: The CEO recommended that the following two courses which are taught by Success Network staff be given a tuition free status:

GEN 1105, "Success in College and Beyond"
EDU 2198, "Topics in Education"

Board Action: Ms. Jameson made a motion to approve tuition free status for the two Success Network courses recommended. The motion was seconded by Mrs. Turkal and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#7-G. Transportation Fee for International Students: The CEO recommended implementing a \$50 fee per each semester for all international students, to cover the cost of their transportation.

Board Action: Miss Wolfe made a motion to approve a \$50 per semester transportation fee for international students. The motion was seconded by Mrs. Turkal and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

#8-A. Lincoln Trail College South Campus – Optical Time Domain Reflectometer: Bid Committee recommends acceptance of the low bid received that meets all specifications, from Exfo Optical Engineering, Vanier, Quebec City, Canada, for Optical Time Domain Reflectometer, for a total of \$21,960. Source of Funds: FY2000 Advanced Technology Equipment Grant. Department: Telecommunications Program.

Board Action: Dr. Fischer made a motion to accept the bid of Exfo Optical Engineering for an Optical Time Domain Reflectometer, as recommended. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. International Students Department – 15 Passenger Van: Bid Committee recommends acceptance of the only bid received that meets all specifications, from Joe Hotze Ford, Salem, IL, for a 1998 Ford E350XLT 15 passenger van with 27,600 miles, for a total of \$23,246. Source of Funds: International. Department: International.

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

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

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

#9-A. Financial Report: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$1,110,631.91, as of July 31, 1999. The reports were accepted.

#9-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of August, 1999, totaling \$1,284,159.51, were presented for approval.

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

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

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

1. Full-Time Vacancies.
2. Tax Rate Comparison.
3. Meeting at Southeastern - re: Workforce Investment Board Composition.
4. Completion of Telecomm Classroom.
5. Y2K Meeting August 27 at OCC.
6. FCC's LRC Tentative Project Schedule.
7. Cisco and Microsoft Courses.
8. USDA Training.
9. Enrollment Comparison Charts.
10. Enrollment Management Meeting/Progress Plan.
11. Access Training.
12. Dean Gayle Saunders Presenter at AAWCC State Conference.
13. Nursing Board Results.

AGENDA #11 – “Executive Session” - The Chair recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to discuss collective negotiating matters; and, under Section 2(c)(5)&(6) of the Open Meetings Act to consider possible purchase or sale of real property; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

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

Dr. Fischer, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Ms. Jameson. Trustees absent: Mrs. Kessler. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 8:32 p.m.

#11-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 10:00 p.m.

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

AGENDA #12 – “Approval of Executive Session Minutes” – Dr. Fischer made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, July 20, 1999, but that said minutes not be made a part of the public record at this time. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #13 – “Approval of Personnel Report” - The CEO recommended approval of the following personnel report.

400.1. Employment of Personnel

A. Faculty

1. Randal Hargis: Initial full-time employment as Computer Instructor. Amount: Based upon \$26,643 per academic year. Effective: August 16, 1999.
2. Paul Sainer: Initial full-time employment as Vocal Music Instructor. Amount: Based upon \$33,998 per academic year. Effective: August 16, 1999.
3. James Tucker: Initial full-time employment as Speech Instructor. Amount: Based upon \$32,837 per academic year. Effective: August 23, 1999.

B. Professional/Non-Faculty

1. Bonita Chaplin: Initial full-time employment as Director of Business Services at the District Office. Amount: Based upon \$26,500 per academic year. Effective: September 1, 1999.

C. Technical

1. Travis Matthews: Initial full-time employment as Occupations Advisor at Lincoln Trail College. Amount: Based upon \$20,000 per fiscal year. Effective: August 16, 1999.
2. Laura York: Initial full-time employment as Computer Technician at Lincoln Trail College. Amount: Based upon \$20,000 per fiscal year. Effective: August 23, 1999.

D. Clerical/Secretarial

1. Lona Peavler: Initial full-time employment as Bookkeeper I at the District Office. Amount: Based upon \$16,000 per fiscal year. Effective: August 18, 1999.

400.2. Change in Status

A. Administrative

1. Louise Acree, Director of Public Information and Marketing at Wabash Valley College. Amount: Based upon \$35,263 per fiscal year to \$35,963 per fiscal year. Effective: July 1, 1999.

400.3. President Contracts

Contracts of the College Presidents, Hans Andrews, John Arabatgis, Harry Benson, William Lex, were extended.

400.4. FY2000 Special Assignment

A. Academic

1. Kristi Urfer, Lead Instructor, Accounting, \$450, for 1999-2000.

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

Carole Fusco, West Central Community Hospital, Clinton, Indiana, 2-4 days per month.

400.6. Resignation

A. Faculty

1. Steven Netti, Speech Instructor, effective August 6, 1999.

Board Action to Approve Personnel Report: Mr. Dollahan made a motion to approve the foregoing Personnel Report. The motion was seconded by Mrs. Turkal and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #14 – “Collective Bargaining” – Considered earlier in this meeting.

AGENDA #15 – “Litigation” – None.

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

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Dr. Fischer made a motion to adjourn. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 10:09 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #3

Recognition

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Readings (and Possible Approval)

None

Agenda Item #7

Staff Recommendations for Approval

- A. Audit – Board Action**
- B. FY2000 Budget**
- C. 1999 Tax Levy Resolution**
- D. Crossroads Community Hospital Affiliation Agreement**
- E. Capital Project Application – Learning Resource Center**
- F. Dual Credit Agreements with North Clay, Robinson and Red Hill**
- G. Memorandum of Understanding for Title III Consultants**
- H. Resolution for OTDR Lease Agreement with Midwest Capital, Inc.**
- I. Local Workforce Investment Board Appointees**
- J. Water Easement for the City of Mt. Carmel**

Agenda Item #7A

Agenda Item #7A

Audit – Board Action

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
SUBJECT: Audit - Board Action
DATE: August 26, 1999

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

The general audit will be reviewed by the Audit Committee and will be mailed to the Board members for their review. The committee can provide explanations and answer questions regarding the FY99 audit at the Board of Trustees meeting.

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

Thank you.

NA/cr

RESOLUTION OF THE BOARD OF TRUSTEES

ANNUAL AUDIT

WHEREAS, Illinois compiled statutes, chapter 110, act 805/3-22.1, require the conduct of an annual audit for Illinois Eastern Community Colleges District 529,

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

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

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

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

By order of the Board of Trustees

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

CHAIRMAN

DATE

SECRETARY

DATE

Agenda Item #7B

FY99 Budget

FY2000 Budget Presented Under Separate Cover.

Agenda Item #7C

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
SUBJECT: 1999 Estimated Tax Levy Resolution
DATE: August 26, 1999

Mr. Chairman, it is necessary at this time to approve the following tax levy resolution for FY2001.

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

The tax rate for FY2001 is estimated at 44 cents per \$100 in equalized assessed valuation. However, it should be emphasized that this is an estimate only.

TB/cr

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 1999**

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 1998 was:

Education Purposes	\$1,653,819
Operations and Maintenance Purposes	708,778
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	450,781
Audit	40,636
Other	0
Total	\$2,854,017

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 1999 is as follows:

Education Purposes	\$1,820,000
Operations and Maintenance Purposes	780,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	435,000
Audit	20,000
Other	0
Total	\$3,055,000

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

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 1998 was \$1,330,612; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 1999 is \$1,398,410.

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

Section 1: The aggregate amount of taxes estimated to be levied for the year 1999 is \$3,055,000.

Section 2: The aggregate amount of taxes estimated to be levied for the year 1999 does exceed 105% of the taxes extended by the district in the year 1998.

Section 3: The aggregate amount of taxes estimated to be levied for the year for 1999 for debt service is a 5% increase of the taxes extended for debt service for 1998.

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:

Page 2 of 3
NOTICE OF PROPOSED TAX INCREASE FOR
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 1999 will be held on October 19, 1999 at 6:00 p.m. at Olney Central College, Olney, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Nancy Allard, Comptroller, 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 1998 were \$2,854,017.

The proposed corporate and special purpose property taxes to be levied for 1999 are \$3,055,000. This represents a 7% increase over the previous year extension.

- III. The property taxes extended for debt service for 1998 were \$1,330,612.

The estimated property taxes to be levied for debt service and public building commission leases for 1999 are \$1,398,410. This represents a 5% increase over the previous year.

- IV. The total property taxes extended or abated for 1998 were \$4,184,629.

The estimated total property taxes to be levied for 1999 are \$4,453,410. This represents a 6% increase over the previous year extension.

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

ADOPTED this 21st day of September 1999.

ILLINOIS EASTERN COMMUNITY COLLEGES
COUNTIES
OF RICHLAND, CLARK, CLAY, CRAWFORD,
CUMBERLAND, EDWARDS, HAMILTON, JASPER,
LAWRENCE, WABASH, BOARD OF TRUSTEES
WAYNE AND WHITE
STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

Secretary

RESOLUTION

ESTIMATED 1999 TAX LEVY

HEARING

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for the 2000-2001 fiscal year:

1. Date of Fiscal Year: July 1, 2000 - June 30, 2001
2. Publication of Notice of Public Hearing on Tax Levy: After October 5, 1999 and before October 12, 1999.
3. Public Hearing on Tax Levy: October 19, 1999, at the hour of 6:00 p.m. to 6:30 p.m., local time, Olney Central College, 305 North West Street, Olney, Illinois.
4. Adoption of Tax Levy: October 19, 1999, following the Public Hearing.

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

Chairman, Board of Trustees Date

Secretary, Board of Trustees Date

Agenda Item #7D

Crossroads Community Hospital Affiliation Agreement

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
SUBJECT: Nursing Affiliation Agreement

DATE: September 14, 1999

The enclosed annual affiliation agreement has been reviewed by our attorney and signed by the appropriate parties. This affiliation agreement is for the following agency:

Associate Degree Nursing Program Affiliation Agreement:

Crossroads Community Hospital
Mt. Vernon, Illinois

Please present this agreement to the Board at the September meeting for their approval.

Thank you.

NA/cr

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this ___ day of _____, 1999, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE, and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program (hereinafter referred to as District #529) and CROSSROADS COMMUNITY HOSPITAL (hereinafter referred to as "Agency")

WITNESSETH THAT:

WHEREAS, District #529 desires to make use of the Agency's facilities for clinical nursing laboratory practice by students of the Nursing Program for the District; and

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

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

1. The Agency agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the District #529, Associate Degree Nursing Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the Agency will be made by the Associate Dean and/or Department Head of the Associate Degree Nursing Program on behalf of District #529 and the Administrator, and the Director of Nursing Service on behalf of the Agency. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. District #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students. The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of District # 529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the Agency. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the Agency.
4. The use of Agency facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the Agency; and the Nursing Faculty on behalf of District #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The Agency nursing personnel will retain full and final decisions for patient care assigned to nursing students.

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

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

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

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

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

7. District #529 will provide orientation for the educational program for the Agency staff.

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

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

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the Agency.

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

12. District #529 and the Agency also agree to the implementation of a Preceptor Program in accordance with the procedures more specifically detailed in the attached Exhibit A.

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this Agreement by at least one (1) school calendar year's written notice to the other party. All students enrolled in District #529's Associate Degree Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this Agreement is given by either party to the other, shall be permitted to complete their **nursing laboratory experience** needed for graduation at the Agency. In the event of a material breach of this agreement, the parties agree to use best efforts to resolve the breach. If the breach cannot be resolved within sixty days, then either party may terminate this agreement upon written notice to the other party. If the breach is of an ongoing nature which could result in continued damage or harm to the other party, then this agreement may be terminate immediately by either party upon written notice.

14. District #529 shall maintain in full force and effect the following insurance policies written on an incurred loss basis, including coverage for each student and faculty member participating in the training program: (a) Comprehensive general liability insurance for property and bodily injury with \$1,000,000 combined single limits, including blanket contractual coverage; (b) Worker's compensation insurance, with statutory limits of liability; and (c) Professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. District #529 shall require all insurance companies issuing policies hereunder to certify to Agency that such policies have been issued and are in force and will remain not materially changed, cancelled or annulled except upon thirty (30) day's prior written notice to Agency.

15. District #529 shall indemnify, defend, and hold harmless Agency and Agency's shareholders, directors, offices, employees, and agents from and against any and all liabilities, claims, causes of action, injuries and damages, including, but not limited to, personal injury and property damage, caused to any extent by any act or omission on the part of District #529, its agents, contractors, employees or students. This provision shall include all costs and disbursements, including without limitation court costs and reasonable attorneys' fees, and shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ___ day of _____ 1999.

CROSSROADS COMMUNITY
HOSPITAL

Vice President or
Director of Nursing
Services

Administrator, Hospital
of Agency

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE
COLLEGE

Department Head of Nursing, ADNP

Associate Dean of Nursing & Allied
Health

President, Olney Central College

Illinois Eastern Community Colleges, District #529, does not discriminate on the basis of age, color, race, national origin, sex, religion, or disability.

Exhibit A

Preceptorship. District 529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:

- a. Provide guidance and support to the preceptor.
- b. Be responsible for student learning experiences.
- c. Participate with an individual identified by Agency in Recruiting and training nurse preceptors, including assessment of a preceptor's past experience to determine learning needs for preceptorship.
- d. Provide orientation for the preceptee.

Preceptor Assistance. District 529 will assist preceptors by:

- a. Informing nursing staff at Agency about the goals of the preceptorship and roles of the participants.
- b. Helping to identify learning experiences needed for the individual student.
- c. Meeting with the preceptor on a regularly scheduled basis to discuss the student's progress.
- d. Being available by telephone for consultation during times agreed to by the parties.
- e. Helping with student evaluation process.
- f. Being a resource and support person in guiding the preceptor in his/her role.
- g. Assist the Agency in the general development and limitation of the preceptorship as agreed to by the parties.

Participation. A program student who is involved in the clinical experience at Agency may be a preceptee. Under the preceptorship, the student is responsible for providing professional nursing care to assign patients under the supervision of an experienced and prepared registered nurse who shall act as the preceptor.

Preceptee Responsibilities. Each student who enters the preceptorship program shall have the following responsibilities:

- a. Identify in writing specific clinical objectives each week and share them with the nurse preceptor. In addition, the student shall develop daily and weekly plans with the preceptor to meet these objectives.
- b. Work under the supervision of the preceptor or designee.
- c. Confer daily with preceptor for mutual evaluation of daily patient care activities.
- d. Accept accountability for nursing judgment and care of patient.
- e. Share a patient assignment by progressively assuming patient care responsibility.
- f. Complete a written self-evaluation using the clinical evaluation tool at mid-rotation and at the end of the experience. The student's receptor will be responsible for feed back with the student concerning the self-evaluation.
- g. Achieve clinical objectives at a level satisfactory to the student, preceptor and faculty liaison.
- h. Keep a diary or log to document personal growth.
- i. Attend seminars scheduled by the faculty liaison at times agreed upon by the students. Such seminars are mandatory.
- j. Be responsible for other responsibilities as may be added or revised by the Agency and District 529.

Preceptor. Each registered nurse who shall act as a preceptor shall be an employee of Agency and a registered nurse. The preceptor shall assume responsibility for teaching, counseling, acting as a role model and resource person and supporting the growth and development of the student. The preceptor shall assist the student in the development of a plan that needs clinical objectives, guides, shall supervise the student in the clinical setting and shall evaluate the student's performance. Each clinical preceptor shall be licensed at or above the level for which the student is preparing.

Responsibilities. Each preceptor shall have the following responsibilities:

- a. Complete preceptor preparation as provided by District 529.
- b. Progressively delegate patient care responsibilities to the preceptee.
- c. Choose the preceptee's patient assignment based on educational goals and objectives.
- d. Review his or her daily assignments and confer with the faculty liaison regarding the complexity of nursing tasks assigned.
- e. Teach patient-centered care to the preceptee.
- f. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.
- g. Assist the preceptee in organizing and prioritizing daily patient care routines.
- h. Provide feedback to the preceptee on a daily basis and evaluate the preceptee's progress toward fulfilling designated goals and objectives on a weekly basis.
- i. Collaborate with the nurse manager, faculty liaison or project coordinator as necessary to evaluate progress and address any additional educational issues.
- j. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.
- k. Assist in the education of District 529 staff concerning the preceptorship.
- l. Assist the preceptorship in any other way as identified by the Agency and District 529.

Agenda Item #7E

Capital Project Application – Learning Resource Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 15, 1999
RE: Capital Project Application

Mr. Chairman, I recommend approval of the Capital Project Application for the new Learning Resource Center Building at Frontier Community College.

TLB/tes

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
DATE: September 15, 1999
SUBJECT: Capital Project Application

Enclosed is our capital project application for the Learning Resource Center Building at Frontier Community College. The estimated cost for this project is \$1.3 million. The Illinois First Funding through Governor Ryan's initiative will fund this project.

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

NA/cr

Enclosures

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College Name: Illinios Eastern Community Colleges #529
Contact Person: Nancy Allard (phone 618.393.2982)
Project Title: Learning Resource Center Building
Project Budget: \$1.3 million
Date: September 21, 1999

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

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

Section I (submit for ALL project approval requests)

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

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes No There are buildings that have been built in the past several years close to this site. The soil testing for this site has not been done at this time but will be done in the immediate future.

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

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

PROGRAMMATIC JUSTIFICATION NARRATIVE

DISTRICT/COLLEGE: Illinois Eastern; Frontier

PROJECT NAME: Learning Resource Center

The programmatic justification should clearly describe the project explaining the rationale, the instructional areas affected and functional relationships between instruction and the project.

In order for students to succeed at any level of education adequate learning resources must be available to assist with their course work. Currently Frontier Community College provides learning resources in a 1,000 square feet building. The students of Frontier are not being provided with services, primarily due to space constraints, a post secondary student should expect to receive while attending college.

The need for additional space at Frontier has become increasingly evident during the past five years. As the faculty and administration have communicated with the students during this period the subject of learning resources and study space has been the students' priority.

Included within the Learning Resource Center are a learning skills center and two classrooms. One of the classrooms will be designated as the distance learning room, and the other will function as a computer laboratory. The purpose of the learning skills center will be to provide computer assisted and tutor assisted instruction to students enrolled in Adult Basic Education, Adult Secondary Education, remedial coursework, as well as students requiring tutorial assistance in vocational and transfer programs. Currently, ABE, GED, and remedial courses are taught without assistance that a learning skills center could provide.

Also included in the facility will be a practical laboratory, lecture room, and administrative space for the Frontier Community College nursing program. The program is currently housed in a leased building located off-campus at the extreme opposite side of Fairfield from the campus. Relocation of the nursing program to an on-campus building will improve the efficiency of the instruction by making immediately available all support services offered by the College, including the new Learning Resource Center, as well providing a better and more appropriate atmosphere for the nursing students.

Frontier Community College proposes to construct a facility of approximately 10,000 square feet to house the learning resource center, the learning skills center, and the nursing program. The existing learning resource center will then be utilized for study area and a student center.

**Attachment #1
Project Budget**

Check One:

New Construction

Remodeling

Project Title: Learning Resource Center Building

Budget Amounts

	<u>New Construction</u>	<u>Remodeling</u>
Land	0	
Site Development	0	
Construction (including Fixed Equip.)	720,000	
Mechanical	250,000	
Electrical	120,000	
General Conditions	0	
Contingency (10%)	109,000	
A/E Professional Fees	101,000	
Total	1,300,000	

**Attachment #2
Funding Source**

District/College Name: Illinois Eastern Community Colleges #529
Project Title: Learning Resource Center Building

Check the source(s) of funds:

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

Fund name(s): Local

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

Type of bond issuance(s): _____

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

Tax rate/fiscal year: _____

Contract for Deed
(ILCS 805/3-36) _____

Term of Contract for Deed in months:

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

Term of Lending Arrangements in months:

Lease Agreement
(ILCS 805/3-38) _____

Term of Lease in months: _____

Capital Renewal Funding _____

Proposed Fiscal Year Source(s): _____

**The project to be funded by
Illinois First Funding
through Governor Ryan's
initiative.**

Resolution on Capital Project Application
Learning Resource Center, Frontier Community College

BE IT RESOLVED, by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that the Board hereby approves a Capital Project Application for the Learning Resource Center at Frontier Community College, Fairfield, Illinois, with estimated project cost of \$1.3-Million, the project to be funded by Illinois First Funding through Governor Ryan's initiative.

BE IT FURTHER RESOLVED that said Capital Project Application, along with Programmatic Justification and other supporting documentation, be submitted to the Illinois Community College Board.

Resolution adopted by roll call vote at Fairfield, Illinois, this 21st day of September, 1999.

Chairman of the Board of Trustees

Secretary of the Board of Trustees

Agenda Item #7F

Dual Credit Agreements with North Clay, Robinson, and Red Hill

MEMORANDUM

TO: Terry Bruce
FROM: Kathleen A. Vespa
DATE: September 9, 1999
RE: Dual Credit

Terry, attached are Dual Credit Agreements for Robinson, North Clay, and Red Hill Community Unit School Districts. These agreements will be presented to the Cabinet on Friday, September 10, then upon Cabinet approval, will be presented to the Board at the September meeting.

These final three agreements represent participation and signed agreements from every high school district in the IECC District with the exception of Jasper County (Newton High School). However, I am continuing to work with the Superintendent and Principal.

I have heard positive comments about the Dual Credit from both the high schools and the colleges.

TLB/tes

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 9, 1999

RE: Dual Credit Agreements with North Clay, Robinson, and Red Hill

Mr. Chairman, I recommend approval of the Dual Credit Agreements for Robinson, North Clay, and Red Hill Community Unit School Districts.

Illinois Eastern Community Colleges District 529
Dual-Credit Agreement

STATEMENT OF AGREEMENT

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

I. STATEMENT OF PURPOSE

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

II. GUIDELINES

- A. Dual-credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Education, the North Central Association, and the policies and standards of Illinois Eastern Community Colleges and the [high school board of education]. These policies, regulations, and standards apply to students, faculty, staff, instructional procedures, academic standards, and course offerings, whether courses are offered at the college campus, at off-campus sites, including distance learning and Internet, or at secondary schools.
- B. The Illinois Eastern community college and the high school will jointly select dual-credit courses in both transfer and occupational areas. Transfer courses offered for dual-credit should be articulated with Illinois colleges and universities. Occupational courses offered for dual-credit should be first-year courses in ICCB approved associate in applied science degree and certificate programs.

- C. Students enrolling in dual-credit courses must satisfy course placement tests or course prerequisites when applicable.
- D. High school students who wish to enroll in dual-credit courses must be recommended and approved by their high school counselor and principal.
- E. Academic advising services and course registration assistance will be provided jointly by the Illinois Eastern community college and the high school.
- F. Matters of student discipline will be handled cooperatively between the Illinois Eastern community college and the high school.
- G. Tuition for high school students who enroll in dual-credit courses will be based upon the following:
 - 1. Tuition is waived for students for day (regular school day) courses taught at either the high school or community college.
 - 2. Students will pay regular tuition rates for night classes (any class after 3:00 p.m.) or summer classes. Note: High school students enrolled in dual-credit courses are not eligible for state or federal financial assistance.
- H. A dual-credit course will be identified on the college transcript in the standard format and will not be identified as dual-credit course.
- I. Faculty teaching dual-credit courses will satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the North Central Association, the Illinois Community College Board, Illinois Eastern Community Colleges District, and the [high school].
- J. The Illinois Eastern community college and the [high school] will jointly supervise faculty teaching dual-credit courses. Full time high school faculty members who teach dual-credit courses as part of their regular teaching assignment will not receive additional compensation. Illinois Eastern community college part-time and full-time faculty who teach dual-credit courses, will be compensated according to the policy approved by the IECC Board of Trustees.
- K. Dual-credit courses offered during the regular school day shall have equipment and classroom/laboratory space provided by the host site at no charge to the other institution.
- L. The Illinois Eastern community college and the [high school] will jointly conduct monitoring and evaluation of dual-credit courses.
- M. There is a minimum enrollment of eight (8) students for dual-credit courses.

N. Consultation and mutual agreement with the CEO of the Illinois Eastern Community Colleges District and the Superintendent of the Unit School District, or their designees, may address items not covered in this agreement.

III. BOARD APPROVAL

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

By: _____
President Date

[Community Unit District # Board of Education]

By: _____
President Date

Agenda Item #7G

Memorandum of Understanding for Title III Consultants

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 9, 1999
RE: Memorandum of Understanding for Title III Consultants

Mr. Chairman, the following is an agreement with Ramona Munsell & Associates, a consulting firm which will provide services to assist IECC in establishing eligibility and developing a Title III application.

It is requested that the Memorandum of Understanding be approved. The Agreement follows for you review.

TLB/tes



MEMORANDUM OF UNDERSTANDING

RAMONA MUNSELL & ASSOCIATES (hereinafter referred to as "RMA") appreciates the opportunity to be of assistance to **Illinois Eastern Community College** (hereinafter referred to as "college") in its efforts to develop a successful Title III application. RMA will provide consultation services to assist the college in establishing eligibility and developing a Title III application.

The services of RMA will also include -- assuming the grant is obtained -- grant management assistance in establishing appropriate program and fiscal controls, monitoring and evaluation consultation, and assistance with annual performance reports during the term of the grant.

It is understood that during the development phase of the Title III proposal, RMA will fund the expenses of its own personnel except for travel costs, which shall be paid by the college. It is likewise understood that if a grant is not obtained, the college will continue working with RMA for at least four more annual cycles or two biennial funding cycles (not to exceed four additional years) under the conditions cited herein. A funding cycle is a period in which one competition for Title III grant occurs and in which the college establishes eligibility and submits a complete proposal on or before the application deadline.

It is also agreed that should the proposal be successful as a result of the joint efforts of RMA and the college, the college will pay RMA a fee equal to ten percent (10%) of the funds awarded by each grant award document during the term of the grant. To the extent of any fees received by RMA, RMA shall repay the college for RMA's travel costs paid by the college during the development period. While it is recognized that the fee due RMA is related to the funding level of the grant, the college agrees to utilize only non-grant funds for the payment of RMA's fee. Payment of RMA's fee will be made in equal, quarter-annual installments, commencing with the date the grant begins (October 1).

In the event that the joint efforts of the college and RMA are unsuccessful after four annual cycles or two biennial funding cycles, and unless this Memorandum is renewed by joint agreement, the college and RMA are released from further obligations of one to the other; provided, however, that should the college, within a period of two annual funding cycles or one biennial cycle (not to exceed two years), elect to submit a Title III proposal independent of RMA which incorporates all of or part of proposals previously developed with the

assistance of RMA, the college agrees to notify RMA prior to submitting such proposal. Upon receiving such notice, RMA will have the option of granting a release for such use or receiving payment for those portions used (not to exceed \$10,000) based upon the agreement of RMA and the college. If the college fails to notify RMA or if no agreement is reached between RMA and the college as to the amount to be paid to RMA, and the college within said two annual funding cycles or one biennial cycle (not to exceed two years) uses all or any part of the proposals developed with the assistance of RMA, then the college shall pay to RMA \$10,000.

It is agreed that RMA will serve only in a consultant or advisory capacity and that the college retains its decision-making powers in both the preparation of the proposal and grant management.

It is agreed that RMA shall not assert any claim against the college and the college shall not assert any claim against RMA for any act, omission, or error by the other which results in the failure to obtain a grant or a reduction or termination of funding under a grant.

If the college accepts the terms of this agreement, this will be indicated by the signature of the President of the college on this Memorandum of Understanding. The signature of the President of RMA indicates that RMA has also agreed to these terms for working with the college.

RAMONA MUNSELL & ASSOCIATES

ILLINOIS EASTERN COMMUNITY COLLEGE

by: _____
President

by: _____
President

Date

Date

Agenda Item #7H

Resolution for OTDR Lease Agreement with Midwest Capital, Inc.

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 9, 1999
RE: OTDR Lease

At the last Board of Trustees meeting, the Board approved the purchase of an Optical Time Domain Relectometer (OTDR) for classroom training at Lincoln Trail College – South.

Having established EXFO as the machine manufacturer of choice, the District needs to lease four machines for our Chrysler facility. John Highhouse has secured 2 quotes for leasing this equipment.

I would like the Board to approve the lease proposal made by Midwest Capital, Inc. The following is a resolution which approves the lease agreement.

TLB/tes

RESOLUTION OF THE BOARD OF TRUSTEES

I, Harry Hillis, Jr., Secretary of the Illinois Eastern Community Colleges Board of Trustees, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges on _____, 19_____.

The Illinois Eastern Community colleges Board of Trustees hereby approves the attached lease agreement.

Chairman, Board of Trustees

Secretary, Board of Trustees

Seal

Agenda Item #7I

Local Workforce Investment Board Appointees

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 9, 1999
RE: LWIB Appointees

Mr. Chairman, under the new Workforce Investment Act, there has been created a Local Workforce Investment Board (LWIB) and through negotiations with the governor's office and the State Workforce Investment Board, we are required to appoint a community college representative. The rule also requires the Board take action making such appointment.

I am recommending that Dr. William Lex and Dr. Harry Benson be the appointees of the Board to the committee of the Local Workforce Investment Board that covers the southern portion of the IECC District.

TLB/tes

Agenda Item #7J

Water Easement for the City of Mt. Carmel

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: September 14, 1999
RE: Waterline Easement – Risley Avenue

Mr. Chairman, the City of Mt. Carmel is requesting a waterline easement to run along the south line of Risley Avenue to College Drive. Lamac Engineering has prepared the description and it is enclosed for your information.

I recommend approval of the Waterline Easement for the City of Mt. Carmel.

TLB/tes

Prepared By:

Thomas E. Price
City Attorney
801 W. 9th St., Suite 101
P.O. Box 443
Mt. Carmel, IL 62863
(618) 263-6591

WATERLINE EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That in consideration of One Dollar (\$1.00) and other good and valuable consideration paid to ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT 529, hereinafter referred to as Grantor, by THE CITY OF MT. CARMEL, hereinafter referred to as Grantee, the receipt of which is hereby acknowledged, the Grantor does hereby grant, bargain, sell, transfer and convey unto the Grantee, its successors and assigns, a perpetual easement with the right to erect, construct, install and lay and thereafter use, operate, inspect, repair, maintain, replace and remove a water transmission line over, across and through the land of the Grantor situated in the East Half of Section 18, Township 1 South, Range 12 West, Wabash County, State of Illinois, together with the right of ingress and egress over the adjacent lands of the Grantor, its successors and assigns, for the purpose of this easement, said easement being described on Exhibit A attached hereto and made a part hereof by this reference. Grantor, its successors and assigns, for the purpose of this easement, said easement being described on Exhibit A attached hereto and made a part hereof by this reference.

Grantee, within a reasonable time, shall restore said premises to its condition as it was prior to the commencement of Grantee's operations to lay, install, construct, erect or maintain the said water line(s) on said premises.

The consideration hereinabove, recited shall constitute payment in full for any damages to the land of the Grantor, its successors and assigns, by reason of the installation, operation and maintenance of the structures or improvements referred to herein. The Grantee covenants to maintain the easement in good repair so that no unreasonable damage will result from its use to the adjacent land of the Grantor, its successors and assigns.

The grant and other provisions of this easement shall constitute a covenant running with the land for the benefit of the grantee, its successors and assigns.

IN WITNESS WHEREOF, the Grantor has executed this instrument this _____ day of _____, 1999.

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT 529

BY _____

ATTEST: _____

EXHIBIT A

EASEMENT TO MT. CARMEL
FROM
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT 529

The North line of said easement being the South right-of-way line of Risley Avenue and the Grantor's North line. The South line of said easement being a line 30 feet distant measured perpendicular to and South of the South right-of-way line of Risley Avenue. The West line of said easement being a line 389.53 feet West of the centerline of College Drive, as measured along the South right-of-way line of Risley Avenue, and the Grantor's West line. The East line of said easement being the centerline of College Drive and the Grantor's East line.

Agenda Item #8

Bid Committee Report
September 1999

Bid Committee Report

September 21, 1999

IECC

- 1. Desktop Computers**
- 2. Laptop Computers**

Olney Central College

- 1. 15 Passenger Van**

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation - Desktop Computers
DATE: September 16, 1999

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

Bid Committee recommends acceptance of the low bids received that meets all specifications from **Charley, Inc. in Robinson, Illinois** for a grand total bid of **\$104,633**.

Respectfully submitted,

Nancy Allard
Hans Andrews
John Arabatgis
Harry Benson
Chris Cantwell
Harry Hillis, Jr.
William Lex
Kathy Vespa

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

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DESKTOP COMPUTERS

	\$912	\$690	\$738	\$215	\$145	\$69	\$22	\$38		
	Intel PIII	Intel Celeron 400	Intel Celeron 500	17" Monitor	15" Monitor	Add'l 64MB Ram	Hard Drive 8.4 GB	Hard Drive 10.1 GB	Department & Rationale	Total
FCC	2			2					Office Careers To be used for class projects, assignments, and Internet research	\$ 2,254
LTC	10			6	4	2			Upgrade computers, accommodate increased enrollment in CAD/Architectural Drafting, increase class size in Room 119, and increase number of computers in the student computer lab. Funds: Tech. Support, Perkins, Adv. Tech., and Special Populations	11,128
OCC		47			47	47			(5) for Nursing —3 for faculty FCC and LTC and 2 for student use at FCC)— OCC —(1) Special Populations Coordinator (Upgrade) (2) Learning Skills Center (New) (6) Learning Resource Center (Upgrade) (33) computer labs (Upgrade)	42,488
WVC	6		24	30		30		30	Upgrade instructional labs	32,844
College Support Services	1			1					Replace/Upgrade	1,127
Upward Bound	1			1		1	1		Upward Bound Program staff	1,218
Business & Industry Training	2			2		2		2	Upgrade	2,468
Information Technology	6			6		6		6	To upgrade staff computers	7,404
Bus. Office/DO	1			1		1		1	Upgrade	1,234
Small Bus. Development Center	1			1		1		1	Upgrade	1,234
Academic & Student Support Serv.	1			1		1		1	Upgrade	1,234

**DESKTOP COMPUTERS
BID TABULATION**

Company		Intel Celeron 400	Intel Celeron 500	Intel PII	Intel PIII	15" Monitor	17" Monitor	Add'l 64MB Ram	Hard Drive 6.4GB	Hard Drive 8.4 GB	Hard Drive 10.1GB
Charley Robinson, IL	Per Unit	705.00	746.00	815.00	920.00	149.00	221.00	69.00	12.00	22.00	38.00
	10-40	697.00	738.00	848.00	912.00	147.00	216.00	69.00	12.00	22.00	38.00
	41-71	690.00	731.00	841.00	905.00	145.00	215.00	69.00	12.00	22.00	38.00
	72 or more	680.00	721.00	831.00	895.00	145.00	215.00	69.00	12.00	22.00	38.00
CCIT Elk Grove Village, IL	Per Unit	824.00	975.00	984.00	1085.00	159.00	219.00	77.00	115.00	135.00	179.00
	10-40	817.00	968.00	976.00	1077.00	155.00	216.00	75.00	110.00	130.00	174.00
	41-71	814.00	963.00	972.00	1070.00	149.00	213.00	74.00	108.00	125.00	169.00
	72 or more	811.00	960.00	968.00	1067.00	146.00	211.00	72.00	105.00	119.00	164.00
Dell Computer Corp. Round Rock, TX	Per Unit	849.00	879.00	999.00	1149.00	179.00	274.00	99.00	Included	49.00	99.00
	10-40	849.00	879.00	999.00	1149.00	179.00	274.00	99.00	"	49.00	99.00
	41-71	799.00	829.00	949.00	1099.00	179.00	274.00	99.00	"	49.00	99.00
	72 or more	799.00	829.00	949.00	1099.00	179.00	274.00	99.00	"	49.00	99.00
Gateway Computers N. Sioux City, SD	Per Unit	433MHz 983.00	Not Available	1084.00	1366.00	140.00	240.00	96.00	Quoting 6.8GB		13.6 GB +50.00
	10-40	958.00		1051.00	1327.00	129.00	221.00	96.00			+50.00
	41-71	928.00		1024.00	1260.00	126.00	216.00	96.00			+50.00
	72 or more	873.00		964.00	1219.00	119.00	204.00	96.00			+50.00
Hill's Solutions Dundas, IL	Per Unit	835.00	937.00	941.00	1173.00	171.00	259.00	80.00	Add 46	Add 60	Add 86
	10-40	820.00	922.00	926.00	1158.00	165.00	249.00	77.00	Add 41	Add 55	Add 80
	41-71	805.00	907.00	911.00	1143.00	159.00	239.00	75.00	Add 36	Add 50	Add 74
	72 or more	790.00	892.00	896.00	1128.00	153.00	230.00	72.00	Add 32	Add 44	Add 67

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DESKTOP COMPUTER SPECIFICATIONS

Processor: (see below) Intel w/ heatsink
Systemboard: 1 AGP, 3 PCI, 1 ISA, 1 shared PCI/ISA, 2 DIMM, 2 serial, 1 parallel
RAM: 64MB SDRAM - Using only 1 DIMM slot
Fixed Disk: 4.3 GB EIDE Hard Drive
Video: 64-bit, 8 MB AGP 3D Video Card
Monitor: (see below) Color Monitor FST-NI w/ at least 16-bit color .28 dot pitch or Less
Diskette: 1.44 MB Diskette Drive
CD-ROM: 32X CD-ROM
Sound Card: 16-bit, 64 voice
Speakers: Altec ACS90
Keyboard: 104 Key Enhanced
Mouse: Microsoft Intellimouse w/ Intellipoint Software and mouse pad
Case: Mid-Tower w/ 250W Power Supply
Other: 3Com 10/100 10-BaseT Ethernet Card (UTP RJ-45)
Year 2000 Compliant

Warranty

and Support: 30-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; **Telephone technical support 18 hour, 6-days-a-week required.** Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system or systems with no restocking charge.

NOTE: Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Any exceptions to warranty and support requirements or failure to comply will be considered non-responsive.

-OVER-

DESKTOP COMPUTER SPECIFICATIONS CONT'D:

<u>Processor Options</u>	<u>Per Unit</u>	<u>10-40 Units</u>	<u>41-71 Units</u>	<u>72 or More Units</u>
Intel Celeron 400Mhz	_____	_____	_____	_____
Intel Celeron 500Mhz	_____	_____	_____	_____
Intel PII 400Mhz (512K internal L2 secondary cache)	_____	_____	_____	_____
Intel PIII 500Mhz (512K internal L2 secondary cache)	_____	_____	_____	_____
<u>Monitor Options</u>				
15"	_____	_____	_____	_____
17"	_____	_____	_____	_____
<u>RAM Option</u>				
Additional 64MB	_____	_____	_____	_____
<u>Hard Drive Options</u>				
6.4 GB	_____	_____	_____	_____
8.4 GB	_____	_____	_____	_____
10.1 GB	_____	_____	_____	_____

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. YOUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR EIGHT WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation - Laptop Computers
DATE: September 16, 1999

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

Bid Committee recommends acceptance of the low bids received that meets all specifications from **Charley, Inc. in Robinson, Illinois** for a grand total bid of **\$40,246.**

Respectfully submitted,

Nancy Allard
Harry Benson
Chris Cantwell
Harry Hillis, Jr.
William Lex
Kathy Vespa

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

LAPTOP COMPUTERS

	\$2114	\$2161	\$96			
	14.1 333Mhz	14.1 366 Mhz	Add'l 64MB Ram	DEPARTMENT	RATIONALE	TOTAL
FCC	2		2	EDST Program	To be used for training weather spotters and emergency services personnel in emergency communication procedures.	\$4,420
FCC	2			GED Program	The computers will allow the use of the GED Interactive software program in several locations throughout the district.	4,228
WED		5	5	WED	(4)To be used for industrial Power Point and (1) for Banner use.	11,285
Success Network		1	1	Success Network	To be used to make workshop and classroom presentations for SNP participants and to conduct trainings for SNP Tutors and Peer Mentors	2,257
WVC		6	6		Upgrade instructional labs	13,542
Education to Careers		1	1		To be used at various Workshops and for technical support in Power Point presentations.	2,257
Business & Industry Training		1	1		Upgrade	2,257

**LAPTOP COMPUTERS
BID TABULATION**

Company		13.3 333Mhz	13.3 366Mhz	14.1 333Mhz	14.1 366Mhz	Add'l 64MB Ram	56K V.90 Modem	Carrying Case	LAN Adapter
Charley Robinson, IL	Per Unit 2-4 5 or more	No-bid	No-bid	2145.00 2114.00 2073.00	2229.00 2192.00 2161.00	96.00 96.00 96.00	Included " "	Included " "	
CCIT Elk Grove Village, IL	Per Unit 2-4 5 or more	No bid	No bid	2199.00 2199.00 2199.00	2600.00 2600.00 2600.00	133.00 133.00 133.00	Included " "	29.00 29.00 29.00	136.00 136.00 136.00
Dell Computer Corp. Round Rock, TX	1 -5 or more	12.1 Display 300MHz 2344.00	12.1 Display 366MHz 2546.00	No-bid	No-bid	190.00	142.00	66.00	
Gateway Computers N.Sioux City, SD	Per Unit 2-4 5 or more	2144.00 2122.00 2079.00	2338.00 2314.00 2267.00	2168.00 2146.00 2102.00	2362.00 2338.00 2290.00	300.00 200.00 200.00	100.00 96.00 94.00	Included " "	

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LAPTOP COMPUTER SPECIFICATIONS

Minimum required specifications:

SCREEN 13.3" XGA ACTIVE MATRIX COLOR DISPLAY
 PROCESSOR: INTEL PENTIUM II PROCESSOR WITH 333Mhz w/256K CACHE
 MEMORY: 64 MB SDRAM
 GRAPHICS ACCELERATOR: 128-BIT ACCELERATOR WITH 2MB VIDEO MEMORY
 HARD DRIVE: 4GB ULTRA ATA REMOVABLE HARD DRIVE, IF NOT AVAILABLE – NEAREST UPGRADE IN SIZE
 FLOPPY DRIVE: INTEGRATED 1.44 MB 3.5" FLOPPY DISK DRIVE
 CD-ROM: INTEGRATED 10X MIN/24X MAX CD-ROM DRIVE
 MULTIMEDIA PACKAGE: 16-BIT SOFTWARE WAVETABLE AUDIO
 STEREO SPEAKERS
 INTERNAL MICROPHONE
 HEADPHONE/SPEAKER JACK
 LINE IN AND LINE OUT MICJACKS
 KEYBOARD: FULL-SIZE KEYBOARD WITH MS WINDOWS 95 KEYS
 MOUSE: TOUCH PAD TO ALSO INCLUDE AN EXTERNAL MICROSOFT INTELLIMOUSE
 OPERATING SYSTEM: MICROSOFT WINDOWS 98 Second Edition
 ADDITIONAL SOFTWARE: NO ADDITIONAL SOFTWARE NEEDED
 EXPANSION SLOTS: TWO DEEP SOCKETED PCMCIA TYPE II SLOTS
 BATTERY: LITHIUM ION; ALSO AC PACK
 EXTERNAL PORTS: USB, PARALLEL, SERIAL, VGA, PS/2 AND INFRARED PORTS
 MODEM: NOT NECESSARY, HOWEVER ACCEPTABLE IF INCLUDED IN BUNDLE PRICE
 NETWORK CARD: 10/100 BASET PCMCIA
 CERTIFICATIONS: FCC CLASS B, UL AND CSA CERTIFIED
 PRICE MUST INCLUDE SHIPPING AND HANDLING
 YEAR 2000 COMPLIANT

WARRANTY AND SUPPORT: 30-DAY UNCONDITIONAL RETURN PRIVILEGE; 1-YEAR, NEXT-BUSINESS-DAY, ON-SITE SERVICE PROVIDED PROBLEM CANNOT BE RESOLVED BY PHONE WITH TECHNICAL SUPPORT; WARRANTY ISSUES TO BE RESOLVED IN LESS THAN ONE WEEK; 3-YEAR PARTS REPLACEMENT WITH PREPAID FREIGHT PREFERRED; LESSER TERMS WILL BE CONSIDERED; TELEPHONE TECHNICAL SUPPORT 18 HOUR, 6-DAYS-A-WEEK REQUIRED. COMPLETE DOCUMENTATION FOR ALL HARDWARE AND SOFTWARE MUST BE PROVIDED. FAILURE TO PROVIDE SHALL CONSTITUTE REASON FOR UNCONDITIONAL RETURN OF THE SYSTEM /SYSTEMS WITH NO RESTOCKING CHARGE. FAILURE TO GIVE DETAILED EXPLANATION/DOCUMENTATION OF PROPOSED EQUIPMENT BEING SUPPLIED WILL BE POSSIBLE CAUSE FOR REJECTION OF BID. ANY EXCEPTION TO WARRANTY & SUPPORT REQUIREMENTS OR FAILURE TO PROVIDE SHALL CONSTITUTE REASON FOR UNCONDITIONAL RETURN OF THE SYSTEM/SYSTEMS WITH NO RESTOCKING CHARGE. ANY EXCEPTION TO WARRANTY & SUPPORT REQUIREMENTS OR FAILURE TO COMPLY WILL BE CONSIDERED NON-RESPONSIVE.

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

Please bid the following configurations/options

	<u>Per Unit</u>	<u>2-4 Units</u>	<u>5 or more</u>
13.3" Display and 333Mhz Processor	_____	_____	_____
13.3" Display and 366Mhz Processor	_____	_____	_____
14.1" Display and 333Mhz Processor	_____	_____	_____
14.1" Display and 366Mhz Processor	_____	_____	_____
Additional 64MB SDRAM	_____	_____	_____
PCMCIA 56K V.90 Modem	_____	_____	_____
Carrying Case	_____	_____	_____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____ DATE _____

NOTE: Please submit bid in duplicate.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – 15 Passenger Van
DATE: September 16, 1999

When purchasing used vans we accept bids later than normal. We will e-mail you this bid recommendation on September 17, 1999.

**15 PASSENGER VAN MODEL PROGRAM
SPECIFICATIONS:**

- (1) 15 Passenger Van, 1997 or Newer, 25,000 or Less Miles
(in-stock) meeting the following specifications:

Specify remaining warranty
Gas V8 (350 Cu. In. or Larger)
Automatic 4-speed
Power Brakes
Power Steering
Cruise Control
Tilt Steering Wheel
AM/FM Radio
Tinted Glass
Rubber Floor Mats
Front and Rear Heat
Front and Rear Air Conditioning

NOTE: Following Board approval, bid will be awarded on **September 22, 1999.**

All freight, delivery, license and title charges are included in bid.

YEAR _____ MAKE _____ MODEL _____

COLOR _____ MILEAGE _____

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT 529

TREASURER'S REPORT August 31, 1999

<u>FUND</u>	<u>BALANCE</u>
Educational	\$1,071,390.91
Operations & Maintenance	\$157,984.69
Operations & Maintenance (Restricted)	\$470,515.62
Bond & Interest	\$4,600.28
Auxiliary	\$892,852.48
Restricted Purposes	\$61,872.99
Working Cash	\$9,822.14
Trust & Agency	\$61,046.09
Audit	(\$2,332.86)
Liability, Protection & Settlement	\$203,448.53
TOTAL ALL FUNDS	<u>\$2,931,200.87</u>

Respectfully submitted,

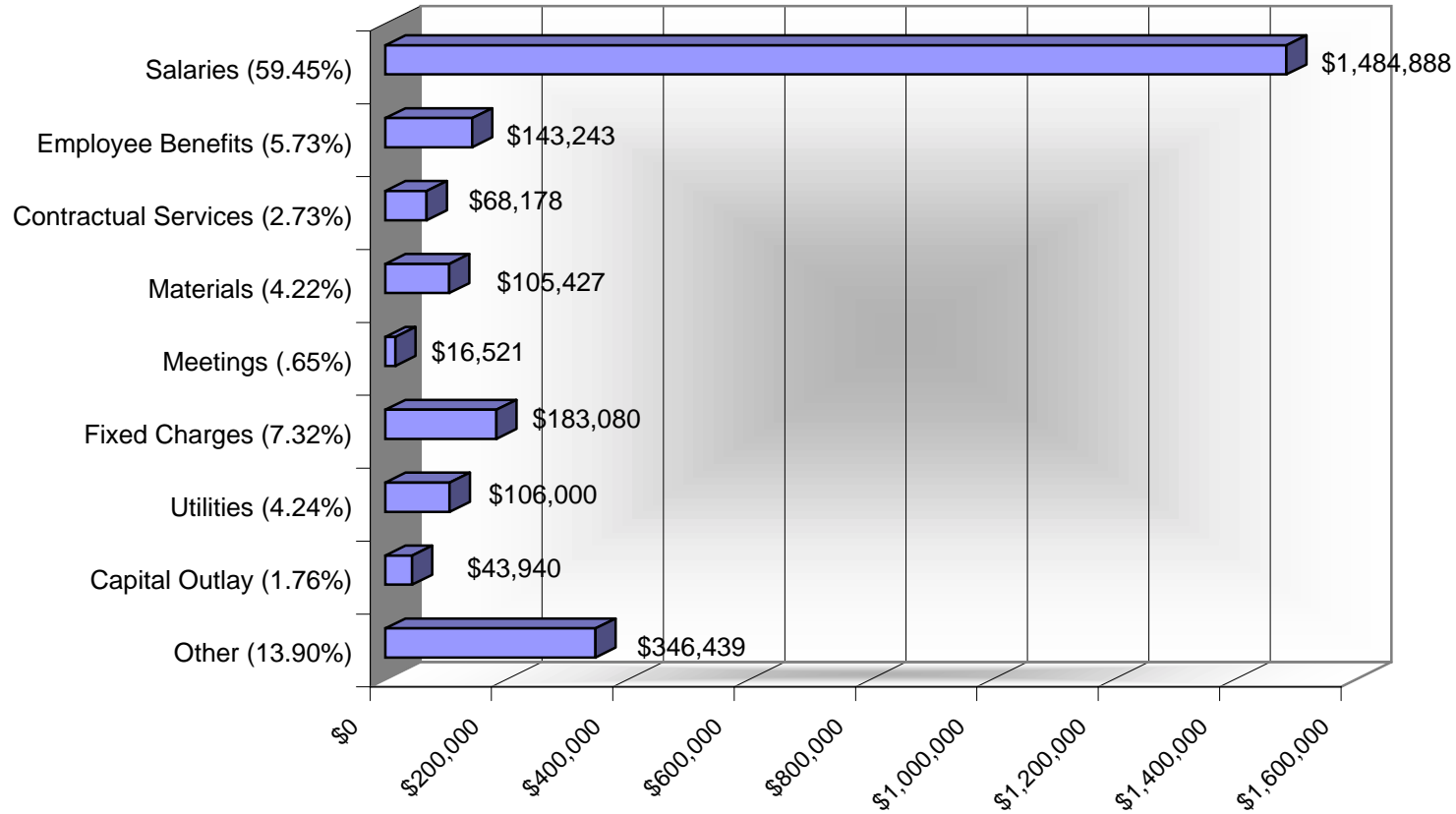
Marilyn Grove, Treasurer

LIST OF INVESTMENTS

August, 1999

Date Purchased	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest to be Earned
Education Fund						
5/5/99	5/5/2000	5.06	Civitas Bank (CD)	32,000	33,619	1,619
8/31/99	11/2/99	5.57	Community Bank & Trust (CD)	1,500,000	1,513,925	13,925
Operations & Maintenance Fund						
8/31/99	11/2/99	5.57	Community Bank & Trust (CD)	150,000	151,393	1,393
Operations & Maintenance Fund (Rest)						
6/8/99	9/7/99	4.89	Community Bank & Trust (CD)	500,000	506,113	6,113
6/9/99	12/9/99	5.05	Mercantile Bank (CD)	500,000	512,625	12,625
8/31/99	2/29/00	5.71	Community Bank & Trust (CD)	300,000	308,565	8,565
Bond & Interest						
8/31/99	11/2/99	5.57	Community Bank & Trust (CD)	100,000	100,928	928
Auxiliary Fund						
8/31/99	12/2/99	5.62	Community Bank & Trust (CD)	600,000	608,430	8,430
Restricted Purposes						
8/31/99	12/2/99	5.62	Community Bank & Trust (CD)	350,000	354,917	4,917
Working Cash Fund						
4/17/98	10/17/99	5.59	Security Bank & Trust (CD)	675,000	734,738	59,738
12/16/98	6/16/00	5.10	Old National Bank (CD)	1,515,000	1,630,898	115,898
Trust & Agency Fund						
5/5/99	5/5/2000	5.06	Civitas Bank (CD)	118,000	123,971	5,971
8/31/99	2/29/00	5.71	Community Bank & Trust (CD)	100,000	102,855	2,855
Liability & Protection Fund						

Illinois Eastern Community Colleges FY2000 Operating Funds



Illinois Eastern Community Colleges Dist. #529
As of August 31, 1999 - \$2,497,716

Agenda Item #10

Chief Executive Officer's Report

Agenda Item #11

Executive Session

Agenda Item #12

Approval of Executive Session Minutes

Agenda Item #13

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: September 15, 1999
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. The resignation letters will be mailed separately with the employment packets.

mr

Attachment

PERSONNEL REPORT

INDEX

- 400.1. Employment of Personnel**
- 400.2. Family Medical Leave**
- 400.3. FY99-00 Special Assignments**
- 400.4. Educational Level Changes**
- 400.5. Individualized Applied Music Pay Rate (external attachment)**
- 400.6. Non-Bargaining Unit and Part-time Faculty Pay Rate (external attachment)**
- 400.7. Non-Bargaining Unit and Part-time Faculty Pay Rate for Teaching Distance Learning & Internet Courses (external attachment)**
- 400.8. Request for Approval of Proposed Non-College Employment (external attachment)**
- 400.9. FY99-00 Wage Increases for Non-Bargaining Employees (external attachment)**
- 400.10. Entry Level Wages (external attachment)**
- 400.11. Resignations**
- 400.12. Retirement**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Technical

1. Cynthia Spillman: Initial full-time employment as Student Advisor, Success Network. Amount: Based upon \$18,500 per fiscal year. Employment is contingent upon grant funding. Effective: September 22, 1999.
Code: 65265D-5265D-1201-308

B. Clerical/Secretarial

1. Karissa Anderson: Initial full-time employment as Office Assistant at Wabash Valley College. Amount: Based upon \$14,000 per fiscal year. Effective: September 22, 1999.
Code: 013-8106W-1602-804

C. Maintenance/Custodial

1. Pamela Felts: Initial full-time employment as Custodian at Wabash Valley College. Amount: Based upon \$14,000 per fiscal year. Effective: September 22, 1999.
Code: 023-7020W-1701-702

400.2. Family Medical Leave

A. Professional/Non-Faculty

1. Kristi Masinelli, District Student Recruiter Coordinator, District Office, effective September 22, 1999. The leave will be unpaid for a period of twelve weeks.

400.3. FY99-00 Special Assignments

A. Lincoln Trail College

Athletic

Tony Kestranek	Athletic Director	\$3,500
----------------	-------------------	---------

Extra-Curricular

Linda Branch	Student Senate Advisor	\$500
Mary Jane Beckett	Student Senate Advisor	\$500
Kathy Harris	Pool Manager	\$1,000
Yvonne Newlin	Performing Arts Coord	\$1,000

B. Olney Central College

Academic-Nursing

Carolyn VonAlmen	Dept Head, Nursing/OCC	\$2,500 + 6 hrs release time
------------------	------------------------	---------------------------------

400.4. Educational Level Changes

A. Faculty

	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
	Bea Abernathy	M+12	M+24	\$1,000
	Jerry Bayne	M+36	M+48	\$1,000
	Lonnie Devin	B	B+16	\$1,000
	Darlene Gifford	M+24	M+36	\$1,000
	Mary McCarthy	M	M+12	\$1,000
*	Paul McCombs	M+36	M+48	\$1,000
	Wayne Morris	B	B+16	\$1,000
	Kay Perry	M+36	M+48	\$1,000
	Susan Rhine	B	B+16	\$1,000

* (Contingent upon verification)

400.5. Individualized Applied Music Pay Rate (external attachment)

400.6. Non-Bargaining Unit and Part-time Faculty Pay Rate (external attachment)

400.7. Non-Bargaining Unit and Part-time Faculty Pay Rate for Teaching Distance Learning & Internet Courses (external attachment)

400.8. Request for Approval of Proposed Non-College Employment (external attachment)

400.9. FY99-00 Wage Increases for Non-Bargaining Employees (external attachment)

400.10. Entry Level Wages (external attachment)

400.11. Resignations

A. Technical

1. Shirley Kessler, Student Advisor, Success Network, effective September 17, 1999.

B. Maintenance/Custodial

1. Donna Schultz, Custodian, WVC, effective August 18, 1999.

400.12. Retirement

A. Administrative

1. Juanita Martin, Director of LRC, LTC, effective December 31, 1999.

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition & Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

Phase III

ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget										
Misc. ADA Improvements All campuses & DO	\$505,000										
Exit Door Modifications OCC	\$126,000										

Phase IV

Environmental Barriers FCC, LTC & WVC	\$366,300										
Exit Modifications - WVC	\$61,700										
Replace Stage Curtains OCC & WVC	\$55,700										
Stage Floor Replacement OCC	\$48,400										
Flooring Replacements Asbestos - WVC	\$105,000										
Roof Replacements OCC & WVC	\$128,400										

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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**Protection, Health, and Safety
Projects Schedule
Phase IV**

Phase IV

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