

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 19, 2005



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**April 19, 2005
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes.....Chairman Lane
3. Canvass of April 5, 2005 Election Returns.....Chairman Lane
4. Adjournment of Board – Sine dieChairman Lane
5. Organization of New Board CEO Presides
 - A. Appointment of Temporary Secretary
 - B. Oath of Office and Seating of Trustees Elected April 5, 2005
 - C. Seating of Student Board Member
 - D. Roll Call
 - E. Election of Chairman
 - F. Election of Vice-Chairman
 - G. Election of Secretary Pro Tempore
 - H. Election of Secretary
 - I. Appointment of Ethics Officer
 - J. Resolution for Adoption of Rules,
Regulations and Actions of Prior Boards..... Chairman Presides
 - K. Resolution for Time and Place of Board Meetings
6. Recognition of Visitors and GuestsBruce
 - A. Visitors and Guests
Recognition of OCC Veterans
Recognition of ATEA Faculty
 - B. IECCEA Representative
7. Public Comment
8. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
9. Policy First Reading (and Possible Approval).....Bruce
 - A. None

- 10. Policy Second Reading Bruce
 - A. None

- 11. Staff Recommendations for Approval
 - A. Articulation Agreement with McKendree College..... Cantwell
 - B. Agreement with Division of Rehabilitation Services..... Cantwell
 - C. Activity Fee Allocation Browning
 - D. Nursing Review Course Fee..... Bruce
 - E. Tuition Increase..... Bruce
 - F. Department of Corrections FY06 Contracts..... Bruce

- 12. Bid Committee Report Browning
 - Nursing Program
 - 1. Computers
 - 2. Projectors

- 13. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning

- 14. Chief Executive Officer’s Report Bruce

- 15. Executive Session Bruce

- 16. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce

- 17. Approval of Personnel Report Bruce

- 18. Collective Bargaining Bruce

- 19. Litigation Bruce

- 20. Acquisition and Disposition of Property..... Bruce

- 21. Other Items

- 22. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, March 15, 2005.

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

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

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

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

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

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

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, February 15, 2005, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including Laura Tiusaba Guzman, student trustee-elect.

#3-B. IECEA Representative: Dr. Gary Adams, Vice-President of Illinois Eastern Colleges Education Association, was recognized.

#3-C. Special Recognition of Student Board Member: A plaque was presented to Miss Andrea Pennington, in recognition of and appreciation for her year of service as the student member of the Board of Trustees.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: Mr. George Woods and Mr. John Howard presented an informational report on Coal Mining Technology/Telecom.

AGENDA #6 – “Policy First Readings (and Possible Approval)” –

#6-A. Sexual Harassment Policy 100.17: The Board of Trustees adopted its policy on sexual harassment in November of 1998. Since that time, there have been substantial changes in the law and administrative guidelines concerning sexual harassment. The changes proposed would identify reporting requirements, designate responsible administrators to whom alleged sexual harassment would be reported, and clarify other parts of the existing policy.

An amended copy of the foregoing revised policy was presented and without objection the Chair directed that the amended copy be accepted and made a part of the records of this meeting. The CEO recommended that second reading be waived and the foregoing revised and amended policy be adopted.

Board Action: Mr. Williams made a motion to waive second reading and adopt the amended and revised Sexual Harassment Policy as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#6-B. Campus Master Planning Statement Policy 100.6: The CEO recommended that the Campus Master Planning Statement Policy be changed to define long-range as a two-year projection cycle rather than a five-year planning cycle. The IECC Strategic Plan is a two-year projection into the future with an annual evaluative review. The following revised policy was recommended:

Campus Master Planning Statement (100.6)

Illinois Eastern Community Colleges will base all major institutional decisions on a process of short-range and long-range planning. Short-range is defined as the regular, annual budget cycle; and long-range is defined as a two-year projection cycle.

Board Action: Mr. Koertge made a motion to waive second reading and adopt the revised Campus Master Planning Statement Policy as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

#8-A. IllinoisMentor Institution Agreement: Illinois Student Assistance Commission/Collegezone.com have partnered with XAP Corporation to further promote college access for students in Illinois via IllinoisMentor. All Illinois community colleges have been asked to participate in ISAC’s new IllinoisMentor Service. IllinoisMentor@collegezone.com will be a significant enhancement to ISAC’s College Zone website with a variety of useful information and tools, all of which are provided to students and colleges at no cost. The Illinois Student Assistance Commission has funded the development and operations of an IllinoisMentor online application for all MAP-approved colleges in Illinois including Illinois Eastern. This opportunity will provide IECC with the option of having an online application developed by XAP Corporation and hosted on the IllinoisMentor systems at no cost. XAP Corporation is an industry leader in developing and maintaining online application systems for colleges and currently operates systems that annually receive more than 750,000 online applications. The CEO recommended approval for IECC’s participation in this integrated online student services system and approval of the IllinoisMentor Institution Agreement.

Board Action: Miss Wolfe made a motion to approve participation in the integrated online student services system and the IllinoisMentor Institution Agreement. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. Massage Therapy Handbook: IECC has recently begun a Massage Therapy Program at Olney Central College. To meet program requirements, a student handbook must be developed. President Jack Davis and Associate Dean of Allied Health Donna Henry have developed a proposed Massage Therapy Student Handbook, which closely follows the existing Nursing Student Handbook. The CEO recommended approval of the new Massage Therapy Student Handbook.

Board Action: Dr. Rost made a motion to approve the new Massage Therapy Student Handbook as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. FY 2006 and FY 2007 Strategic Plan: Ms. Cantwell reviewed the FY 2006 and FY 2007 Strategic Plan. Purpose of the strategic plan is improvement of instruction, the betterment of student support services, revitalized facilities, and state-of-the-art equipment and teaching tools to maintain the college district in a position of leadership as the institution continues through the 21st century. The focus of the strategic plan is to increase student enrollment, persistence, retention, and contribute significantly to the economic growth of the region. In addition, because of the scarcity of state capital improvement funds, it is critically important that the district pursue local funding sources, such as protection, health, and safety bonds and college foundation support, to maintain the upkeep of the district's educational facilities. Ultimately, successful attainment of these goals will create increases in the district's revenue from tuition and state credit hour grant reimbursements. The strategic plan will be used as an ongoing two-year guide with an annual review. The annual review will allow for an update on the progress toward achievement of the current year's goals, revisions to the upcoming year's goals, as well as extending the plan one additional year. The plan includes: Introduction, Environmental Scan, Summary and Recommendations, Data Sources, Strategic Plan, FY 2005 Report, FY 2006 Planning Guide, FY 2007 Planning Guide, Planning Matrix. The CEO recommended approval.

Board Action: Mr. Williams made a motion to approve the Strategic Plan as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Newton/Jasper County Enterprise Zone Expansion and Update: The Board of Trustees has approved the Newton/Jasper County portion and extension of the Olney/Richland County Enterprise Zone. IECC has been notified by Ray Diel, County Clerk of Jasper County, that certain areas should have been included in the original plan, but were omitted in error. The enterprise zone administrators would now like to alter the existing boundaries to include this inadvertently omitted property and also update the language concerning current enterprise zone requirements developed by the Department of Commerce and Economic Opportunity since the zone was created. Since the law requires each taxing body within the area to agree to any change in boundaries, the Board is being asked to take this action. The CEO recommended approval to amend the current enterprise zone boundaries to include the previously omitted areas and to update and amend the existing enterprise zone requirements.

Board Action: Miss Wolfe made a motion to amend the current Newton/Jasper County Enterprise Zone boundaries to include the previously omitted areas and to update and amend the existing enterprise zone requirements as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. ATM Agreement: For some time there has been an interest in the placement of an automatic teller machine (ATM) on the campus of Lincoln Trail College. Dr. Carl Heilman contacted area banks concerning their willingness to place an ATM on the campus. Only the First Robinson Savings Bank evidenced any interest in providing ATM services. The CEO recommended approval of an agreement which allows the placement of an ATM at LTC. The cost of such placement and maintenance will be the obligation of First Robinson Savings Bank.

Board Action: Miss Wolfe made a motion to approve placement of an ATM at LTC as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-F. Amendment to FY05 Department of Corrections Budget: The Department of Corrections (DOC) reviews contracts with educational institutions on a quarterly basis to see if changes should be made in the existing allocation of funds. The DOC has made revisions to IECC's budget, which will change the total amount of money received, mainly in the amount of money received as reimbursement for credit hours generated. Under the contract, the overall cost to DOC is reduced by the amount of credit hour reimbursement received. The District has generated more hours than anticipated when the contract was approved last year. The changes that are being proposed will not substantially impact existing educational programs. The CEO presented the following Department of Corrections FY05 Budget Amendment and recommended it be approved:

Robinson Correctional Center Amendment:

ICCB Credit Hour Reimbursement Adjustment: \$22,741
Commodities Reduction: \$700
Travel Reduction: \$1,400
Repairs Reduction: \$400
Indirect Amounts Reduction: \$90
Total: \$25,331

Lawrence Correctional Center Amendment:

ICCB Credit Hour Reimbursement Adjustment: \$27,616
Personnel Reduction: \$86,715
Fringe Benefit Reduction: \$15,344
Commodities Reduction: \$6,500
Travel Reduction: \$4,000
Indirect Reduction: \$10,861
Other Reduction: \$650
Total: \$151,686

Board Action: Dr. Fischer made a motion to approve the foregoing FY05 DOC budget amendment as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-G. Welding Training Agreement and Lease: IECC's Workforce Education division has an opportunity to do substantial welding training for Freeman United Coal Company. George Woods and John Howard have developed a program for which IECC will be reimbursed for all expenses by Freeman United. They have located a building at 103 North Third Street, in Girard, Illinois that could be utilized for our welding training. Under the agreement, Freeman would pay the monthly rent, installation of an electrical service upgrade, and pay for any building modification costs. IECC would be required to provide five wire welders costing approximately \$375 each.

Recommendation: The CEO recommended approval of a rental agreement for property in Girard, Illinois at a cost of \$450 per month for one year and approval to accept the offer of Freeman United Coal Company to reimburse IECC for the cost of the program.

Board Action: Miss Wolfe made a motion to approve the foregoing recommendation for a welding training agreement and lease as outlined and recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-H. Acceptance of Higher Learning Commission Self-Study Summary: The CEO reviewed preparations for the upcoming accreditation visit of the Higher Learning Commission of the North Central Association, April 18, 19 and 20, 2005. In preparation for the visit, a committee of district staff and employees has prepared a self-study consisting of five chapters,

plus an introduction and a summary. The Higher Learning Commission will concentrate on five separate criteria and each of these criteria is covered by a chapter in the self-study. The administration and trustees reviewed and discussed the summary and all five earlier chapters.

Board Action: Miss Pennington made a motion to accept the summary of the HLC Self-Study as outlined and discussed. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #9 – “Bid Committee Report” –

#9-A. OCC – Microscopes: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Benz Microscope Optics Center, Inc., Ann Arbor, Michigan, for twelve (12) Swift M5P microscopes for a total of \$9,924.00. The Swift M5P microscope has a lifetime manufacturer’s warranty. Source of Funds: Education Fund. Department: Life Sciences.

Recommendation: The CEO recommended approval of the foregoing recommendation of the Bid Committee as outlined.

Board Action: Mr. Williams made a motion to approve the recommendation of the Bid Committee for purchase of microscopes as outlined. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #10 – “District Finance” – The following district financial matters were presented:

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,599,616.38, as of February 28, 2005.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for March 2005, totaling \$626,225.80, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for March 2005, in the amounts listed, and payments from the revolving fund for February 2005. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. Communications Committee Being Reactivated.
2. Roger Eddy Committee Action (Re: Equalization Funding).
3. Learning Skills Center.
4. Illinois Virtual Campus Distance Education Enrollment.
5. Enrollment Report.

AGENDA #12 – “Executive Session” – The CEO recommended that an executive session be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

#12-A. Executive Session: Mrs. Culver made a motion to hold an executive session to consider the matters outlined by the CEO. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and an executive session was held beginning at 8:30 p.m.

#12-B. Executive Session Ended: Miss Pennington made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:50 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

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

#13-A. Written Executive Session Minutes: The CEO recommended that written minutes of executive sessions held during regular meetings on Tuesday, January 18, 2005 and Tuesday, February 15, 2005, be approved and opened to the public record.

Board Action: Miss Wolfe made a motion to approve the written minutes of executive sessions of January 18, 2005 and February 15, 2005, and that these minutes be opened to the public record as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#13-B. Audio Recordings of Executive Session: The CEO recommended that the audio recordings of executive sessions of Tuesday, January 18, 2005 and Tuesday, February 15, 2005, be approved and that the Board Secretary make provisions for their safe keeping, that they be made available only upon the proper order of a court and a finding by a judge that such audio recordings should be released. These audio recordings shall be destroyed 18 months after the date of the meetings if the Board has adopted written minutes of the executive sessions in question.

Board Action: Mr. Koertge made a motion to approve the audio recordings of executive sessions of January 18, 2005 and February 15, 2005, and that these recordings remain closed as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

A. Classified

1. Debra Rister, Program Advisor, Allied Health, OCC, contingent upon continued grant funding.

400.2. Special Assignments

A. **Olney Central College – Academic**

1. Donna Henry, Full-Time Administrative Special Assignment, \$1,350.00.

B. **District Office – Extra-Curricular**

1. Nixie Hnetkovsky, Transfer Faculty Discipline Assessment, Life Sciences/Biology, FCC, \$250.00.

2. Ann Wolven, Transfer Faculty Discipline Assessment, Communications/English, LTC, \$250.00.

3. Susan Polgar, Transfer Faculty Discipline Assessment, Social Sciences/Psychology, LTC, \$250.00.

4. Don Florida, Transfer Faculty Discipline Assessment, Physical Sciences/Chemistry, LTC, \$250.00.

5. Dave Denton, Transfer Faculty Discipline Assessment, Social Sciences/History, OCC, \$250.00.

6. Paul Sainer, Transfer Faculty Discipline Assessment, Humanities/Music, OCC, \$250.00.

7. Laurel Cutright, Transfer Faculty Discipline Assessment, Mathematics, OCC, \$250.00.

8. Jill Winter, Transfer Faculty Discipline Assessment, Communications/Speech, WVC, \$250.00.

9. Wayne Morris, Transfer Faculty Discipline Assessment, Computer Science, WVC, \$250.00.

10. Robert Brosseau, Transfer Faculty Discipline Assessment, Physical Sciences/Physics, WVC, \$250.00.

400.3. Request for Approval of Proposed Non-College Employment

A. Faculty: David Denton, East Richland School District, Olney, IL, approximate time 50 days/150 hours.

400.4. Resignation

A. Classified

1. Kristi Renshaw, Academic Support Specialist, DO, resignation effective March 25, 2005.

Personnel Report Addendum

400.5. Employment of Personnel

A. Faculty

1. Nancy Simmons, Medical Assistant Instructor, effective August 11, 2005.

B. Classified

1. Trudy Hemrich, Bookkeeper, DO, effective March 31, 2005.

Board Action to Amend Personnel Report: Dr. Rost made a motion to amend the Personnel Report, to add an addendum containing Section 400.5, as recommended. Miss Pennington seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

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

AGENDA #15 – “Collective Bargaining” –

#15-A. Approval of Faculty Contract: The CEO recommended approval of a tentative agreement with the faculty association, as discussed in executive session. The agreement was reached on February 22, 2005 and the general membership of the association voted to accept the tentative agreement on March 1, 2005. The following news release, issued jointly by the association and district, summarizes provisions of the agreement:

The Illinois Eastern Community Colleges Education Association and the Illinois Eastern Community Colleges District #529 announced that the faculty association and the Board of Trustees have approved a new three year contract covering all full-time bargaining faculty members in the four college system.

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Agenda Item #3

Canvass of April 5, 2005 Election Returns

Agenda Item #4

Agenda Item #4

Adjournment of Board – Sine die

Agenda Item #5

Agenda Item #5

Organization of New Board

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Trustees Elected April 5, 2005**
- C. Seating of Student Board Member**
- D. Roll Call**
- E. Election of Chairman**
- F. Election of Vice-Chairman**
- G. Election of Secretary Pro Tempore**
- H. Election of Secretary**
- I. Appointment of Ethics Officer**
- J. Resolution for Adoption of Rules, Regulations
and Actions of Prior Board**
- K. Resolution for Time and Place of Board Meetings**

Agenda Item #5I

Appointment of Ethics Officer

Agenda Item #5I

The Board hereby appoints Harry Hillis, Board Secretary, as Ethics Officer for the Board, and for the district, pursuant to statute. He shall serve until his successor is appointed and qualified.

Agenda Item #5J

Resolution for Adoption of Rules, Regulations and Actions of Prior Boards

Agenda Item #5J

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that all rules, regulations, policies and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

Agenda Item #5K

Resolution for Time and Place of Board Meetings

Agenda Item #5K

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2006:

Tuesday, January 17, 2006, 7 p.m., Lincoln Trail College
Tuesday, February 21, 2006, 7 p.m., Olney Central College
Tuesday, March 21, 2006, 7 p.m., Wabash Valley College
Tuesday, April 18, 2006, 7 p.m., Frontier Community College
Tuesday, May 16, 2006, 7 p.m., Lincoln Trail College
Tuesday, June 20, 2006, 7 p.m., Olney Central College
Tuesday, July 18, 2006, 7 p.m., Wabash Valley College
Tuesday, August 15, 2006, 7 p.m., Frontier Community College
Tuesday, September 19, 2006, 7 p.m., Lincoln Trail College
Tuesday, October 17, 2006, 7 p.m., Olney Central College
Tuesday, November 21, 2006, 7 p.m., Wabash Valley College
*Tuesday, December 12, 2006, 7 p.m., Frontier Community College

*Board meetings in December will be held on the second Tuesday of the month due to Winter Break.

Agenda Item #6

Recognition of Visitors and Guests

- A. Visitors and Guests**
 - OCC Veterans
 - ATEA Faculty
- B. IECCEA Representatives**

Agenda Item #7

Agenda Item #7

Public Comment

Agenda Item #8

Reports

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

Agenda Item #9

Agenda Item #9

Policy First Reading (and Possible Approval)

None

Agenda Item #10

Agenda Item #10

Policy Second Reading

None

Agenda Item #11

Staff Recommendations for Approval

Agenda Item #11A

Articulation Agreement with McKendree College

MEMORANDUM

TO: Board of Trustees
FROM: Chris Cantwell
DATE: April 19, 2005
RE: Articulation Agreement with McKendree College

I recommend approval of the following 2 + 2 Program Articulation Agreement for a Bachelor of Business Administration between Illinois Eastern Community Colleges and McKendree College.

This agreement is to serve as a formal arrangement for those students who complete a degree with one of the Illinois Eastern Community Colleges to transfer with ease into the McKendree College AiM Program.

The AiM Program (Accelerated Instruction with McKendree) is designed for students whose local commitments make them unable to attend McKendree College's Lebanon campus.

TLB/rs

McKendree College
2 + 2 Program Articulation Agreement
for
Bachelor of Business Administration in Business Administration
McKendree College & Illinois Eastern Community Colleges

Statement of Intent:

This document is to serve as a formal arrangement for those students who complete a degree with one of the Illinois Eastern Community Colleges to transfer with ease into the McKendree College AiM Program.

Requirements:

1. Graduates of any of the four Illinois Eastern Community Colleges will be admitted to the McKendree College AiM program when the following are fulfilled:
 - a. Minimum of 68 transferable hours (final hours may be completed while enrolled with AiM.)
 - b. Only courses with a grade of C or better will be accepted in transfer.
 - c. Cumulative grade point average of 2.25 on a 4.0 scale.
 - d. The student's local commitments make them unable to attend McKendree College's main campus.
2. Students are required to complete a minimum of 58 hours with a senior institution. A total of 128 hours must be completed with a minimum overall 2.0 grade point average prior to completion of the Bachelor of Business Administration Degree.
3. Appendix A outlines the specific courses that must be completed within the 68 hours to be fulfilled with one of the Illinois Eastern Community Colleges.
4. Appendix B outlines the curriculum to be completed with the McKendree College AiM program.
5. Should changes occur in course offerings, each institution agrees to notify the other of planned changes at least 45 days prior to said change becoming effective.
6. Upon successful completion of all degree requirements and fulfillment of all policies and regulations established in the McKendree College catalog, graduates of any of the four Illinois Eastern Community Colleges will earn the Bachelor of Business Administration in Business Administration degree with McKendree College.

Illinois Eastern Community Colleges
Frontier Community College, Lincoln Trail College, Olney Central College and
Wabash Valley College

Date

McKendree College

Date

Appendix A

McKendree College Core Requirements for
Illinois Eastern Community Colleges
“NON-EDUCATION MAJORS”-Business Administration

This guide is intended for students interested in **McKendree College’s AiM program**. All classes must be completed with a minimum grade of “C” in order to be accepted in transfer.

The following classes must be completed at one of the four Illinois Eastern Community Colleges:

Must be completed prior to beginning AiM.

Freshman English: (6 credit hours)

___ ENG 1111 ___ ENG 1121

Must be completed prior to second semester in AiM.

Management: (3 credit hours)

___ BUS 2201

Marketing: (3 credit hours)

___ BMK 2101

Accounting: (6 credit hours)

___ ACC 2101 ___ ACC 2102
2102

Economics: (6 credit hours)

___ ECN 2101 ___ ECN

The following courses must be completed prior to beginning the second year (fourth semester) of AiM.

Mathematics: (3 credit hours)

___ MTH 1131 ___ BMG 2103

Life Science: (4 credit hours)

Physical Science: (4/5 credit hours)

at least one science must include a lab

___ LSC 1101	___ LSC 1105	___ PSC 1111/1112	___ GEL 2110
___ LSC 1102	___ LSC 2104	___ CHM 1120	___ GEL 2111
___ LSC 1103	___ LSC 2110	___ CHM 1130	___ PHY 1110
___ LSC 1104	___ LSC 2111	___ GEL 1112	

Computer Competency: (3 credit hours)

___ CIS 1200 ___ DAP 1201

Appendix B

McKendree College Bachelor of Business Administration Business Administration Major (60 Hours)

Prior to beginning the AiM program students must have completed and passed with a grade of C or better

English Composition I & II.

Major Courses	Hours	Pre-Requisites
SPC 310 Business and Professional Presentations	3	
BUS 303 Business Law I	3	
HIS 372 American Economic History	3	
PSY 405 Industrial/Organizational Psychology	3	
PSI 313 International Political Economy	3	
ENG 380 Special Topics in Literature	3	English Composition I & II
FIN 306 Consumer Finance	3	Microeconomics
HIS 311 Ancient Civilizations	3	
FIN 308 Principles of Business Finance	3	Managerial Accounting, Microeconomics & Introduction to Computers
SOC 350 Sociology of Gender	3	
MGT 314 Organizational Behavior	3	Principles of Management
REL 320 Religions of the World	3	
MKT 340 International Business	3	Principles of Management & Principles of Marketing
BUS 310 Quant Analysis for Business Decisions	3	Statistics
BUS 410 Management Information Systems	3	Principles of Management
ART 314(W) Survey of American Art	3	
MGT 334 Human Resources	3	Principles of Management

Management		
MUS 375 History of American Musical	3	
MGT 450 Business Strategy and Policy	3	Senior Status & Completion of Business Core
MKT 424 (W) Business Ethics & Social Responsibility	3	Principles of Management & Principles of Marketing

Agenda Item #11B

Agreement with Division of Rehabilitation Services

Agenda Item #11B

MEMORANDUM

TO: Board of Trustees
FROM: Chris Cantwell
DATE: April 19, 2005
RE: Agreement with Division of Rehabilitation Services

Illinois Eastern Community Colleges (IECC) currently has an agreement with the Division of Rehabilitation Services (DRS) to clarify relationships between DRS and the four colleges within the IECC system.

The agreement clarifies DRS' responsibilities for funding disability related services and IECC's responsibilities for funding accommodations for students with disabilities.

The intent of the agreement is to ensure that students with disabilities receive services needed to complete their course of study and can obtain viable employment for independent living.

DRS can provide technical assistance including physical accessibility surveys, accommodation consultations, and information on computer assisted real time captioning (CART).

This agreement would be effective from July 1, 2005 and will remain in effect until June 30, 2006, unless terminated by either party. I would ask the Board's approval of this agreement.

TLB/rs

Attachment

**Agreement between the Division of Rehabilitation Services located at 1112 S. West
Street, Olney, IL 62450 and Illinois Eastern Community Colleges
(Frontier Community, Wabash Valley, Lincoln Trail, and Olney Central)
04/2005**

Introduction:

The mission of Division of Rehabilitation Services (DRS)-Vocational Rehabilitation program is to assist individuals with disabilities in successfully preparing for, obtaining and retaining employment. Vocational Rehabilitation (VR) provides a variety of services pursuant to this mission. In contrast, the mission of higher education is to make available to all students, regardless of disability, the opportunity to acquire knowledge, skills, and/or expertise commensurate with their level of ability. Institutions of higher education provide accommodations to students with disabilities, as necessary, to assure their equal access to such opportunities. While the missions of VR and of higher education are different, they are not mutually exclusive. This agreement seeks to clarify roles and responsibilities of the parties involved in fostering a seamless delivery system for those services that overlap.

Although the primary purpose is to clarify relationships between DRS and a college/university, it is equally beneficial to extend these collaborations into high schools. The interagency team developing this agreement encourages the development of a similar agreement between DRS and the secondary educational system. Additional benefits of this agreement are improving communications and increasing dialogue among local parties, including secondary schools that will ultimately improve service to students (as described in state law 20 ILCS 2405).

DRS' responsibilities for funding disability - related services are defined in Sections 101 and 103 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 721 and 794). The educational entities' responsibilities for funding accommodations for students with disabilities are defined under Section 504 of the Rehabilitation Act (20 U.S.C. 794) and the Americans with Disabilities Act (42 U.S.C. 12182(a)).

Every partner within the higher education system will have an agreement with the local DRS office. This agreement will be periodically reviewed (at least annually) and is subject to modification at the initiation of either party.

Intent:

- To ensure that students with disabilities receive services needed to complete their course of study and to obtain viable employment for independent living.

- To make the most effective use of available resources of the Division of Rehabilitation Services, the community colleges, and four-year colleges and universities to promote learning, academic achievement and employability of students with disabilities.

- To foster collaboration and information sharing among various governmental entities, educational institutions, local service organizations, and students with disabilities and their families.

Guiding Principles:

- The primary goal in developing a cooperative agreement is to promote student achievement and employability.
- DRS customers attending educational institutions are a joint responsibility of the local DRS office and the educational institution.
- DRS and educational institutions will collaborate to identify ways to use resources in the most efficient manner.
- In order to increase understanding, support efficient resource allocation and foster students' success and goal attainment, DRS and educational institutions will encourage the use of professional meetings, training sessions, customer consultations and resource planning between DRS and the educational institution staff.
- DRS will provide technical assistance to all entities that may assist DRS customers.

Technical assistance from DRS may include:

- **Physical accessibility surveys**
- **Accommodation consultation**
- **Information on Computer Assisted Real Time captioning (CART)**

General Directives:

- In keeping with their differing missions, the Division of Rehabilitation Services and educational institutions may maintain different requirements regarding eligibility, documentation of disability and assignment of services or accommodations. In addition, nothing within this agreement shall obligate DRS or educational institutions to abandon or alter their policies regarding such matters as are used in guiding the provision of services/ support.
- DRS is responsible for provision of vocational rehabilitation services to eligible individuals who attend higher education as part of an Individual Plan for Employment.
 - DRS and the local educational institution will determine mutual in-service training needs of staff and implement joint staff development/training.

Identified in-service training needs include:

- **Cross training on each party's programs & services**
- **Informational sharing meetings**
- **Reasonable accommodation training for IECC staff**
- **Semester meetings to share/collaborate student information**
- **Changes related to financial aid**

- Entities will share information regarding programming, policies and procedures of the DRS and higher education institution within the parameters of rules relative to customer confidentiality.

DRS and educational institutions will obtain the signatures necessary for release of information from DRS customers to facilitate communication regarding services, when applicable.

The parties will emphasize the maximum utilization of comparable benefits defined as services that are provided or paid for, in whole or in part, by other Federal, State, or local public resources, which are available to the student.

The educational institution is responsible for assuring that students with disabilities have access to all programs, for goods and services through the use of nondiscriminatory policies and procedures, and for assuring students are provided reasonable accommodations, auxiliary aids and services as indicated necessary by the appropriate documentation of the student's disability.

The educational institution is responsible for the costs of making its programs and services accessible to DRS customers. This applies to programs and services that are provided to all students attending the particular college/universities. This would include items that are kept by the program and used by multiple students.

DRS is responsible for costs of services that are used in an individual's residence. DRS pays for DRS-approved auxiliary services that are retained by the customer upon program completion.

DRS Financial Responsibility

- **25% of DRS rates for registered interpreters (including mileage)**
- **25% of the DRS rates for CART services**
- **25% of DRS fees for note takers & scribes**

Representatives of both parties will appoint liaison personnel who will be responsible for making recommendations for resolutions of dispute. DRS personnel will include the local office supervisor, the Assistant Bureau Chief, and the Director of the Division of Rehabilitation Services. DRS personnel will initiate the contact with staff designated by the president of the educational institution to facilitate dispute resolution. State agency and institutional services will continue during the dispute resolution. It is recommended that the negotiator for the educational institution identify by name the parties who will address disputes up to and including the college/university president.

DRS dispute resolution staff:

Dorothy Neal, Rehabilitation Services Supervisor
Martin Pereira, Acting Assistant Bureau Chief, Zone C
Robert Kilbury, Director (DRS)

College/university dispute resolution staff:

Illinois Eastern Community Colleges
Terry Bruce, Chief Executive Officer
Chris Cantwell, Associate Dean, Academic & Student Support
Rita Adams, Program Director, College Support Services

Frontier Community College
Jerry Hefley, Dean
Michael Dreith, President
Terry Bruce, Chief Executive Officer

Lincoln Trail College
Penny Quinn, Dean
Carl Heilman, President
Terry Bruce, Chief Executive Officer

Olney Central College
Lisa Benson, Dean
Jack Davis, President
Terry Bruce, Chief Executive Officer

Wabash Valley College
Matt Fowler, Dean
Harry Benson, President
Terry Bruce, Chief Executive Officer

This agreement is intended as a point of departure to clarify cooperative relations between DRS and institutions of higher education, rather than a final destination. The agreement is a work in progress with an expectation that continued refinements will lead to an increasingly effective collaborative ventures. The end result will be consistent and effective procedures between DRS and educational institutions, enhanced communication among partners and improved services to students.

Addendum

The mission of the Department of Human Services Office of Rehabilitation Services is to assist individuals with disabilities in achieving their goals in the areas of employment, education and independent living. We value our community partners, including institutions of higher education, who work with us to provide the training that is needed to obtain and retain employment.

The intention of this addendum is to provide clarification of the responsibilities of institutions of higher education and DHS-DRS. It is necessary to provide our customers with a seamless delivery system for service(s) that overlap.

DRS will develop an Individual Plan for Employment (IPE) for our customers. DRS will conduct a financial analysis on an annual basis; this will determine the extent of DRS financial participation towards the cost of a customer's training.

The institution of higher education is responsible for making its services and programs accessible to an individual with a disability. This may include, but is not limited to, the provision of sign language interpreters, readers, note takers, scribes, alternate formatting (Braille & text enlargement), Computer Assisted Real Time captioning (CART), and other speech-to-text services.

DRS has an obligation to ensure that customers have the knowledge and tools needed to obtain and retain employment. DRS may purchase various services for a customer with an appropriate IPE. This would include auxiliary services that are used off-campus and those that are kept by the customer after he/she completes training. This may include, but is not limited to, Personal Assistants (PA's), computer software and hardware that is kept by the customer and the use of readers in the customer's residence.

The payment of DRS funds for approved auxiliary services is based on current DRS rules and policies. This includes the use of an established fee and rules regarding the reimbursement of various services. Unless otherwise noted, reimbursement is based on DRS rates.

Sign language interpreters, for instance, would be paid in accordance to DRS policies and rules. DRS has established rates and does not pay portal-to-portal (door-to-door); we pay for the actual time that is worked. DRS does not pay individuals who are not registered with the Illinois Deaf and Hard of Hearing Commission, regardless of the interpreter's certification level. Mileage reimbursement may be given only when the interpreter has a round trip of more than 20 miles.

SIGNATURE PAGE

This agreement will take effect July 1, 2005, and remain in effect until June 30, 2006, unless amended, renegotiated or terminated by either party.

Illinois Eastern Community Colleges

Terry Bruce
Chief Executive Officer

DHS/Office of Rehabilitation Services

Dorothy Neal
Public Service Administrator

(Signature) (Date)

(Signature) (Date)

Agenda Item #11C

Activity Fee Allocation

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 19, 2005
RE: FY06 Activity Fee Allocation

Annually, the Board adopts the allocation of student activity fees at three of the colleges. Attached is an analysis of these allocations and the recommendation for FY06. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the activity fee allocations.

RB/rs

Attachment

Agenda Item #11D

Nursing Review Course Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 19, 2005
RE: Nursing Review Course Fee

In the Spring of 1999, the Board of Trustees instituted a policy, at the recommendation of the Dean of Nursing and Applied Health, which required LPN and RN students to complete a review course so that IECC's licensure pass rates would improve.

At the time of institution of this policy, the cost of the review course for all nursing students was approximately \$25,000. A new IECC course was developed and all students were required to be enrolled. The District then sought and received state reimbursement for the credit hours generated. Initially, this state reimbursement covered the cost of the review course. However, the course now costs the District more than \$40,000 per year, and with the contemplated increase in the number of nursing students, the course cost will soon reach \$60,000 per year.

To recoup the cost from the students who benefit from this review course, it is proposed that beginning with the Summer Session of 2005-2006, that nursing students be charged a \$50 review course fee for the courses NUR 1201, 1202, 1203, 1204, 2201, and 2202. This would mean the student would pay \$300 if he/she enrolled in all six courses.

If a nursing student had paid these fees but failed to progress to a level necessary to participate in the review course, then the student would be given a refund of these review course fees.

I ask the Board's approval of this review course fee.

TLB/rs

Agenda Item #11E

Tuition Increase

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 19, 2005
RE: Tuition Increase

Because of the failure of the State of Illinois to adequately fund the community college system in general, and IECC in particular, we are forced to consider an increase in our student tuition.

The State continues to fund community colleges at the FY1998 level, even though there has been a substantial increase in the number of credit hours generated by the system and the cost of operation of all community colleges. All community colleges have been forced to turn to student tuition to make up this lack of funding.

In the past, tuition increases were required so that the district tuition was high enough to meet the threshold amount for access to equalization funding. This proposed tuition increase is required both by the uncertainty of state funding and tuition increases implemented by other community colleges. This year IECC's tuition rate just barely meets the required threshold. To avoid an even larger increase next year, the tuition should be raised now. Even with this recommended increase, IECC's tuition rate will remain among the lowest in the state.

It is proposed that we would raise the tuition rate from its current \$48.00 per semester hour to \$53.00 per semester hour, a five dollar per semester hour increase. This proposed increase would become effective with the Fall Semester of 2005.

I ask the Board's approval of this \$5.00 per semester hour tuition increase.

TLB/rs

Agenda Item #11F

Department of Corrections FY06 Contracts

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 19, 2005
RE: FY06 Robinson and Lawrence Correctional DOC Contracts

I have been informed that the FY06 contracts have been prepared by the Department of Corrections (DOC). DOC intends to continue its contract with Illinois Eastern Community Colleges for the provision of occupational programs at Robinson and Lawrence Correctional Institutions.

DOC has indicated that they will mail the contracts on Thursday, April 14th and that they should be received on or before April 19th, the day of the Board meeting. This means that members of the Board may not see the contracts until the day of the Board meeting.

I will review the contracts with Dr. Heilman and Glen Donaldson to see if they meet IECC's educational needs. If the contracts are acceptable, I will review the provisions of the contract at the Board meeting and ask for the Board's approval.

TLB/rs

Agenda Item #12

Bid Committee Report

BID COMMITTEE REPORT

APRIL 19, 2005

Nursing Program

1. Computers
2. Projectors

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Computers
 DATE: April 19, 2005

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

The Bid Committee recommends acceptance of the low bids received that meet all specifications listed below.

VENDORS	DESCRIPTION	QTY	UNIT	BID
Grace Computers Salt Lake City, UT	Desktop Computers 3.0 GHz	5	\$657.46	\$3,287.30
	Desktop Computers 3.2 GHz	1	793.96	793.96
	Monitors 17” Flat	7	210.94	1,476.58
	Notebooks 2.0 GHz	9	1,566.06	14,094.54
TOTAL				\$19,652.38

A bid tabulation sheet is attached.

Respectfully submitted,
 Roger Browning
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: SEHC Grant, Ed Fund and Tech Prep Grant

Department: Nursing Program, Academic & Student Support Services, OCC Automotive Program

Rationale for Purchase: Computers will be used to train CNA’s and others within our 5 local healthcare partner institutions to upgrade their healthcare skills. A 17” monitor is needed to replace a damaged one in the Academic & Student Support Services office. Two notebooks are needed for instruction purposes in the Olney Central College automotive program.

The “Advertisement for Bids” was placed in the Daily Republican Register for one (1) day.

COMPUTERS BID TABULATION

DESCRIPTION	QTY	Charley Inc. Robinson, IL	Gateway Co. Sioux City, IA	Grace Computers Salt Lake City, UT	KOI Computers Lombard, IL	Tangent Computer Burlingame, CA
<u>DESKTOPS:</u>	Unit	\$766.00	\$759.00	\$668.46	\$774.63	\$709.00
	2-10	759.00	759.00	657.46	774.63	709.00
3.0 GHz	11-20	759.00	759.00	656.46	774.63	709.00
#1	21+	759.00	759.00	654.46	774.63	709.00
	Unit	947.00	949.00	793.96	953.73	899.00
3.2 GHz,	2-10	938.00	949.00	782.96	953.73	899.00
#2	11-20	938.00	949.00	781.96	953.73	899.00
	21+	938.00	949.00	779.96	953.73	899.00
<u>MONITORS:</u>	Unit	220.00	259 w/pc	212.93	250.60	288.00
	2-10	220.00	279.00	210.94	250.60	288.00
17" FLAT	11-20	220.00	279.00	208.95	250.60	288.00
	21+	220.00	279.00	206.96	2506.00	288.00
	Unit	293.00	355 w/pc	298.53	311.77	390.00
19" FLAT	2-10	292.00	389.00	295.74	311.77	390.00
	11-20	290.00	389.00	292.95	311.77	390.00
	21+	290.00	389.00	290.16	311.77	390.00
<u>NOTEBOOKS:</u>	Unit	1641.00	1609.00	1581.06	1681.06	1845.00
	2-10	1625.00	1609.00	1566.06	1666.06	1845.00
2.0 GHz	11-20	1617.00	1609.00	1556.06	1656.06	1845.00
	21+	1600.00	1609.00	1551.06	1651.06	1845.00

DESKTOP COMPUTER SPECIFICATIONS #1

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION	BIDDER PROPOSED		
Processor and Motherboard	Intel Pentium 4, 3.0 GHz processor with minimum 800MHz FSB			
Hard Drive	Minimum 80GB 7200 RPM SATA (NTFS format)			
Memory	512 MB RAM with available expansion slots			
Video Card	Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP or PCIe video card			
Optical Drive 1	DVD Drive			
Sound Card	Integrated Sound Blaster compatible audio			
Speakers	No speakers			
Keyboard	USB 104 Key Enhanced			
Mouse	Microsoft USB Optical with scroll wheel			
Network Card	Integrated 10/100/1000 Twisted Pair Ethernet			
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Parallel 1 Headphone jack (front), 1 Microphone jack (front preferred)			
Case	Black Mini-Tower Chassis with an open design for easy serviceability			
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format)			
	Unit	2-10	11-20	21+
Base Unit Pricing (monitor not included)	\$	\$	\$	\$

DESKTOP COMPUTER SPECIFICATIONS #2

COMPUTER SYSTEM COMPONENT	REQUIRED SPECIFICATION	BIDDER PROPOSED			
Processor and Motherboard	Intel Pentium 4, 3.2 GHz processor with minimum 800MHz FSB				
Hard Drive	Minimum 120GB 7200 RPM SATA (NTFS format)				
Memory	1 GB RAM with available expansion slots				
Video Card	Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP or PCIe video card				
Optical Drive 1	DVD Drive				
Optical Drive 2	CD-RW				
Sound Card	Integrated Sound Blaster compatible audio				
Speakers	No speakers				
Keyboard	USB 104 Key Enhanced				
Mouse	Microsoft USB Optical with scroll wheel				
Network Card	Integrated Gigabit (10/100/1000)				
External Ports	6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Parallel 1 Headphone jack (front) 1 Microphone jack (front preferred)				
Case	Black Mini-Tower Chassis with an open design for easy serviceability				
Operating System	Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format)				
		Unit	2-10	11-20	21+
Base Unit Pricing (monitor not included)	\$	\$	\$	\$	\$

COMPUTER MONITOR SPECIFICATIONS

Monitors: Black, .26 dot pitch or less, LCD monitors should be supported by the standard or optional video card. (Monitors will be purchased independent of computers.)	Unit	2-10	11-20	21+
17" Flat Panel LCD Monitor	\$	\$	\$	\$
19" Flat Panel LCD Monitor	\$	\$	\$	\$

NOTEBOOK COMPUTER SPECIFICATIONS #1

COMPUTER SYSTEM COMPONENT	REQUIRED MINIMUM SPECIFICATION		BIDDER PROPOSED	
Screen	15.0" Active matrix color display			
Processor	2.0 GHz Intel Pentium M processor			
Memory	1 GB RAM			
Video	Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card			
Hard Drive	80 GB Ultra ATA hard drive (NTFS format)			
Optical	CD-RW/DVD Drive (Integrated)			
Multimedia Package	Integrated sound and stereo speakers, internal microphone, headphone/speaker jack, line-in, and microphone jacks			
Keyboard	Full size			
Mouse	Touch pad or In-Keyboard Pointing Device and USB external optical mouse with scroll wheel			
Operating System	Microsoft Windows XP Professional with most recent Service Pack installed			
Expansion Slots	Two Type II or One Type III PC Card Slots			
Power	Long life Lithium Ion battery with AC pack			
External Ports	2 USB 2.0, VGA,			
Modem	V.92 56K, integrated			
Network Adapter	Ethernet 10/100, integrated			
Wireless Network Adapter	54g WLAN, IEEE 802.11b, 802.11g			
Carrying Case	Basic Carrying Case			
Certifications	FCC Class B, UL, and CSA Certified			
	Unit	2-10	11-20	21+
Base Unit Pricing	\$	\$	\$	\$

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege; 3 year, on-site, next business day warranty; 3 year parts replacement on site; 3 year labor on site provided problem cannot be resolved by phone with technical support. Telephone technical support required 24 hours per day, 7 days per week.

All hardware shall be **Windows XP** compatible. Current drivers and updates must be applied to the installed OS prior to delivery.

Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. 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.

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 shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Projectors
 DATE: April 19, 2005

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

The Bid Committee recommends acceptance of the low bids received that meet all specifications listed below.

VENDORS	DESCRIPTION	QTY	UNIT	BID
CompView Beaverton, OR	Mitsubishi XL8U.3SA Projectors	3	\$1,450.00	\$4,350.00
CDW Gov. Vernon, Hillis, IL	Bulbs	4	349.00	1,396.00
TOTAL				\$5,746.00

PROJECTORS BID TABULATION							
DESCRIPTION	QTY	Beatty TeleVisual Springfield, IL	BoxLight Corp. Poulsbo, WA	CDW Gov. Vernon Hills, IL	CIM-Audio Visual Columbus, IN	CompView Beaverton, OR	Zones Corp. Auburn, WA
Mitsubishi XL8U.3SA or Equivalent	Per Unit	\$1954.28	\$1765.00	\$1469.00	\$1649.00	\$1600.00	\$1722.00
	2-4	1934.28	1741.00	1469.00	1649.00	1450.00	1717.00
	5-9	1904.28	1705.00	1469.00	1649.00	1450.00	1712.00
	10+	1840.71	1673.00	1469.00	1649.00	1440.00	1682.00
Spare Bulb for unit	Per Unit	435.00	2080.00	349.00	368.00	357.00	359.00
	2-4	429.61	2056.00	349.00	368.00	350.00	357.00
	5-9	425.00	2020.00	349.00	368.00	350.00	357.00
	10+	420.00	1988.00	349.00	368.00	340.00	352.00

Respectfully submitted,
 Roger Browning
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: SEHC Grant and Tech Prep Grant

Department: Nursing Program, OCC Automotive Program

Rationale for Purchase: Projectors will be used to train CNA's and others within our 5 local healthcare partner institutions to upgrade their healthcare skills. One projector is needed for instruction purposes in the Olney Central College Automotive Program.

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

PROJECTOR SPECIFICATIONS:

Item 1

Model: Mitsubishi XL8U.3SA Multimedia Projector or equivalent
Resolution: true XGA (1024x 768), compressed SXGA (1280 x 1024)
Brightness: 2000 Lumens
Compatibilities: SXGA, XGA, SVGA, VGA; PAL/PAL-M/PAL-N/SECAM/NTSC/NTSC4.43
Sound Output: 2 watt mono
Remote Control: Radial Remote Control
Lamp Life: 2000 hours
Inputs: Computer, Composite Video (RCA), S-Video, Audio (RCA)
Outputs: Computer, Audio,
Other Connections: USB, RS 232 Serial,
Projection Lamp: 250W User Replaceable
Weight: 5.9 lbs
Warranty: 3 year parts and labor; 90 days lamp, Emergency Roadside Assistance Program

Included Accessories

Travel Case with Wheels

Total - Item 1 **Per Unit** _____ **2-4 Units** _____ **5-9 Units** _____
 >10 _____

Item 2

Spare bulb for unit specified above

Total - Item 2 **Per Unit** _____ **2-4 Units** _____ **5-9 Units** _____
 >10 _____

PROJECTORS

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege, 3 Years parts/labor, 90 day lamp warranty and emergency overnight exchange while under warranty.

Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. 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.

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 shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #13

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT March 31, 2005

FUND	BALANCE
Educational	\$3,075,285.76
Operations & Maintenance	\$667,960.83
Operations & Maintenance (Restricted)	\$233,269.74
Bond & Interest	\$17,751.87
Auxiliary	\$821,521.80
Restricted Purposes	\$57,646.91
Working Cash	\$4,388.08
Trust & Agency	\$334,308.66
Audit	\$15,138.10
Liability, Protection & Settlement	\$881,881.37
TOTAL ALL FUNDS	\$6,109,153.12

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF MARCH 31, 2005

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,629,818
STATE GOVT SOURCES	10,142,400
STUDENT TUITION & FEES	9,116,004
SALES & SERVICE FEES	2,314,494
FACILITIES REVENUE	24,772
INVESTMENT REVENUE	111,639
OTHER REVENUES	77,595
TOTAL REVENUES:	26,416,722
 EXPENDITURES:	
INSTRUCTION	7,755,949
ACADEMIC SUPPORT	359,020
STUDENT SERVICES	920,110
PUBLIC SERV/CONT ED	68,024
OPER & MAINT PLANT	1,933,692
INSTITUTIONAL SUPPORT	5,978,663
SCH/STUDENT GRNT/WAIVERS	3,813,511
AUXILIARY SERVICES	3,100,269
TOTAL EXPENDITURES:	23,929,238
 TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
 NET INCREASE/DECREASE IN NET ASSETS	 2,487,484

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
March 31, 2005

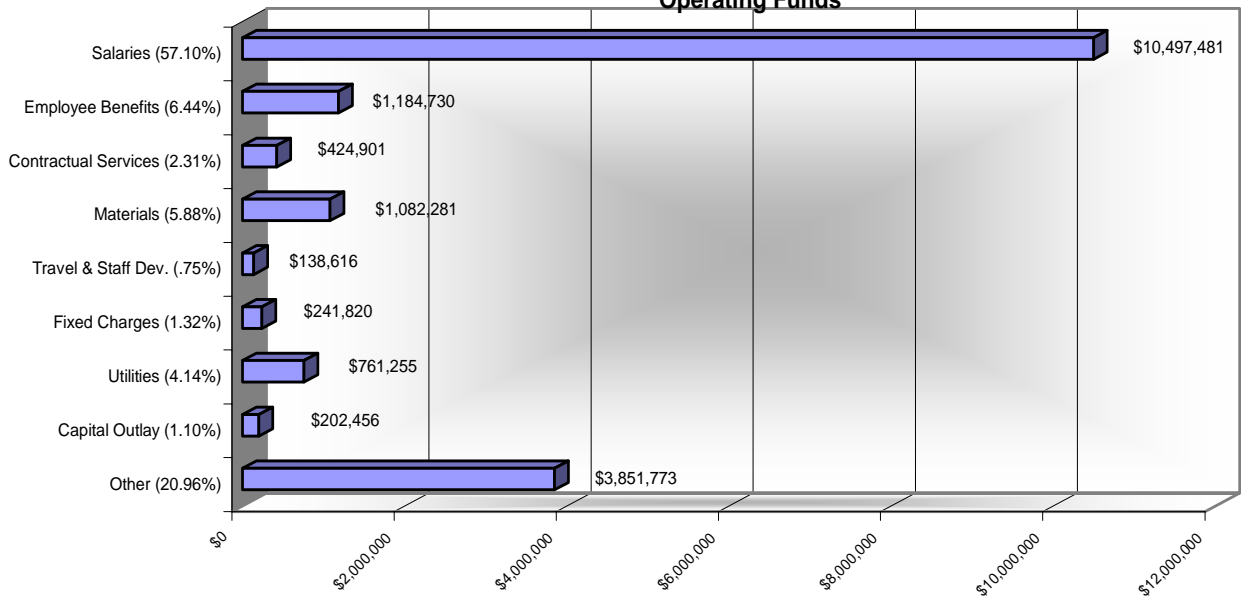
	ALL FUNDS
	Fiscal Year 2005
ASSETS:	
CASH	6,109,153
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	6,605,000
RECEIVABLES	2,289,809
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	459,225
OTHER ASSETS	429,772
TOTAL ASSETS AND OTHER DEBITS:	15,916,459
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	4,002
ACCOUNTS PAYABLE	(13,109)
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	725,582
TOTAL LIABILITIES:	856,425
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,472,541
PR YR BDGTD CHANGE TO FUND BALANCE	148,655
 FUND BALANCES:	
FUND BALANCE	9,593,860
RESERVE FOR ENCUMBRANCES	3,844,978
TOTAL EQUITY AND OTHER CREDITS	15,060,034
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 15,916,459

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY03-05

College	Category	FISCAL YEAR 2003			FISCAL YEAR 2004			FISCAL YEAR 2005			% of Year
		Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	
Frontier	Bills		\$1,381,987		\$1,252,361		\$1,382,220				
	Payroll		1,439,580		1,453,981		1,522,768				
	Totals	\$3,338,586	2,821,567	85%	\$3,447,831	2,706,342	78%	\$3,557,452	2,904,988	82%	75%
Lincoln Trail	Bills		899,343		947,011		1,055,396				
	Payroll		1,732,584		1,737,931		1,788,248				
	Totals	3,415,527	2,631,927	77%	3,525,000	2,684,942	76%	3,598,766	2,843,644	79%	75%
Olney Central	Bills		1,292,046		1,486,218		1,469,249				
	Payroll		2,752,882		2,819,631		2,998,162				
	Totals	5,197,559	4,044,928	78%	5,439,923	4,305,849	79%	5,502,798	4,467,411	81%	75%
Wabash Valley	Bills		1,290,409		1,299,591		1,421,848				
	Payroll		2,139,842		2,214,487		2,305,017				
	Totals	4,013,571	3,430,251	85%	4,241,682	3,514,078	83%	4,368,012	3,726,865	85%	75%
Workforce Educ.	Bills		830,330		1,031,302		1,156,554				
	Payroll		724,467		747,188		762,015				
	Totals	2,129,290	1,554,797	73%	2,544,773	1,778,490	70%	2,627,804	1,918,569	73%	75%
District Office	Bills		224,196		175,435		181,888				
	Payroll		649,248		650,097		654,401				
	Totals	1,252,323	873,444	70%	1,169,354	825,532	71%	1,217,781	836,289	69%	75%
District Wide	Bills		1,344,715		1,366,433		1,220,676				
	Payroll		411,874		465,074		466,871				
	Totals	3,586,335	1,756,589	49%	3,404,529	1,831,507	54%	3,551,200	1,687,547	48%	75%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$22,933,191	\$17,113,503	75%	\$23,773,092	\$17,646,740	74%	\$24,423,813	\$18,385,313	75%	75%

Excludes DOC

**Illinois Eastern Community Colleges
FY2005
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
 As of March 31, 2005 - \$18,385,313

Agenda Item #14

Agenda Item #14

Chief Executive Officer's Report

Agenda Item #15

Agenda Item #15

Executive Session

Agenda Item #16

Approval of Executive Session Minutes

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

Agenda Item #17

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 15, 2005
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional Information for Items 400.1., 400.2. and 400.3. will be mailed under separate cover.

dh

INDEX

400.1. Employment of Personnel

400.2. Leave Request (External Report)

400.3. Resignation

400. PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Nedra Pershing, Massage Therapy Instructor, effective August 11, 2005.

B. Classified

1. Justin Wiles, Academic Support Specialist, DO, effective April 21, 2005, contingent upon continued grant funding.

400.2. Leave Request (External Report)

400.3. Resignation

A. Classified

1. Brett Gardner, Upward Bound Student Advisor, DO, effective May 31, 2005

Agenda Item #18

Agenda Item #18
Collective Bargaining

Agenda Item #19

Agenda Item #19

Litigation

Agenda Item #20

Agenda Item #20

Acquisition and Disposition of Property

Agenda Item #21

Agenda Item #21

Other Items

Agenda Item #22

Agenda Item #22

Adjournment

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

	Estimated Budget										
Science Building Roof Replacement WVC	\$325,200										
GRAND TOTAL	\$325,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

3/31/2005