

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**December 9, 2003**



**Location:**

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

**Dinner – 6:00 p.m. – Lincoln Room  
Meeting – 7:30 p.m. – Banquet Room**

**Illinois Eastern Community Colleges  
Board Agenda**

**December 9, 2003  
7:30 p.m.  
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. CabinetCoal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Cooperative Agreements ..... Cantwell
  - B. Affiliation and HIPAA Agreement with Pine Haven..... Bruce
  - C. Payment of End of Year Bills..... Bruce
  - D. FY2005 Holiday Calendar..... Bruce
9. Bid Committee Report .....Browning  
Olney Central College  
(2) 15 Passenger Vans
10. District Finance
  - A. Financial Report .....Browning
  - B. Approval of Financial Obligations .....Browning
11. Chief Executive Officer's Report ..... Bruce
12. Executive Session ..... Bruce

13. Approval of Executive Session Minutes..... Bruce
  - A. Approval of Executive Session Minutes
  - B. Semi-Annual Review of Executive Session Minutes
14. Approval of Personnel Report ..... Bruce
15. Collective Bargaining ..... Bruce
16. Litigation ..... Bruce
17. Acquisition and Disposition of Property..... Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Classroom Building West Rooms 104 and 105, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, November 18, 2003.

(Note: The Board Book Agenda listed the meeting place as University of Illinois Extension Building Conference Room. A notice was posted at University of Illinois Extension Building, stating that the meeting was being held in the Classroom Building West Rooms 104 and 105.)

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

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

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

**Adjournment of Old Board**: There being no further business to be transacted by the old Board, the Chair declared the old Board of Trustees to stand adjourned sine die.

**CEO Assumes Chair**: Terry L. Bruce, Chief Executive Officer, assumed the Chair for purposes of organization of the new Board of Trustees. Without objection, the Chair appointed Harry Hillis, Jr. to act as Interim Secretary during organization of the new Board.

**AGENDA #2 – “Oath of Office and Seating of Trustees Elected April 1, 2003”** - The oath of office was administered to Larry Rost, Marilyn J. Wolfe and George Andrew Fischer, who were elected to full terms, and Walter L. Koertge, who was elected to fill a vacancy with his term expiring in 2005, at the election April 1, 2003. Mr. Rost, Miss Wolfe, Dr. Fischer and Mr. Koertge were duly seated.

**AGENDA #3 – “Organization of New Board”** – The Board of Trustees organized as follows:

**#3-A. Roll Call**: The Chair directed roll call of the new Board. The Interim 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., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr.

Joseph Kiser, 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.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

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

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

**#3-B. Election of Chairman:** The Chair asked for nominations for Chairman. Mr. Williams nominated James W. Lane, Jr. to be Chairman of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, the Chair declared that nominations were closed. The Chair asked trustees in favor of James W. Lane, Jr. to be Chairman of the Board of Trustees 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 that Mr. Lane is elected Chairman by acclamation.

**#3-C. Election of Vice-Chairman:** The Chair asked for nominations for Vice-Chairman. Mr. Rost nominated George Andrew Fischer to be Vice-Chairman of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, the Chair declared that nominations were closed. The Chair asked trustees in favor of George Andrew Fischer to be Vice-Chairman of the Board of Trustees 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 that Dr. Fischer is elected Vice-Chairman by acclamation.

**#3-D. Election of Secretary Pro Tempore:** The Chair asked for nominations for Secretary Pro Tempore. Dr. Fischer nominated Marilyn J. Wolfe to be Secretary Pro Tempore of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, the Chair declared that nominations were closed. The Chair asked trustees in favor of Marilyn J. Wolfe to be Secretary Pro Tempore of the Board of Trustees 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 that Miss Wolfe is elected Secretary Pro Tempore by acclamation.

**#3-E. Election of Secretary:** The Chair asked for nominations for Board Secretary. Mrs. Culver nominated Harry Hillis, Jr. to be Secretary of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, the Chair declared that nominations were closed. The Chair asked trustees in favor of Harry Hillis,

Jr. to be Secretary of the Board of Trustees 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 that Mr. Hillis is elected Board Secretary by acclamation.

**#3-F. Appointment of Ethics Officer:** Mr. Williams made a motion that the Board hereby appoints Harry Hillis, Jr. as Ethics Officer for the Board, and for the district, pursuant to statute. He shall serve until his successor is appointed and qualified. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**Mr. Lane Assumes Chair:** Mr. Lane assumed the Chair.

**#3-G. Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards:** The CEO recommended adoption of the following resolution.

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.

**Board Action:** Mr. Rost made a motion to approve the foregoing resolution for adoption of rules, regulations, policies and actions of prior boards as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#3-H. Resolution for Time and Place of Board Meetings:** The CEO recommended adoption of the following resolution for Time and Place of Board Meetings.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2004:

Tuesday, January 20, 2004, 7 p.m., Wabash Valley College  
Tuesday, February 17, 2004, 7 p.m., Frontier Community College  
Tuesday, March 16, 2004, 7 p.m., Lincoln Trail College  
Tuesday, April 20, 2004, 7 p.m., Olney Central College  
Tuesday, May 18, 2004, 7 p.m., Wabash Valley College  
Tuesday, June 15, 2004, 7 p.m., Frontier Community College  
Tuesday, July 20, 2004, 7 p.m., Lincoln Trail College

Tuesday, August 17, 2004, 7 p.m., Olney Central College  
Tuesday, September 21, 2004, 7 p.m., Wabash Valley College  
Tuesday, October 19, 2004, 7 p.m., Frontier Community College  
Tuesday, November 16, 2004, 7 p.m., Lincoln Trail College  
\*Tuesday, December 14, 2004, 7:30 p.m., Olney Central College

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

**Amendment to Change Time of December Meetings in 2003 and 2004:** The CEO recommended that an amendment be presented to change the time of the Board meetings on December 9, 2003 and December 14, 2004 from 7:00 p.m. to 7:30 p.m.

**Board Action to Change Time of December Meetings to 7:30 p.m.:** Mr. Williams made a motion to change the time of the Regular Meetings of December 9, 2003 and December 14, 2004 to 7:30 p.m. 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.

**Board Action to Adopt Meeting Schedule:** Mr. Williams made a motion to approve the foregoing resolution for Regular Meeting dates, times and places, as amended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #4 – "Disposition of Minutes"** – Open meeting minutes of the Regular Meeting, Tuesday, October 21, 2003, were presented for disposition.

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

**AGENDA #5 – "Recognition of Visitors & Guests"** –

**#5-A. Visitors & Guests:** Visitors and guests present were recognized, including Frontier Community College staff members. Special guests were members of the class who received a degree from Greenville College through Frontier Community College.

**#5-B. IECCEA Representative:** None.

**AGENDA #6 – "Public Comment"** – None.

**AGENDA #7 – "Reports"** –

**#7-A. Report from Trustees:** None.

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

**#7-C. Report from Cabinet:** Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

**AGENDA #8 – “Policy First Readings (and Possible Approval)”** – None.

**AGENDA #9 – “Policy Second Readings”** – None.

**AGENDA #10 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#10-A. FY2004 Institutional Effectiveness Plan:** The CEO recommended approval of the IECC Institutional Effectiveness Plan for 2004. The plan, formerly called the Assessment Plan, focuses on the district’s overall effectiveness. The assessment and evaluation contained in the document provides a systematic process for measuring the district against its stated mission objectives. It thus gives a review of how the district is doing in fulfilling its mission. The plan also uses assessment as a measure for decision-making and planning. The plan deals with ten goals of IECC, as outlined in its mission statement.

**Board Action:** Dr. Fischer made a motion to accept the FY2004 Institutional Effectiveness Plan as recommended. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#10-B. FY2004 Capital Renewal Application:** Mr. Browning reviewed the Illinois Eastern Community Colleges FY2004 Capital Renewal Grant application with an estimated project cost of \$323,912. The Presidents and Superintendents at each campus identified the projects listed in this application. Following is the estimated project budget:

Lincoln Trail College:

Repair/upgrade walls – Arts Building – \$44,000.

Replace lighting – Arts Building – \$21,000.

Olney Central College:

Upgrade/repair Vocational Tech Building – \$30,960.

Wabash Valley College:

Replace lighting – Spencer Sports Center Gym – \$30,325.

Upgrade toilets – Applied Arts Building – \$20,195.

Frontier Community College:



New parking lot – \$104,167.  
Subtotal: \$250,647.  
Contingency: \$25,065.  
Construction Administration Fee: \$8,300.  
A/E Compensation: \$28,900.  
On-Site Observation & Reimbursables: \$11,000.  
Total Estimated Project Cost: \$323,912.

The CEO recommended approval of the FY2004 Capital Renewal Grant Application, including all documents and attachments relative thereto.

**Board Action:** Mr. Williams made a motion to approve IECC’s FY2004 Capital Renewal Grant Application as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe.  
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.

**#10-C. Adoption of FY2004 Resolution for Capital Renewal Grant Application:**  
Mr. Browning presented the following resolution approving a Capital Renewal Project Grant Application and the CEO recommended that it be adopted.

### **Resolution for Capital Renewal Grant Funds Application**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district’s FY2004 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$323,912, as follows:

1. The capital renewal allocated amount is \$323,912.
2. The estimated project budget is hereby approved in the following amounts:

Lincoln Trail College:

Repair/upgrade walls – Arts Building – \$44,000.

Replace lighting – Arts Building – \$21,000.

Olney Central College:

Upgrade/repair Vocational Tech Building – \$30,960.

Wabash Valley College:

Replace lighting – Spencer Sports Center Gym – \$30,325.

Upgrade toilets – Applied Arts Building – \$20,195.  
Frontier Community College:  
New parking lot – \$104,167.  
Subtotal: \$250,647.  
Contingency: \$25,065.  
Construction Administration Fee: \$8,300.  
A/E Compensation: \$28,900.  
On-Site Observation & Reimbursables: \$11,000.  
Total Estimated Project Cost: \$323,912.

**Board Action:** Mr. Williams made a motion to approve the FY2004 Capital Renewal Grant Resolution as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#10D. Discontinue Flexible Spending Account:** Mr. Browning reviewed the status of the Flexible Spending Account. The past two years IECC has attempted to fund and administer a Flexible Spending Account (FSA) Program to allow employees to pay for unreimbursed medical expenses, and childcare expenses, on a pre-tax basis. Currently there are 23 participants out of 330 eligible full-time employees (or approximately 7% participation) in the medical reimbursement portion of the program, and there are 0 participants in the child care reimbursement portion of the program. Because of the extremely low participation rate, the Cabinet has recommended that the FSA Program be discontinued after December 31, 2003, the end of the plan year. Employees will not lose their contributions to the plan as long as they follow the same general rules that have always been applicable: 1) the qualifying expense must have been incurred by December 31, 2003, and 2) claim for reimbursement of such expense must be made within 90 days after the December 31, 2003 year end.

This recommendation is only for the FSA Program. The Premium Conversion program whereby employees can elect to pay their portion of dependent medical and dependent dental premiums in pre-tax dollars will continue to be offered.

The CEO recommended that the Board of Trustees approve the Cabinet recommendation to discontinue the Flexible Spending Account Program at the end of the current plan year, December 31, 2003.

**Board Action:** Miss Wolfe made a motion to discontinue the Flexible Spending Account Program at the end of the current plan year as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#10-E. New Premium Conversion Plan Agreement:** Mr. Browning reviewed a new Premium Conversion Plan Agreement. IECC currently offers a Flexible Benefit Plan whereby employees can elect to pay their portion of dependent medical and dependent dental premiums in pre-tax dollars. This plan has been in existence since 1994 and it needs to be updated to reflect current tax laws and regulations. After reviewing options, a recommendation is being made to adopt the prototype plan offered by Kemper CPA Group. This prototype plan has been approved by the Internal Revenue Service as a “qualified plan” under Section 125 (f) of the Internal Revenue Code. This plan will replace the existing Flexible Benefit Plan effective January 1, 2004. There will be a one-time set up fee of approximately \$300. Then, there will be an annual fee of approximately \$100 for Kemper to perform the annual discrimination testing and to prepare any IRS required filing.

The CEO recommended that the Board of Trustees approve the IECC Premium Only Plan by adopting the following resolution, which incorporates by reference the Plan Document (Exhibit A), and the Summary Plan Description (Exhibit B).

**Resolution of the Board of Trustees for the Adoption of Illinois Eastern Community Colleges Premium Only Plan**

On this date, the Board of Trustees of Illinois Eastern Community Colleges did meet to discuss the implementation of Illinois Eastern Community Colleges Premium Only Plan to be effective January 1st, 2004. Let it be known that the following resolutions were duly adopted by the Board of Trustees of Illinois Eastern Community Colleges and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that the form of Cafeteria Plan, as authorized under Section 125 of the Internal Revenue Code of 1986, presented to this meeting is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

RESOLVED, that the Plan Year shall be for a 12 month period beginning on January 1<sup>st</sup>, and ending December 31<sup>st</sup>.

RESOLVED, that the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Cafeteria Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify employees of the adoption of the Cafeteria Plan by delivering to each Employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned certifies that attached hereto as Exhibits A and B respectively are true copies of the Plan Document, and Summary Plan Description for Illinois Eastern Community Colleges Premium Only Plan approved and adopted in the foregoing resolutions.

The undersigned further certifies and attests that the above resolutions were made with the consent of the Board of Trustees of Illinois Eastern Community Colleges on this date.

**Amendments:** The following Plan amendments are offered for approval:

### **Pre-Tax Premiums for Health Insurance Benefits**

Your Plan offers pre-tax premiums for health insurance benefits, offered through your employer only, for your dependents. For specific coverages and deductibles and co-payments, consult the Summary Booklet of the basic health insurance policy, available from the Benefits Coordinator.

### **Pre-Tax Premiums for Dental Insurance Benefits**

Your Premium Only Plan offers pre-tax premiums for dental insurance benefits, offered through your employer only, for your dependents.

For specific coverages and deductibles and co-payments, consult the Summary Booklet of the dental insurance policy, available from the Benefits Coordinator.

**Board Action to Approve Amendments:** Mrs. Culver made a motion to amend the Plan documents, to incorporate at the appropriate place in the documents, the language as presented in the foregoing amendments. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

**Board Action to Approve Plan as Amended:** Mr. Rost made a motion to approve the IECC Premium Only Plan by adopting the foregoing resolution which incorporates by reference the Plan Document (Exhibit A) and the Summary Plan Description (Exhibit B) and including the language amendments as approved; and to authorize the Chairman and Secretary of the Board of Trustees to sign the documents for the IECC District. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#10-F. Current PHS Project Update & Phase 7 “Carryover” Projects:** Mr. Browning presented an update on the status of the 13 Protection Health & Safety (PHS) projects that made up Phase 7. Most should be completed and closed out by the end of the current calendar year. There will be funds remaining from the \$3.5 million bond issue offered in December 2002. These funds should be carried over for another round of projects this coming year. This work will be called “Phase 7 Carryover Projects.” The following timeline has been developed for the proposed projects:

Nov 14, 2003 – Final Project Lists due to the CFO.

Nov 19, 2003 – Final projects submitted to Image Architects.

Nov 20 through Jan 5, 2004 – Project Review, Design, and Drawings prepared by Image Architects.  
Jan 12, 2004 – ICCB Project Applications due from Image Architects.  
Jan 20, 2004 – Board of Trustee approval of ICCB Project Applications.  
March 22, 2004 – Bid Documents out to potential bidders.  
April 5, 2004 – Projected Bid Opening.  
April 20, 2004 – Bids awarded at the Board of Trustee meeting.  
May 15, 2004 – Work begins.

The CEO recommended approval to proceed in developing proposed Phase 7 Carryover Projects in accordance with the timeline presented.

**Board Action:** Mr. Williams made a motion to proceed in developing proposed Phase 7 Carryover Projects in accordance with the timeline as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#10-G. Affiliation and HIPAA Agreement with St. Mary's Medical Center:** The CEO recommended approval of the Affiliation and Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and St. Mary's Medical Center of Evansville, Indiana as presented.

**Board Action:** Mr. Koertge made a motion to approve the Affiliation and Health Insurance Portability and Accountability Act (HIPAA) Agreement with St. Mary's Medical Center as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #11 – “Bid Committee Report”** – None.

**AGENDA #12 – “District Finance”** – The following district financial matters were presented:

**#12-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$10,467,459.57, as of October 31, 2003.

**#12-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of November 2003, totaling \$944,137.80, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of the district financial obligations for the month of November 2003, in the amounts listed, and payments from the revolving fund for the month of October 2003. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #13 – “Chief Executive Officer's Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. Gayle Lawn-Day New Position.
2. Title IV Refund Checks.
3. Advanced Technology Grants.
4. Perkins Program Outstanding Performance (Commendation for Excellence, LTC & WVC).
5. Olney Fire Department Letter of Appreciation.
6. District-Wide Sex Offender Report (No known offenders).
7. Equalization Meeting – Presidents’ Council – Chicago November 14.
8. Equalization Meeting – ICCB – Springfield November 20 (CEO Terry Bruce on Equalization Task Force).
9. Marathon Ashland Reassessment (Agreement ends in 2003).
10. OCC Recruitment Outreach.
11. Enrollment Report – District Up 1%.

**AGENDA #14 – “Executive Session”** – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(5) of the Open Meetings Act to consider purchase of real property for the use of the community college district; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent.

**#14-A. Closed Meeting:** Mr. Koertge made a motion to hold a closed meeting to consider the matters outlined by the CEO. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:15 p.m.

**#14-B. Closed Meeting Ended:** Mr. Williams made a motion to reconvene in open session. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:49 p.m.

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

**AGENDA #15 – “Executive Session Minutes”** – None.

**AGENDA #16 – “Approval of Personnel Report”** – The CEO presented the following amended Personnel Report and recommended approval.

#### **400.1. Employment of Personnel**

A. Professional/Non-Faculty

1. Jennifer Elliott, Curriculum Development Specialist, Grant, District Office.

B. Classified

1. Daniel Deck, Custodian, Olney Central College.
2. Janet Pflaum, Business Office Clerk, District Office.
3. Chad Schuetz, Computer Technician, Olney Central College.

#### **400.2. Change in Status**

A. Professional/Non-Faculty

1. Ida McVaigh, Business Management Instructor, LTC/LCC, to Youthful Offender Counselor, LTC/RCC, effective December 1, 2003. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

B. Classified

1. Amy Johnson, Office Assistant, District Office, to Administrative Assistant, District Office, effective November 20, 2003.

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

Amie Janssen, Glencoe McGraw-Hill, Burr Ridge, IL, approximate time 30 hours per month.

### **400.4. Resignation**

#### A. Administrative

1. Gayle Lawn-Day, Dean of the College, Lincoln Trail College, effective January 30, 2004.

### **Personnel Report Addendum**

### **400.5. Authorization to hire Correctional Center employee for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements**

#### A. Faculty

1. James Patrick, Commercial Custodial Services Instructor, LTC/LCC.

**Board Action to Amend Personnel Report:** Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Section 400.5.A.1, employment of James Patrick, as recommended. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**Board Action to Approve Amended Personnel Report:** Mr. Rost made a motion to approve the foregoing amended Personnel Report as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #17 – “Collective Bargaining”** – None.

**AGENDA #18 – “Litigation”** – None.

**AGENDA #19 – “Acquisition & Disposition of Property”** – None.

**AGENDA #20 – “Other Items”** – None.



**AGENDA #21 – “Adjournment”** – Mr. Koertge made a motion to adjourn. Pursuant to Board of Trustees action earlier in this meeting, the next Regular Meeting, Tuesday, December 9, 2003, will begin at 7:30 p.m. Mr. Kiser seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:54 p.m.

Approved:

Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**Agenda Item #7**

**Agenda Item #7**

**Policy Second Reading**



**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Cooperative Agreements**

**Lake Land College**

**Lewis & Clark Community College**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 9, 2003

RE: Cooperative Agreements with Lake Land College and Lewis and Clark  
Community College

Attached are Cooperative Agreements between Illinois Eastern and Lake Land College and Lewis & Clark Community College. Changes and updates to these agreements from the last agreement are:

Lake Land College

IECC removed Massage Therapy/Certificate from the agreement.

Lake Land removed Telecommunications/AAS from the agreement.

Lake Land added Intro to Geographic Information System (GIS)/Certificate to the agreement.

Lake Land added GIS Raster/Certificate to the agreement.

Lake Land added GIS Vector/Certificate to the agreement.

Lewis and Clark Community College

No additions or deletions.

I request Board approval of the cooperative agreements with Lake Land College and Lewis and Clark Community College.

**A JOINT AGREEMENT FOR EDUCATION COOPERATION**  
between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
LAKE LAND COLLEGE, DISTRICT #517

This agreement is made this \_\_\_ day of \_\_\_\_\_, 2003 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LAKE LAND COMMUNITY COLLEGE, DISTRICT #517, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

**PURPOSE**

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

**INSTITUTIONAL IDENTIFICATION**

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

**EDUCATIONAL PROGRAMS**

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

Emergency Prep/Vol. Firefighter II (Frontier)	Certificate
Air Conditioning/Refrigeration (Lincoln Trail)	AAS, Certificate
Collision Repair Technology (Olney Central)	AAS
Welding & Cutting (Olney Central)	Certificate
Assoc in Fine Arts-Music Education (Lincoln Trail and Olney Central)	AAS
Assoc in Fine Arts-Music Performance (Lincoln Trail and Olney Central)	AAS
Hospitality Management (Lincoln Trail)	AAS
Radiography (Olney Central)	AAS

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

	<b>Civil Engineering Technology</b>	<b>AAS</b>
Dental Hygiene		AAS
Physical Therapy Assistant		AAS
Intro to GIS		Certificate
GIS Raster		Certificate
GIS Vector		Certificate

## **STUDENT ENROLLMENT AND RESPONSIBILITY**

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

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

## **RECEIVING DISTRICT'S RESPONSIBILITIES**

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

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

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

## **V. FINANCE**

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

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

VI. PUBLICITY AND CATALOG

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

VII. AMENDMENTS TO AGREEMENT

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

VIII. TERMINATION

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

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY COLLEGES  
District #529

LAKE LAND COLLEGE  
District #517

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

\_\_\_\_\_  
President    Date

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

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

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

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

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

## **A JOINT AGREEMENT FOR EDUCATION COOPERATION**

between

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529

and

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536

This agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2003 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536 for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

### **PURPOSE**

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

### **INSTITUTIONAL IDENTIFICATION**

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

### **EDUCATIONAL PROGRAMS**

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, in the following programs:

Diesel Equipment Technology	AAS
Mining Technology	AAS
Radiography	AAS
Telecommunications Technology	AAS & Certificate

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, agrees to

accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in

the following programs:

Dental Assisting	Certificate
Dental Hygiene	AAS & Certificate
Occupational Therapy Assistant	AAS

## **STUDENT ENROLLMENT AND RESPONSIBILITY**

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

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

The Receiving District shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution, as well as for Illinois State Military Scholarships and Illinois State Scholarship Commission Grants.

### **RECEIVING DISTRICT'S RESPONSIBILITIES**

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

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

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

## **V. FINANCE**

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

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





**Agenda Item #8B**

**Affiliation and HIPAA Agreement with Pine Haven**

**Agenda Item #8B**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2003  
RE: Affiliation and HIPAA Agreement with Pine Haven

Mr. Chairman, I request approval of the attached affiliation agreement between Illinois Eastern Community Colleges and Pine Haven of Evansville, Indiana. I am also requesting approval of a Health Insurance Portability and Accountability Act (HIPAA) agreement with Pine Haven. The HIPAA agreement will be available at the Board meeting for review.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC - LTC - OCC - WVC**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 23<sup>rd</sup> day of October, 2003,  
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 Pine Haven Health and Rehabilitation Center  
(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 age, color, race, national origin, gender, religion, or disability 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 pre-planned 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 practicing at the AGENCY, and conference room facilities for use of faculty and students.

12. 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 WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 23<sup>rd</sup> day of October, 2003.

AGENCY ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529,  
OLNEY CENTRAL COLLEGE  
WABASH VALLEY COLLEGE

---

Vice President or  
Director of Nursing Services

---

Department Head of Nursing, ADN

---

Associate Dean of Nursing & Allied Health

---

Administrator, Hospital or Agency

---

President, Olney Central College

---

Chairman, IECC Board of Trustees

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

Revised: 08/02/89; 8/25/92  
08/17/94; 10/05/94;  
12/12/94; 10/2000  
Reviewed: 04/28/97

**Agenda Item #8C**

**Payment of End of Year Bills**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2003  
RE: Payment of End of Year Bills

Since the Board of trustees meeting is occurring on December 9, bills will be received that should be paid before the close of the year.

I ask that a motion be made to pay bills received after the Board meeting. If desired, these bills can be forwarded to the Board for review at the January Board meeting.

TLB/rs

**Agenda Item #8D**

**FY2005 Holiday Calendar**

**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2003  
RE: FY2005 Holiday Calendar

Attached is a proposed holiday schedule for Illinois Eastern Community College full-time employees for fiscal year 2005.

I request Board approval of this calendar.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

2004-2005 Fiscal Year Holidays for  
 Administrative, Technical,  
 Professional Non-Faculty,  
 Clerical & Maintenance Staff

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2004	Monday	July 5	Independence Day ( <b>Observed</b> )
	Monday	September 6	Labor Day
	Monday Thursday	October 11 November 11	Columbus Day Veteran's Day
	Thursday Friday	November 25 November 26	Thanksgiving
	Monday thru Thursday	December 20 thru the 23	Winter Break
	Friday	December 24	Christmas ( <b>Observed</b> )
	Monday thru Thursday	December 27 thru December 30	Winter Break
2005	Friday	December 31, 2004	New Year's Day ( <b>Observed</b> )
	Monday	January 17	Martin Luther King Jr. Day
	Monday	February 21	President's Day
	Friday	March 25	Spring Break
	Monday	May 30	Memorial Day
	_____	Prior to June 30, 2005	<b>Floating Day -</b>  This replaces the former "Pulaski Day" holiday. Refer to Personnel Policy 400.4 (K) for details.

**Agenda Item #9**

**Bid Committee Report**

## BID COMMITTEE REPORT

December, 2003

### Olney Central College

1. (2) 15 Passenger Vans

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – (2) 15 Passenger Vans  
with Trade-in of a 1993 Chevy Turtle Top Bus

DATE: December 9, 2003

The Bid Committee recommends acceptance of the bid received that meets all specifications from **Eagleson Oldsmobile Cadillac Chevrolet in Olney, IL** for a 2003 15-passenger Chevy van with 2,260 miles and a 2003 15-passenger Chevy van with 2,207 miles for a total bid of **\$35,700.00**. Bid includes trade-in of a 1993 Chevy Turtle Top Bus. A lower bid was received from Joe Hotze Ford Inc., however those vans had 22,000 miles on them. The Bid Committee feels that the difference in mileage warrants acceptance of the higher bid.

Respectfully submitted,

Roger Browning  
Jack Davis  
Harry Hillis, Jr.  
Doug Shipman

Source of Funds: 75% Athletic Transfer Account, 25% Educational Fund

Department: 75% Athletics, 25% Faculty/Staff

Rationale for Purchase: Vans are needed to replace Turtle Top Bus that is 10 years old. Vans will be used by faculty, staff and athletic departments.

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

**Olney Central College**

**(2) 15 Passenger Vans**

**BID TABULATION**

<b>Company</b>	<b>Make/Model</b>	<b>Mileage</b>	<b>Bid</b>	<b>Less Trade-in</b>	<b>Total Bid</b>
Eagleson Olds-Cad-Chevrolet Olney, IL	2003 Chevy 3500 Express	2,260	\$19,218.00	\$3,387.00	\$35,700.00
	2003 Chevy 3500 Express	2,207	\$19,869.00		
Joe Hotze Ford Inc. Salem, IL	2003 Ford E-350	22,000	\$18,500.00	\$6,000.00	\$31,000.00
	2003 Ford E-350	22,000	\$18,500.00		
			\$		



**15-PASSENGER VAN MODEL PROGRAM SPECIFICATIONS:**

(2) 15-Passenger Van, 2001 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 with ABS
- Power Steering
- Cruise Control
- Tilt Steering Wheel
- AM/FM Radio
- Tinted Glass
- Rubber Floor Mats
- Front and Rear Heat
- Front and Rear Air Conditioning
- Intermittent Wipers (Optional)

**Bid to include trade-in of 1993 29-Passenger Chevy Turtle Top Bus with 81,310 miles.**

NOTE: Following Board approval, bid will be awarded on **December 10, 2003.**

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

VAN  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ MILEAGE \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
\_\_\_\_\_ BID \$ \_\_\_\_\_

VAN  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ MILEAGE \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_  
\_\_\_\_\_ BID \$ \_\_\_\_\_

LESS TRADE-IN \$ \_\_\_\_\_ TOTAL BID  
\$ \_\_\_\_\_

DELIVERY  
DATE \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO \_\_\_\_\_

FAX NO \_\_\_\_\_

DATE \_\_\_\_\_

***Note: Please submit bid in duplicate.***

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT November 30, 2003**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,043,279.04
Operations & Maintenance	\$538,835.77
Operations & Maintenance (Restricted)	\$1,607,668.71
Bond & Interest	(\$73,577.54)
Auxiliary	\$950,824.81
Restricted Purposes	\$114,093.63
Working Cash	\$2,218,200.95
Trust & Agency	\$95,517.91
Audit	\$57,558.49
Liability, Protection & Settlement	\$287,131.05
<b>TOTAL ALL FUNDS</b>	<b>\$10,839,532.82</b>

Respectfully submitted,

Marilyn Grove, Treasurer

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

	ALL FUNDS
	Current Year 2004
<b>ASSETS and OTHER DEBITS:</b>	
<b>ASSETS:</b>	
CASH	10,839,533
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	1,200,000
RECEIVABLES	2,377,556
ACCRUED REVENUE	
INTERFUND RECEIVABLES	
INVENTORY	506,178
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>14,946,766</b>
<b>Liabilities, equity and other credits</b>	
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	63,966
ACCOUNTS PAYABLE	-639,299
ACCRUED EXPENSE	
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	
OTHER LIABILITIES	316,960
<b>TOTAL LIABILITIES:</b>	<b>-118,423</b>
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,336,051
PR YR BDGTD CHANGE TO FUND	564,075
<b>BALANCE</b>	
<b>Fund Balances:</b>	
FUND BALANCE	4,802,796
RESERVE FOR ENCUMBRANCES	8,362,267
<b>TOTAL EQUITY AND OTHER CREDITS:</b>	<b>15,065,189</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</b>	<b>14,946,766</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF 30-NOV-2003

ALL FUNDS

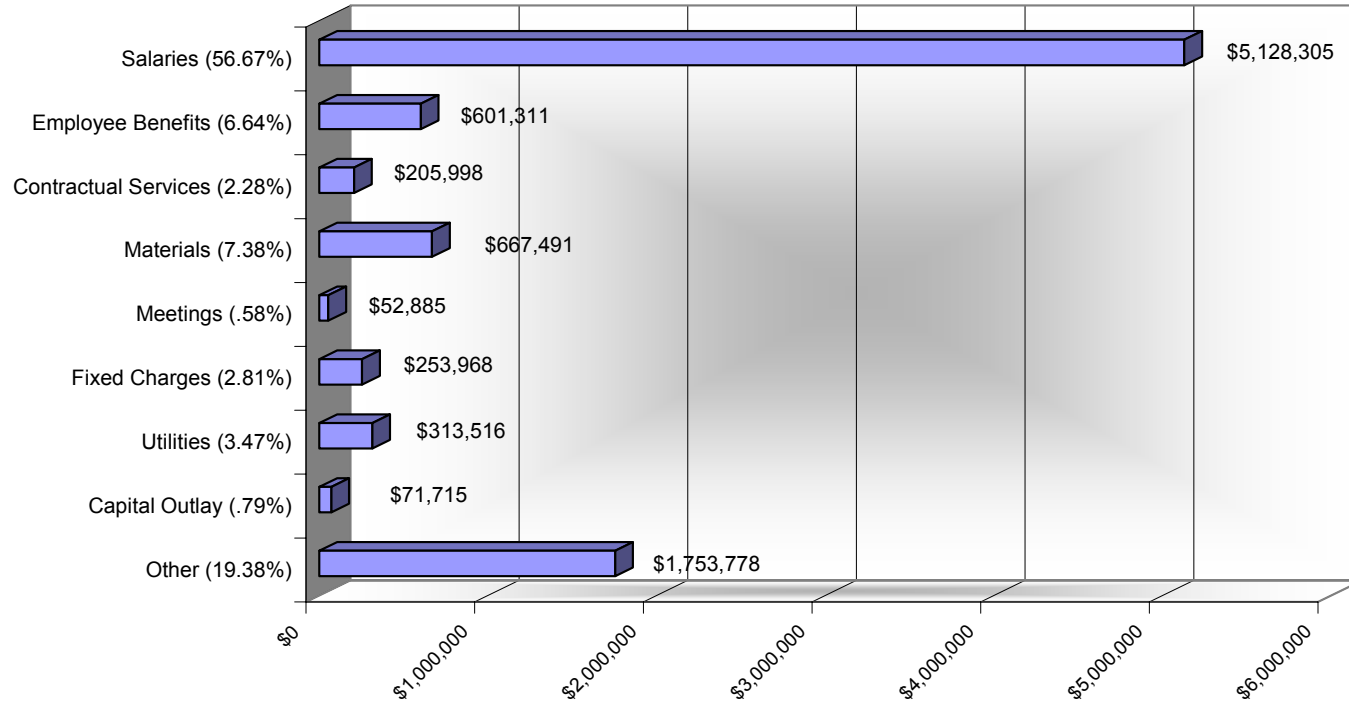
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,089,490
STATE GOVT SOURCES	3,407,650
STUDENT TUITION & FEES	6,324,482
SALES & SERVICE FEES	1,242,593
FACILITIES REVENUE	14,710
INVESTMENT REVENUE	77,750
OTHER REVENUES	30,604
DUMY	<u>0</u>
TOTAL REVENUES:	15,187,279
EXPENDITURES:	
INSTRUCTION	3,586,888
ACADEMIC SUPPORT	212,882
STUDENT SERVICES	487,217
PUBLIC SERV/CONT ED	34,277
OPER & MAINT PLANT	949,728
INSTITUTIONAL SUPPORT	5,418,870
SCH/STUDENT GRNT/WAIVERS	1,727,420
AUXILIARY SERVICES	<u>773,351</u>
TOTAL EXPENDITURES:	13,190,632
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>734,262</u>
TOTAL TRANSFERS AMONG FUNDS:	734,262
NET INCREASE/DECREASE IN NET ASSETS	<u>1,262,384</u>

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY02-04

College	Category	FISCAL YEAR 2002			FISCAL YEAR 2003			FISCAL YEAR 2004				Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru November	% of Bdgt	Annual November	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	% of Year		
Frontier	Bills		\$461,873			\$801,592		\$660,892					
	Payroll		699,159			753,248		742,510					
	Totals	\$3,284,528	1,161,032	35%	\$2,745,276	1,554,840	57%	\$2,873,567	1,403,402	49%	42%		
Lincoln Trail	Bills		489,269			583,969		490,114					
	Payroll		933,419			856,645		877,277					
	Totals	3,637,973	1,422,688	39%	3,111,881	1,440,614	46%	3,094,155	1,367,391	44%	42%		
Olney Central	Bills		631,216			706,514		719,062					
	Payroll		1,317,581			1,388,655		1,400,235					
	Totals	4,927,734	1,948,797	40%	4,762,523	2,095,169	44%	4,886,299	2,119,297	43%	42%		
Wabash Valley	Bills		441,851			706,022		669,700					
	Payroll		1,092,918			1,103,259		1,102,715					
	Totals	4,058,086	1,534,769	38%	3,572,889	1,809,281	51%	3,592,981	1,772,415	49%	42%		
Workforce Educ.	Bills		437,808			433,422		476,288					
	Payroll		388,569			388,759		402,844					
	Totals	2,425,081	826,377	34%	1,832,426	822,181	45%	2,027,797	879,132	43%	42%		
District Office	Bills		94,966			102,154		93,306					
	Payroll		348,759			364,186		353,356					
	Totals	1,230,418	443,725	36%	1,265,567	466,340	37%	1,187,944	446,662	38%	42%		
District Wide	Bills		853,154			790,182		811,297					
	Payroll		235,501			229,824		249,369					
	Totals	2,926,982	1,088,655	37%	5,642,629	1,020,006	18%	6,110,349	1,060,666	17%	42%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		\$22,490,802	\$8,426,043	37%	\$22,933,191	\$9,208,431	40%	\$23,773,092	\$9,048,965	38%	42%		

Excludes DOC

## Illinois Eastern Community Colleges FY2004 Operating Funds



Illinois Eastern Community Colleges Dist. #529  
■ As of November 30, 2003 - \$9,048,965



**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Terry Bruce

**DATE:** December 5, 2003

**RE:** Personnel Report

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

aj

Attachments

# **INDEX**

**400.1. FY03-04 Special Assignment**

**400.2. Leave Request (external report)**

# PERSONNEL REPORT

## 400.1. FY03-04 Special Assignment

A. District Office

Other

Recommended

1. Cynde Frost      End-of-Calendar Year Assignment      \$2000

## 400.2. Leave Request (external report)

**Agenda Item #15**

**Agenda Item #15**

**Collective Bargaining**



**Agenda Item #16**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Agenda Item #19**

**Adjournment**

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

<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>		<b>Estimated Budget</b>												
Misc. ADA Improvements All campuses & DO	\$505,000													
Exit Door Modifications OCC	\$126,000													
<b>Phase IV</b>														
Environmental Barriers FCC, LTC & WVC	\$366,300													
Exit Modifications WVC	\$61,700													
Roof Replacements OCC & WVC	\$128,400													
			<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>			

11/30/2003

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

	Estimated Budget											
Door & Hardware Accessibility WVC & FCC	\$149,200											
Storm Drain - Applied Arts Building WVC	\$72,600											
Bleacher Replacement LTC	\$181,500											
Door Replacements LTC & WVC	\$33,900											
Gymnasium Floor Replacement LTC	\$525,100											
HVAC Unit Replacements OCC	\$447,700											
Interior Lighting Upgrade WVC	\$201,300											
Air Quality - Paint Booth Installation WVC	\$0	<b>PROJECT CANCELLED</b>										
Roof Replacements/Repair District-wide	\$727,000											
Sanitary Sewer Replacement FCC	\$56,900											
Stairway/Lobby Glazing OCC	\$144,000											
Exterior Wall & Fascia Renovations LTC	\$542,100											
Site Lighting LTC & WVC	\$261,400											
Roof Replacement, Main Hall WVC	\$131,800											
Exterior/Interior Wall Repair WVC	\$86,400											
Data Center Acoustics & HVAC Upgrade DO	\$39,325											
<b>GRAND TOTAL</b>	<b>\$3,600,225</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	