

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**February 18, 2003**



**Location:**

**Wabash Valley College  
2200 College Drive  
Mt. Carmel IL 62863**

**Dinner – 6:00 p.m. – Cafeteria  
Meeting – 7:00 p.m. – Science Building Room 61**

**Illinois Eastern Community Colleges  
Board Agenda**

**February 18, 2003  
7:00 p.m.  
Wabash Valley College**

1. Call to Order & Roll Call ..... Chairman Lane
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests.....Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
  - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) .....Bruce
  - A.
7. Policy Second Reading.....Bruce
  - A.
8. Staff Recommendations for Approval
  - A. Testing Fees .....Bruce
  - B. Tuition Rates.....Bruce
  - C. Statements of Final Construction Compliance ..... Browning
  - D. Cancel PHS Project – Paint Booth Installation at WVC ..... Browning
  - E. Revised Abatement Certificates..... Browning
9. Bid Committee Report ..... Browning
  - IECC
    1. Phase 7 - Protection, Health, & Safety Compliance Work
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

- 14. Approval of Personnel Report.....Bruce
- 15. Collective Bargaining.....Bruce
- 16. Litigation .....Bruce
- 17. Acquisition and Disposition of Property .....Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, January 21, 2003.

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

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

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

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Dr. John Arabatgis, President of Lincoln Trail College.

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. Christine Cantwell, Associate Dean of Academic & Student Support Services.

Mr. Alex Cline, Director of Information & Communications Technology.

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

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

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

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the Regular Meeting, Tuesday, December 10, 2002, were presented for approval.

**Board Action:** Mr. Williams made a motion to approve the minutes of the Regular Meeting of December 10, 2002 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 #3 – “Recognition of Visitors & Guests”** –

**#3-A. Visitors & Guests:** Visitors & guests present were recognized, including the following:

(1) Dr. Jack Davis – Doctoral Dissertation: Dr. Davis introduced Dr. Kent L. Wattleworth, retired Chairman of the Board of Trustees, and Dr. Hans Andrews, retired President of Olney Central College. He thanked Dr. Wattleworth, Dr. Andrews, and Illinois Eastern CEO Terry L. Bruce for encouraging him to enter the doctoral program at the University of Illinois. He presented copies of his doctoral dissertation to Dr. Wattleworth, Dr. Andrews, Mr. Bruce and Mr. Lane.

(2) Mr. Marion Poggas, Image Architects: Mr. Marion Poggas of Image Architects, Inc., Carbondale, Illinois, reviewed the mercury abatement situation at Lincoln Trail College. He showed the trustees insulated tongue and groove panels for LTC’s new fascia.

**#3-B. IECEA Representative:** Mr. Dan Tahtinen, President of Illinois Eastern Colleges Education Association, presented concerns relative to receipt of meeting agenda and minutes.

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

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** Brenda Culver informed the trustees of the recent death of Charles Berry, retired OCC faculty member. Marilyn Wolfe reviewed proposed new audit committee requirements.

**#5-B. Report from Presidents:** Dr. Arabatgis, Dr. Benson, Dr. Davis, Dr. Dreith presented informational reports from each of the four colleges.

**#5-C. Report from Cabinet:** Mr. Woods presented an informational report on Coal Mining Technology/Telecom. Ms Pampe reviewed the Draft Report of the “Paraprofessional Task Force,” convened by the Illinois State Board of Education and the Illinois Community College Board. New laws raise educational requirements, which will affect most school districts in the IECC service area.

**AGENDA #6 – “Policy First Readings (and Possible Approval)”** – None.

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

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

**#8-A. Engineering Services/Mercury Abatement:** The CEO recommended that the Board of Trustees select KAM Solutions, Mattoon, IL, to design, do on-site observation, and do 110 mercury samples at Lincoln Trail College for a total price of \$18,050. This includes all labor, payment for all mercury samples, and preparation and filing of all required close-out documents. As part of the Phase VII Bond Issue, the Board of Trustees sought and received approval from the Illinois Community College Board for removal of the flooring in the LTC Gymnasium. After testing was completed, it was found that there was mercury in the flooring, which needed to be abated. Payment for these services will come from the proceeds of the bond issuance and was included in the project budget.

**Board Action:** Mr. Williams made a motion to approve the contract with KAM Solutions for engineering services/mercury abatement at LTC as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-B. Administration of Justice Articulation Agreement:** Ms. Cantwell reviewed the 2+2 Program Articulation Agreement in Administration of Justice between IECC and Indiana State University. The purpose of the articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate in Applied Science (A.A.S.) in Administration of Justice from Olney Central College, a campus within the Illinois Eastern Community Colleges District, would be eligible to complete the requirements for the B.S. degree in Criminology at Indiana State University (ISU). Such eligibility is subject to the conditions detailed in the agreement and attachments thereto.

The CEO recommended approval of the Administration of Justice Articulation Agreement between IECC and Indiana State University.

**Board Action:** Dr. Fischer made a motion to approve the ISU Articulation Agreement in Administration of Justice 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.

**#8-C. Technology Plan:** Mr. Cline reviewed the IECC 2004-2008 Technology Plan. The plan reviews technology projects for the 2003 fiscal year and outlines current and future technological needs, through fiscal year

2008. Goal of the plan is to improve technological services for faculty, staff and students within the projected budget over the next four years. During the current fiscal year, IECC has updated hardware, purchased personal computer and software licenses, web servers and battery backup at the District Office.

The CEO recommended that the 2004-2008 Technology Plan be approved as presented.

**Board Action:** Mrs. Culver made a motion to approve the IECC 2004-2008 Technology Plan as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-D. CISCO Testing Software Contract:** The CEO recommended that the Board of Trustees sign a contract with Self-Test Software, Inc. (STS), Roswell, Georgia, to provide CISCO certification exams to students for \$30. The tests are normally \$99 per test, but IECC will receive a discount as a training center with a contract with STS, which also offers similar exams in Microsoft, A+, Lotus, Office, ORACLE, and Novell. The district is under no obligation to order CISCO or any exams, but discounts will be available if the district chooses to do so.

**Board Action:** Mr. Williams made a motion to approve the contract with Self-Test Software, Inc. as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-E. Student Satisfaction Survey:** Ms. Schwartz reviewed the Fall 2002 Student Satisfaction Survey. All four campuses were asked to survey 100 students, 50 each in transfer and technical programs. A majority of the students surveyed were satisfied with the services of the district and indicated that the district is meeting its goals in student satisfaction.

The CEO recommended that the Fall 2002 Student Satisfaction Survey be accepted.

**Board Action:** Mr. Rost made a motion to accept the Student Satisfaction Survey 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.

**#8-F. WVC Foundation Vehicle Lease:** The CEO recommended approval of an agreement between the International Program, Wabash Valley College and the WVC Foundation for lease of a 15-passenger van and a 7-passenger mini-van. Consideration to be paid for the lease shall be \$32,000, with \$9,500 payable on January 22, 2003, and three additional payments on the balance of \$22,500 at 4.75% simple interest to reflect a total lease amount, including interest, of \$33,652.55. After the initial payment of \$9,500, three payments of \$8,050.85 will be due and payable on the 25<sup>th</sup> day of July, 2003-2005. No penalty will be charged for prepayments. Lessee has the option of purchasing the vehicles for an additional \$1.00 to be paid with the final payment. The vehicles are described as follows:  
2001 Dodge 15 Passenger Van, eight cylinder, 28,000 miles, IN#2B5WB35Z51K525934.  
2002 Dodge Grand Caravan, six cylinder, 19,000 miles, VIN#2B8GP44352R664806.

**Board Action:** Dr. Fischer made a motion to approve the vehicle lease agreement with the WVC Foundation as recommended. Mr. Musgrave seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #9 – "Bid Committee Report" –**

**#9-A. IECC – Desktop Computers:** Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Custom Computers, Olney, IL, for 29 desktop computers with varying upgrade options for a total bid of \$25,998. Bid Committee also recommends acceptance of the low bid for 17 flat screen monitors from IBM Direct, Tempe, AZ, for a total of \$8,245. The CEO recommended acceptance of the recommendation.

**Board Action:** Mr. Williams made a motion to accept the recommendation of the Bid Committee and CEO and accept the bids of Custom Computers and IBM Direct for 29 desktop computers with varying options and 17 flat screen monitors as outlined. 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.

**#9-B. IECC – Notebook Computers:** Mr. Browning presented the recommendation of the Bid Committee to accept the bid of IBM Direct, Tempe AZ, for 24 notebook computers with varying upgrade options for a total of \$38,235.

**Board Action:** Mrs. Culver made a motion to accept the recommendation of the Bid Committee and CEO and accept the bid of IBM Direct for 24 notebook computers with varying upgrade options as outlined. 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.

**#9-C. LTC – Tartan Flooring Removal - Gymnasium:** Mr. Browning presented the recommendation of Kent Metzger, KAM Solutions, Mattoon, IL, for tartan floor removal from the Lincoln Trail College Gymnasium. Based on the recommendation of Kent Metzger, the Bid Committee and CEO recommended acceptance of the bid from Central States Environmental Services, Inc., Centralia, IL, for a total bid of \$69,882. Project Scope: Work consists of the removal and disposal of the tartan floor from the LTC Gymnasium. Source of Funds: 2002 PHS Bond Funds.

**Board Action:** Miss Wolfe made a motion to accept the foregoing recommendation and accept the bid of Central States Environmental Services, Inc. for removal and disposal of the tartan floor from the LTC Gymnasium as outlined. 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 #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 \$4,064,955.84, as of December 31, 2002.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of January 2003, totaling \$1,377,040.25, 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 January 2003, in the amounts listed, and payments from the revolving fund for the month of December 2002. 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 #11 – “Chief Executive Officer’s Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. Sarbanes-Oxley – Audit Committee Guidelines Proposal.
2. SCT State Contract.
3. Work with Champion Labs.
4. Student Advantage Network Annual Performance Report.
5. Phi Theta Kappa Nominees.
6. Painting at LTC.
7. Appreciation Letter from Robinson Correctional Center.
8. Public Relations at Olney Central College.
9. Enrollment at Olney Central College.
10. Enrollment Report – Spring 2003 – District +5%.

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

**#12-A. Closed Meeting:** Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:40 p.m.

**#12-B. Closed Meeting Ended:** Mr. Rost made a motion to reconvene in open session. Mr. Musgrave seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:30 p.m.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The CEO recommended that closed meeting minutes of Tuesday, December 10, 2002, be approved and remain closed at this time.

**Board Action:** Mr. Williams made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, December 10, 2002, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. 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 Personnel Report and recommended approval.

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

- A. Faculty
  1. Mary Mersinger, ESL Instructor.
- B. Administrative
  1. Charlotte Bruce, Director of the Learning Resource Center, OCC.



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

A. Administrative

1. Jamie Henry, Interim Director of Business, LTC, to Director of Business, LTC, effective January 22, 2003.

#### **400.3. Reorganization of the Information Technology Department**

A. Classified

1. Jacquelyn Shamhart, from Office Assistant to Help Desk/Computer Technician, DO. Amount: \$20,540 per fiscal year, effective January 22, 2003.

2. Rebecca Shultz, from Computer Operator to Systems Technician, DO. Amount: \$31,459 per fiscal year, effective January 22, 2003.

#### **400.4. Notice of Intent to Renew CEO Contract**

The Board notified Terry L. Bruce, Chief Executive Officer/Chief Operating Officer, that it intends to renew his two-year contract for an additional year.

#### **400.5. Retirement**

A. Administrative

1. John Arabatgis, President, LTC, effective September 1, 2003.

#### **Personnel Report Addendum**

#### **400.6. Termination of Employment**

A. Professional/Non-Faculty

1. Richard Kent, Building Superintendent, LTC, effective January 22, 2003.

**Board Action to Amend Personnel Report:** Mr. Williams made a motion to amend the Personnel Report as recommended to add the Addendum, 400.6, Termination of Employment of Richard Kent. 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.

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

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

**AGENDA #15 – "Collective Bargaining"** – None.

**AGENDA #16 – "Litigation"** – None.

**AGENDA #17 – "Acquisition & Disposition of Property"** – None.

**AGENDA #18 – "Other Items"** – None.

**AGENDA #19 – “Adjournment”** – Mr. Koertge made a motion to adjourn. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:40 p.m.

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

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

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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



**Agenda Item #7**

**Policy Second Reading**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Testing Fees**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 18, 2003  
RE: Testing Fees

Mr. Chairman, I recommend approval of an increase in the testing fee for the ASSET Retest Fee from its current cost of \$3.00 to \$5.00 and recommend approval of implementation of a new Compass Retest Fee of \$5.00.

TLB/rs

**Agenda Item #8B**

**Tuition Rates**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 18, 2003  
RE: Tuition Rates

Mr. Chairman, I request the Board's approval for the following per credit hour tuition increase. This increase would become effective Summer Term 2003.

<u>Type</u>	<u>Current</u>	<u>Recommended</u>
In-District	\$42.00 per S.H.	\$45 per S.H.
Special Counties	\$84.00 per S.H.	\$90 per S.H.
<u>Internet/Telecourse</u>	<u>Current</u>	<u>Recommended</u>
In-District	\$42.00 per S.H.	\$45 per S.H.
Illinois Resident/Out-of District	\$75.00 per S.H.	No Change
U.S. Resident/Out-of State	\$75.00 per S.H.	No Change
Non U.S. Resident	\$108.00 per S.H.	No Change

This tuition increase is not required to comply with state requirements for full access to equalization funding. But the revenue generated will be needed to fill the budgetary gap caused by an overall reduction in state funding.

TLB/rs

**Agenda Item #8C**

**Statements of Final Construction Compliance**

## MEMORANDUM

TO: Terry Bruce

FROM: Roger Browning

SUBJECT: Statement of Final Construction Compliance

DATE: February 13, 2003

IECC is required by the Illinois Community College Board to take Board action on PHS, Capital Renewal and locally funded projects completed each year.

Attached are statements of final construction compliance for Illinois Eastern Community Colleges projects as required by ICCB. There are \$4,200,091 in construction costs for Protection, Health and Safety, Capital Renewal, and locally funded projects which were completed this past year as outlined below. I request that the Board approve these attached statements of final construction as presented so that they may be submitted to ICCB.

## ICCB

## Project

<u>Number</u>	<u>Project</u>	<u>Actual Cost</u>	<u>Funds</u>	
1254-0500	Natatorium Dehumidification and Ventilation	\$ 265,027	BE	
1255-0500	Acoustical Control/Pool Lighting	23,640	BE	
1256-0500	Natatorium Structural Corrections	186,572	BE	
1257-0500	HVAC Replacement - 3 Buildings	151,901	BE	
1253-0500	HVAC Replacement-Richard Mason Building	450,645	BE	
0021-0600	ADA Districtwide Improvements	154,515	A	
1289-1100	Energy Management Systems Replacement	366,335	B	
1290-1100	HVAC Systems Replacement	1,292,083	B	
1293-1100	Floor Drain Pipe Replacement-LTC Crisp Bldg.	7,688	B	
1294-1100	Bleacher Replacement	131,369	B	
1292-1100	Exterior Rehab	68,401	B	
0024-0101	Agriculture Program Remodeling and Addition	162,676	L	
0026-0302	Land & Building Acquisition in Fairfield	300,000	L	
1264-1000	Gymnasium Floor Replacement- OCC	325,255	BE	
1291-1100	Site Paving & Lighting	0	B	(Note #1)
0022-0700	Roofing, Acoustics, Parking Lot, and Walkways (FY2000 Capital Improvements)	79,384	R	
0023-0101	Districtwide Improvements (FY2001 Capital Improvements)	234,600	R	

Note #1: This project was rolled into, and completed as part of the Learning Resource Center project.



**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

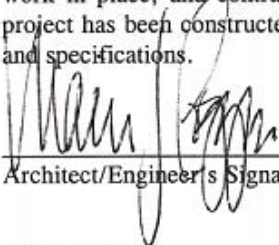
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Replace Natatorium Mechanical - Lincoln Trail College**

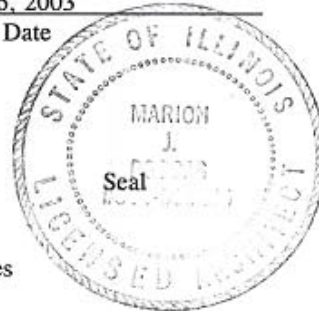
Approved Budget \$ 272,300 Actual Cost \$ 265,027

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

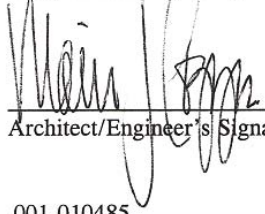
Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Replace Natatorium Acoustics & Lighting - Lincoln Trail College**

Approved Budget \$ 102,900 Actual Cost \$ 23,640\*

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

\*Project was fully completed in a manner that allowed substantial cost savings over initial estimates.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003

\_\_\_\_\_  
Date

001-010485  
\_\_\_\_\_  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

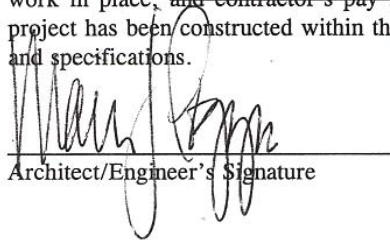
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Natorium Structural Repairs - Lincoln Trail College**

Approved Budget \$ 183,100 Actual Cost \$ 186,572

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
Architect/Engineer's Signature

January 16, 2003

Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

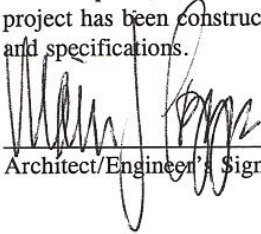
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Replace HVAC Units – 3 Buildings**

Approved Budget \$ 145,200 Actual Cost \$ 151,901

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

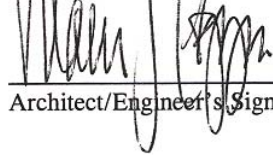
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Replace HVAC System – Richard Mason Building**

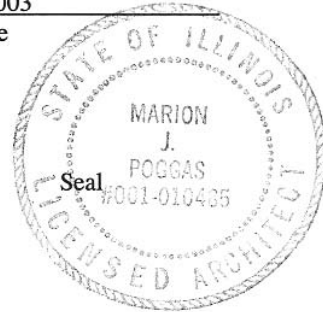
Approved Budget \$ 453,400 Actual Cost \$ 450,645

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

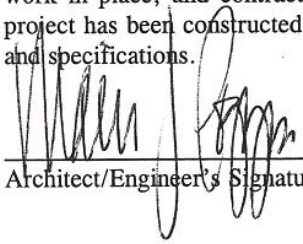
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Environmental Barriers Removal**

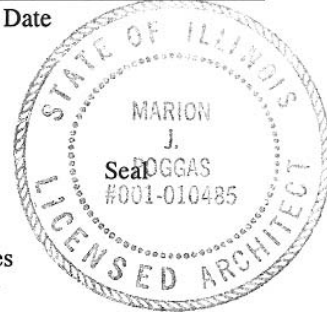
Approved Budget \$ 158,510 Actual Cost \$ 154,515

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

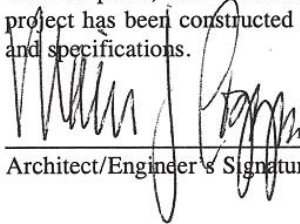
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Replace Energy Management Systems - LTC, OCC, WVC**

Approved Budget \$ 381,200 Actual Cost \$ 366,335

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

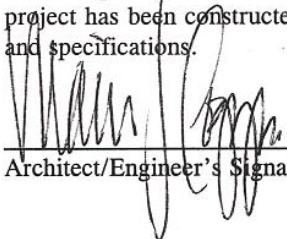
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

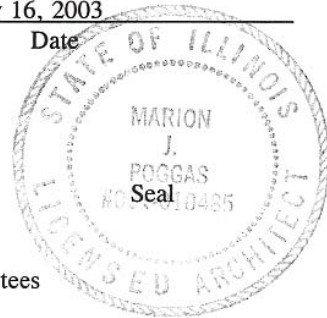
Final cost of the project: **Replace/Supplement HVAC Systems - LTC, OCC, WVC**

Approved Budget \$ 1,636,600 Actual Cost \$ 1,292,083

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date



001-010485  
Illinois Registration or License Number

Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary



**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

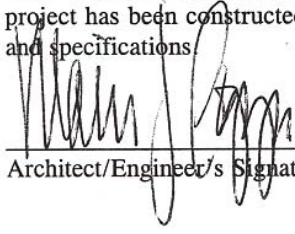
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Replace Floor Drain Pipe - LTC Crisp Building**

Approved Budget \$ 26,600 Actual Cost \$ 7,688\*

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

\*Project was fully completed in a manner that allowed substantial cost savings over initial estimates.

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

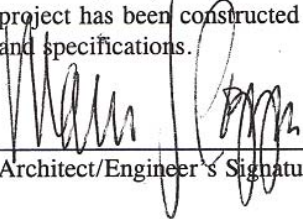
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Bleacher Replacement – Olney Central College**

Approved Budget \$ 147,600 Actual Cost \$ 131,369

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

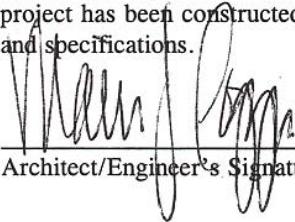
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Exterior Rehabilitation – Frontier Community College**

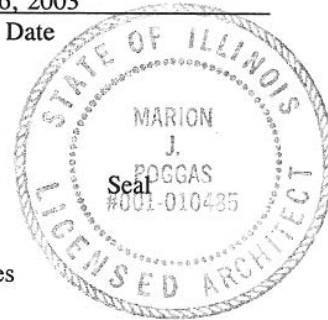
Approved Budget \$ 160,400 Actual Cost \$ 68,401

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

## Statement of Final Completion of State and Locally Funded Projects

Name and address of architect/engineer providing the Statement of Final Completion:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost and scope of the project: Addition to Ag Building - Wabash Valley College

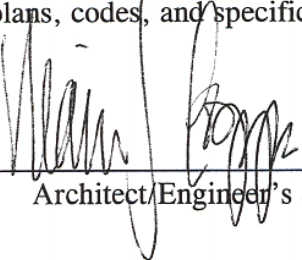
Approved Budget \$ \$240,064 Actual Cost \$ \$162,676

Approved Scope:

Actual Scope:

Classrooms	<u>645</u>	<u>645</u>
Laboratories	<u>1,677</u>	<u>1,677</u>
Offices	<u>276</u>	<u>276</u>
Study	<u>        </u>	<u>        </u>
Special Use	<u>        </u>	<u>        </u>
Support	<u>240</u>	<u>240</u>
Other	<u>        </u>	<u>        </u>

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003

Date

001-010485  
Illinois Registration or License Number



**Statement of Final Completion of State and Locally Funded Projects**

Name and address of architect/engineer providing the Statement of Final Completion:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost and scope of the project: Workforce Development Center – Frontier Community College

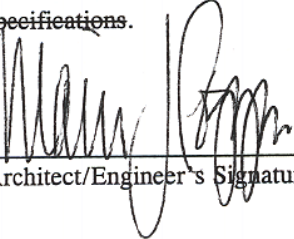
Approved Budget \$ 300,000 Actual Cost \$ 300,000

Approved Scope:

Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	<u>38,400</u>	<u>38,400</u>

I have reviewed the ~~originally approved construction program, cost estimate,~~ actual construction work in place, ~~and contractor's pay records,~~ and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget ~~and has met applicable plans, codes, and specifications.~~

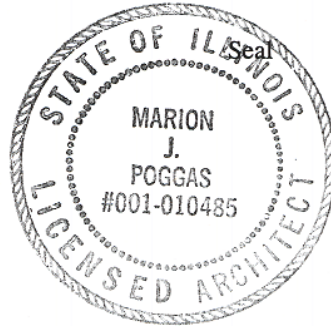
  
\_\_\_\_\_  
Architect/Engineer's Signature

February 11, 2003  
\_\_\_\_\_  
Date

001-010485  
\_\_\_\_\_  
Illinois Registration or License Number

\_\_\_\_\_  
District Official's Signature

\_\_\_\_\_  
Date



**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

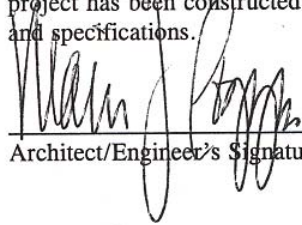
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost of the project: **Replace Gymnasium Floor - Olney Central College**

Approved Budget \$ 356,500 Actual Cost \$ 325,255

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

January 16, 2003  
Date

001-010485  
Illinois Registration or License Number



Approved by the \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

**Statement of Final Completion of State and Locally Funded Projects**

Name and address of architect/engineer providing the Statement of Final Completion:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

Final cost and scope of the project: Site Paving and Lighting – Frontier Community College

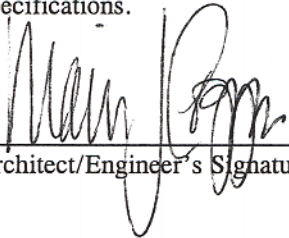
Approved Budget \$ 35,800 Actual Cost \$ 0\*

\*Project was rolled into and completed as part of New Learning Resource Center, project no. 0025-0700.

Approved Scope: Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	<u>Site Paving and Lighting</u>	

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

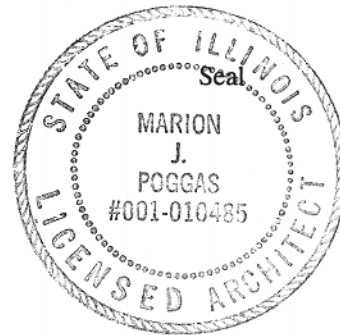
  
\_\_\_\_\_  
Architect/Engineer's Signature

February 11, 2003  
Date

001-010485  
Illinois Registration or License Number

\_\_\_\_\_  
District Official's Signature

\_\_\_\_\_  
Date



**Statement of Final Completion of State and Locally Funded Projects**

Name and address of architect/engineer providing the Statement of Final Completion:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

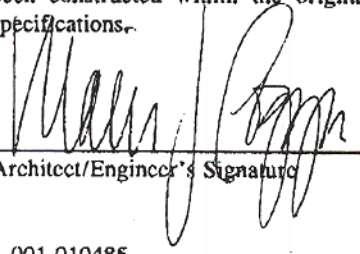
Final cost and scope of the project: Miscellaneous Improvements, FY 2000 Capital Improvements,  
Project No. 0022-0700

Approved Budget \$ 100,500 Actual Cost \$ 79,383.92

**Approved Scope: Actual Scope:**

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	<u>Various Improvements</u>	

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

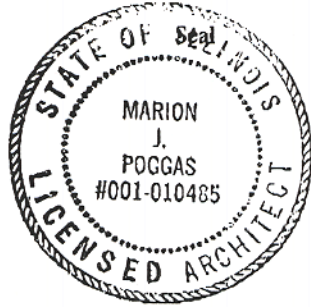
  
\_\_\_\_\_  
Architect/Engineer's Signature

February 13, 2003  
\_\_\_\_\_  
Date

001-010485  
\_\_\_\_\_  
Illinois Registration or License Number

\_\_\_\_\_  
District Official's Signature

\_\_\_\_\_  
Date





**Statement of Final Completion of State and Locally Funded Projects**

Name and address of architect/engineer providing the Statement of Final Completion:

Image Architects Inc.  
1118 West Main Street  
Carbondale, Illinois 62901

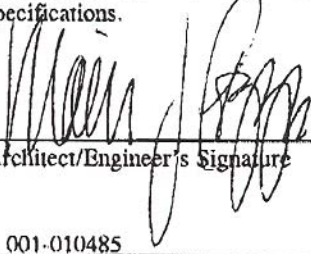
Final cost and scope of the project: District Wide Improvements, FY 2001 Capital Improvements,  
Project No. 0023-0101

Approved Budget \$ 222,400 Actual Cost \$ 234,600

Approved Scope: Actual Scope:

Classrooms	_____
Laboratories	_____
Offices	_____
Study	_____
Special Use	_____
Support	_____
Other	<u>Various Improvements</u>

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

  
\_\_\_\_\_  
Architect/Engineer's Signature

February 13, 2003  
Date

001-010485  
Illinois Registration or License Number

\_\_\_\_\_  
District Official's Signature

\_\_\_\_\_  
Date



**Agenda Item #8D**

**Cancel PHS Project – Paint Booth Installation at WVC**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
RE: Cancel PHS Project – Paint Booth Installation at WVC  
DATE: February 13, 2003

On August 20, 2002 the Board approved thirteen Protection, Health, and Safety projects. These projects were then forwarded to the ICCB and formal approval to proceed was then received on October 15, 2002 from the ICCB. One of these projects was to install a paint booth at WVC to properly enclose, protect, filter, and ventilate fumes during and after painting operations of the Trucking Program at WVC.

WVC has now determined that this project is not feasible given the minimal painting done and given the fact that painting activities are not a required component of the curriculum. Additionally, during the project design phase, it was determined that a pre-fab paint booth of adequate size to accommodate the Trucking Program would not be feasible given the size of the building.

Therefore, I would ask the Boards permission to cancel this project with the ICCB and prepare a new project application for a different PHS project(s) at WVC to make use of these bonded funds in an appropriate manner.

RB/cr

**Agenda Item #8E**

**Revised Abatement Certificates**

MEMORANDUM

TO: Terry Bruce  
FROM: Roger Browning  
DATE: February 13, 2003  
SUBJECT: Revised Abatement Certificates

Regarding the recent \$3,550,000 Protection, Health and Safety, Series 2002 bond issue, it has been brought to my attention that the original Abatement Certificate (sample attached) contains an error relating to the levy years. Our bond council, Kurt Froehlich, has prepared a revised/replacement Abatement Certificate (sample attached) that needs to be filed in the office of each County Clerk in the District.

I recommend the Board approve this revised/replacement Abatement Certificate so that we may make the proper filing with each County Clerk.

RB/cr

**REVISED / REPLACEMENT\***  
**ABATEMENT CERTIFICATE**

**\*This revises/replaces a December 2002 filing.**

Pursuant to Section 7 of the Resolution providing for the issue of \$3,550,000 Protection, Health and Safety Bonds, Series 2002, of Illinois Eastern Community Colleges District No. 529 (the "**District**"), Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White Counties, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest (which was less than anticipated at November 19, 2002 adoption) on such bonds, adopted by the Board of Trustees of the District on November 19, 2002 (with respect to which undefined terms herein shall have the meanings therein, the "**Resolution**"), the undersigned, as Chairman of the Board of Trustees hereby certifies to each of the above County Clerks the abatement of a certain portion of the taxes under the Resolution, as follows:

The taxes levied under Section 7 of the Resolution shall be partially abated as follows:

<u>Year</u>	<u>Amount Abated(\$)</u>	<u>Amount to Continue to Levy</u> <u>A Tax to Produce the Sum of(\$):</u>
2002	62,969	887,031 for principal and interest
2003	5,545	1,501,655 for principal and interest
2004	150,247	1,337,490 for principal and interest

Dated: February \_\_\_\_\_, 2003

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

Countersigned:

\_\_\_\_\_  
School Treasurer

**RECEIPT**

The undersigned County Clerk hereby acknowledges receipt of the above Abatement Certificate this \_\_\_\_ day of February, 2003 and agrees to abate (and continue to extend) the taxes as therein provided.

\_\_\_\_\_  
County Clerk, **Richland** County

**ABATEMENT CERTIFICATE**

Pursuant to Section 7 of the Resolution providing for the issue of \$3,550,000 Protection, Health and Safety Bonds, Series 2002, of Illinois Eastern Community Colleges District No. 529 (the "**District**"), Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White Counties, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest (which was less than anticipated at November 19, 2002 adoption) on such bonds, adopted by the Board of Trustees of the District on November 19, 2002 (with respect to which undefined terms herein shall have the meanings therein, the "**Resolution**"), the undersigned, as Chairman of the Board of Trustees hereby certifies to each of the above County Clerks the abatement of a certain portion of the taxes under the Resolution, as follows:

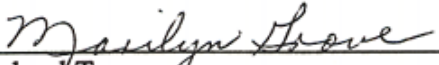
The taxes levied under Section 7 of the Resolution shall be partially abated as follows:

<u>Year</u>	<u>Amount Abated(\$)</u>	<u>Amount to Continue to Levy A Tax to Produce the Sum of(\$):</u>
2003	62,969	887,031 for principal and interest
2004	5,545	1,501,655 for principal and interest
2005	150,247	1,337,490 for principal and interest

Dated: December 5, 2002


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

Countersigned:

  
\_\_\_\_\_  
School Treasurer

**RECEIPT**

The undersigned County Clerk hereby acknowledges receipt of the above Abatement Certificate this 9<sup>th</sup> day of December, 2002 and agrees to abate (and continue to extend) the taxes as therein provided.

  
\_\_\_\_\_  
County Clerk, Lawrence County

**Agenda Item #9**

**Bid Committee Report**



## BID COMMITTEE REPORT

February 2003

### IECC

1. Phase 7 - Protection, Health, & Safety Compliance Work

TO: Board of Trustees  
FROM: Roger Browning  
SUBJECT: Phase 7 - Protection, Health, & Safety Compliance Work  
DATE: February 13, 2003

Attached is the bid recommendation received from Marion Poggas, Image Architects for Phase 7 - Protection, Health, & Safety compliance work. Also, you will note from the attached letter that E.H. Montgomery has requested their bid be withdrawn, without penalty, due to errors in their bid that would not allow them to complete the work as specified.

Based upon the bid tabulation attached and also the attached recommendation from Marion Poggas, the Bid Committee recommends acceptance of the bids as follows:

		<u>Total Bid</u>
Division I – General Work	L.J. Swingler & Sons Construction Teutopolis, IL	\$912,700
Division III – Mechanical Work	Swan Sheet Metal, Inc. Mt. Vernon, IL	\$433,900
Division IV – Electrical Work	Tracy Electric Lawrenceville, IL	\$254,067

Project Scope: Work includes but is not limited to, below grade drainage installation, pavement replacement, concrete slab replacement, wall and fascia panel replacement, sealant work, door and hardware replacement, glass and glazing, painting, exterior plaster replacement, gymnasium floor installation, bleacher replacement, HVAC unit replacement, site and interior lighting, fire alarm work and related work.

Source of Funds: Series 2002 Protection, Health & Safety Bond Funds

The “Advertisement for Bids” was placed in the Daily Republican Register, Olney Daily Mail, Robinson Daily News and Wayne County Press for (1) day.

E.H. *Montgomery*

CONSTRUCTION CO., INC.  
GENERAL CONTRACTORS

February 12, 2003

P.O. BOX 706 • 119 S. FIFTEENTH  
TEL. (812) 882-3990 • FAX (812) 882-4717  
VINCENNES, INDIANA 47591

Illinois Eastern Community Colleges District Office  
Attn: Roger Browning  
233 East Chestnut Street  
Olney, IL 62450

RE: Illinois Eastern Community College - Phase 7 Project

Dear Mr. Browning:

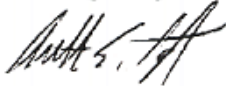
Thank you for the opportunity to bid on the Illinois Eastern Community Colleges District No. 529 project February 12, 2003.

We have analyzed our bid and believe we were very thorough on our take-off and estimate of the project. Based on the considerable variation between our bid and others received we have to believe that we have used one or more subcontractor bids which are not adequate to complete this project as specified. We had several phases of the project which we only received one subcontractor bid including: gym modifications and flooring, tuck-pointing, glass and glazing, painting, steel panel installation, gutter, downspouts and coping. Specifically we believe our steel panel subcontractor is in error and would not be able to complete the work as specified. Eighty-nine percent of our total bid amount was subcontractor related. Based on the close proximity of the other three contractors we have to assume they each received and used bids from common subcontractors which we did not receive.

We would appreciate consideration by the Illinois Eastern Community College Board members to withdraw our bid without penalty. Thank you for your consideration and understanding. It has been a pleasure working with image Architects, inc. and Illinois Eastern Community Colleges in the past and we look forward to working with you in the future.

Sincerely,

E.H. Montgomery Const. Co, Inc.



Anthony E. Payton, Vice-President  
AEP/lsp

CC: Marion Poggas, image Architects, inc.



1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901  
310 Broadway Suite 7 Cape Girardeau, Missouri 63701

618.457.2128 618.549.5725 fax  
573.334.6666 573.334.1178 fax

February 13, 2003

Mr. Roger Browning  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, Illinois 62450

Re: Protection, Health & Safety Compliance Work Phase 7  
All Campuses  
Illinois Eastern Community Colleges District No. 529  
Olney, Illinois

Dear Mr. Browning:

We have reviewed the bids submitted for general, mechanical and electrical work on the referenced project. We find no reason to prevent award of the each division of work to the lowest responsible and responsive bidders as follows:

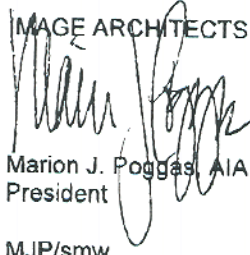
General Work	L. J. Swingler and Sons Construction	\$912,700.00
Mechanical Work	Swan Sheet Metal, Inc.	\$433,900.00
Electrical Work	Tracy Electric	\$254,067.00

Note that the electrical amount includes alternate bids E-1, E-2, and E-3.

If you have any questions, please feel free to contact our office.

Sincerely,

IMAGE ARCHITECTS INC.

  
Marion J. Poggas, AIA  
President

MJP/smw

IMAGE ARCHITECTS INC.

PHASE 7  
PROTECTION, HEALTH & SAFETY COMPLIANCE WORK  
ALL CAMPUSES  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529  
OLNEY, ILLINOIS

Bid Tabulation

Wednesday, February 12, 2003 @ 2:00 p.m.

**DIVISION I - GENERAL WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDA NO. 1 &amp; 2</b>	<b>BASE BID</b>
Kieffer Bros. Const. Co. Mt. Carmel, IL	5% Bid Bond	X	\$990,000.00
E.H. Montgomery Const. Co. Vincennes, IN	5% Bid Bond	X	\$698,700.00*
L.J. Swingler & Sons Const. Teutopolis, IL	5% Bid Bond	X	\$912,700.00
Lipps Construction Co. Mt. Vernon, IL	5% Bid Bond	X	\$935,000.00

\*Bid withdrawn upon contractor request.

**DIVISION II - BLEACHER WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDA NO. 1 &amp; 2</b>	<b>BASE BID</b>
Seating Systems, Inc. Farina, IL	---	---	NO BID
Bulte Company St. Louis, MO	---	---	NO BID

**PHASE 7  
PROTECTION, HEALTH & SAFETY COMPLIANCE WORK  
ALL CAMPUSES  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529  
OLNEY, ILLINOIS**

**DIVISION III - MECHANICAL WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDA NO. 1 &amp; 2</b>	<b>BASE BID</b>
Swan Sheet Metal, Inc. Mt. Vernon, IL	5% Bid Bond	X	\$433,900.00
Merz A.C. & Heating, Inc. Effingham, IL	5% Bid Bond	X	\$516,950.00
J.E. Shekell, Inc. Evansville, IN	---	---	NO BID
Nogle & Black Mechanical Urbana, IL	---	---	NO BID

**PHASE 7  
PROTECTION, HEALTH & SAFETY COMPLIANCE WORK  
ALL CAMPUSES  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529  
OLNEY, ILLINOIS**

**DIVISION IV - ELECTRICAL WORK**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDEN DA NO. 1 &amp; 2</b>	<b>BASE BID</b>	<b>ALT. BID NO. E-1 (Rewire exist. undergrnd circuits to exist. pole lights &amp; install new hand holes for Sidewalk Area) ADD</b>	<b>ALT. BID NO. E-2 (Rewire exist. undergrnd circuits to exist. pole lights &amp; install new hand holes for North Parking Lot Area) ADD</b>	<b>ALT. BID NO. E-3 (Rewire exist. undergrnd circuits to exist. pole lights &amp; install new hand holes for South Drive) ADD</b>
KCB Electric Co. Mt. Carmel, IL	5% Bid Bond	X	\$255,000.00	\$24,850.00	\$14,980.00	\$10,130.00
Quality Service, Inc. Olney, IL	---	---	NO BID			
SK Smith Electric Inc. Mt. Carmel, IL	Cashiers Chk \$12,719.25	X	\$254,385.00	\$27,933.00	\$22,380.00	\$16,709.00
Healy Electric, Inc. Enfield, IL	---	---	NO BID			
Tracy Electric Lawrenceville, IL	Cashiers Chk \$12,703.35	X	\$213,698.00	\$18,059.00	\$14,054.00	\$8,256.00

**Agenda Item #10**

**District Finance**

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



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT January 31, 2003**

<b>FUND</b>	<b>BALANCE</b>
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<b>Educational</b>	<b>\$1,291,067.26</b>
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<b>Operations &amp; Maintenance</b>	<b>\$34,396.95</b>
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<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$781,583.13</b>
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<b>Bond &amp; Interest</b>	<b>\$9,980.03</b>
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<b>Auxiliary</b>	<b>\$34,228.43</b>
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<b>Restricted Purposes</b>	<b>\$127,612.14</b>
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<b>Working Cash</b>	<b>\$363.45</b>
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<b>Trust &amp; Agency</b>	<b>\$349,632.98</b>
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<b>Audit</b>	<b>\$39,428.67</b>
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<b>Liability, Protection &amp; Settlement</b>	<b>\$164,064.09</b>
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<b>TOTAL ALL FUNDS</b>	<b>\$2,832,357.13</b>
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**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**LIST OF INVESTMENTS**

**January 2003**

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to</b>
<b>Education Fund</b>						
11/20/02	02/18/03	1.31	US Bank of Flora (CD)	1,000,000	1,003,275	3,275
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	1,000,000	1,006,550	6,550
01/22/03	04/22/03	1.50	Old National Bank in Mt. Carmel (CD)	1,500,000	1,505,625	5,625
<b>Operations &amp; Maintenance</b>						
11/20/02	02/18/03	1.31	US Bank of Flora (CD)	300,000	300,983	983
01/22/03	04/22/03	1.50	Old National Bank in Mt. Carmel (CD)	150,000	150,563	563
<b>Operations &amp; Maintenance Fund (Rest)</b>						
11/20/02	03/20/03	1.31	US Bank of Flora (CD)	600,000	602,620	2,620
01/22/03	05/22/03	1.50	Old National Bank in Mt. Carmel (CD)	3,000,000	3,015,000	15,000
<b>Bond &amp; Interest</b>						
<b>Auxiliary Fund</b>						
11/20/02	02/18/03	1.31	US Bank of Flora (CD)	500,000	501,638	1,638
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	500,000	503,275	3,275
<b>Restricted Purposes</b>						
<b>Working Cash Fund</b>						
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
11/18/02	11/18/03	1.80	Trust Bank (CD)	675,000	687,150	12,150
11/19/02	05/19/03	1.31	US Bank of Flora (CD)	49,000	49,321	321
01/22/03	05/22/03	1.50	Old National Bank in Mt. Carmel (CD)	15,000	15,075	75
<b>Trust &amp; Agency Fund</b>						
<b>Liability &amp; Protection Fund</b>						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	750,000	754,913	4,913
<b>Total</b>				11,554,000		

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2003  
 (With comparative totals for 30-JUN-2002 )  
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	1,325,464	127,612	39,429	164,064	9,980	781,583
IMPREST FUND	1,000	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	3,950,000	--	--	750,000	--	3,600,000
RECEIVABLES	2,636,843	296,207	--	--	--	--
ACCRUED REVENUE	--	--	--	--	--	--
INTERFUND RECEIVABLES	--	1,736	--	--	--	--
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	7,915,307	425,555	39,429	914,064	9,980	4,381,583
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	-13,600	--	--	--	--	--
ACCOUNTS PAYABLE	-195,281	980	--	-644	--	--
ACCRUED EXPENSE	--	--	--	--	--	--
INTERFUND PAYABLES	--	--	--	--	--	--
DEFERRED REVENUE	--	--	--	--	--	--
OTHER LIABILITIES	487,563	--	--	--	--	--
TOTAL LIABILITIES:	278,682	980	--	-644	--	--
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT	--	--	--	--	--	--
PR YR BDGTD CHANGE TO FUND	--	--	--	--	--	--
BALANCE						
Fund Balances:						
FUND BALANCE	2,940,966	-627,998	39,429	914,708	9,980	4,311,701
RESERVE FOR ENCUMBRANCES	4,695,658	1,052,574	--	--	--	69,882
TOTAL EQUITY AND OTHER CREDITS:	7,636,625	424,576	39,429	914,708	9,980	4,381,583
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	7,915,307	425,555	39,429	914,064	9,980	4,381,583

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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2003  
 (With comparative totals for 30-JUN-2002 )  
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,448,132	4,703,906
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	8,300,000	2,458,000
RECEIVABLES	2,933,050	7,578,625
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
TOTAL ASSETS AND OTHER DEBITS:	13,685,918	14,773,783
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-13,600	-8,547
ACCOUNTS PAYABLE	-194,945	149,217
ACCRUED EXPENSE		29,019
INTERFUND PAYABLES		
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	487,563	479,074
TOTAL LIABILITIES:	279,018	5,883,851
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	7,588,786	2,317,413
RESERVE FOR ENCUMBRANCES	5,818,114	6,572,519
TOTAL EQUITY AND OTHER CREDITS:	13,406,900	8,889,932
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	13,685,918	14,773,783

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2003  
 (With comparative totals for 30-JUN-2002 )  
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	34,228	455,920
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,000,000	600,000
RECEIVABLES	137,801	114,472
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	1,613,551	1,611,914
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-9,337	14,137
ACCRUED EXPENSE		23,313
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-9,337	37,450
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	345,999	694,791
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,622,888	1,574,464
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,613,551	1,611,914
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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2003  
 (With comparative totals for 30-JUN-2002 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	363	349,633	349,996	217,588
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,254,000	--	2,254,000	2,373,000
RECEIVABLES		5,780	5,780	9,877
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,254,363	355,413	2,609,777	2,600,465
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		4,114
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	144,064
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,254,363	209,312	2,463,676	2,439,872
RESERVE FOR ENCUMBRANCES		6,151	6,151	16,529
TOTAL EQUITY AND OTHER CREDITS:	2,254,363	215,463	2,469,827	2,456,401
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,254,363	355,413	2,609,777	2,600,465
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2003  
 (With comparative totals for 30-JUN-2002 )  
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,832,357	5,377,414
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	11,554,000	5,431,000
RECEIVABLES	3,076,631	7,702,975
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	17,909,246	18,986,161
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-13,600	-8,547
ACCOUNTS PAYABLE	-204,282	167,467
ACCRUED EXPENSE		52,332
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	487,563	479,074
TOTAL LIABILITIES:	409,632	6,065,365
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	345,999	694,791
BALANCE		
Fund Balances:		
FUND BALANCE	10,052,462	4,757,285
RESERVE FOR ENCUMBRANCES	5,824,265	6,589,048
TOTAL EQUITY AND OTHER CREDITS:	17,499,615	12,920,797
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	17,909,246	18,986,161
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

EDUCATIONAL FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,766,410.00	1,777,582.15	11,172.15	.632
STATE GOVT SOURCES	11,846,245.00	6,315,361.01	-5,530,883.99	-46.689
STUDENT TUITION & FEES	6,700,711.00	7,001,788.81	301,077.81	4.493
SALES & SERVICE FEES	25,000.00	25,066.69	66.69	.267
FACILITIES REVENUE	.00	.00	.00	.000
INVESTMENT REVENUE	130,000.00	56,150.86	-73,849.14	-56.807
OTHER REVENUES	102,000.00	22,958.64	-79,041.36	-77.492
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,570,366.00	15,198,908.16	-5,371,457.84	-26.113
EXPENDITURES:				
INSTRUCTION	9,892,260.00	5,415,949.96	-4,476,310.04	-45.251
ACADEMIC SUPPORT	498,902.23	279,074.42	-219,827.81	-44.062
STUDENT SERVICES	1,218,160.99	691,146.60	-527,014.39	-43.263
PUBLIC SERV/CONT ED	74,688.00	43,329.61	-31,358.39	-41.986
OPER & MAINT PLANT	138,000.00	70,557.51	-67,442.49	-48.871
INSTITUTIONAL SUPPORT	4,833,643.78	2,633,629.36	-2,200,014.42	-45.515
SCH/STUDENT GRNT/WAIVERS	3,765,630.00	2,355,873.69	-1,409,756.31	-37.437
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,421,285.00	11,489,561.15	-8,931,723.85	-43.737
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	671,221.00	875,221.00	204,000.00	30.392
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	671,221.00	875,221.00	204,000.00	30.392
NET INCREASE/DECREASE IN NET ASSETS				
	-522,140.00	2,834,126.01	3,356,266.01	#####



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	752,745.00	755,586.09	2,841.09	.377
STATE GOVT SOURCES	1,565,080.00	776,595.82	-788,484.18	-50.380
FACILITIES REVENUE	30,000.00	18,907.50	-11,092.50	-36.975
INVESTMENT REVENUE	10,000.00	8,238.27	-1,761.73	-17.617
OTHER REVENUES	5,000.00	.00	-5,000.00	-100.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,362,825.00	1,559,327.68	-803,497.32	-34.006
EXPENDITURES:				
ACADEMIC SUPPORT	.00	.00	.00	.000
STUDENT SERVICES	.00	-208.14	-208.14	#####
OPER & MAINT PLANT	2,511,906.00	1,386,771.57	-1,125,134.43	-44.792
INSTITUTIONAL SUPPORT	.00	-129.20	-129.20	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,511,906.00	1,386,434.23	-1,125,471.77	-44.805
NET INCREASE/DECREASE IN NET ASSETS	-149,081.00	172,893.45	321,974.45	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	3,506,957.08	3,506,957.08	#####
STATE GOVT SOURCES	76,900.00	73,945.72	-2,954.28	-3.842
INVESTMENT REVENUE	8,200.00	16,541.21	8,341.21	101.722
	-----	-----	-----	-----
TOTAL REVENUES:	85,100.00	3,597,444.01	3,512,344.01	###.###
EXPENDITURES:				
OPER & MAINT PLANT	76,900.00	36,014.98	-40,885.02	-53.166
INSTITUTIONAL SUPPORT	829,452.00	137,939.39	-691,512.61	-83.370
	-----	-----	-----	-----
TOTAL EXPENDITURES:	906,352.00	173,954.37	-732,397.63	-80.807
NET INCREASE/DECREASE IN NET ASSETS	-821,252.00	3,423,489.64	4,244,741.64	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,469,646.00	1,503,297.65	33,651.65	2.290
INVESTMENT REVENUE	.00	5,247.75	5,247.75	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,469,646.00	1,508,545.40	38,899.40	2.647
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,469,646.00	1,443,237.50	-26,408.50	-1.797
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,469,646.00	1,443,237.50	-26,408.50	-1.797
NET INCREASE/DECREASE IN NET ASSETS	.00	65,307.90	65,307.90	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	44,950.00	.00	-44,950.00	-100.000
STUDENT TUITION & FEES	494,125.00	143,051.50	-351,073.50	-71.050
SALES & SERVICE FEES	2,760,601.00	1,690,980.77	-1,069,620.23	-38.746
FACILITIES REVENUE	1,415.00	1,230.00	-185.00	-13.074
INVESTMENT REVENUE	17,833.00	14,847.62	-2,985.38	-16.741
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	20,000.00	20,000.00	#####
OTHER REVENUES	73,914.00	19,833.82	-54,080.18	-73.166
	-----	-----	-----	-----
TOTAL REVENUES:	3,392,838.00	1,889,943.71	-1,502,894.29	-44.296
 AUXILIARY ENTERPRISES:				
SALARIES	1,232,480.00	552,521.45	-679,958.55	-55.170
EMPLOYEE BENEFITS	72,473.00	39,715.67	-32,757.33	-45.199
CONTRACTUAL SERVICES	305,476.00	79,364.77	-226,111.23	-74.019
GEN. MATERIAL & SUPPLIES	2,363,563.00	1,460,412.57	-903,150.43	-38.211
CONF/TRAVEL MEETING EXPENSE	298,727.00	119,690.44	-179,036.56	-59.933
FIXED CHARGES	86,120.00	68,487.93	-17,632.07	-20.474
UTILITIES	15,950.00	8,424.40	-7,525.60	-47.182
CAPITAL OUTLAY	250,100.00	37,519.16	-212,580.84	-84.998
INTERFUND TRANSFERS	775,221.00	-875,221.00	-1,650,442.00	#####
OTHER EXPENDITURES	175,875.00	53,029.31	-122,845.69	-69.848
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,575,985.00	1,543,944.70	-4,032,040.30	-72.311
 NET INCREASE/DECREASE IN NET ASSETS	-2,183,147.00	345,999.01	2,529,146.01	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	104,000.00	64,363.45	-39,636.55	-38.112
TOTAL REVENUES:	----- 104,000.00	----- 64,363.45	----- -39,636.55	----- -38.112
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-104,000.00	.00	104,000.00	100.000
TOTAL TRANSFERS AMONG FUNDS:	----- -104,000.00	----- .00	----- 104,000.00	----- 100.000
NET INCREASE/DECREASE IN NET ASSETS	208,000.00	64,363.45	-143,636.55	-69.056

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	45,000.00	45,917.09	917.09	2.038
INVESTMENT REVENUE	.00	649.68	649.68	#####
	-----	-----	-----	-----
TOTAL REVENUES:	45,000.00	46,566.77	1,566.77	3.482
EXPENDITURES:				
INSTITUTIONAL SUPPORT	46,016.00	24,754.29	-21,261.71	-46.205
	-----	-----	-----	-----
TOTAL EXPENDITURES:	46,016.00	24,754.29	-21,261.71	-46.205
NET INCREASE/DECREASE IN NET ASSETS	-1,016.00	21,812.48	22,828.48	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-JAN-2003  
Percentage of time remaining through the Budget: 41.096

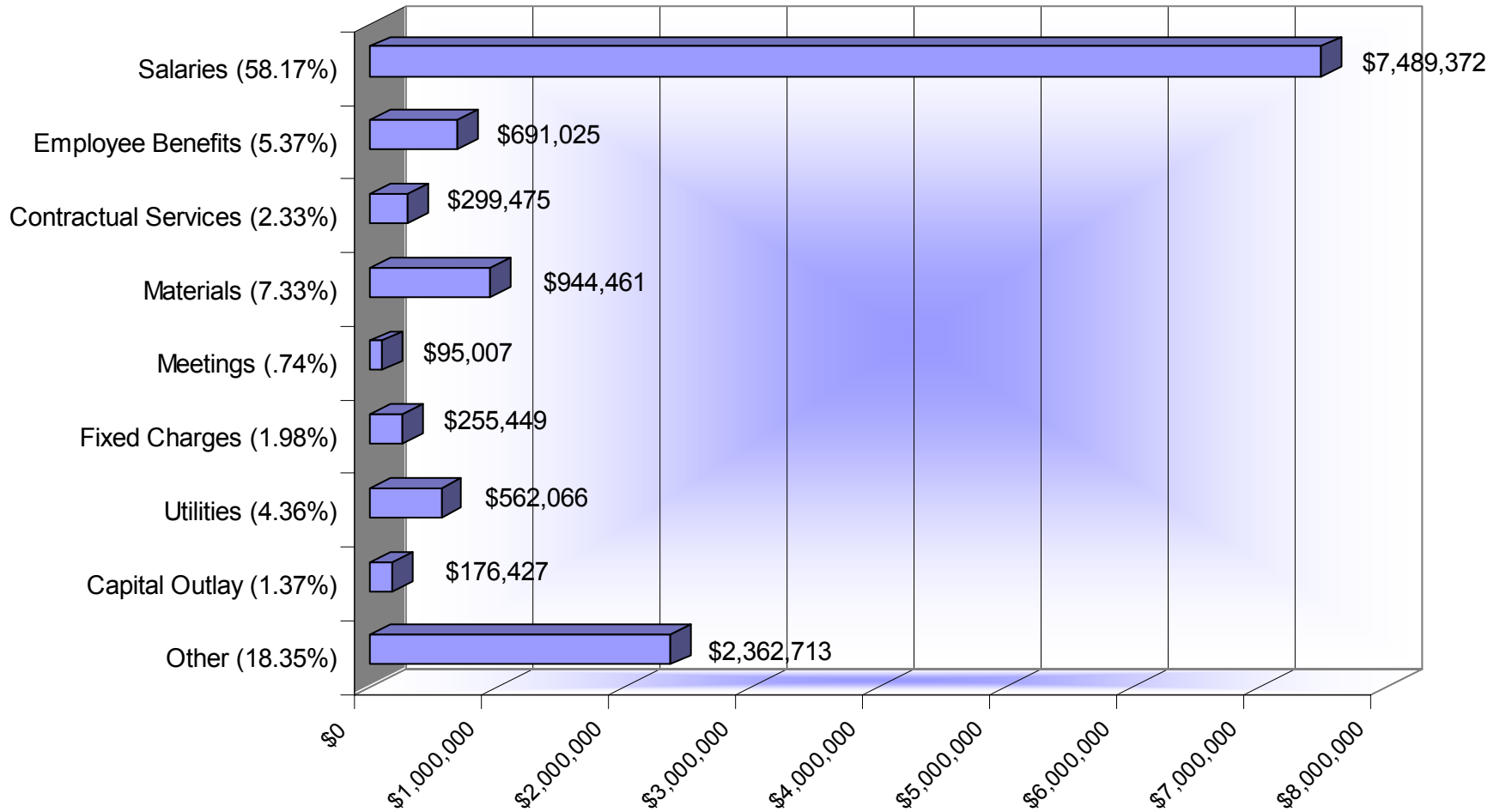
LIAB, PROTECT, SETTLEMENT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	467,221.00	467,808.58	587.58	.126
INVESTMENT REVENUE	.00	12,504.93	12,504.93	#####
	-----	-----	-----	-----
TOTAL REVENUES:	467,221.00	480,313.51	13,092.51	2.802
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,084,557.00	283,585.22	-800,971.78	-73.852
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,084,557.00	283,585.22	-800,971.78	-73.852
NET INCREASE/DECREASE IN NET ASSETS	-617,336.00	196,728.29	814,064.29	#####





# Illinois Eastern Community Colleges FY2003 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of January 31, 2003 - \$12,875,995

**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** February 13, 2003  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.4., 400.7., and 400.8., will be mailed under separate cover.

mk

Attachments

# **INDEX**

**400.1. Employment of Personnel**

**400.2. Authorization to hire Lawrence Correctional Center Employees for FY03 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.**

**400.3. Leave Requests**

**400.4. Proficiency Testing (external report)**

**400.5. Faculty Seniority for 2002-03 (attachment)**

**400.6. Reemployment of Faculty for 2003-04 Academic Year (attachment)**

**400.7. Resignations**

**400.8. Retirements**

# PERSONNEL REPORT

## **400.1. Employment of Personnel**

### A. Classified

1. Nicole Weber, Program Advisor, Transition Center, Olney Central College.

## **400.2. Authorization to hire Lawrence Correctional Center employees for FY03 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.**

### A. Faculty

1. Stephen Ameter, Construction Trades Instructor
2. Larry Nelson, Commercial Custodial Services Instructor

## **400.3. Leave Requests**

### A. Faculty

1. Paul Sainer, Family Medical Leave effective February 5, 2003, with up to 12 weeks of leave. The requested leave is unpaid with benefits.

### B. Classified

1. Dixie Cherry, Family Medical Leave effective February 6, 2003, with up to 12 weeks of leave. The requested leave is unpaid with benefits.

## **400.4. Proficiency Testing (external report)**

## **400.5. Faculty Seniority List for 2002-03 (attachment)**

## **400.6. Reemployment of Faculty for 2003-04 Academic Year (attachment)**

## **400.7. Resignations**

### A. Faculty

1. Nicole Moore, Nursing Instructor, effective May 16, 2003.

### B. Classified

1. Michael Robinson, Network/Web Technician, DO, effective February 7, 2003.



#### **400.8. Retirements**

##### **A. Administrative**

1. D. Wayne Henegar, Dean of Instruction, WVC, effective July 15, 2003.

##### **B. Faculty**

1. Searoba Mascher, Psychology Instructor, effective May 16, 2003.

## **ATTACHMENT**

### **400.5. Faculty Seniority List for 2002-03**

#### Accounting

Kristi Urfer (one year seniority for 2002-03 academic year)

#### Adult Education

Mary Jane Beckett (one year seniority for 2002-03 academic year)

#### Agricultural Technology

Paul Schnarre (one year seniority for 2002-03 academic year)

Don Mersinger (one year seniority for 2002-03 academic year)

#### Art

Victor Connor (one year seniority for 2002-03 academic year)

#### Automotive Service Technology

Johnie Harrell (one year seniority for 2002-03 academic year)

#### Business (Transfer)

Gaziur Rahman (one year seniority for 2002-03 academic year)

Arthur Miller

Teresa Tegeler

Lonnie Devin (one year seniority for 2002-03 academic year)

#### Chemical Sciences

Gary Adams (one year seniority for 2002-03 academic year)

Donald Florida (one year seniority for 2002-03 academic year)

Tiffany Devine (one year seniority for 2002-03 academic year)

\*/\*\* = same seniority

### Coal Mining Technology

Earl Jennings (one year seniority for 2002-03 academic year)  
Terry Russell (one year seniority for 2002-03 academic year)  
Dennis Sileven (one year seniority for 2002-03 academic year)  
Tom Kucharik (one year seniority for 2002-03 academic year)  
Scott Hanson (one year seniority for 2002-03 academic year)  
Mitchell Wolfe (one year seniority for 2002-03 academic year)  
Fred Schwappach (one year seniority for 2002-03 academic year)  
Randall Questelle (one year seniority for 2002-03 academic year)  
Gary Wangler (one year seniority for 2002-03 academic year)  
Phillip Edmondson (one year seniority for 2002-03 academic year)

### Collision Repair Technology

Mark Fitch (one year seniority for 2002-03 academic year)

### Communications

Judith Puckett

### Computer Networking Specialist

- \* Jeff Cutchin (one year seniority for 2002-03 academic year)
- \* Ryan Roark (one year seniority for 2002-03 academic year)

### Computer Science

Kay Thomas Perry (one year seniority for 2002-03 academic year)  
Dan Tahtinen (one year seniority for 2002-03 academic year)

### Counseling

Searoba Mascher  
David Cunningham

### Diesel Equipment & Technology

Larry Hoeszle (one year seniority for 2002-03 academic year)  
Scott Balding (one year seniority for 2002-03 academic year)

\*/\*\* = same seniority

### Drafting Technology

Lonnie Devin  
Jason Potts (one year seniority for 2002-03 academic year)

### Drama

Dan Bruneau (one year seniority for 2002-03 academic year)

### Early Childhood Development

Linda Kolb (one year seniority for 2002-03 academic year)

### Economics

Kathy Doty

### Education

Linda Kolb  
Jerry Bayne  
Kathy Harris (one year seniority for 2002-03 academic year)

### Electrical Engineering

Daniel Polgar

### Electronics Technology

Bob Effland (one year seniority for 2002-03 academic year)  
Robert Brosseau

### English

Brenda Phegley (one year seniority for 2002-03 academic year)  
Diane Reed (one year seniority for 2002-03 academic year)  
William Tucker (one year seniority for 2002-03 academic year)  
Judith Puckett (one year seniority for 2002-03 academic year)  
Jason Dockter (one year seniority for 2002-03 academic year)  
\* Steve Higgins (one year seniority for 2002-03 academic year)  
\* Winifred Wolven (one year seniority for 2002-03 academic year)

\*/\*\* = same seniority

## English As A Second Language

Mary Mersinger (*hire date January 23, 2003*)

## Health

Clyde Buck (one year seniority for 2002-03 academic year)  
Kathryn Harris

## History

Lucille Lance (one year seniority for 2002-03 academic year)  
Patricia Owens (one year seniority for 2002-03 academic year)  
David Denton (one year seniority for 2002-03 academic year)  
Roger Chapman (one year seniority for 2002-03 academic year)

## Home Economics

Linda Kolb

## Industrial Maintenance Technology

Russ Jausel (one year seniority for 2002-03 academic year)  
\* Michael McKern (one year seniority for 2002-03 academic year)  
\* Gary Spraggins (one year seniority for 2002-03 academic year)

## Information Processing

Wayne Morris (one year seniority for 2002-03 academic year)

## Journalism

Jerry Bayne (one year seniority for 2002-03 academic year)

\*/\*\* = same seniority

## Life Science

Don Leynaud (one year seniority for 2002-03 academic year)  
James Burnett (one year seniority for 2002-03 academic year)  
Anuradha Roy (one year seniority for 2002-03 academic year)  
Mary McCarthy (one year seniority for 2002-03 academic year)  
Richard Poskin (one year seniority for 2002-03 academic year)  
Christian Mathews (one year seniority for 2002-03 academic year)  
Kenneth Mager (one year seniority for 2002-03 academic year)  
Rebecca Mooneyhan (one year seniority for 2002-03 academic year)

## Machine Shop Technology

Byford Cook (one year seniority for 2002-03 academic year)

## Manufacturing Technology

Clint Weisgerber (one year seniority for 2002-03 academic year)

## Marketing Mid-Management Retailing

David Wilderman (one year seniority for 2002-03 academic year)

## Mathematics

Daniel Polgar  
C. Allen Brown (one year seniority for 2002-03 academic year)  
Lisa Benson (one year seniority for 2002-03 academic year)  
Laurel Cutright (one year seniority for 2002-03 academic year)  
Charlene Snow (one year seniority for 2002-03 academic year)

## Microcomputer Support Specialist

Randy Hargis (one year seniority for 2002-03 academic year)

## Music

Steve Marrs (one year seniority for 2002-03 academic year)  
Yvonne Newlin (one year seniority for 2002-03 academic year)  
Paul Sainer (one year seniority for 2002-03 academic year *pending return to work  
from unpaid leave*)

\*/\*\* = same seniority

## Nursing

- Carolyn VonAlmen (one year seniority for 2002-03 academic year)
- Sharon Welty (one year seniority for 2002-03 academic year)
- Genevieve Bruce (one year seniority for 2002-03 academic year)
- \* Carole Fusco (one year seniority for 2002-03 academic year)
- \* Elizabeth Tate (one year seniority for 2002-03 academic year)
- Kathleen Nelson (one year seniority for 2002-03 academic year)
- Kathleen Hudson (one year seniority for 2002-03 academic year)
- Sandra Burtron (one year seniority for 2002-03 academic year)
- Connie Girten (one year seniority for 2002-03 academic year)
- Nancy Buttry (one year seniority for 2002-03 academic year)
- Janet Kinkade (one year seniority for 2002-03 academic year)
- Tamara Fralicker (one year seniority for 2002-03 academic year)
- \*\* Teresa Diekman (one year seniority for 2002-03 academic year)
- \*\* Theresa Marcotte (one year seniority for 2002-03 academic year)
- \*\* Nicole Moore (one year seniority for 2002-03 academic year)(*resignation effective May 16, 2003*)

## Office Careers

- Arthur Miller (one year seniority for 2002-03 academic year)
- Teresa Tegeler (one year seniority for 2002-03 academic year)
- Beatrice Abernathy (one year seniority for 2002-03 academic year)
- \* Kathy Doty (one year seniority for 2002-03 academic year)
- \* Matt Fowler (one year seniority for 2002-03 academic year)
- \* Cathy Robb (one year seniority for 2002-03 academic year)
- John Kendall (one year seniority for 2002-03 academic year)

## Physical Education

Kathryn Harris  
Clyde Buck

## Physics

Dan Polgar (one year seniority for 2002-03 academic year)  
Robert Brosseau (one year seniority for 2002-03 academic year)  
Robert Mason (one year seniority for 2002-03 academic year)

\*/\*\* = same seniority

## Psychology

Searoba Mascher (one year seniority for 2002-03 academic year)(*retirement effective May 16, 2003*)

David Cunningham (one year seniority for 2002-03 academic year)

John Day (one year seniority for 2002-03 academic year)

Susan Polgar (one year seniority for 2002-03 academic year)

## Quality Improvement Specialist

Lonnie Devin

## Radio/TV Broadcasting

Dan Edwards (one year seniority for 2002-03 academic year)

## Religion

Judith Puckett

## Social Services

Judy Neikirk (one year seniority for 2002-03 academic year)

## Spanish

Hal Kizer (one year seniority for 2002-03 academic year)

## Speech

James Tucker (one year seniority for 2002-03 academic year)

## Telecommunications Technology

David Goodson (one year seniority for 2002-03 academic year)

Howard Lanam (one year seniority for 2002-03 academic year)

Tom Baird (one year seniority for 2002-03 academic year)

George Kocher (one year seniority for 2002-03 academic year)

Travis Matthews (one year seniority for 2002-03 academic year)

Robert Manning (one year seniority for 2002-03 academic year)

\*/\*\* = same seniority



## ATTACHMENT

### 400.6. Reemployment of Faculty for the 2003-04 Academic Year

#### A. Continuation of Tenure

Bea Abernathy	Steve Marrs
Gary Adams	Rob Mason
Tom Baird	Mary McCarthy
Jerry Bayne	Don Mersinger
Mary Jane Beckett	Arthur Miller
Lisa Benson	Wayne Morris
Robert Brosseau	Kathleen Nelson
C. Allen Brown	Yvonne Newlin
Genevieve Bruce	Patricia Owens
Dan Bruneau	Kay T. Perry
Clyde Buck	Brenda Phegley
James Burnett	Daniel Polgar
Sandra Burtron	Richard Poskin
Victor Connor	Jason Potts
Byford Cook	Judith Puckett
David Cunningham	Randy Questelle
David Denton	Gaziur Rahman
Lonnie Devin	Diane Reed
Kathy Doty	Cathy Robb
Dan Edwards	Anurahda Roy
Bob Effland	Terry Russell
Donald Florida	Paul Sainer
Matt Fowler	Paul Schnarre
Carole Fusco	Fred Schwappach
Connie Girten	Dennis Sileven
David Goodson	Dan Tahtinen
Scott Hanson	Elizabeth Tate
Kathryn Harris	Teresa Tegeler
Larry Hoeszle	James Tucker
Kathleen Hudson	William Tucker
Russell Jausel	Kristi Urfer
E. Ary Jennings	Carolyn Von Almen
Hal Kizer	Sharon Welty
George Kocher	David Wilderman
Linda Kolb	Mitchell Wolfe
Thomas Kucharik	
Howard Lanam	
Lucille Lance	
Don Leynaud	

B. Initial Tenure

Nancy Buttry  
John Day  
Randal Hargis  
Johnie Harrell  
Christian Mathews  
Travis Matthews  
Clint Weisgerber

C. Non-Tenure

Scott Balding  
Roger Chapman  
Jeff Cutchin  
Laurel Cutright  
Tiffany Devine  
Teresa Diekman  
Jason Dockter  
Phillip Edmondson  
Mark Fitch  
Tamara Fralicker  
Steve Higgins  
John Kendall  
Janet Kinkade  
Kenneth Mager  
Robert Manning  
Theresa Marcotte  
Michael McKern  
Mary Mersinger  
Rebecca Mooneyhan  
Judy Neikirk  
Susan Polgar  
Ryan Roark  
Charlene Snow  
Gary Spraggins  
Gary Wangler  
Winifred Ann Wolven

**Agenda Item #15**

**Agenda Item #15**  
**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Agenda Item #19**

**Adjournment**









