

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**February 17, 2004**



**Location:**

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

**Dinner – 6:00 p.m. – Mason Building Room 23  
Meeting – 7:00 p.m. – U of I Extension Conference Room**

**Illinois Eastern Community Colleges  
Board Agenda**

**February 17, 2004**

**7:00 p.m.**

**Frontier Community 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. None
7. Policy Second Reading.....Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Statements of Final Construction Compliance ..... Browning
  - B. Lease Agreement for 702 West High Street .....Bruce
9. Bid Committee Report ..... Browning
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 Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, January 20, 2004.

**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:

Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Joseph Kiser, student trustee. Mrs. Brenda K. Culver was absent due to illness. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Dr. Carl Heilman, President of Lincoln Trail College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

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

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

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

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the Regular Meeting, Tuesday, December 9, 2003, were presented for disposition.

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

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

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

**#3-B. IECEA Representative:** None.

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

**AGENDA #5 – “Reports”** –

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

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

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

**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. Technology Plan FY2005-2009:** Mr. Cline reviewed the IECC 2005-2009 Technology Plan. The plan reviews technology projects for the 2004 fiscal year and outlines current and future technological needs, through fiscal year 2009. Goal of the plan is to improve technological services for faculty, staff and students within the projected budget over the next five years. During the current fiscal year, IECC has installed a new firewall, upgraded the central network operating system server and tape backup system, upgraded PBX software, purchased new software licenses, installed 199 new desktop computers, purchased technology equipment and software based on campus needs.

The FY2005-2009 Technology Plan Budget:

1. Administrative Systems: \$145,000.
  2. Network Infrastructure: \$370,000.
  3. Telecommunications: \$135,000.
  4. Software: \$250,000.
  5. Other Technology Resources: \$1,300,000.
- Total Budget: \$2,200,000.

The CEO recommended that the 2005-2009 Technology Plan be approved as presented.

**Board Action:** Mr. Williams made a motion to approve the IECC 2005-2009 Technology Plan as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Phase VII Carryover Funds, Project Applications:** Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board issued \$3.5 million worth of PHS bonds in December of 2002. Because of the nature of the bids on the original thirteen (13) projects, and because the projects were completed efficiently with minimal change orders, there is in excess of \$1 million worth of PHS funds available to be carried over and additional projects completed. The Chief Finance Officer, the Presidents, and the College Building Superintendents have prepared a list of projects that could be completed within these excess funds. These projects have been incorporated into four (4) Capital Project Applications, as follows, listing total estimated cost including fees and contingency:

1. Carpet Replacement – LTC – \$225,060.
2. Sidewalk System Replacement/Upgrade – LTC & FCC – \$88,330.
3. Fire Alarm & Lighting Upgrades – OCC, WVC, FCC – \$554,180.
4. Ceiling Replacement – WVC – \$173,030.

Following Board approval, the projects will be submitted to the Illinois Community College Board for approval. If the project applications are approved by the ICCB, the IECC District will proceed to bid and complete the projects.

The CEO recommended approval of the four Capital Project Application Forms (each application includes a Capital Project Application Form, Programmatic Justification, Scope of Work, Project Budget, Funding Source, Architect's Certification, and Resolution), as presented.

**Board Action:** Mr. Williams made a motion to approve the four Capital Project Application Forms and related documents for the foregoing Phase VII Carryover Funds PHS Construction Projects as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Phase VII Carryover Funds, Resolutions:** The CEO recommended adoption of the following resolution for each of the four Protection, Health, Safety construction projects as listed:

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with protection, health, and safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are projects at IECC which require repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

1. Carpet Replacement – LTC – \$225,060.  
Total estimated cost including fees and contingency: \$225,060.
2. Sidewalk System Replacement/Upgrade – LTC & FCC – \$88,330.  
Total estimated cost including fees and contingency: \$88,330.
3. Fire Alarm & Lighting Upgrades – OCC, WVC, FCC – \$554,180.  
Total estimated cost including fees and contingency: \$554,180.
4. Ceiling Replacement – WVC – \$173,030.  
Total estimated cost including fees and contingency: \$173,030.

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary for the protection, health, and safety of the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

**Board Action:** Miss Wolfe made a motion to adopt the foregoing resolution for each of the four Phase VII Carryover Funds PHS Construction Projects as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The following Bid Committee report was presented, followed by Board of Trustees action as recorded:

**#9-A. IECC – Computers:** Mr. Browning presented the revised recommendation of the Bid Committee to accept the following bids for computers:

Charley, Inc., Robinson, IL: Thirty-three desktop computers, \$22,791.  
CDW Government, Vernon Hills, IL: Seven 17” flat panel monitors and twelve notebook computers, \$21,131.  
Insight, Tempe, AZ: Four 19” flat panel monitors, \$2,300.  
Gateway Computers, North Sioux City, SD, Five tablets, \$8,625.  
Total for computers: \$54,847.

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

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. IECC – Network Switches:** Mr. Browning presented the recommendation of the Bid Committee to accept the following bids for network switches:

Automated Office Solutions, Evansville, IN: \$34,644.37. (Bid includes \$32,698.31 for 17 switches; \$264.76 for 2 return cables; \$1,681.30 for 10 cascade modules.)

**Board Action:** Mr. Rost made a motion to accept the recommendation of the Bid Committee for purchase of network switches from Automated Office Solutions as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 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 \$6,758,630.31, as of December 31, 2003.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of January 2004, totaling \$1,163,681.22, 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 2004, in the amounts listed, and payments from the revolving fund for the month of December 2003. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 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. New Programs.
2. No Child Left Behind Ranking.
3. Paraprofessional Educator.
4. Associate of Arts in Teaching.
5. Network Support Specialist.
6. Wisconsin Ethanol Plant – Heilman, Vespa, Swinson.
7. Student Advantage Network Annual Performance Report.
8. Upward Bound Program Report.
9. Remarks from Gayle Lawn-Day.
10. Training for Premier Located at Toyota Plant.
11. Occupational Summit – January 14.
12. Department of Human Resources Training Grant.
13. Statement of Economic Interest – Due May 1.
14. Enrollment Report – District Up 8%.

**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. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 7:55 p.m.



**#12-B. Closed Meeting Ended:** Mr. Williams made a motion to reconvene in open session. 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. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:35 p.m.

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

**AGENDA #13 – “Executive Session Minutes”** – The CEO recommended that minutes of a closed meeting held during the regular meeting, Tuesday, December 9, 2003 be approved and remain closed at this time.

**Board Action:** Dr. Fischer made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, December 9, 2003, but that closed meeting minutes of that date will remain closed and not be opened to public inspection at this time. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

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

##### A. Classified

1. Brandi Crawley-Jittjumnongk, Career Advisor, LTC.

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

##### A. Faculty

1. Pamela Mulvey, Business Management Instructor, LTC/LCC.

#### **400.3. Change in Status**

##### A. Professional/Non-Faculty

1. Bonnie Chaplin, Director of Business Services, District Office, to Director of Financial Operations, District Office, effective February 1, 2004.

#### **400.4. FY03-04 Staff Salary Increases (external report)**

Fiscal Year 2003-2004 Guidelines for Full-Time Employee Wage Increases:

1. Full-time employees working before April 1, 2003, are eligible for a wage increase. Employees with hire dates of April 1, 2003, to June 30, 2003, will be eligible for an increase at the six-month anniversary date.
2. Increases will be based on an overall percent distributed by a combination of a percent plus flat dollar amount applied to base wages allocating a higher percentage to lower paid employees as follows:  
2.75% plus \$200 for employees with base wages of \$15,000 to \$24,900 (4.08% to 3.55%).  
2.75% for employees with base wages of \$25,000 and above (2.75%).
3. Entry-level amounts for full-time positions will be adjusted by 2.75%. Recommendations for base wage adjustments for employees with wages below the recommended entry level have been made.

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

##### A. Faculty

Judith Puckett, Wayne County Press, Fairfield, IL, approximate time 5-10 hours per month.

#### **400.6. Retirement**

##### A. Faculty

1. Steve Marrs, Music Instructor, OCC, effective May 14, 2004.

#### **400.7. Resignation**

##### A. Classified

1. Daniel Deck, Custodian, OCC, effective January 12, 2004.

#### **Personnel Report Addendum**

#### **400.8. Additional Assignment**

##### A. Administrative

1. John Highhouse, additional duties as Interim Dean of Instruction, LTC, amount based upon \$3,000 per month, effective January 21, 2004.

**Board Action to Amend Personnel Report:** Miss Wolfe made a motion to amend the Personnel Report, to add an addendum containing Section 400.8, additional assignment for John Highhouse 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 that the "Ayes" have it and the motion is adopted.

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

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#### **AGENDA #15 – "Collective Bargaining" –**

**#15-A. Approval of Faculty Contract:** The CEO recommended approval of the tentative agreement reached on December 4, 2003 with the Illinois Eastern Community Colleges Education Association, which represents the full-time faculty. The agreement was ratified by the Association on December 12, 2003. The agreement establishes salaries and overload increases for 2003-2004. The agreement allows for faculty members hired prior to the 2003-2004 contract year to receive a 3.35% salary increase retroactive to the start of the 2003-2004 contract year. In addition, overload pay was increased from \$275 to \$300 effective with the spring semester of the 2003-2004 academic year.

**Board Action:** Mr. Koertge made a motion to approve the agreement between the Illinois Eastern Community Colleges Education Association and the Illinois Eastern Community Colleges Board of Trustees as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#15-B. Administrative Guideline Revision:** The CEO recommended that, pursuant to approval of the contract with the IECC Education Association, the Administrative Guideline relative to overload pay rate be changed to conform to the new contract, and part-time pay rate be changed to conform with the new overload pay rate. Overload pay and part-time pay rates are changed to \$300 and lab hour rate is increased to \$240. These changes will become effective in the spring 2004 semester.

**Board Action:** Mr. Williams made a motion to approve the changes in overload pay and part-time pay rates as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Other Items”** –

**#18-A. Tax Abatement Resolution:** Mr. Lane presented and discussed the following resolution providing for abatement of taxes upon real property located within the Robinson Enterprise Zone.

#### **Tax Abatement Resolution**

The Board of Trustees of Illinois Eastern Community Colleges District #529 does hereby adopt this resolution as follows:

The County Clerk of Crawford County, Illinois, is hereby directed to abate advalorem taxes imposed upon real property located within the Robinson Enterprise Zone as the result of an Enterprise Zone Expansion Ordinance adopted by the City Council of the City of Robinson, Crawford County, Illinois on October 28, 2003, as Ordinance Number 2003-O-46, upon which new improvements shall be renovated or rehabilitated, subject to the following conditions:

- a) no abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Redevelopment Project District;
- b) any abatement of taxes on any parcel shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements in such parcel;
- c) such abatement shall be allowed only for non-residential, commercial and industrial property located within the zone area;
- d) such abatement of taxes on any parcel shall be for, and only for, the taxes attributable to an increased assessed valuation of the parcel for the taxing period immediately preceding the issuance of a building permit for the qualified construction and renovation or rehabilitation;

e) such abatement shall be at the rate of 100 percent of the taxes for a period of five years, beginning with the first year in which the improvements are fully assessed. Such is limited to the term of the Robinson Enterprise Zone.

**Board Action:** Mr. Williams made a motion to adopt the foregoing resolution for abatement of taxes upon real property within the Robinson Enterprise Zone as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #19 – “Adjournment”** – Mr. Williams made a motion to adjourn. Mr. Kiser seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:45 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**

**Statements of Final Construction Compliance**

**MEMORANDUM**

**TO:** Terry Bruce

**FROM:** Roger Browning

**SUBJECT:** Statements of Final Construction Compliance

**DATE:** February 17, 2004

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

Attached are statements of final construction compliance for Illinois Eastern Community Colleges projects as required by ICCB. There are \$5,867,465 in construction costs for Protection, Health and Safety, Capital Renewal, and state 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.

<b>Project Number</b>	<b>Project Name</b>	<b>Actual Cost</b>	<b>Funds</b>
0024-1001	FY02 Capital Renewal	\$ 131,225	R
0025-0700	Learning Resource Center	1,680,122	C
0922-0697	Miscellaneous ADA Improvements	432,930	B
0924-0697	Exit Door Modif.-Olney Central	125,436	B
0979-1197	Environmental Barriers	371,348	B
0980-1197	Exit Modifications	48,181	B
0981-1197	Curtain Replacement	20,200	B
0982-1197	Stage Floor Replacement	48,971	B
0984-1197	Roof Replacements	57,670	B
1422-0902	Door & Hardware Accessibility - WVC & FCC	69,627	B
1423-0902	Storm Drain- Applied Arts Building	42,014	B
1424-0902	Bleacher Replacement -ADA & Code	127,601	B
1425-0902	Door Replacements - LTC & WVC	35,077	B
1426-0902	Gymnasium Floor Replacement	390,027	B
1427-0902	HVAC Unit Replacements	419,831	B
1428-0902	Interior Lighting Upgrade-Applied Arts Bld	79,275	B
1430-0902	Roof Replacements/Repair	745,401	B
1431-0902	Sanitary Sewer Replacement	46,302	B
1432-0902	Stairway/Lobby Glazing-Wattleworth & Theatre	98,749	B
1433-0902	Exterior Wall and Fascia Renovations	546,744	B
1434-0902	Site Lighting - LTC & WVC	196,287	B
1499-0403	Roof Replacement, Main Hall	121,260	BE
1500-0403	Exterior/Interior Wall Repair	33,187	BE

RB/cr

Attachments

**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: FY02 Capital Renewal

Approved Budget \$ 215,600 Actual Cost \$ 131,225

Approved Scope: Actual Scope:

Classrooms	_____	_____
Laboratories	_____	_____
Offices	_____	_____
Study	_____	_____
Special Use	_____	_____
Support	_____	_____
Other	_____	_____
	<u>Miscellaneous 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 11, 2003  
Date

001-010485  
Illinois Registration or License Number

Seal

\_\_\_\_\_  
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: Miscellaneous ADA Improvements

Approved Budget \$ 505,000 Actual Cost \$ 432,930

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Exit Door Modifications – Olney Central College

Approved Budget \$ 126,000 Actual Cost \$ 125,436

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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

Approved Budget \$ 366,300 Actual Cost \$ 371,348

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Exit Modifications

Approved Budget \$ 61,700 Actual Cost \$ 48,181

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Curtain Replacement

Approved Budget \$ 55,700 Actual Cost \$ 20,200 \*\*

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Stage Floor Replacement

Approved Budget \$ 48,400 Actual Cost \$ 48,971

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Roof Replacements

Approved Budget \$ 128,400 Actual Cost \$ 57,670

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Door & Hardware Accessibility – WVC & FCC

Approved Budget \$ 149,200 Actual Cost \$ 69,627

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Storm Drain – Applied Arts Building

Approved Budget \$ 72,600 Actual Cost \$ 42,014

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Bleacher Replacement – ADA & Code

Approved Budget \$ 181,500 Actual Cost \$ 127,601

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Door Replacements – LTC & WVC

Approved Budget \$ 33,900 Actual Cost \$ 35,077

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Gymnasium Floor Replacement

Approved Budget \$ 525,100 Actual Cost \$ 390,027

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: HVAC Unit Replacements

Approved Budget \$ 447,700 Actual Cost \$ 419,831

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

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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: Interior Lighting Upgrade – Applied Arts Building

Approved Budget \$ 201,300 Actual Cost \$ 79,275

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

February 11, 2004  
Date

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Illinois Registration or License Number

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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: Roof Replacements/Repair

Approved Budget \$ 727,000 Actual Cost \$ 745,401

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Sanitary Sewer Replacement

Approved Budget \$ 56,900 Actual Cost \$ 46,302

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

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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: Stairway/Lobby Glazing – Wattleworth & Theater

Approved Budget \$ 144,000 Actual Cost \$ 98,749

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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 Wall and Fascia Renovations

Approved Budget \$ 542,100 Actual Cost \$ 546,744

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Site Lighting – LTC & WVC

Approved Budget \$ 261,400 Actual Cost \$ 196,287

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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: Roof Replacement, Main Hall

Approved Budget \$ 131,800 Actual Cost \$ 121,260

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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/Interior Wall Repair

Approved Budget \$ 86,400 Actual Cost \$ 33,187

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

February 11, 2004  
Date

001-010485  
Illinois Registration or License Number

Seal

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

Date \_\_\_\_\_

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

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

**Agenda Item #8B**

**Lease Agreement for 702 West High Street**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 17, 2004  
RE: Lease Agreement for 702 East High Street

Attached is the revised lease agreement with Mike David for 702 West High Street in Olney. The only things that changed were:

- 1) Updated the dates used throughout the lease.
- 2) Changed section 2 to reflect that the lease can be cancelled any time during the term of the lease (by either party) upon 90 days notice.
- 3) Changed section 4 to reflect the fact that prior leasehold improvements have been fully amortized and paid for and are no longer items that should be reflected in the rental payments.

Mr. Chairman, I recommend approval of this lease.

TLB/rs

Attachment

## **LEASE AGREEMENT**

THIS AGREEMENT is made April 1, 2004, between JANET E. DAVID, TRUSTEE, AND HER SUCCESSORS IN TRUST, AND AS TRUSTEE OF THE JANET E. DAVID DECLARATION OF TRUST DATED JUNE 25, 1997, hereinafter referred to as "Lessor," and ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529, hereinafter referred to as "Lessee," for the rental of the property hereinafter described, in consideration of the mutual promises, terms and conditions contained herein.

### **Lease of Property**

1. Lessor does hereby lease to Lessee, on the terms and conditions specified herein, that property located at 702 West High Street, Olney, Richland County, Illinois, hereinafter referred to as the "premises," and legally described as follows:

The East Ninety Feet (90') of Lots Twenty-Five (25) and Twenty-Eight (28) in John Wolf's Addition to the City of Olney, County of Richland, State of Illinois.

(Commonly known as 702 West High Street, Olney, Illinois) `

2. The term of this lease shall commence on April 1, 2004, and shall end on midnight March 31, 2007, unless terminated at another time as herein provided. Thereafter, this lease shall automatically renew on a year to year basis from April 1 to March 31 unless terminated at another time as herein provided. Both Lessor and Lessee shall have the right to terminate this lease at any time during the term upon 90 day notice to the other party. Also upon 90 day notice prior to the end of the lease term, either party shall have the right to seek to renegotiate the rental payments for the next annual Lease term.

### **Rent**

3. Lessee agrees to pay to Lessor, as rent for the above described premises, the sum of \$1,000.00 per month, payable in advance on the 1st day of each month beginning on April 1, 2004, subject to the provisions of Paragraph 4 below.

Lessee has deposited with Lessor the additional sum of \$1,000.00, receipt of which is hereby acknowledged by Lessor, as security for the full and faithful performance by Lessee of the aforementioned terms, conditions, and covenants of this lease on Lessee's part to be performed and kept and for the cost of any trash removal, housecleaning, and repair or correction of damage in excess of normal wear and tear.



The security deposit or any balance thereof shall be returned without interest after the Lessee has vacated and left the premises in an acceptable condition (following a personal inspection by Lessor) and surrendered all keys. If Lessor determines that any loss, damage, or injury chargeable to the Lessee hereunder exceeds the security deposit, the Lessor, at its option, may retain the said sum as liquidated damages or may apply the sum against any actual loss, damage, or injury and the balance thereof will be the responsibility of Lessee. Lessor's determination of the amount, if any, to be returned to the Lessee shall be final. It is further understood and agreed that the said security deposit is not to be considered as the last payment under the lease.

### **Items Included in Rent**

4. Lessor shall furnish, as part consideration for rent specified herein, the general maintenance on the building, mowing, snow removal, and sewer problems. In addition, Lessor will pay the annual real estate taxes. All other services and utilities, including but not limited to gas, electric, water, and waste removal are to be separately metered or billed and shall not be included in such rent and shall be the sole responsibility of Lessee.

### **Repair and Maintenance**

5.(a) Lessee acknowledges and agrees that it has examined the premises and any equipment and personal property subject to this Agreement; that it accepts said premises, equipment, and personal property as being in good, safe, and clean condition and repair and accepts same in their "as is" condition; and that it will keep the premises in good order and condition and surrender the premises on termination of occupancy in the same condition as they are on the date of this Agreement, excepting only reasonable wear and tear and damage by the elements.

(b) Lessee shall promptly reimburse Lessor for the cost of any repairs to the premises caused by Lessee's negligence, misuse, or abuse of the same, or by the negligence, misuse, or abuse of Lessee's guests, licensees, or invitees.

### **Occupancy and Use of Premises**

6. Lessee shall use the premises for a Small Business Development Center and Business Industry Training Services business, or other such legal enterprise as it may be engaged in from time to time. Lessee shall comply with all statutes, ordinances, and regulations governing the use and occupancy of the premises, and shall not commit or permit any nuisance or waste to be committed therein.

### **Quiet Enjoyment**

7. Lessee shall be entitled to the quiet enjoyment of the premises during the term of this Agreement. Lessee shall be responsible at all times for the conduct of its employees, guests, licensees, and invitees while they are on the premises.

### **Mechanic's Liens**

8. Lessee agrees to keep the leased premises free of mechanic's liens arising out of Lessee's actions during the term of this Lease. In the event Lessee causes or allows any mechanic's lien to be filed against the premises, Lessor may, at their option, elect to pay such amount as may be necessary to cause the same to be removed. In that event, the amount so paid by the Lessor, plus a penalty in an amount equal to ten percent of the amount so paid by Lessor but in any event not to exceed \$100.00, shall be added to the next monthly installment of rent payable by Lessee under this Lease.

### **Waiver of Damage**

9. Lessee hereby expressly releases Lessor from any and all liability for loss or damage to Lessee, or to any property of Lessee, caused by water leakage, breaking of pipes, theft, vandalism, natural disaster, or any other cause beyond the reasonable control of Lessor.

### **Hold Harmless Clause**

10. Lessee shall indemnify and hold Lessor free and harmless from any and all liability, claims, loss, damage or expenses, including attorney fees and costs, arising by reason of any death, injury or property damage sustained by any person, including Lessee or any agent or employee of Lessee, where such death, injury, or property damage is caused or allegedly caused by any negligent or intentional act of Lessee or any guest, licensee, or invitee of Lessee, or by Lessee's failure to perform any covenant, term, condition, or act required by this Agreement. Lessee will furnish to Lessor during the term of this Lease a policy of liability insurance to protect Lessor and Lessee from the risk of personal injury or death claims of third parties arising out of Lessee's use of the leased premises, with limits of at least \$300,000.00 per person and \$300,000.00 per occurrence and \$1,000,000.00 umbrella coverage. At the commencement of this Lease, and on each occasion after that when the premium payment comes due, Lessee shall immediately furnish to Lessor proof of payment of the premium, and in the event Lessee fails, on any occasion, to pay the premium in full when it is due, Lessor may, at their option, proceed to pay the premium. In that event, the amount of the premium so paid by the Lessor, plus a penalty equal to ten percent of the amount paid by Lessor, will be added to the next installment of rent due from Lessee under this Lease.

### **Right of Entry by Lessor**

11. Lessor reserves the right to re-enter the premises and to authorize such reentry by any agent or employee of Lessor, for the purpose of repair, maintenance, or to exhibit the premises to actual or prospective purchasers or tenants. Such entry shall be made only at reasonable times and upon forty-eight (48) hours' notice to Lessee; provided that Lessor or any duly authorized agent of Lessor may enter without prior notice in an emergency or in the event of surrender and abandonment of the premises by Lessee.

### **Assignment and Sublease**

12. Lessee shall not assign this Agreement or sublet all or any portion of the premises without the prior written consent of lessor, which consent shall not be unreasonably withheld. Any assignment or subletting of the premises without the prior written consent of lessor shall be void and shall, at the option of Lessor, terminate this Agreement. Lessor's consent to any assignment or subletting shall not be deemed a waiver of this provision or a consent by lessor to any subsequent assignment or subletting. Lessor has the right to sell the premises or a portion thereof during the term of this Lease.

### **Fire and Casualty**

13. The buildings and improvements on the leased premises shall be kept fully insured under a standard full coverage business owner's policy by the lessor. Lessee is responsible for insuring any contents of the leased premises.

### **Destruction or Severe Damage**

14. In the event that the premises are destroyed by fire or other disaster, or are damaged so severely as to render them substantially uninhabitable and to require substantial time and expense to restore them to a tenantable condition, Lessor may, at their sole option, elect either to: (1) terminate this Agreement and all obligations of the parties hereunder; or (2) make such repairs as are necessary to restore the premises to a tenantable condition. If Lessor elects to repair and restore the premises, and such repairs cannot be completed within thirty (30) days, then Lessee may, at their option, either: (1) terminate this Agreement; or (2) continue as Lessee hereunder, but without obligation to pay rent for the period in which it takes to complete repairs to the premises.

## **Eminent Domain**

15. Should any or all of the premises be taken by any agency or entity under the power of eminent domain, this Agreement shall terminate as of 12:01 A.M. on the earlier of (1) the date title to the portion taken by eminent domain vests; or (2) the date actual physical possession of such portion is taken by the agency or entity exercising the eminent domain power. Lessor shall notify Lessee immediately and in writing of the existence of any eminent domain proceedings or negotiations which may affect Lessee's continued possession. Lessee shall have the option of terminating this Agreement after the filing of eminent domain proceedings by an agency or entity exercising authority under eminent domain. If Lessor negotiates a settlement with an agency or entity exercising power of eminent domain authority, Lessor shall provide Lessee with sixty (60) day written notice of the dates described in the first sentence of this paragraph; and during said sixty (60) days, Lessee shall have option to terminate this Agreement upon giving Lessor Fifteen (15) days written notice to terminate. Any and all compensation or damages awarded for such taking, except amounts awarded to Lessee for moving or for damages to lessee's personal property, shall belong to Lessor. Lessee shall have no claim against Lessor or the agency or entity exercising the eminent domain power for the value of any unexpired portion of the term of this Agreement.

## **Acts Constituting Breach by Lessee**

16. Any of the following acts or omissions shall constitute a material breach of this Agreement by Lessee:

- (a) Lessee's failure to pay any rent or other sum payable under this Agreement on the date it becomes due.
- (b) Lessee's nonperformance or breach of any term, covenant, condition, or provision of this Agreement.
- (c) Lessee's abandonment of said premises for a period of more than fourteen (14) days without the express prior written consent of Lessor.
- (d) The filing by Lessee of a voluntary petition in bankruptcy or an adjudication that Lessee is a bankrupt, or appointment of a receiver to take possession of all or substantially all of Lessee's property.
- (e) The supplying of incorrect or materially misleading information by Lessee in connection with the application for rental of the premises.
- (f) A sublease or assignment by Lessee in violation of Paragraph 13 of this Agreement.

## **Lessor's Remedies for Breach of Lease**

17. In the event that Lessee commits a material breach of this Agreement, as defined in Paragraph 16 hereof, Lessor may, in addition to any other legal or equitable remedies that may be available to Lessor:

(a) Continue this Agreement by not terminating Lessee's right to possession of the premises, and continue to enforce all of Lessor's rights and remedies under the terms hereof, including the right to recover the rent specified herein as it becomes due; or Terminate this Agreement and Lessee's right to possession of the premises in the manner provided below, and commence an action against Lessee to recover possession of the premises and for such damages as may be available at law.

### **Default and Re-Entry**

18. If Lessee shall fail to pay in full any installment of rent within ten (10) days after the date on which it is due, or if Lessee shall desert or vacate the premises, or if Lessee should default on any other promise or agreement in this Lease, then Lessor may elect to terminate this Lease by giving Lessee ten (10) days notice in writing of their intention to do so and the Lease shall then be terminated unless, during those ten days, the Lessee has resolved or corrected, to the reasonable satisfaction of the Lessor, the default of which they have been given notice. At the termination of this Lease, regardless of how the termination comes about, Lessee will peacefully yield up possession of the premises to the Lessor. Lessee expressly waives all demands for possession or notices which may be required by the Forcible Entry and Detainer Act of the State of Illinois, the Illinois Code of Civil Procedure, or any other statute requiring demands for possession or notices prior to commencing suit to recover possession of real estate.

Lessor's exercise of their right to re-enter shall be without prejudice to their right to elect any other remedies which they may have by reason of this Lease.

### **Attorneys' Fees**

19. The parties agree that, in the event of litigation by either Lessor or Lessee to enforce the provisions of this Agreement, if a court enters a judgment order in favor of one party and against the other party, then the party against whom the judgment was entered shall be responsible for the attorney fees and cost of suit incurred by the party in whose favor the judgment was entered.

### **No Holdover on Termination**

20. Lessee shall have no right to continue in possession of the premises upon expiration of the term of this Agreement, and shall promptly vacate the premises upon expiration of such term; provided, however that the parties hereto may prior to or upon expiration of Agreement, enter into a written agreement for Lessee's continued possession and occupancy of the premises on such terms and conditions as are mutually acceptable, all as specified in paragraph 2 of this Agreement. If Lessee willfully holds over following expiration of the term of this Agreement and written notice by Lessor to surrender possession of the premises. Lessee shall be liable for twice the rent specified in this Agreement for any period during which he remains in possession of the premises.

### **Subordination of Lease**

21. This Agreement and the Lessee's interest in the premises are and shall be subject, subordinate, and inferior to any lien or encumbrances now existing or hereafter placed on the demised premises by Lessor, to all advances made under any such lien or encumbrance, to the interest payable on any such lien or encumbrance, and to any and all renewals and extensions of such liens or encumbrances.

### **Waiver of Breach**

22. The waiver by Lessor of any breach of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same or a different provision hereof.

### **Time of Essence**

23. Time is expressly declared to be of the essence of this Agreement.

### **Multiple Occupancy**

24. Should more than one person execute this Agreement as Lessee, all such persons shall be jointly and severally liable for all the terms, conditions, covenants, and provisions contained herein; provided, however, that any act or signature of one or more of the persons executing this Agreement as Lessee, and any notice or refund given to or served on one of the persons executing this Agreement as Lessee shall be fully binding on all such persons.

### **Effect on Heirs and Assigns**

25. Subject to the limitations contained herein with respect to assignments of Lessee's interest under this Agreement, all provisions hereof shall be binding upon, and inure to the benefit of the parties hereto and their heirs, executors, representatives, successors, and assigns.

### **Sole Agreement of Parties**

26. This Agreement constitutes the sole and complete agreement of the parties concerning the demised premises, and correctly sets forth the rights and obligations of the parties hereto. Any agreement or representations between the parties hereto respecting the subject matter of this Agreement, whether oral or in writing, which is not expressly set forth in this instrument, is null, void, and of no legal effect.

### **Modification**

27. This Agreement may be modified only by a written agreement signed by both Lessor and Lessee, and any attempted oral modification of this Agreement, whether real or purported, shall be of no force or effect.

### **Severability**

28. In the event that any part of this Agreement is construed or declared unenforceable, the remainder shall continue in full force and effect as though the unenforceable portion or portions were not included herein.

### **Notices**

29. All notices or communications required or permitted by this Agreement shall be deemed duly served and given when personally delivered to the party to whom directed or in lieu of such personal service, when mailed, by certified mail, postage prepaid, return receipt requested, and:

(a) If directed to Lessee, addressed to Lessee at: Chief Executive Office; IECC; 233 E. Chestnut Street; Olney, Illinois 62450.

(b) If directed to Lessor, which addressed to Lessor at 1101 South Maple, Olney, Illinois, 62450, or at such other address as may be specified by Lessor from time to time.

Executed at Olney, Illinois, on the day and year first above written.

LESSOR:

LESSEE:

Illinois Eastern Community Colleges

\_\_\_\_\_  
Janet E. David

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

**Agenda Item #9**

**Bid Committee Report**



**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT January 31, 2004**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$1,111,814.21
Operations & Maintenance	\$212,057.61
Operations & Maintenance (Restricted)	\$468,416.90
Bond & Interest	\$11,782.42
Auxiliary	\$333,766.43
Restricted Purposes	\$198,542.10
Working Cash	\$675.05
Trust & Agency	\$109,517.30
Audit	\$1,249.14
Liability, Protection & Settlement	\$276,459.71
<b>TOTAL ALL FUNDS</b>	<b>\$2,724,280.87</b>

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 31-JAN-2004  
 (With comparative totals for 30-JUN-2003 )  
 (amounts expressed in dollars)

	ALL FUNDS
	Current Year 2004
<b>ASSETS and OTHER DEBITS:</b>	
<b>ASSETS:</b>	
CASH	2,724,281
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	10,483,000
RECEIVABLES	2,698,894
ACCRUED REVENUE	
INTERFUND RECEIVABLES	
INVENTORY	506,178
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>16,435,853</b>
 <b>Liabilities, equity and other credits</b>	
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	88,800
ACCOUNTS PAYABLE	-196,334
ACCRUED EXPENSE	
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	
OTHER LIABILITIES	484,358
<b>TOTAL LIABILITIES:</b>	<b>516,774</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,336,051
PR YR BDGTD CHANGE TO FUND	492,904
<b>BALANCE</b>	
<b>Fund Balances:</b>	
FUND BALANCE	8,240,268
RESERVE FOR ENCUMBRANCES	5,849,856
<b>TOTAL EQUITY AND OTHER CREDITS:</b>	<b>15,919,079</b>
 <b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</b>	 <b>16,435,853</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF 31-JAN-2004

ALL FUNDS

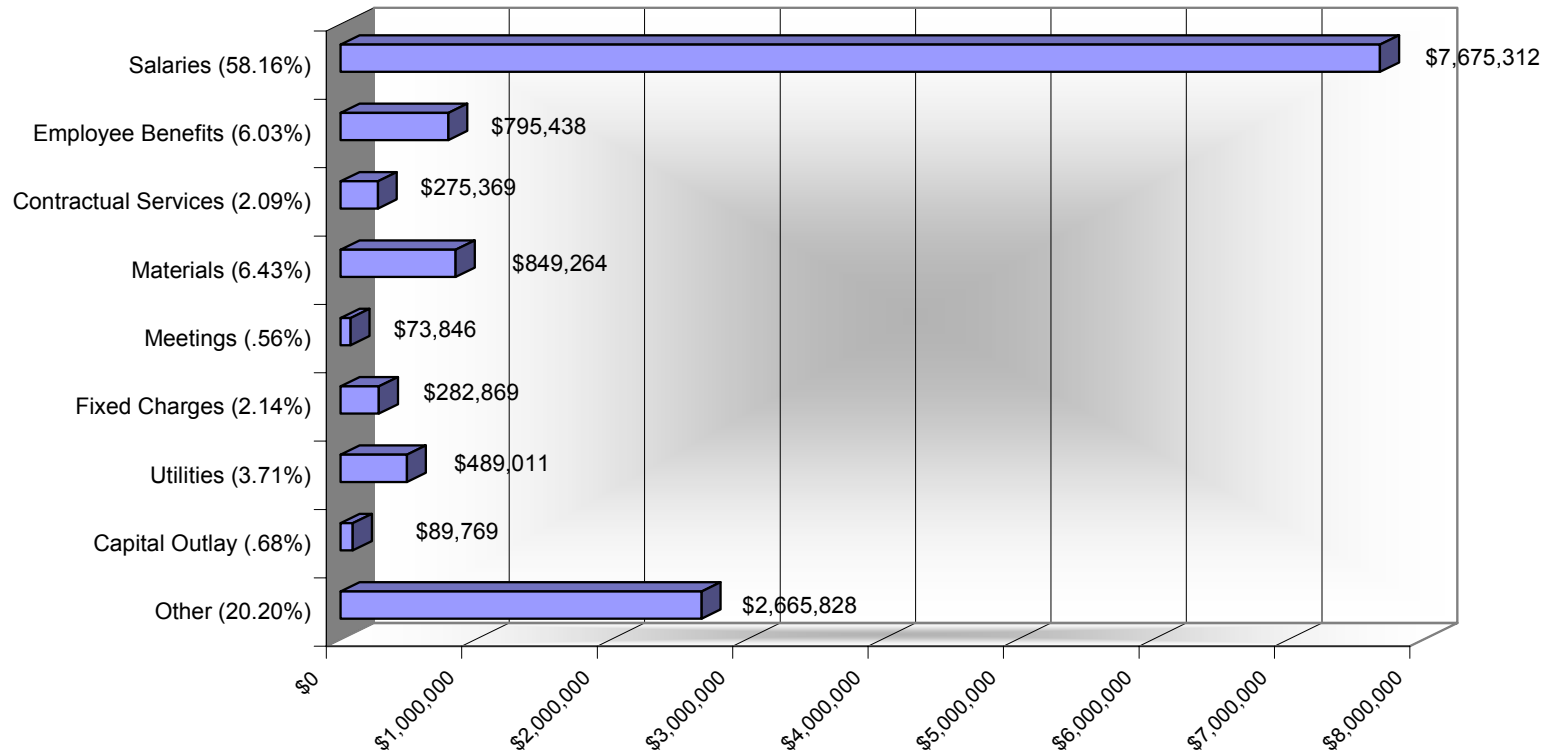
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,504,863
STATE GOVT SOURCES	6,758,647
STUDENT TUITION & FEES	7,906,435
SALES & SERVICE FEES	1,837,612
FACILITIES REVENUE	20,165
INVESTMENT REVENUE	104,935
OTHER REVENUES	37,084
DUMY	0
TOTAL REVENUES:	21,169,742
EXPENDITURES:	
INSTRUCTION	5,403,847
ACADEMIC SUPPORT	288,835
STUDENT SERVICES	686,155
PUBLIC SERV/CONT ED	50,539
OPER & MAINT PLANT	1,340,281
INSTITUTIONAL SUPPORT	6,537,174
SCH/STUDENT GRNT/WAIVERS	2,630,734
AUXILIARY SERVICES	1,488,622
TOTAL EXPENDITURES:	18,426,187
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	734,262
TOTAL TRANSFERS AMONG FUNDS:	734,262
NET INCREASE/DECREASE IN NET ASSETS	2,009,294

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY02-04

College	Category	FISCAL YEAR 2002			FISCAL YEAR 2003			FISCAL YEAR 2004				Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru January	% of Bdgt	Annual Budget	Spent Thru January	% of Bdgt	Annual Budget	Spent Thru January	% of Bdgt	% of Year		
Frontier	Bills		\$709,597			\$1,112,228			\$1,000,221				
	Payroll		1,024,126			1,107,597			1,102,292				
	Totals	\$3,284,528	1,733,723	53%	\$2,745,276	2,219,825	81%	\$3,280,999	2,102,513	64%	58%		
Lincoln Trail	Bills		672,485			734,686			714,024				
	Payroll		1,380,588			1,299,871			1,323,268				
	Totals	3,637,973	2,053,073	56%	3,111,881	2,034,557	65%	3,432,543	2,037,292	59%	58%		
Olney Central	Bills		796,207			928,704			930,648				
	Payroll		1,964,348			2,066,955			2,129,348				
	Totals	4,927,734	2,760,555	56%	4,762,523	2,995,659	63%	5,229,827	3,059,996	59%	58%		
Wabash Valley	Bills		546,635			877,456			1,069,428				
	Payroll		1,601,683			1,623,803			1,668,642				
	Totals	4,058,086	2,148,318	53%	3,572,889	2,501,259	70%	4,137,250	2,738,070	66%	58%		
Workforce Educ.	Bills		729,182			559,723			712,589				
	Payroll		578,774			564,552			581,602				
	Totals	2,425,081	1,307,956	54%	1,832,426	1,124,275	61%	2,248,143	1,294,191	58%	58%		
District Office	Bills		143,970			187,395			136,091				
	Payroll		490,550			507,658			510,119				
	Totals	1,230,418	634,520	52%	1,265,567	695,053	55%	1,169,354	646,210	55%	58%		
District Wide	Bills		945,284			986,431			958,393				
	Payroll		332,384			318,936			360,040				
	Totals	2,926,982	1,277,668	44%	5,642,629	1,305,367	23%	4,274,976	1,318,433	31%	58%		
O & M	Bills												
	Payroll												
GRAND TOTALS		\$22,490,802	\$11,915,813	53%	\$22,933,191	\$12,875,995	56%	\$23,773,092	\$13,196,705	56%	58%		

Excludes DOC

### Illinois Eastern Community Colleges FY2004 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of January 31, 2004 - \$13,196,705

**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**



**Agenda Item #13**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** February 13, 2004  
**RE:** Personnel Report

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

aj

Attachments

# **INDEX**

**400.1. Employment of Personnel**

**400.2. Faculty Seniority List for 2003-04**

**400.3. Resignation**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Classified

1. James Perry, Custodian, OCC

## 400.2. Faculty Seniority List for 2003-04

### Accounting

Kristi Urfer (one year seniority for 2003-04 academic year)

### Adult Education

Mary Jane Beckett (one year seniority for 2003-04 academic year)

### Agricultural Technology

Paul Schnarre (one year seniority for 2003-04 academic year)

Don Mersinger (one year seniority for 2003-04 academic year)

### Art

Victor Connor (*Retirement effective 12-31-03*)

### Automotive Service Technology

Johnie Harrell (one year seniority for 2003-04 academic year)

Rodney Maxey (one year seniority for 2003-04 academic year)

### Business (Transfer)

Gaziur Rahman (one year seniority for 2003-04 academic year)

Teresa Tegeler

Lonnie Devin (one year seniority for 2003-04 academic year)

### Chemical Sciences

Gary Adams (one year seniority for 2003-04 academic year)

Donald Florida (one year seniority for 2003-04 academic year)

Tiffany Devine (one year seniority for 2003-04 academic year)

### Coal Mining Technology

Earl Jennings (one year seniority for 2003-04 academic year)  
Terry Russell (one year seniority for 2003-04 academic year)  
Scott Hanson (one year seniority for 2003-04 academic year)  
Mitchell Wolfe (one year seniority for 2003-04 academic year)  
Fred Schwappach (one year seniority for 2003-04 academic year)  
Randall Questelle (one year seniority for 2003-04 academic year)  
Gary Wangler (one year seniority for 2003-04 academic year)  
Phillip Edmondson (one year seniority for 2003-04 academic year)  
John Michael Nutter (one year seniority for 2003-04 academic year)

### Collision Repair Technology

Mark Fitch (one year seniority for 2003-04 academic year)

### Communications

Judith Puckett

### Computer Networking Specialist

- \* Jeff Cutchin (one year seniority for 2003-04 academic year)
- \* Ryan Roark (one year seniority for 2003-04 academic year)

### Computer Science

Kay Thomas Perry (one year seniority for 2003-04 academic year)(*Retirement effective May 14, 2004*)  
Dan Tahtinen (one year seniority for 2003-04 academic year)

### Counseling

David Cunningham

### Diesel Equipment & Technology

Larry Hoeszle (one year seniority for 2003-04 academic year)  
Scott Balding (one year seniority for 2003-04 academic year)

### Drafting Technology

Lonnie Devin  
Jason Potts (one year seniority for 2003-04 academic year)

### Drama

Dan Bruneau (one year seniority for 2003-04 academic year)

### Early Childhood Development

Linda Kolb (one year seniority for 2003-04 academic year)

### Economics

Kathy Doty

### Education

Linda Kolb

Jerry Bayne

Kathy Harris (one year seniority for 2003-04 academic year)

### Electrical Engineering

Daniel Polgar

### Electronics Technology

Bob Effland (one year seniority for 2003-04 academic year)

Robert Brosseau

### English

Brenda Phegley (one year seniority for 2003-04 academic year)

Diane Reed (one year seniority for 2003-04 academic year)

William Tucker (one year seniority for 2003-04 academic year)

Judith Puckett (one year seniority for 2003-04 academic year)

\* Steve Higgins (one year seniority for 2003-04 academic year)

\* Winifred Wolven (one year seniority for 2003-04 academic year)

### English As A Second Language

Mary Mersinger (one year seniority for 2003-04 academic year)

### Health

Clyde Buck (one year seniority for 2003-04 academic year)

Kathryn Harris

### History

Lucille Lance (one year seniority for 2003-04 academic year)

Patricia Owens (one year seniority for 2003-04 academic year)

David Denton (one year seniority for 2003-04 academic year)

Roger Chapman (one year seniority for 2003-04 academic year)

## Home Economics

Linda Kolb

## Industrial Maintenance Technology

- Russ Jausel (one year seniority for 2003-04 academic year)
- \* Michael McKern (one year seniority for 2003-04 academic year)
- \* Gary Spraggins (one year seniority for 2003-04 academic year)

## Information Processing

Wayne Morris (one year seniority for 2003-04 academic year)

## Journalism

Jerry Bayne (one year seniority for 2003-04 academic year)

## Life Science

- Don Leynaud (one year seniority for 2003-04 academic year)
- James Burnett (one year seniority for 2003-04 academic year)
- Anuradha Roy (one year seniority for 2003-04 academic year)
- Mary McCarthy (*Resignation effective 12-31-03*)
- Richard Poskin (one year seniority for 2003-04 academic year)
- Christian Mathews (one year seniority for 2003-04 academic year)
- \* Nixie Hnetkovsky (one year seniority for 2003-04 academic year)
- \* Carrie Mallard (one year seniority for 2003-04 academic year)

## Machine Shop Technology

Byford Cook (one year seniority for 2003-04 academic year)  
Mark Pettigrew (one year seniority for 2003-04 academic year)

## Manufacturing Technology

Clint Weisgerber (one year seniority for 2003-04 academic year)

## Marketing Mid-Management Retailing

David Wilderman (one year seniority for 2003-04 academic year)

## Mathematics

Daniel Polgar  
C. Allen Brown (one year seniority for 2003-04 academic year)  
Lisa Benson (one year seniority for 2003-04 academic year)  
Laurel Cutright (one year seniority for 2003-04 academic year)  
Charlene Snow (one year seniority for 2003-04 academic year)



## Microcomputer Support Specialist

Randy Hargis (one year seniority for 2003-04 academic year)

## Music

Steve Marrs (one year seniority for 2003-04 academic year)

Yvonne Newlin (one year seniority for 2003-04 academic year)

Paul Sainer (one year seniority for 2003-04 academic year)

## Nursing

Carolyn VonAlmen (one year seniority for 2003-04 academic year)

Sharon Welty (one year seniority for 2003-04 academic year)

Carole Fusco (one year seniority for 2003-04 academic year)

Kathleen Nelson (one year seniority for 2003-04 academic year)

Kathleen Hudson (one year seniority for 2003-04 academic year)

Connie Girten (one year seniority for 2003-04 academic year)

Nancy Buttry (one year seniority for 2003-04 academic year)

Janet Kinkade (one year seniority for 2003-04 academic year)

Tamara Fralicker (one year seniority for 2003-04 academic year)

\* Teresa Diekman (one year seniority for 2003-04 academic year)

\* Theresa Marcotte (one year seniority for 2003-04 academic year)

\*\* Ruby Houldson (one year seniority for 2003-04 academic year)

\*\* Kathy Ketterman (one year seniority for 2003-04 academic year)

\*\* Freda Neal (one year seniority for 2003-04 academic year)

\*\* Sheila Rangel (one year seniority for 2003-04 academic year)

Hollie Kelly (*Hire date January 7, 2003*)

## Office Careers

Teresa Tegeler (one year seniority for 2003-04 academic year)

Beatrice Abernathy (one year seniority for 2003-04 academic year)

\* Kathy Doty (one year seniority for 2003-04 academic year)

\* Cathy Robb (one year seniority for 2003-04 academic year)

John Kendall (one year seniority for 2003-04 academic year)

\*\* Amie Janssen (one year seniority for 2003-04 academic year)

\*\* Shasta Schackmann (one year seniority for 2003-04 academic year)

## Physical Education

Kathryn Harris

Clyde Buck

## Physics

Dan Polgar (one year seniority for 2003-04 academic year)

Robert Brosseau (one year seniority for 2003-04 academic year)

Robert Mason (one year seniority for 2003-04 academic year)

## Psychology

David Cunningham (one year seniority for 2003-04 academic year)

John Day (one year seniority for 2003-04 academic year)

Susan Polgar (one year seniority for 2003-04 academic year)

## Quality Improvement Specialist

Lonnie Devin

## Radio/TV Broadcasting

Dan Edwards (one year seniority for 2003-04 academic year)

## Religion

Judith Puckett

## Social Services

Judy Neikirk (one year seniority for 2003-04 academic year)

## Spanish

Hal Kizer (one year seniority for 2003-04 academic year)

## Speech

James Tucker (one year seniority for 2003-04 academic year)

Jill Winter (one year seniority for 2003-04 academic year)

## Telecommunications Technology

David Goodson (one year seniority for 2003-04 academic year)

Howard Lanam (one year seniority for 2003-04 academic year)

Tom Baird (one year seniority for 2003-04 academic year)

George Kocher (one year seniority for 2003-04 academic year)

Travis Matthews (one year seniority for 2003-04 academic year)

\*/\*\* = same seniority

### **400.3. Resignation**

A. Classified

1. Angela Newlin, Program Advisor (GR), DO, effective February 20, 2004.

**Agenda Item #15**

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

**Agenda Item #16**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Agenda Item #19**

**Adjournment**



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

	Estimated Budget											
Data Center Acquistics & HVAC Upgrade DO	\$39,325											
Carpet Replacement LTC	\$225,060											
Sidewalk Replacement/Upgrade LTC & FCC	\$88,330											
Fire Alarm & Lighting Upgrades OCC, WVC & FCC	\$554,180											
Ceiling Replacement WVC	\$173,030											
<b>GRAND TOTAL</b>	<b>\$1,079,925</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

1/31/2004