

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 19, 1999



Location:

**Frontier Community College
Frontier Drive
Fairfield, Illinois 62837**

**Dinner - 6 p.m. - Room 23
Meeting - 7 p.m. - Nursing Building**

IECC BOARD AGENDA

7 P.M.

January 19, 1999

1. **Call to Order & Roll Call** **Chairman Wattleworth**
 2. **Disposition of Minutes** **CEO Bruce**
 3. **Recognition** **Bruce**
 - A. **Visitors and Guests**
 - B. **IECCEA Representative**
 4. **Public Comment**
 5. **Reports**
 - A. **Report from Trustees**
 - B. **Report from Presidents**
 - C. **Report from George Woods**
 - D. **Report from Cabinet**
 6. **Policy Readings**
None
 7. **Staff Recommendations for Approval**
 - A. **Resolution on Petition Filing** **Bruce**
 - B. **Creation of Harry L. Crisp Scholarship** **Bruce**
 8. **Bid Committee Report**..... **Allard**
- Frontier Community College**
Used 1998 or Newer Automobile
9. **District Finance**
 - A. **Financial Report**..... **Allard**
 - B. **Approval of Financial Obligations** **Bruce**
 10. **Chief Executive Officer's Report**..... **Bruce**
 11. **Executive Session**..... **Bruce**
 12. **Approval of Executive Session Minutes** **Bruce**
 13. **Approval of Personnel Report** **Bruce**
 14. **Collective Bargaining**..... **Bruce**
 15. **Litigation** **Bruce**
 16. **Acquisition & Disposition of Property** **Bruce**
 17. **Other Items**
 18. **Adjournment**

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in Room 107, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, on Tuesday, December 15, 1998.

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

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

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

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

Also present at this meeting, in addition to trustees:

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

Mr. Jack Davis, Interim President of Olney Central College.

(While Dr. Hans Andrews is recovering from surgery.)

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. William J. Lex, President of Frontier Community College.

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

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

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

Mrs. Nancy J. Allard, Comptroller and Director of Finance.

Mrs. Terry Stanford, Executive Secretary to the CEO.

Mrs. Marty Novak, Director of Personnel.

Mr. Harry Hillis, Jr., Board Secretary.

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, held on Tuesday, November 17, 1998 were presented for approval.

Board Action: Ms. Jameson made a motion to approve, as prepared, open meeting minutes of November 17, 1998. The motion was seconded by Dr. Fischer. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

AGENDA #3 – “Recognition” –

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

#3-B. IECCEA Representative: Mr. Jim Burnett, President of Illinois Eastern Community Colleges Education Association, noted that negotiations proposals are currently on the table.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” -

#5-A. Report from Trustees: None.

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

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

#5-D. Report from Cabinet: None.

AGENDA #6 – “Policy Readings” – None.

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

#7-A. Dual-Credit Agreement with East Richland High School: The CEO recommended approval as presented, of the Dual-Credit Agreement between the Board of Trustees of IECC/OCC and the Board of Education of East Richland Community Unit School District No. 1 (Olney), to enter into a partnership to provide dual-credit classes for academic and vocational courses, effective Fall Semester 1999.

(Note: A copy of the foregoing Dual-Credit Agreement with East Richland Community Unit School District No. 1 is attached to the minutes or is on file, marked **Exhibit A** of this date, and is made a part of the minutes by this reference.)

Board Action: Miss Wolfe made a motion to approve the Dual-Credit Agreement with East Richland Community Unit School District No. 1 as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Mrs. Turkal abstained. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 5 yea votes and 0 nay votes and 1 abstention, the Chair declared the motion carried.

#7-B. Agreement with Belleville Area College: The CEO recommended approval of “A Joint Agreement for Education Cooperation between Illinois Eastern Community Colleges, District #529, and Belleville Area College, District #522,” as presented.

Under the agreement, Belleville Area College agrees to accept students from IECC in the following programs:

Aviation Maintenance Technology	AAS Degree/Certificate
Construction Management Tech	AAS Degree
Deckhand Studies	Certificate
Desktop Publishing	AAS Degree
Engineering Technology	AAS Degree
Fire Science	AAS Degree/Certificate
Health Information Technology	AAS Degree
Horticulture	AAS Degree/Certificate
Industrial Electrician	AAS Degree/Certificate
Industrial Electronics/Instrumentation	AAS Degree/Certificate
Industrial Metalworking	AAS Degree/Certificate
Industrial Pipefitting	AAS Degree/Certificate
Major Appliance Technology	AAS Degree/Certificate
Medical Assistant	AAS Degree/Certificate
Medical Laboratory Technology	AAS Degree
Music Performance	AFA Degree
Paralegal Studies	AAS Degree
Paramedic	AAS Degree
Physical Therapist Assistant	AAS Degree
Process Operations Technology	Certificate
Respiratory Care Technology	Certificate
Sign Language/Basic Communication	Certificate
Sign Language/Interpreter	AAS Degree
Ward Clerk	Certificate of Completion

(**Note:** A copy of the foregoing Joint Agreement with Belleville Area College, District #522, is attached to the minutes or is on file, marked **Exhibit B** of this date, and is made a part of the minutes by this reference.)

Board Action: Mr. Lane made a motion to approve the Joint Agreement with Belleville Area College as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

#8-A. Workforce Education – 15 Passenger Van: Bid Committee recommends acceptance of the low bid received that meets all specifications from Patriot Motors, Mt. Carmel, IL, for a total of \$16,995, for a 1998 Dodge Ram 350 Van. Department: Workforce Education. Source of Funds: Auxiliary Fund/Amax Gift Account.

Board Action: Dr. Fischer made a motion to accept the bid of Patriot Motors for a 15 passenger van as recommended. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

#9-A. Financial Report: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,845,035.71, as of November 30, 1998.

#9-B. Approval of Financial Obligations: District financial obligations (vendor composite list) for the month of December, 1998, totaling \$754,176.12, were presented for approval.

Board Approval for Payment of Financial Obligations: Mr. Lane made a motion to approve payment of the district financial obligations for the month of December, 1998, in the amounts listed, and payments from the revolving fund for the month of November, 1998. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. Health & Safety Training at Southeastern College.
2. Garrison-Jones Architects.
3. Annual Performance Report for 1997-98.
4. Telecom Internships.
5. Enrollment Comparison.
6. Transition Team on Education and Workforce Education.
7. Meeting with EIU to Offer BA/Board of Trustees Degree/ and Business Management Degree.
8. OCC – Cozy Corner.
9. Board of Trustees Accomplishments - 1998.

Recess for Demonstration: Mr. Lane made a motion that the Board of Trustees stand in recess for a demonstration of the Distance Learning Network. The motion was seconded by Miss Wolfe. The Chair asked trustees in

favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. The Board was in recess at 7:58 p.m.

Reconvene in Public Session: Dr. Fischer made a motion that the recess be ended and that the Board of Trustees reconvene in public session. The motion was seconded by Mr. Lane. 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, the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:31 p.m.

AGENDA #11 – “Executive Session” - The Chair recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to discuss collective negotiating matters; and, under Section 2(c)(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, and to conduct the semi-annual review of the minutes as mandated by Section 2.06.

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

Dr. Fischer, Mr. Lane, Mrs. Turkal, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Ms. Jameson. Trustees absent: Mrs. Kessler. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held beginning at 8:35 p.m.

#11-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. The motion was seconded by Mr. Lane. 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 9:55 p.m.

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

AGENDA #12 – “Approval of Executive Session Minutes” – The Board of Trustees took the following actions relative to minutes of closed meetings:

#12-A. Semi-Annual Review of Minutes: The Board of Trustees has caused to be conducted a semi-annual review of closed meeting minutes as mandated by Section 2.06 of the Open Meetings Act. The CEO presented the following recommendations:

#12-A. (1): Minutes of closed meetings of the following dates will be made a part of the public record:

1. Tuesday, April 15, 1997.
2. Tuesday, August 19, 1997.
3. Tuesday, February 17, 1998.

#12-A. (2): Minutes of closed meetings of the following dates will not be made a part of the public record because of a need for continued confidentiality at this time:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, May 20, 1997.
6. Tuesday, November 18, 1997.
7. Tuesday, January 20, 1998.
8. Tuesday, September 15, 1998.
9. Tuesday, October 20, 1998.

Board Action: Mr. Lane made a motion to approve the foregoing recommendations as outlined, for minutes of closed meetings held on the dates listed. The motion was seconded by Dr. Fischer. 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.

#12-B. Approval of Executive Session Minutes of November 17, 1998: Mr. Lane made a motion to approve, as prepared, minutes of a closed meeting held on Tuesday, November 17, 1998, but that minutes of this date not be made a part of the public record at this time. The motion was seconded by Dr. Fischer. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

A. Technical

1. Joedy Groff: Initial full-time employment as Computer Technician at Wabash Valley College. Amount: Based upon \$20,000 per fiscal year. Effective: January 4, 1999.

B. Clerical/Secretarial

1. Jill Bloehs: Initial full-time employment as Secretary I at Olney Central College. Amount: Based upon \$13,500 per fiscal year. Effective: January 4, 1999. Employment is contingent upon continued grant funding.

2. Tara Farleigh: Initial full-time employment as Clerk/Receptionist at Frontier Community College. Amount: Based upon \$13,000 per fiscal year. Effective: January 4, 1999.

C. Maintenance/Custodial

1. Timothy Bower: Initial full-time employment as Custodian at Olney Central College. Amount: Based upon \$13,250 per fiscal year. Effective: January 4, 1999.

400.2. Change in Status

A. Administrative

1. Pamela Schwartz, Director of the Women’s Development Center (GR) at Olney Central College, \$35,148 per fiscal year, to Associate Dean, Institutional Development at the District Office, \$44,500 per fiscal year, effective December 16, 1998.

400.3. 1998-99 Special Assignment

A. Olney Central College

1. Sandra Burtron, Dept Head, Nursing/LTC, \$1,250 + 2/5 release time.

400.4. Resignations

A. Faculty

1. Thomas Gambill, Computer Science Instructor, effective December 31, 1998.
2. Jo Ann Shappard, Nursing Instructor, effective December 31, 1998.

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

Dr. Fischer, Ms. Jameson, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Mrs. Turkal abstained. Trustees voting nay: None. Trustees absent: Mrs. Kessler. The motion having received 5 yea votes and 0 nay votes and 1 abstention, the Chair declared the motion carried.

AGENDA #14 – “Collective Bargaining” – None.

AGENDA #15 – “Litigation” – None.

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

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Dr. Fischer made a motion to adjourn. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 10:00 p.m.

Approved: Chairman: _____

Secretary: _____

Exhibits Attached to Minutes:

Exhibit A: Dual Credit Agreement with East Richland.

Exhibit B: Agreement with Belleville Area College.

Agenda Item #3

Recognition

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Readings (and Possible Approval)

None

Agenda Item #7

Staff Recommendations for Approval

- A. Resolution on Petition Filing**
- B. Creation of Harry L. Crisp Scholarship**

TO: Mr. Terry L. Bruce, CEO
FROM: Harry Hillis, Board Secretary
DATE: January 6, 1999
SUBJECT: Resolution on Petition Filing

The Board of Trustees needs to adopt the attached resolution on January 19, 1999, to provide for filing of election petitions. The resolution authorizes the petitions to be filed in the district office with me, or with Terry Stanford.

The State Board of Elections holds that under the Election Code and Community College Act petitions are to be filed with the Board Secretary, but may also be filed with a designee. However, if they are filed with anyone other than the Board Secretary, then the designee must be named by resolution of the Board of Trustees.

As we have done in the past, I will come into the office during lunch time, or at any other time that Terry Stanford cannot be in the office during the filing period.

**RESOLUTION OF THE BOARD OF TRUSTEES
FOR FILING OF ELECTION PETITIONS**

WHEREAS, the election for members of the Board of Trustees will be held on Tuesday, April 13, 1999, and petitions and other nomination papers are to be filed in the main office of Illinois Eastern Community Colleges District No. 529, at 233 East Chestnut Street, Olney, Illinois.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said community college district, that petitions of candidacy and other nomination papers are to be filed with Harry Hillis, Jr., Board Secretary, or Terry Stanford, Executive Secretary to the CEO, in the district office, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, during the filing period. First date for filing is Monday, January 25, 1999, and last date for filing is Monday, February 1, 1999.

Resolution adopted by Board of Trustees, January 19, 1999.

Chairman of Board of Trustees

Secretary of Board of Trustees

Agenda Item #7B

Creation of Harry L. Crisp Scholarship

Agenda Item #8

Bid Committee Report

Bid Committee Report

January 19, 1999

**Frontier Community College
Used 1998 or Newer Automobile**

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendations – Automobile for
Frontier Community College
DATE: January 19, 1999

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

When purchasing used automobiles we accept bids later than normal. We will e-mail you this bid recommendation on January 15, 1999.

Bids are due in on January 15th. The official Bid Committee Report will be presented at the board meeting.

The bid recommendation made will be contingent upon inspection of vehicle.

A tabulation sheet is attached.

Respectfully submitted,

Nancy Allard
Harry Hillis, Jr.
William Lex
LaVonna Miller

Source of Funds: Educational

Department: Feet Automobile

Rationale for Purchase: Automobile is needed to update fleet. It will replace vehicle with 108,000 miles.

The "Advertisement for Bids" was placed in the Wayne County Press for one (1) day.

**FRONTIER COMMUNITY COLLEGE
AUTOMOBILE SPECIFICATIONS:**

(1) Used 1998 or Newer Automobile, Mid Size, 4-Door Sedan meeting the following specifications: (in-stock)

- Less than 20,000 miles
- Remainder of Original Factory Warranty
- V-6 Engine
- Automatic transmission
- Power brakes
- Air conditioning
- Cruise control
- Power steering
- Front wheel drive
- Tilt steering wheel
- Am/Fm radio
- Driver side power seat
- Variable speed wiper speed
- Power locks
- Floor mats front and rear
- Body and interior to be in excellent condition
- To include trade-in of 1990 Skylark with 108,000 miles

NOTE: Following Board approval, bid will be awarded on **January 20, 1999.**

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

YEAR _____ MAKE _____ MODEL _____

COLOR _____ MILEAGE _____

BID _____

Less Trade-In _____

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

Note: Please submit bid in duplicate.

Agenda Item #9

District Finance

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

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT 529

TREASURER'S REPORT December 31, 1998

<u>FUND</u>	<u>BALANCE</u>
Educational	\$2,269,915.29
Operations & Maintenance	\$191,228.81
Operations & Maintenance (Restricted)	\$2,568,440.53
Bond & Interest	\$12,056.86
Auxiliary	(444,238.17)
Restricted Purposes	(92,629.46)
Working Cash	\$23,006.62
Trust & Agency	\$128,649.92
Audit	\$2,028.39
Liability, Protection & Settlement	\$350,362.70
TOTAL ALL FUNDS	\$5,008,821.49

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

December, 1998

Date Purchase	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest To be Earned
<u>Operations & Maint. Fund</u> 9/1/98	3/2/99	5.57	Olney Trust Bank (CD)	\$250,000	\$256,963	\$6,963
<u>Operations & Maint. (Restr)</u> 1/13/98	1/13/99	5.79	Olney Trust Bank (CD)	\$450,000	\$476,055	\$26,055
<u>Auxiliary Fund</u> 9/1/98 10/5/98	3/2/99 4/5/99	5.57 5.11	Olney Trust Bank (CD) Olney Trust Bank (CD)	\$750,000 \$350,000	\$770,888 \$359,942	\$20,888 \$8,942
<u>Restricted Purposes Fund</u> 9/1/98	3/2/99	5.57	Olney Trust Bank (CD)	\$750,000	\$770,888	\$20,888
<u>Working Cash Fund</u> 4/17/98 12/16/98 12/16/98	10/17/99 6/16/99 6/16/00	5.59 4.75% 5.10%	Security Bank & Trust (CD) Mercantile Bank (CD) Old National Bank (CD)	\$675,000 \$43,000 \$1,515,000	\$734,738 \$44,021 \$1,630,898	\$59,738 \$1,021 \$115,898
<u>Trust & Agency Fund</u> 4/27/98 7/14/98 10/5/98	4/23/99 4/14/99 4/5/99	6.00 4.90 5.11	Wabash Savings Bank (CD) Community Bank & Trust (CD) Olney Trust Bank (CD)	\$34,000 \$17,000 \$41,000	\$36,040 \$17,625 \$42,048	\$2,040 \$625 \$1,048

ILLINOIS EASTERN COMMUNITY COLLEGES

OPERATING FUNDS

COMPARISON REPORT FY97-99

College	Category	FISCAL YEAR 1997			FISCAL YEAR 1998			FISCAL YEAR 1999				Summer Semester Hours	Cost per Semester Hour
		Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	% of Year		
Frontier	Bills		\$164,504			\$235,867			\$198,680				
	Payroll		702,563			729,688			789,138				
	Totals	\$1,669,767	867,067	52%	\$1,982,133	965,555	49%	\$2,061,546	987,818	48%	50%	4,387	\$225.17
Lincoln Trail	Bills		211,229			337,071			348,499				
	Payroll		638,155			795,265			873,748				
	Totals	1,891,732	849,384	45%	2,602,512	1,132,336	44%	2,648,080	1,222,247	46%	50%	2,065	591.89
Olney Central	Bills		268,538			454,240			328,288				
	Payroll		1,068,446			1,234,452			1,271,793				
	Totals	3,051,721	1,336,984	44%	3,700,904	1,688,692	46%	3,685,089	1,600,081	43%	50%	3,823	418.54
Wabash Valley	Bills		197,607			358,234			270,461				
	Payroll		831,118			970,049			1,032,533				
	Totals	2,216,259	1,028,725	46%	2,822,934	1,328,283	47%	2,917,110	1,302,994	45%	50%	3,119	417.76
Workforce Educ.	Bills		100,185			123,599			112,794				
	Payroll		521,061			596,608			605,204				
	Totals	1,534,554	621,246	40%	1,608,675	720,207	45%	1,766,516	717,998	41%	50%	5,060	141.90
District Office	Bills		113,991			134,145			129,757				
	Payroll		364,391			325,681			314,506				
	Totals	904,204	478,382	53%	910,368	459,826	51%	960,258	444,263	46%	50%		
District Wide	Bills		360,761			875,919			262,165				
	Payroll		99,089			117,315			133,968				
	Totals	1,378,951	459,850	33%	2,037,720	993,234	49%	1,543,410	396,133	26%	50%	18,454	21.47
O & M	Bills		721,774										
	Payroll		306,801										
	Totals	1,904,920	1,028,575	54%									
GRAND TOTALS		14,552,108	6,670,213	46%	15,665,246	7,288,133	47%	15,582,009	6,671,534	43%	50%	36,908	180.76

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ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
ANNUAL COMPARISON REPORT FY95-96

College	Category	FISCAL YEAR 1995			FISCAL YEAR 1996		
		Annual Budget	Spent Thru FY95	% of Bdgt.	Annual Budget	Spent Thru FY96	% of Bdgt.
Frontier	Bills		194,073			280,697	
	Payroll		1,197,955			1,261,346	
	Totals	1,413,998	1,392,028	98%	1,584,532	1,542,043	97%
Lincoln Trail	Bills		231,088			376,901	
	Payroll		1,399,336			1,451,821	
	Totals	1,695,376	1,630,424	96%	1,910,994	1,828,722	96%
Olney Central	Bills		278,903			508,385	
	Payroll		2,366,536			2,444,855	
	Totals	2,671,812	2,645,439	99%	2,992,001	2,953,240	99%
Wabash Valley	Bills		332,642			414,722	
	Payroll		1,863,163			1,827,712	
	Totals	2,207,561	2,195,805	99%	2,282,100	2,242,434	98%
Workforce Educ.	Bills		79,829			195,431	
	Payroll		1,139,903			1,301,780	
	Totals	1,219,803	1,219,732	100%	1,519,113	1,497,211	99%
District Office	Bills		159,613			210,287	
	Payroll		532,416			601,776	
	Totals	715,838	692,029	97%	816,740	812,063	99%
District Wide	Bills		1,155,991			520,503	
	Payroll		245,934			211,558	
	Totals	1,418,897	1,401,925	99%	838,763	732,061	87%
O & M	Bills		1,086,710			1,248,157	
	Payroll		588,897			594,759	
	Totals	1,680,635	1,675,607	100%	1,908,058	1,842,916	97%
GRAND TOTALS		13,023,920	12,852,989	99%	13,852,301	13,450,690	97%

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-1998
Percentage of time remaining through the Budget: 49.589

GENERAL FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	2,291,000.00	2,220,631.15	-70,368.85	-3.072
STATE GOVT SOURCES	11,855,009.00	5,919,225.51	-5,935,783.49	-50.070
STUDENT TUITION & FEES	1,786,000.00	1,028,541.47	-757,458.53	-42.411
SALES & SERVICE FEES	.00	90.00	90.00	#####
FACILITIES REVENUE	.00	1,741.50	1,741.50	#####
INVESTMENT REVENUE	50,000.00	27,481.23	-22,518.77	-45.038
OTHER REVENUES	200,000.00	22,385.63	-177,614.37	-88.807
	-----	-----	-----	-----
TOTAL REVENUES:	16,182,009.00	9,220,096.49	-6,961,912.51	-43.023
EXPENDITURES:				
INSTRUCTION	7,911,773.39	3,536,470.23	-4,375,303.16	-55.301
ACADEMIC SUPPORT	510,434.45	254,490.92	-255,943.53	-50.142
STUDENT SERVICES	781,568.43	402,819.79	-378,748.64	-48.460
PUBLIC SERV/CONT ED	60,177.00	24,274.26	-35,902.74	-59.662
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,207,822.00	963,550.22	-1,244,271.78	-56.357
INSTITUTIONAL SUPPORT	4,110,233.68	1,464,957.66	-2,645,276.02	-64.358
SCH/STUDENT GRNT/WAIVERS	.00	24,970.71	24,970.71	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	15,582,008.95	6,671,533.79	-8,910,475.16	-57.184
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	611,185.00	611,185.00	.00	.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	611,185.00	611,185.00	.00	.000
NET INCREASE/DECREASE IN NET ASSETS	-11,184.95	1,937,377.70	1,948,562.65	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-1998
Percentage of time remaining through the Budget: 49.589

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	30,000.00	29,322.98	-677.02	-2.257
INVESTMENT REVENUE	.00	5.02	5.02	#####
	-----	-----	-----	-----
TOTAL REVENUES:	30,000.00	29,328.00	-672.00	-2.240
EXPENDITURES:				
INSTITUTIONAL SUPPORT	24,342.00	21,641.22	-2,700.78	-11.095
	-----	-----	-----	-----
TOTAL EXPENDITURES:	24,342.00	21,641.22	-2,700.78	-11.095
NET INCREASE/DECREASE IN NET ASSETS	5,658.00	7,686.78	2,028.78	35.857

ILLINOIS EASTERN COMMUNITY COL
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LPS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	450,000.00	439,854.01	-10,145.99	-2.255
INVESTMENT REVENUE	.00	1,117.18	1,117.18	#####
	-----	-----	-----	-----
TOTAL REVENUES:	450,000.00	440,971.19	-9,028.81	-2.006
EXPENDITURES:				
INSTITUTIONAL SUPPORT	518,564.00	156,669.08	-361,894.92	-69.788
	-----	-----	-----	-----
TOTAL EXPENDITURES:	518,564.00	156,669.08	-361,894.92	-69.788
NET INCREASE/DECREASE IN NET ASSETS	-68,564.00	284,302.11	352,866.11	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-1998

Percentage of time remaining through the Budget: 49.589

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	.00	647.00	647.00	#####
STUDENT TUITION & FEES	575,011.34	290,140.90	-284,870.44	-49.542
SALES & SERVICE FEES	2,415,476.62	866,297.10	-1,549,179.52	-64.136
FACILITIES REVENUE	1,128.00	7,939.00	6,811.00	603.812
INVESTMENT REVENUE	24,877.00	27,343.03	2,466.03	9.913
OTHER REVENUES	322,173.95	639,663.23	317,489.28	98.546
	-----	-----	-----	-----
TOTAL REVENUES:	3,338,666.91	1,832,030.26	-1,506,636.65	-45.127
AUXILIARY ENTERPRISES:				
SALARIES	1,147,512.82	394,793.74	-752,719.08	-65.596
EMPLOYEE BENEFITS	45,428.00	23,551.51	-21,876.49	-48.156
CONTRACTUAL SERVICES	137,946.00	63,688.28	-74,257.72	-53.831
GEN. MATERIAL & SUPPLIES	2,148,728.48	991,865.67	-1,156,862.81	-53.839
CONF/TRAVEL MEETING EXPENSE	180,084.76	115,420.96	-64,663.80	-35.907
FIXED CHARGES	18,600.00	9,735.00	-8,865.00	-47.661
UTILITIES	22,647.00	7,385.87	-15,261.13	-67.387
CAPITAL OUTLAY	103,427.96	28,471.28	-74,956.68	-72.472
OTHER EXPENDITURES	145,477.00	29,881.53	-115,595.47	-79.460
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	3,949,852.02	1,664,793.84	-2,285,058.18	-57.852
NET INCREASE/DECREASE IN NET ASSETS	-611,185.11	167,236.42	778,421.53	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-1998

Percentage of time remaining through the Budget: 49.589

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	-140,000.00	66,006.62	206,006.62	#####
TOTAL REVENUES:	----- -140,000.00	----- 66,006.62	----- 206,006.62	----- #####
NET INCREASE/DECREASE IN NET ASSETS	-140,000.00	66,006.62	206,006.62	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-1998

Percentage of time remaining through the Budget: 49.589

BOND AND INTEREST

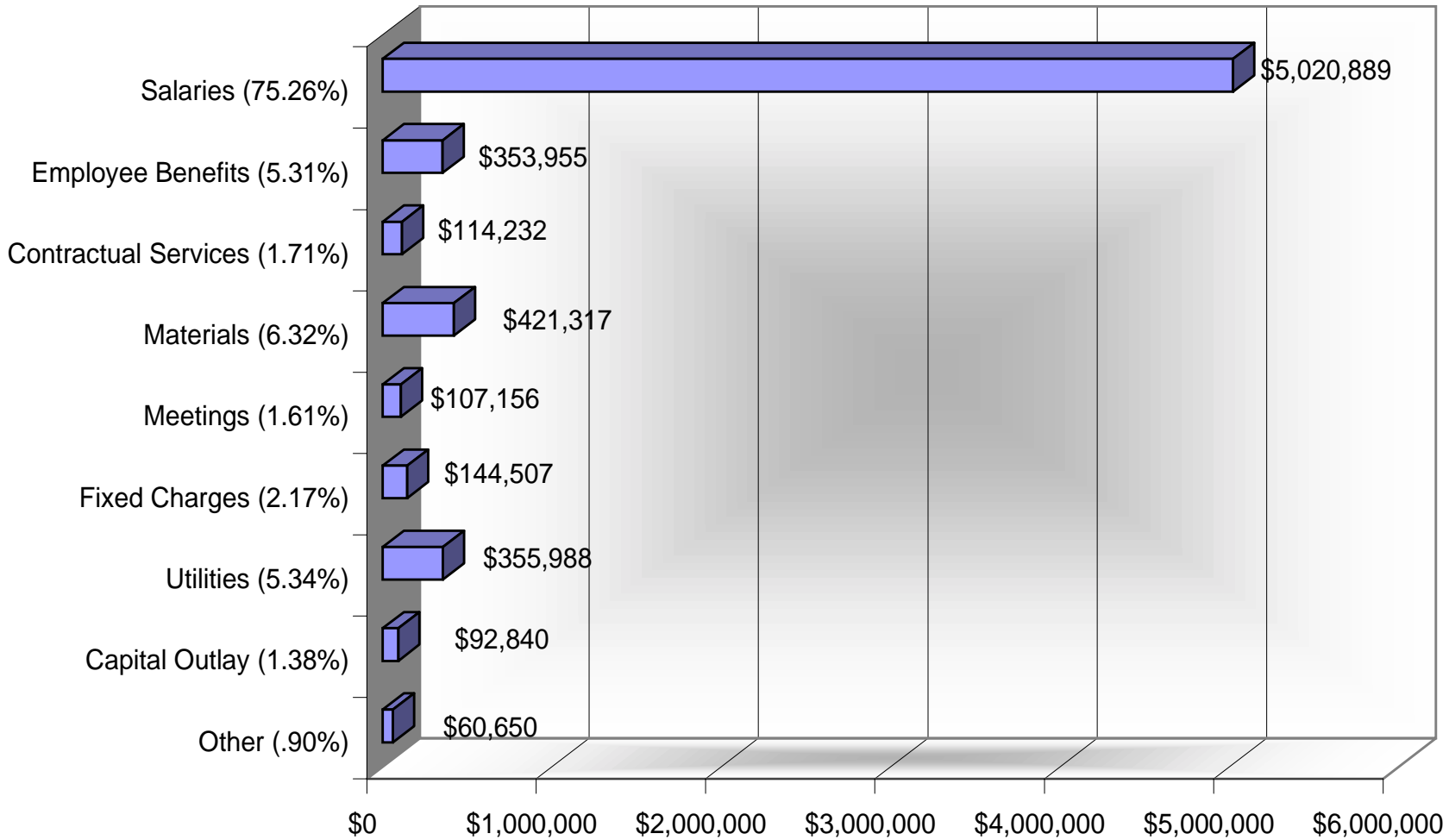
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,371,466.00	1,338,852.94	-32,613.06	-2.378
INVESTMENT REVENUE	.00	4,724.77	4,724.77	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,371,466.00	1,343,577.71	-27,888.29	-2.033
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,415,409.00	1,212,690.63	-202,718.37	-14.322
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,415,409.00	1,212,690.63	-202,718.37	-14.322
NET INCREASE/DECREASE IN NET ASSETS	-43,943.00	130,887.08	174,830.08	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-1998
Percentage of time remaining through the Budget: 49.589

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	.00	.00	.000
STATE GOVT SOURCES	1,066,800.00	1,066,400.00	-400.00	-.037
STUDENT TUITION & FEES	.00	.00	.00	.000
INVESTMENT REVENUE	.00	88,008.29	88,008.29	#####
OTHER REVENUES	.00	1,855.00	1,855.00	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,066,800.00	1,156,263.29	89,463.29	8.386
EXPENDITURES:				
OPER & MAINT PLANT	636,156.00	99,723.77	-536,432.23	-84.324
INSTITUTIONAL SUPPORT	3,596,727.00	1,063,106.06	-2,533,620.94	-70.442
	-----	-----	-----	-----
TOTAL EXPENDITURES:	4,232,883.00	1,162,829.83	-3,070,053.17	-72.529
NET INCREASE/DECREASE IN NET ASSETS	-3,166,083.00	-6,566.54	3,159,516.46	99.793

Illinois Eastern Community Colleges FY99 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of December 31, 1998 - \$6,671,534

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Agenda Item #13

Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: January 12, 1999
RE: Personnel Report

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

mr

Attachment

PERSONNEL REPORT

INDEX

400.1. Employment of Personnel

400.2. Change in Status

400.3. CEO Contract

400.4. Authorization to Employ Nursing Faculty

400.5. 1998-99 Special Assignment

400.6. Resignation

400.7. Retirement

PERSONNEL REPORT

400.1. Employment of Personnel

A. Administrative

1. Melanie Lee: Initial full-time employment as Director of Public Information & Marketing at Frontier Community College. Amount: Based upon \$27,000 per fiscal year. Effective: January 25, 1999.
Code: 014-8106F-1201-804

400.2. Change in Status

A. Technical

1. Barbara McGuire, Secretary I, Workforce Education, \$18,056 per fiscal year, to Computer Lab Technician, Workforce Education, \$19,556 per fiscal year, effective February 1, 1999.
Code: 017-3201E-1201-105

400.3. CEO Contract

400.4. Authorization to Employ Nursing Faculty

400.5. 1998-99 Special Assignment

A. Frontier Community College

- | | | | |
|----|-----------|-------------------------|-------|
| 1. | Jan Wiles | Phi Theta Kappa Advisor | \$300 |
|----|-----------|-------------------------|-------|

400.6. Resignation

A. Faculty

1. Kent Norris, Telecommunications Instructor, effective January 11, 1999.

400.7. Retirement

A. Faculty

1. Ray Culver, Physics Instructor, effective May 31, 1999.

Agenda Item #14

Collective Bargaining

Agenda Item #15

Litigation

Agenda Item #16

Acquisition & Disposition of Property

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

Phase III										
ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget									
Misc. ADA Improvements All campuses & DO	\$505,000									
Exit Door Modifications OCC	\$126,000									
Phase IV										
Environmental Barriers FCC, LTC & WVC	\$366,300									
Exit Modifications - WVC	\$61,700									
Replace Stage Curtains OCC & WVC	\$55,700									
Stage Floor Replacement OCC	\$48,400									
Flooring Replacements Asbestos - WVC	\$105,000									
Roof Replacements OCC & WVC	\$128,400									
		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

TENTATIVE
Protection, Health, and Safety
Projects Schedule
Phase IV

Phase IV

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