

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 16, 2001



Location:

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

**Dinner – 6 p.m. – Richard L. Mason Building, Rm. 23
Meeting – 7 p.m. – Cooperative Extension Building**

**Illinois Eastern Community Colleges
Board Agenda**

**January 16, 2001
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. IECCEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. George Woods
 - D. Cabinet
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading
 - A. None
8. Staff Recommendations for Approval
 - A. Resolution in Support of Increased Funding for Illinois Library Systems . Bruce
 - B. SCT Service Contract Bruce
 - C. Approval of Insurance Consultant Contract Bruce
 - D. Resolution for Filing Election Petitions Bruce
 - E. Authorization for Architects to Proceed with \$2.385M PHS Projects Allard
 - F. Bond Issuances Allard
 - G. PHS Bond Official Statement..... Allard
 - H. Treasurer's Surety Bond Certificate Allard
 - I. Deaconess Hospital Affiliation and Addendum Agreement Allard
 - J. IECC Marketing Plan 2001-2002 Schwartz
 - K. Primo A. Andres, MD, FACC Affiliation and Preceptor Agreement..... Allard
9. Bid Committee Report Allard

Illinois Eastern Community Colleges

1. Computers – Desktop and Laptop
2. Computer Servers

Frontier Community College

1. Maintenance Building

10.	District Finance	
	A. Financial Report	Allard
	B. Approval of Financial Obligations	Bruce
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	

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 SB61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, December 12, 2000.

AGENDA #1 – “Call to Order & Roll Call” - Mr. James W. Lane, Jr., Chairman, called the meeting to order at 7:00 p.m.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Also present was Mr. Brent Engel, student trustee. Trustees absent at roll call: Mrs. Shirley B. Kessler. 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.
Dr. Hans Andrews, President of Olney Central College.
Dr. John Arabatgis, President of Lincoln Trail College.
Dr. Harry Benson, President of Wabash Valley College.
Mr. Jerry Hefley, Interim Administrator, Frontier Community College.
Mr. George Woods, Dean of Community Development & Workforce Education.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mrs. Nancy J. Allard, Comptroller & Director of Finance.
Mr. Harry Hillis, Jr., Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the following meetings were presented for approval.

- A. Regular Meeting, Tuesday, November 21, 2000.
- B. Reconvened Meeting, Monday, November 27, 2000.

Board Action: Ms. Jameson made a motion to approve the foregoing open meeting minutes as prepared. 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.

AGENDA #3 – “Recognition” –

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

#3-B. IECCEA Representative: None.

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 Dr. Andrews, Dr. Arabatgis, Dr. Benson, Mr. Boyles.

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

#5-D. Report from Cabinet: None.

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

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

AGENDA #8 – “Trustee Recommendations for Consideration” -

#8-A. IECCEA Representative Seating at Monthly Board Meetings:

#8-B. IECCEA Representative Added to Cabinet:

#8-C. Availability of IECC Representative at IECCEA Meetings: The Board of Trustees discussed agenda items number 8-A, 8-B, and 8-C. This matter will be explored further with the teachers’ union.

AGENDA #8.1 – “Staff Recommendations for Approval” - The following staff recommendations were presented for approval.

#8.1-A. IECC College Catalog 2001-2003: The CEO recommended approval of the IECC 2001-2003 College Catalog as presented. It was noted that the Ladder Certificate Programs Graduation Fee structure will not be limited to Industrial Maintenance. At the November 21, 2000 regular meeting, the Board of Trustees approved a new fee structure for the Industrial Maintenance Ladder Certificate Program, but with further discussion among the Deans, it is requested that the Ladder Certificate Programs in the catalog encompass additional off-site programs as they are developed. Fee structure is the only change in the catalog that has not been previously approved by the Board.

Board Action: Dr. Fischer made a motion to approve the 2001-2003 College Catalog as presented with the change as noted. Mr. Engel seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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.

#8.1-B. Board Meeting Dates and Places for 2001: The CEO recommended approval of the following Board of Trustees meeting dates, times and places for calendar year 2001.

Tuesday, January 16, 2001, 7 p.m., Frontier Community College.

Tuesday, February 20, 2001, 7 p.m., Lincoln Trail College.

Tuesday, March 20, 2001, 7 p.m., Olney Central College.

Tuesday, April 17, 2001, 7 p.m., Wabash Valley College.

Tuesday, May 15, 2001, 7 p.m., Frontier Community College.

Tuesday, June 19, 2001, 7 p.m., Lincoln Trail College.

Tuesday, July 17, 2001, 7 p.m., Olney Central College.

Tuesday, August 21, 2001, 7 p.m., Wabash Valley College.

Tuesday, September 18, 2001, 7 p.m., Frontier Community College.

Tuesday, October 16, 2001, 7 p.m., Lincoln Trail College.

Tuesday, November 20, 2001, 7 p.m., Olney Central College.

Tuesday, December 11, 2001, 7 p.m., Wabash Valley College.

The meetings are on the third Tuesday of each month except December, when the meeting will be on the second Tuesday.

Board Action: Dr. Fischer made a motion to adopt the Board of Trustees meeting dates, times and places for calendar 2001 as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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.

#8.1-C. Illinois Natural Heritage Landmark: The CEO recommended approval for the IECC district to enter into a formal agreement with the Illinois Nature Preserves Commission, to designate the Emma Vance Woods, 41 acres in northwestern Crawford County, as an Illinois Natural Heritage Landmark. This is a joint program of the Illinois Nature Preserves Commission and the Illinois Department of Natural Resources. By participating in the program, Lincoln Trail College is agreeing to preserve the natural conditions of the woods, donated to the college several years ago by Nellie Morris Miles and John C. Miles in memory of her mother, Emma Vance. This is a voluntary non-regulatory program. The agreement

to participate in the program can be terminated by either party on sixty days notice.

Board Action: Mrs. Culver made a motion to approve the agreement with the Illinois Nature Preserves Commission relative to the Emma Vance Woods as recommended. Ms. Jameson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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.

#8.1-D. Capital Project Application – Addition and Remodeling of Old Machine Shop Building at WVC: The CEO recommended approval of a Capital Project Application to proceed with plans for the renovation of the old Machine Tools Technology building at Wabash Valley College, Mt. Carmel. Purpose of the renovation is to prepare the building for use by the Agricultural Technology program, beginning fall semester 2001. Proposed changes will add an extension of 16 feet to the north end of the building, thus increasing the size of the building by 640 square feet, and adding interior walls to provide for classroom, laboratory and office space. Wabash Valley College Foundation will provide funding, estimated at \$240,064.

#8.1-E. Resolution on Capital Project Application: The CEO recommended adoption of the following resolution approving a Capital Project Application for the addition and remodeling of the old Machine Shop building at Wabash Valley College.

Resolution on Capital Project Application

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District No. 529, State of Illinois, that the Board hereby approves a Capital Project Application for the addition and remodeling for Agriculture Program (Old Machine Shop Building) at Wabash Valley College, Mt. Carmel, IL.

BE IT FURTHER RESOLVED that said Capital Project Application, along with Programmatic Justification and other supporting documentation, be submitted to the Illinois Community College Board.

Board Action on Agenda Items #8.1-D & #8.1-E: Dr. Fischer made a motion to approve agenda items #8.1-D and #8.1-E, approving the Capital Project Application for remodeling for the Agriculture Program at WVC, including adoption of the resolution relative thereto. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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.

#8.1-F. PHS Carryover Funds Projects: The bids received on two Protection, Health, Safety Projects (Electrical & Mechanical) exceeded the Illinois Community College Board approved budget by more than 5%. IECC is required by the ICCB administrative rule 1501.605 to submit for approval increased project costs that exceed 5%. The CEO recommended approval for the increased budgets for the projects listed as follows:

HVAC Replacement – Richard Mason Building - FCC - Project #52904-BE-1253-0500: Original Approved Budget \$263,800; Increased Budget \$453,400; Percent Increase: 71.9%.

Natorium Structural Corrections – LTC – Project #52901-BE-1256-0500: Original Approved Budget \$171,400; Increased Budget \$183,100; Percent Increase: 6.8%.

The approved ICCB budget for all five PHS projects is \$955,600 and will be financed with excess funds from a previous PHS bond issue. This total budget will not increase because three of the five project bids came in under budget.

Board Action: Dr. Fischer made a motion to approve the increased budget for the two projects listed and submit the project approval action to the ICCB. Mrs. Turkal seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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 – “Bid Committee Report” –

#9-A. IECC – Protection, Health, & Safety Projects (Electrical & Mechanical): Mr. Marion Poggas of *image architects inc* recommends acceptance of the apparent low bid of Swan Sheet Metal, Inc., Mt. Vernon, IL, \$722,242, for electrical and mechanical work on the following PHS projects: HVAC Replacement, Richard Mason Building, FCC; Natatorium Dehumidification & Ventilation, LTC; Acoustical Control/Pool Lighting, LTC; Natatorium Structural Corrections, LTC; HVAC Replacement, 3 Buildings, WVC. Source of Funds: PHS carryover.

Board Action: Dr. Fischer made a motion to approve the bid of Swan Sheet Metal for electrical and mechanical work on the referenced PHS projects. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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.

#9-B. Frontier Community College – 2 Vehicles: The Bid Committee recommends acceptance of the following bids for two vehicles for FCC.

(1) **Used Automobile:** Bid Committee recommends acceptance of the low bid received that meets all specifications, from Louis Ochs Chevrolet, Oldsmobile, Buick, Inc., Newton, IL, for a 2000 Buick Century Custom Sedan (mileage 18,157), for a total of \$12,990, with trade-in. Source of Funds: Education Fund. Department: Staff.

(2) **Mini Van:** Bid Committee recommends acceptance of the low bid received that meets all specifications, from Eagleson Oldsmobile-Cadillac-Chevrolet, Olney, IL, for a 2000 Chevrolet Astro Van (mileage 13,900), for a total of \$13,750. Source of Funds: Education Fund. Department: Staff.

Board Action: Dr. Fischer made a motion to approve the recommendations of the Bid Committee for purchase of a used automobile and mini van for FCC as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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– “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 \$3,321,720.05, as of November 30, 2000. The reports were accepted.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of December, 2000, totaling \$519,595.51, 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 December, 2000, in the amounts listed, and payments from the revolving fund for the month of November, 2000. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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 #11 – “Chief Executive Officer's Report” - Mr. Bruce presented informational reports relative to the following topics:

1. International Program – Report by Pamela Swanson-Madden, Program Director.
2. FCC President Search.
3. Communications Committee Meeting.
4. Campus Security Committees.

5. Contract Out Food Service.
6. Bid Schedule.
7. Bidding Process.
8. Dual Credit Report.
9. Enrollment Data – Up 2% Overall.
10. Reassessment of Jasper County Power Plant - SB1276 Amendment #1.
11. Expansion of Cosmetology and New Space.
12. Dr. Andrews – Article in *Community College Times* on Dual Credit.
13. Basic Quality Manufacturing Skills Certificate Approved.
14. Annual Report – Success Network – Susan Polgar.
15. Annual Report – Educational Talent Search – Rodney Ranes.
16. Title III Grant to be Resubmitted.
17. “The New Geography” for location of e-commerce.

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; and to conduct the semi-annual review of closed meeting minutes as mandated by Section 2.06 of the Act.

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

Dr. Fischer, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: Mrs. Kessler. The motion having received 4 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 9:05 p.m.

#12-B. Closed Meeting Ended: Miss Wolfe made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:35 p.m.

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

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees took the following actions relative to minutes of closed meetings:

#13-A. Action on Closed Meeting 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:

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

1. Tuesday, July 25, 2000.
2. Tuesday, August 15, 2000.
3. Wednesday, September 6, 2000.
4. Tuesday, September 19, 2000.

#13-A. (2): Minutes of closed meetings of the following dates will remain closed and 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, June 15, 1999.
9. Tuesday, July 20, 1999.
10. Tuesday, September 26, 2000.
11. Wednesday, September 27, 2000.
12. Tuesday, October 3, 2000.
13. Tuesday, October 17, 2000.

Board Action: Ms. Jameson made a motion to approve the foregoing recommendations as outlined, for minutes of closed meetings held on the dates listed. Mrs. Turkal 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.

#13-B. Approval of Closed Meeting Minutes of November 21, 2000: Miss Wolfe made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, November 21, 2000, but that these minutes remain closed and not be opened to the public record at this time. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that 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 it be approved.

400.1. Employment of Personnel

A. Faculty

1. Jason Dockter: Initial full-time employment as English/Speech Instructor. Amount: Based upon \$28,606 per academic year. Effective: January 2, 2001. Employment is contingent upon completion of Master's Degree.

B. Maintenance/Custodial

1. Margaret Donahoo: Initial full-time employment as Custodian at Wabash Valley College. Amount: Based upon \$15,200 per fiscal year. Effective: December 13, 2000.

400.2. FY00-01 Special Assignment

1. Kathleen Nelson, OCC Dept Head-Nursing, \$1250 + 6 hours release time.

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

1. Connie Girten, Columbia Terre Haute, Terre Haute, Indiana, 3-4 days per month during contract year.

Personnel Report Addendum

400.4. Resignations

A. Faculty

1. Frank Brunell, Life Science Instructor, effective December 31, 2000.

a. Authorization of Separation Agreement.

2. Ryan Petty, Auto Body Instructor, effective December 31, 2000.

B. Classified

1. Joedy Groff, Computer Technician, effective December 31, 2000.

#14-A. Board Action to Amend Personnel Report: Dr. Fischer made a motion to approve addition of the Personnel Report Addendum which includes three resignations from Frank Brunell, Ryan Petty and Joedy Groff and authorization for the Chief Executive Officer to execute a separation agreement. 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 that the “Ayes” have it and the motion is adopted.

#14-B. Board Action to Approve Personnel Report: Mrs. Culver made a motion to approve the Personnel Report as amended. Dr Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, 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 #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Ms. Jameson made a motion to adjourn. 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. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:40 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Agenda Item #7

Policy Second Reading - None

Agenda Item #8

Staff Recommendations for Approval

- A. Resolution in Support of Increased Funding for Illinois Library Systems
- B. SCT Service Contract
- C. Approval of Insurance Consultant Contract
- D. Resolution for Filing Election Petitions
- E. Authorization for Architects to Proceed with \$2.385 M PHS Projects
- F. Bond Issuances
- G. PHS Bond Official Statement
- H. Treasurer's Surety Bond Certificate
- I. Deaconess Hospital Affiliation and Addendum Agreement
- J. IECC Marketing Plan 2001-2002
- K. Primo A. Andres, MD, FACC Affiliation and Preceptor Agreement

Agenda Item #8A

Resolution in Support of Increased Funding for Illinois Library Systems

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 22, 2001

RE: Resolution in Support of Increased Funding for Illinois Library Systems

The four campuses of the Illinois Eastern Community colleges have been academic members of the Shawnee Library System for the past 7 ½ years. During this time the four college Learning Resource Centers have benefited greatly from the various services provided by The Shawnee Library System to its members. Those services include participation in the Dynix automated card catalog, staff development activities and enhanced resource sharing.

Shawnee Library System is now asking for our assistance. The Illinois library systems have not experienced an increase in state funding for several years. They are asking the boards of their member libraries to pass a resolution similar to the attached, to be presented to Governor Ryan and the General Assembly, in support of an increase in funding.

I recommend the Board act on the following resolution.

TLB/tes

**Resolution of the Board of Trustees of
Illinois Eastern Community Colleges District 529**

WHEREAS, a long-term goal of the Illinois Regional Library Systems has been to encourage and support the improvement of library services for all Illinois residents, and

WHEREAS, in cooperation with the Illinois State Library and local libraries throughout the state, Illinois' twelve Regional Library Systems form an essential pillar in the foundation of interlibrary cooperation and provide an important role in fostering library cooperation among more than four thousand Illinois academic, school, special and public libraries, and

WHEREAS, Illinois' Library Systems have assumed a leadership position in the introduction and use of advanced technology for expanding access to information for Illinois residents, and

WHEREAS, Illinois' Library Systems encourage the love of reading and lifelong learning, the improvement of local library services and programs, and the expansion of library services in unserved areas, and

WHEREAS, Illinois' Regional Library Systems rely upon the Area and Per Capita Grants to Illinois Library Systems for virtually all of their operating revenues, and

WHEREAS, the Area and Per Capita Grants to Illinois Library Systems is less than it was in 1990-91, and

WHEREAS, during the decade of the 1990's, the cost of providing services in support of library cooperative initiatives has increased, as measured by an increase in the Consumer Price Index of 24%, and

WHEREAS, the demand for core services provided by Illinois Library Systems in the area of continuing education, library automation and van delivery has increased steadily during the 1990's, with significant increases in the number of continuing education programs offered, the number of library collections online through System-managed automation consortia, and the number of items delivered through System delivery services, and

WHEREAS, the ability of Illinois Library Systems to continue to provide the leadership to maintain the current high level of library cooperation and to meet the expectations of Illinois residents is threatened by the current pattern of funding,

NOW, THEREFORE, BE IT RESOLVED on January 16, 2001 that the Board of Trustees of Illinois Eastern Community Colleges formally requests Governor George Ryan, Secretary of State Jesse White, and the General Assembly to support an increase of \$2,000,000 in the appropriation of General Revenue Funds for System Area and Per Capita Grants in the FY 2002 appropriation cycle.

President

Secretary

Date

Agenda Item #8B

SCT Service Contract

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 9, 2001
RE: SCT Service Contract

The district currently contracts with SCT to provide updates and technical support to the Banner Software system that the district utilizes for fiscal management, student records, financial aid, and human resources.

We currently have a year-to-year contract with SCT which contains a 10% cap on increases in the contract.

Following an investigation by Alex Cline, Director of Information & Communications Technology, SCT has proposed either a 3, 5, or 7 year contract with a cap on increases bein 8, 6, and 4. I have enclosed a table showing savings to the District by contract extensions of 3, 5, and 7 years.

I would recommend that the Board of Trustees enter into a 7 year service contract with SCT which contains a 4% cap on annual service contract increases, thereby saving the district a substantial amount of money as indicated in the table.

TLB/tes

Memorandum

TO: Terry Bruce
FROM: Alex Cline
DATE: January 9, 2001
RE: Banner Maintenance

IECC has a Technical Currency Agreement with SCT to provide technical support and upgrades for the Banner software system. The current agreement is a one-year term with a ten percent annual increase.

We have the opportunity to reduce the annual increase to four percent annual cap by extending the contract commitment to seven years. I recommend changing the contract to take advantage of this savings.

A letter explaining the change and two copies of the Amendment to the Technical Currency Agreement are attached.



4 Country View Road
 Malvern, PA 19355
 1-800-223-7036

December 11, 2000

Mr. Alex Cline
 Director, Information and Communication Technologies
 Illinois Eastern Community Colleges
 233 East Chestnut
 Olney, IL 62450

Via fax 618-395-1819, email and U.S. Mail

Dear Alex:

This letter is in response to your PhoneMail message to me on December 8 regarding the College's interest in extending its TCP Agreement in connection with the 7-year option, as discussed in Tony Caputo's November 29 letter to you. As you know, I will be replacing Tony Caputo in January, thus we are working together at this time and I will keep him informed as we progress.

As earlier discussed, the College has one master Technical Currency Agreement that has been amended over the years. The master Agreement has a May 1 to April 30 annual Billing Cycle payable in arrears on April 1. The Agreement, as amended, has a "Term" that is automatically extending on a year-to-year basis, with an annual TCP fee escalation "Cap" of 10%. The Cap and automatic renewal terms are consistent with SCT fee policies for all clients, and are allowed in the TCP Agreement. The 10% Cap would be reduced to 4% through April 30, 2009, if the College commits to a 7-year extension.

Banner 2000 and other related Software Products	Current 10% Cap Renewing mostly year-to year	7-Yr. Extension with 4% Cap to 4/30/2009
Banner2000 Finance	\$11,322	\$10,705
Banner2000 Financial Aid	\$10,275	\$9,715
Banner2000 Human Resources	\$11,322	\$10,705
Banner2000 Student	\$14,152	\$13,380
Banner2000 Web for Employees	\$3,358	\$3,175
Banner2000 Web for Faculty & Advisors	\$3,358	\$3,175
Banner2000 Web for Students	\$4,203	\$3,974
Banner2000 Voice for Students	\$2,083	\$1,970
INAS for Financial Aid	\$758	\$717
Oracle RDBMS Products licensed from SCT	\$4,820	\$4,557
IMAGING	\$12,012	\$11,357
Total for 5/1/2001 to 4/30/2002, payable 4/1/2002	\$77,664	\$73,428
Total for 5/1/2002 to 4/30/2003, payable 4/1/2003	\$85,431	\$76,365
Total for 5/1/2003 to 4/30/2004, payable 4/1/2004	\$93,974	\$79,420
Total for 5/1/2004 to 4/30/2005, payable 4/1/2005	\$103,371	\$82,597
Total for 5/1/2005 to 4/30/2006, payable 4/1/2006	\$113,708	\$85,901
Total for 5/1/2006 to 4/30/2007, payable 4/1/2007	\$125,079	\$89,337
Total for 5/1/2007 to 4/30/2008, payable 4/1/2008	\$137,587	\$92,910
Total for 5/1/2008 to 4/30/2009, payable 4/1/2009	\$151,346	\$96,626

Enclosed please find two copies of an "Amendment to Technical Currency Agreement". Please have both copies signed by an authorized individual and return both to me. I will then have them signed by an SCT Officer and return, and will return one original signature copy to you. Please call or email me with any questions at 1-800-223-7036 and tyanni@sctcorp.com.

Thank you and best regards,
 Tony Yanni
 General Manager, Maintenance Programs



**AMENDMENT TO
TECHNICAL CURRENCY AGREEMENT**

SCT SOFTWARE & RESOURCE
MANAGEMENT CORPORATION
4 Country View Road
Malvern, Pennsylvania 19355
FAX Number (610) 578-7900
("SCT")

and

ILLINOIS EASTERN COMMUNITY COLLEGE SYSTEM OFFICE
233 East Chestnut Street
Olney, Il 62450-2298
Fax 618-395-1819
("Licensee")

Original Technical Currency Agreement dated March 24, 1997 (the "TCP Agreement").
Effective Date of this TCP Amendment (the "TCP Amendment"): May 1, 2001 (the "Amendment Date").

LICENSEE AND SCT, intending to be legally bound, agree as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.
2. Amendment to and Modification of TCP Agreement. SCT agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment.
3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

SCT

LICENSEE

By: _____

Donald L. Eisele
Vice President

By: _____

(Printed Name and Title of Signatory)



EXHIBIT 1

Licensee: Illinois Eastern Community College System Office

PARTIAL YEAR PAYMENT/DUE DATE: none

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: April 1, 2002

Component System(s)	Contract Year Begins/Ends	Expiration Date	First Annual Contract Year
Banner2000 Finance	May 1/April 30	April 30, 2009	included
Banner2000 Financial Aid	May 1/April 30	April 30, 2009	included
Banner2000 Human Resources	May 1/April 30	April 30, 2009	included
Banner2000 Student	May 1/April 30	April 30, 2009	included
Banner2000 Web for Employees	May 1/April 30	April 30, 2009	included
Banner2000 Web for Faculty & Advisors	May 1/April 30	April 30, 2009	included
Banner2000 Web for Students	May 1/April 30	April 30, 2009	included
Banner2000 Voice for Students	May 1/April 30	April 30, 2009	included
INAS for Financial Aid	May 1/April 30	April 30, 2009*	included
Oracle Software products licensed from SCT	May 1/April 30	April 30, 2009*	included
SCT Imaging	May 1/April 30	April 30, 2009*	included
TOTAL for the period from May 1, 2001 to April 30, 2002, due April 1, 2002:			\$73,428

* Notwithstanding any other provision of the Agreement, either party may change the Expiration Date relating to this Component System by providing the other party with at least ninety (90) days prior written notice that it desires to change the Expiration Date relating to this Component System (the "Notice of Expiration"), in which case the new Expiration Date relating to this Component System will be the later of: (i) ninety (90) days after the other party receives the Notice of Expiration and (ii) the date identified in the Notice of Expiration as the new Expiration Date (the "Amended Expiration Date").

The Initial Payment Amount represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for the second Contract Year and for each subsequent Contract Year prior to the Expiration Date will be specified by SCT in an annual invoice and will not increase by more than four percent (4%) of the amount payable for Improvements for the immediately preceding Contract Year. Improvement fees for any Contract Year subsequent to the Expiration Date will be specified by SCT in an annual invoice and will not increase by more than ten percent (10%) of the amount payable for Improvements for the immediately preceding Contract Year.

SCT

LICENSEE

By: _____
 Donald L. Eisele
 Vice President

By: _____

 (Printed Name of Signatory)

Title: _____

Agenda Item #8C

Agenda Item #8C

Approval of Insurance Consultant Contract

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 11, 2001
RE: Approval of Insurance Consultant Contract

Mr. Chairman, during our last insurance renewal, we retained an insurance consultant to assist in the preparation and costing out proposed changes in our health insurance program.

Gallagher and Associates provided exceptional service during our last review and I would propose they be retained at a cost of \$11,250.

TLB/tes

Agenda Item 8D

Staff Recommendations for Approval

Resolution for Filing Election Petitions

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 8, 2001
RE: Resolution on Petition Filing

Mr. Chairman, 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.

It is necessary for the Board of Trustees to adopt the attached resolution 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.

TLB/tes

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 3, 2001, 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 Assistant 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 Tuesday, January 16, 2001, and last date for filing is Tuesday, January 23, 2001.

Resolution adopted by Board of Trustees, January 16, 2001.

Chairman, Board of Trustees

Secretary, Board of Trustees

Agenda Item #8E

Authorization for Architects to Proceed with PHS Bond Projects

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 10, 2001
RE: Authorization for Architects to Proceed with PHS Bond Projects

Mr. Chairman, I recommend the Board authorize Image Architects, Inc., Carbondale, Illinois to proceed with the \$2,385,000 PHS Construction Projects.

TLB/tes

MEMORANDUM

TO: Terry Bruce

FROM: Nancy Allard

SUBJECT: Authorization for Architects to Proceed with PHS Bond Projects

DATE: January 8, 2001

It is necessary for the Board to take action to authorize Image Architects Inc., Carbondale, Illinois to proceed with the \$2,385,000 PHS Construction Projects.

The Board approved the PHS Construction Projects Resolution August 15, 2000.

NA/cr

Agenda Item #8F

Bond Issuances

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 10, 2001
RE: Bond Issuances

Mr. Chairman, I recommend the Board contract with Kurt Froelich of Evans and Froelich, Champaign, Illinois, to handle the issuance, and with KirkPatrick Pettis, Chicago, Illinois to originate, underwrite and district the bonds.

TLB/tes

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
SUBJECT: Bond Issuances
DATE: January 8, 2001

The district presently has \$2.385 million in PHS project needs. The original architects' projects report has been presented to the Board. These bonds are to be issued in January –February 2001 for \$2.385 million.

The presidents, in cooperation with building superintendents, have prioritized the projects that go with this issuance. The Board of Trustees approved these construction projects on August 15, 2000.

We also recommend that the Board contract with Kurt Froelich of Evans and Froelich, Champaign, Illinois, to handle the issuance, and with KirkPatrick Pettis, Chicago, Illinois to originate, underwrite and distribute the bonds.

NA/cr

Agenda Item #8G

PHS Bond Official Statement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 10, 2001
RE: PHS Bond Official Statement

Mr. Chairman, I recommend the Board approve the Preliminary Official Statement for the upcoming bond issue.

TLB/tes

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
DATE: January 11, 2001
SUBJECT: PHS Bond Official Statement

We will soon be able to provide you with a copy of the Preliminary Official Statement for the upcoming bond issue. Please review and if you find any irregularities within this document notify me as soon as possible.

Specific information on the bond issue, such as total amount, interest rates and maturity amounts, of course, cannot be filled in until after the sale date.

This has been placed on the January Board agenda for Board action. The final official statement will be provided to you as soon as possible following the January meeting.

NA/cr

Enclosure

Agenda Item #8H

Treasurer's Surety Bond Certificate

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 10, 2001
RE: Treasurer's Surety Bond Certificate

Mr. Chairman, I recommend Board approval of the Treasurer's Surety Bond in the amount of \$2,385,000 with Fidelity & Deposit Company of Maryland, Baltimore, Maryland.

TLB/tes

MEMORANDUM

TO: Terry Bruce
FROM: Nancy Allard
SUBJECT: Treasurer's Surety Bond Certificate
DATE: January 8, 2001

It is necessary for the Board to take action to approve the Treasurer's Surety Bond with respect to the disbursement of the proceeds of the sale of \$2,385,000 Prevention, Health and Safety Bonds.

We are requesting Board approval of the Treasurer's Surety Bond in the amount of \$2,385,000 with Fidelity & Deposit Company of Maryland, Baltimore, Maryland.

NA/cr

Attachment

STATE OF ILLINOIS)
) SS
COUNTY OF RICHLAND)

TREASURER’S SURETY BOND CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees (the “**Board**”) of Illinois Eastern Community College District Number 529, Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White Counties, Illinois (the “**District**”), and as such official I do further certify that Marilyn S. Grove, being the duly qualified and acting Treasurer of the District, has executed a surety bond in accordance with all of the provisions of the Public Community College Act of the State of Illinois, as amended, such surety bond being payable to the Board and conditioned upon the faithful discharge of his or her duties, including with respect to the disbursement of the proceeds of the sale of \$2,385,000 Prevention, Health and Safety Bonds, Series 2001, dated or to be dated _____2001, as proposed to be issued by the District.

I do further certify that said surety bond in the amount of not less than \$3,000,000 and with Fidelity and Deposit Company of Maryland, Baltimore, Maryland as surety thereon, was duly submitted to the Board for approval or rejection at a legally convened meeting held on the 16th day of January, 2001, and pursuant to motion duly made, seconded and adopted was approved by the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 16th day of January 2001.

Secretary, Board of Trustees

Agenda Item #8J
Deaconess Hospital Affiliation and Addendum Agreement

MEMORANDUM

TO: Terry Bruce

FROM: Nancy Allard

SUBJECT: Deaconess Hospital Affiliation and Addendum Agreement

DATE: January 11, 2001

The attached is an affiliation and addendum agreement with Deaconess Hospital. IECC's attorney has reviewed this addendum.

This affiliation and addendum agreement should be presented to the Board in January for their consideration.

NA/cr

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16th day of January, 2001, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program (hereinafter referred to as DISTRICT #529) and DEACONESS HOSPITAL, EVANSVILLE, INDIANA (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nursing Program for the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the DISTRICT #529, Associate Degree Nursing Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Department Head of the Associate Degree Nursing Program on behalf of District #529 and the Administrator, and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the course.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of race, color, sex, religion, national origin, marital status, age or handicap unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Services, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A. D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

12. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar years written notice to the other party. All students enrolled in DISTRICT #529's Associate Degree Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is give by either party to the other, shall be permitted to complete their nursing laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 16th day of January, 2001.

AGENCY	ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529, OLNEY CENTRAL COLLEGE
DEACONESS HOSPITAL	OLNEY CENTRAL COLLEGE

Department Head of Nursing, ADNP

Vice President or
Director of Nursing Services

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

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

Revised: 08/02/89; 8/25/92;
08/17/94; 10/05/94;
12/12/94;

Reviewed: 04/28/97

ADDENDUM TO AFFILIATION AGREEMENT

THIS ADDENDUM is by and between Illinois Eastern Community Colleges, District #529, Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College (District #529) and DEACONESS HOSPITAL, EVANSVILLE, IN, (“Agency”) to that certain Affiliation Agreement dated the 16th day of January, 2001.

In consideration of the mutual covenants contained herein and in the Agreement, the parties agree as follows:

1. The University agrees to send only students who are, to the University’s knowledge, in good health at the time of reporting for clinical education experience. The University will retain the health requirement data on each student assigned to the facility, and will submit a letter to the facility at the beginning of each school year to verify that all assigned students have met the requirements. The University agrees to insure that students assigned to the Hospital will have:
 - a. Documentation of a nonsignificant “tuberculin skin test” within three (3) months of the affiliation with the facility; OR, for tuberculin skin test reactors, medical documentation of the significant reaction accompanied either by documentation of completion of an adequate course of therapy, or a medical statement, dated within three (3) months prior to the affiliation with the facility, indicating that the Student is free of signs and symptoms of tuberculosis.
 - b. Documented immunity to rubella (German, or 3-day measles), which is defined as the presence of any detectable rubella antibody as determined by serologic testing; OR, documented history of rubella vaccination at one year of age or older.
 - c. Documented immunity to rubeola (red measles) which is defined as a documentation of two doses of live measles vaccine after the first birthday, no less than one (1) month apart; OR, documentation of physician-diagnosed measles disease; OR, laboratory evidence of measles immunity; OR, birth before January 1, 1957.
 - d. Documented history of immunization for Pertussis.
 - e. Documentation of vaccination series for Hepatitis B; OR, documentation of declination by the Student.
 - f. Documented immunity (reactive titer or documented history) to varicella; OR, two doses of live chicken pox vaccine (Varivax immunization), unless contraindicated by the Student’s personal physician or other factors.
 - g. Documented immunity to Tetanus.
2. Each party to the Agreement respectively assumes responsibility for liability, real or alleged, arising from their respective activities performed pursuant to this Agreement, or the activities of their respective agents, servants or employees shall be liable to any third parties for any act or omission of the other party, its agents, servants or employees.
3. Both parties agree to obtain and maintain in full force and effective during:
 - a. Professional Liability Insurance with limits of not less than \$1,000,000 per claim, \$2,000,000 annual aggregate, for incidents, claims and suits arising from activities performed pursuant to this Agreement during the Agreement period, as well as those claims and suits arising pursuant to this Agreement reported after such Agreement has been terminated. Such coverage will also extend to cover liability incurred by contract doctors, nurses, instructors, employees and faculty members of the institution employing them and students.
 - b. Comprehensive General Liability Insurance, including personal injury liability and broad-form contractual liability coverages, with limits of not less than \$1,000,000 per person, \$1,000,000 per occurrence for bodily injury liability and \$1,000,000 per occurrence property damage liability.

c. Worker's Compensation Insurance covering any liability incurred under the Indiana Worker's Compensation Act and the Indiana Occupational Disease Act and including not less than \$100,000 Employer's Liability Coverage.

d. Each party agrees to furnish the other party certificates in formal evidence of the coverage outlined in this paragraph, which certificates shall include a provision that not less than thirty (30) days prior written notice will be given to the certificate holder in the event of cancellation or material change.

4. The University agrees that it will cause each nursing student enrolled in its nursing program to obtain and maintain in force during the term of their clinical education experience at the facility personal professional liability insurance in an insurer satisfactory to the facility for limits not less than \$1,000,000 per claim, \$3,000,000 in the aggregate annually. The University agrees that a certificate in evidence of such insurance protection will be on file with the University prior to the time that the nursing student commences activities pursuant to this Agreement and the certificate so filed will specify that thirty (30) days prior written notice will be given to the facility in the event of cancellation or material change in the insurance coverage.

Dated this 16th day of January, 2001.

DISTRICT #529:

Illinois Eastern Community Colleges,
District #529, Frontier Community College,
Lincoln Trail College, Olney Central College
and Wabash Valley College

AGENCY:

DEACONESS HOSPITAL
EVANSVILLE, INDIANA

By _____

By _____

Title _____

Title _____

Agenda Item #8J

IECC Marketing Plan 2001-2002

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 10, 2001
RE: IECC Marketing Plan 2001-2002

Mr. Chairman, I recommend the Board approve the IECC Marketing Plan for 2001-2002.

TLB/tes

IECC Marketing Plan 2001 - 2002



Presented January 16, 2001 by:
Information and Marketing Team

Stacey Vinson – FCC
Danelle Hevron – LTC
Deanna Ratts – OCC
Louise Acree – WVC
Tara Buerster – Recruitment
Pam Swanson-Madden – Recruitment
Pam Schwartz – District Office
Barb Thomas – District Office

IECC DISTRICT MARKETING PLAN 2001-2002

Goal #1 – To reach all residents of the IECC District and beyond with information regarding educational and cultural activities available through each of the four IECC campuses.

Objective 1 – To use various communications tools, including radio, television, Internet, and direct mail, to reach IECC potential and current students.

Objective 2 – To develop materials that will highlight each campus and its unique offerings while continuing the Illinois Eastern Community Colleges' unified theme.

Objective 3 – To develop materials that highlight grant and special focused programs that enable all residents to have educational opportunities.

Objective 4 – To continue developing the IECC Homepage and Campus Pipeline to increase the global awareness of IECC as it develops new programs both on campus and through distance learning.

Goal #2 – To continue to improve and increase communications between all campuses and district office.

Objective 1 – Through the use of the IECC Internet site, Campus Pipeline, campus programs, departments, and staff will be highlighted.

Objective 2 – To make available through the IECC Intranet current information regarding IECC Policy Manual, the IECC Procedures Manual, forms, Current Events, IECC Connections, press releases, and general information.

Objective 3 – To increase the awareness of the importance of each employee's capacity to market the IECC District through positive comments and community involvement.

Goal #3 – To continually seek ideas for efficient management of marketing materials and expenses.

Objective 1 – To utilize the Information and Marketing Committee for creativity and unity in district-wide publications and advertisements.

Objective 2 – To continue to use a central theme and/or logo that creates name recognition and represents the IECC District in all aspects of recruitment, advertisement, and media release.

**ILLINOIS EASTERN COMMUNITY COLLEGES
MARKETING PLAN
2001-2002**

DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	PUBLICATIONS				
	Compile and Publish Catalog with Assistance of FCC, LTC, OCC & WVC	2-year catalog	Colleges/universities IECC Colleges Counselors/advisors Students	Chief Academic Office Deans Information/Marketing Team Student Relations Committee Institutional Development Office	1 year (January 2002) 2-year revolving schedule
	Catalog Bids	Compile vendor list and specifications for bids Receiving and opening bids	CEO Office Board of Trustees	Comptroller Institutional Development Office	3 months prior to printing
	Transfer Guide	List all transfer programs Outline articulation FAQ section Graduation requirements	Transfer students Counselors/advisors	Student Relations Committee Institutional Development Office	Annually July/August
	Catalog Addendum with Assistance of FCC, LTC, OCC and WVC	Additions or changes to published/current catalog	Students Counselors/advisors Colleges/universities	IECC Colleges Student Relations Committee Chief Academic Office Institutional Development Office	Published every other year (Summer 2002)
	IECC Fact Sheet	Recruitment tool	Prospective students Business/industry General public	Recruitment Office Institutional Development Office	Yearly/as needed (coordinate with tuition increase)
	Transfer Program Brochure	IAI-General Education Core Curriculum	Transfer students Counselors/advisors	Chief Academic Office Student Relations Committee Institutional Development Office	Update as needed
	FLOW Flyer with Assistance of Recruitment	Transfer and vocational program titles/information	Prospective students General public	Chief Academic Office Recruitment Office Institutional Development Office	Annually/as needed
	Continue to Produce new Program Brochures in Current Design	Recruitment tool Campus information Transfer/vocational programs	Prospective students Business/industry Advisors/counselors	Information/Marketing Team Recruitment Office Institutional Development Office Student Relations Committee	As needed
	International Brochures	Description of ESL & YFU (international students)	International students	International Office Institutional Development Office	As needed
	College/District Current Events on IECC Internet	Add college/campus events and announcements to the IECC Internet	Current and prospective students, IECC staff, general public	Information/Marketing Team Institutional Development Office	Update as needed

DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLICATIONS (continued)					
	“ETC” Brochures CISCO Dual Credit ED Partnership	Description of programs and services available	Students, business and industry, secondary institutions, administrator, vocational programs	Associate Dean, ETC programs Institutional Development Office	As needed
	Welfare-to-Work Brochures	Description of programs available Multiple depending on programs	Students, business and industry, secondary institutions, administrator, vocational programs	Associate Dean, ETC programs Institutional Development Office	As needed
	TRIO Programs Brochures Educational Talent Search Upward Bound Success Network	Description of programs available Multiple depending on programs	Students, secondary institutions, administrator, vocational programs	Chief Academic Office Program Directors Institutional Development Office	As needed
	Update Special Programs Sheet	Outline all special programs available to community/students State and Federal programs (grants) listed with contact person	Students, community, adult education, social services agency, local government	Program Directors Institutional Development Office	As needed
	IECC Common Schedule	Coordinate IECC Common Schedule for in-house use only	Secondary institutions, counselors/advisors	Deans Information Technology Office Institutional Development Office	Spring, Summer, and Fall
RECRUITMENT	Tuition Comparison Sheet	Tuition fees for surrounding colleges and universities	Students, counselors, parents, community	Recruitment Office	Updated annually as needed
	IECC Fact Sheet	Recruitment tool	Presidents, students, business/industry, general public	Recruitment Office Institutional Development Office	Annually/as needed
	IECC FLOW Flyer	Transfer and vocational program titles/information	Recruitment of new students, general public	Chief Academic Officer Recruitment Office Institutional Development Office	Annually/as needed
FRONTIER	Explorer/Schedule	16-20 pg. Newsletter, class schedule, recruitment tool; 2-color cover, bulk mailed	34,000 district households + 600-700 current students	Director of Public Information and Marketing	February-March August-October Biennial
	Voyager	1 pg. (2 sided) newsletter photocopied on colored paper	100 faculty, staff, students on FCC campus	Director of Public Information and Marketing	Bimonthly or monthly

FRONTIER	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	PUBLICATIONS (continued)				
	Commencement Program	12 pg. Program printed listing all FCC faculty, administration, grads, honors, Phi Theta Kappa, Who's Who, ceremony order, IECC District Personnel	1,000+ to grads, families, friends, FCC employees	Director of Public Information and Marketing Director of Recruitment and Advisement	April/May annual
	PTK Induction Program	4 pg. (8 1/2 x 11 folded, 2 sided) photocopied listing all incoming members	100+ PTK inductees, families, FCC employees	Director of Public Information and Marketing Coordinator of Student Success	February-March annual
	Speech Competition Program	4 pg. (8 1/2 x 11 folded, 2 sided) photocopied listing all speech competition entries, coaches, participating schools	100+ speech team members, families, FCC employees	Director of Public Information and Marketing Director of Learning Resource Center	March annual
	Scholastic Bowl Program	4 pg. (8 1/2 x 11 folded, 2 sided) photocopied listing scholastic bowl competition entries, coaches, participating schools, and sponsors	150-200 Scholastic Bowl teams, families, coaches, FCC employees	Director of Public Information and Marketing Assistant to the Dean of the College	March/April annual
	GED Recognition Program	4 pg. (8 1/2 x 11 folded, 2 sided) photocopied listing all GED graduates, Adult Education staff, GED instructors, ceremony order	100+ GED grads, families, FCC staff	Director of Public Information and Marketing Director of Adult Education Recruitment and Advisement	June annual
	Program Brochures	4 pg. (8 1/2 x 11 folded, 2 sided) or 3 panel trifold, photocopied	Variable, prospective students, general public	Director of Public Information and Marketing Program Directors (variable)	As needed
	IECC Common Schedule	Common schedule of classes offered by IECC colleges	60,000 district households	Institutional Development Office Information/Marketing Team	2 times a year
	Special Event Flyers/Signage	Design and print flyers/signage to promote special events, promotions	Variable	Director of Public Information and Marketing	As needed
	Admissions Packet/Recruitment Folder	9 x 12 folder printed with inserts photocopied promoting FCC programs and services	2,000-4,000 enrollees and potential students	Director of Public Information and Marketing Coordinator of Student Success Director of Recruitment and Advisement	Annually

FRONTIER	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	PUBLICATIONS (continued)				
	District 529 Directory	40 pg. Directory printed of community colleges, high schools in district	IECC staff	Director of Public Information and Marketing	Annually
LINCOLN TRAIL	Publications Development	Produce/distribute high quality promotional and informational brochures, flyers, and other publications for LTC programs	Prospective students, parents, counselors, business, community groups, students	Coordinator, Public Information and Marketing	Ongoing
	Schedule	Design and develop semester course schedules. Arrange printing and distribution. Assist with publication of combined district class schedule.	Prospective students, current students, counselors, businesses, community	Coordinator, Public Information and Marketing Administrative Assistant to the President	Each semester
	Student Handbook	Handbook with information on student services, student activities, student rights and responsibilities, student calendar of events	New students, current students	Student Services Director of Recruitment and Advisement Administrative Assistant to the Dean of the College	Annually
	Pocket Calendar	Pocket calendar including all school-related activities, holidays, deadlines, etc	Students; faculty; staff	Student Services	Annually/July
	Reminder Postcard	Postcard listing upcoming semester start date and registration dates, ASSET test dates, orientation	Currently enrolled students	Student Services Director of Recruitment and Advisement Career Advisor	Each semester
	Program Brochures	Brochures on specific programs produced for individual departments	Prospective students, current students, others as needed	Coordinator, Public Information and Marketing Administrative Assistant to the Dean of the College	Ongoing (primarily bi-annually)
	Flyers	Produce flyers for departments on upcoming events, courses, and programs	Various	Coordinator, Public Information and Marketing	Ongoing
	Staff and Phone Directory	Produce one annual staff directory for campus use	Internal	Switchboard	Annually
	Exit Dropout Survey	Develop survey for students who have dropped out of LTC for evaluation	Students who have dropped classes	Student Services	Each semester

LINCOLN TRAIL	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLICATIONS (continued)					
	Lincoln Logue	Develop, write, and distribute internal newsletter for students, faculty, and staff	Students, faculty and staff	Coordinator, Public Information and Marketing	Monthly
	*Non-credit Course Schedules	Develop, write, and distribute monthly brochures of non-credit classes	Community, students, staff	Coordinator, Public Information and Marketing	Monthly
	*President's Newsletter	Develop, write, and distribute semi-annual newsletter of happenings and programs at LTC	Alumni, other community college officials	Coordinator, Public Information and Marketing	Semiannually
OLNEY CENTRAL	Fall Focus/Schedule	Includes stories and photos on OCC programs, registration and student information, a calendar and class schedules	Mailed to more than 30,000 households and distributed to OCC students	Coordinator of Public Information and Marketing	Annually/July
	Student Handbook and Calendar	Contains information about OCC programs, facilities, policies and organizations along with a calendar of academic student events	Students, faculty, and staff	Coordinator of Public Information and Marketing	Annually/August
	Knightline	OCC newsletter that includes activities, upcoming events and announcements with information submitted by faculty, staff, and students	Students, faculty, and staff	Coordinator of Public Information and Marketing	Monthly/August-May Summer issue printed in mid-June
	Spring Focus/Schedule	Includes stories and photos on OCC programs, registration and student information, a calendar and class schedules	Mailed to more than 30,000 households and distributed to OCC students	Coordinator of Public Information and Marketing	Annually/October
	Summer and Fall Schedule	Includes registration and student information, a calendar and class schedules	Students, faculty, and staff	Coordinator of Public Information and Marketing	Annually/March
	Theatre Programs	Includes cast and scene information for OCC Theatre productions	Theatre audience	Coordinator of Public Information and Marketing	March and October

OLNEY CENTRAL	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLICATIONS (continued)					
	Flyers	Design and print flyers for special events, programs, and classes	Students and general public	Coordinator of Public Information and Marketing	Ongoing
	Update all OCC Brochures	Make publications reflect changes in the programs and requirements	Students and prospective students	Coordinator of Public Information and Marketing	Ongoing
	*Brochures for Non-traditional Students	Promote reasons for coming back to school and success stories	Prospective students	Coordinator of Public Information and Marketing	2001
	*OCC Information Brochure	Brochure would highlight special information about OCC	Prospective students and general public	Coordinator of Public Information and Marketing	2001
WABASH VALLEY	General Information Brochure	Brochure with general information about WVC	Prospective and current students, counselors	Director of Public Information and Marketing	As needed
	Program Brochures	Brochures for each WVC occupational program	Prospective and current students, counselors	Director of Public Information and Marketing	As needed
	Student Handbook	Handbook with information on student services, activities, student rights & responsibilities, etc.	New and current students, staff	Director of Public Information and Marketing	Annually (June)
	Class Schedule	Coordinate printing & distribution of schedule in area newspapers & on campus	Prospective and current students, counselors, businesses, community	Director of Public Information and Marketing	Each semester
	Scholar Classic Program	Program listing Scholar Classic schedule of games, teams (players & coaches)	Participants, parents, friends, WVC staff	Director of Public Information and Marketing	Annually (Spring)
	Admissions Packet/Recruitment Folder	Packet containing letter to prospective students with general information, application, etc.	Prospective students	Director of Academic Advising Admissions Office	Ongoing
	"Back to College" Publication	Coordinate publication which is supplement in local newspaper to welcome students; welcome letters from staff, articles about programs & activities (no cost to WVC)	New and returning students, community	Director of Public Information and Marketing Mt. Carmel Daily Republican-Register (local newspaper)	Annually (August)

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLICATIONS (continued)					
	Flyers	Flyers, posters, etc. on registration dates, upcoming events, programs, plays, etc.	Students, staff, community	Director of Public Information and Marketing	Ongoing
	Commencement Program	Coordinate printing of Commencement Program listing all graduates, scholarships, IECC administration, WVC faculty/staff	Graduates, parents, family, friends, public attendees at commencement (est. 1,700-2,000)	Director of Public Information and Marketing	Annually (May)
	Performing Arts Series	Programs for each Performing Arts performance, concert, production	Theatre patrons	Coordinator of Community Services Director of Public Information and Marketing	As needed
	“Blurbs” (campus newsletter)	Newsletter distributed on campus with information regarding club & campus activities, Student Services & Financial Aid announcements, etc.	Students, staff	Administrative Assistant to the President	Weekly
	Student Academic Calendar/Planner	Student Calendar/Planner for use by students, faculty/staff	Students, faculty/staff	WVC Journalism Department	Annually (August)
	Staff & Phone Directory	Current phone directory for campus	Staff	Business Office	As needed
	“Pagation” (student newspaper)	Student newspaper – editorials, campus news, feature articles	Students, staff	Student Journalism Department	Each semester
	“Interpretations” (student literary publication)	Publication containing articles, poetry, short stories written by students	Students, staff	Student Creative Writing Class	Each semester
	*Develop Workforce Education Brochure	WVC would like to develop a brochure such as the individual program brochures designed to show non-traditional students how we can help them achieve their goals.	Non-traditional students, community	Director of Public Information and Marketing	Ongoing

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLICATIONS (continued)					
	*Develop a "Bridging the Gap" Newsletter	WVC would like to develop a newsletter for faculty/staff and external audience, highlighting programs, people, & developments at WVC.	Faculty/staff, businesses, community	Director of Public Information and Marketing	Monthly
DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
MAILING/RECRUITING					
	Postcards	Postcards notifying when semester classes begin.	High school seniors	Recruitment Office Institutional Development Office Information/Marketing Team	Fall and Spring semesters
RECRUITMENT	Letters	A letter to every student/person that fills out an inquiry form.	High school students, prospective students	Recruitment Office	Ongoing
	IECC Common Schedule	Course schedule of all IECC colleges	Counselors, advisors	Recruitment Office Institutional Development Office	Spring, Summer, and Fall semesters
	*Letters to Faculty	Informative letters about specific vocational programs	High school faculty	Recruitment Office	Ongoing
	Newsletters	IECC news	Prospective students, high school counselors	Recruitment Office Institutional Development Office	Spring and Fall semesters
FRONTIER	*News Releases (with and without photos)	2-28 releases mailed on FCC letterhead announcing FCC news, programs, events, awards	Area media (varies depending on content of release)	Director of Public Information and Marketing	Daily
	Cable TV Public Service Announcements	Complete forms for Enstar/Falcon Cable TV for advertisement of FCC adult ed and continuing ed classes, events programs	Prospective students	Director of Public Information and Marketing	Daily
	Pre-registration Request to Use Outdoor Business Signs	Letters requesting advertisement for FCC phone number, start of class dates	80+ Fairfield and outreach center businesses and industry	Director of Public Information and Marketing	Annual with follow-up phone calls
	Follow-up Letters	Letters to follow up on meetings	Businesses, schools, vendors, area community colleges visited		As needed

LINCOLN TRAIL	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
MAILING/RECRUITING (continued)					
	Weekly Inquiry Mailings	Input weekly inquiries to produce appropriate letters and packets specific to individual requests	Prospective students	Dean's Office	Weekly
	Maintenance of Admissions Mailing List	Maintain accurate mailing list for new student inquires	Prospective students	Admissions/Student Services offices	Ongoing
	Coordinate Business Reply Mail (keeper of bulk mail permit)		Internal	Office Assistant, Student Services	Ongoing
OLNEY CENTRAL	Fall Focus	Includes stories and photos on OCC programs, registration and student information, a calendar and class schedule	Residents of more than 30,000 households and individuals who request it	Coordinator of Public Information and Marketing Office	Annually/July
	Postcards	Reminder about registration	Students who have not re-enrolled	Student Services	Each semester
	Spring Focus	Includes stories and photos on OCC programs, registration and student information, a calendar and class schedules	Residents of more than 30,000 households and individuals who request it	Coordinator of Public Information and Marketing	Annually/October
	News Releases with and without Photos	Includes information about upcoming events, announcements and other OCC happenings	Items are sent to more than 13 radio stations and newspapers in the area. News releases are also submitted for publication in area businesses' newsletters	Coordinator of Public Information and Marketing	Daily
WABASH VALLEY	High school Visits/Letters to Interested Students	Visits by Academic Advisor, Lead Instructors of individual programs— follow-up letters sent to interested students	Prospective students, high school counselors	Academic Advisor Lead Instructors	Ongoing as can be arranged with schools
	Utilizing Peer Counselors as Student Ambassadors	Include Peer Counselors in visits with prospective students	Prospective Students	Academic Advisor Lead Instructors	Ongoing as can be arranged with schools

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	MAILING/RECRUITING (continued)				
	Industry Visits	Visits to industries and businesses to show how WVC can help them achieve their goals	Workforce	Academic Advisor Lead Instructors	Ongoing
	Postcards	Postcards sent with upcoming semester start and registration dates	Prospective students, current students	Student Services	Each semester
	Mailing to Students	Mailing to students from previous semester not enrolled for current semester to encourage enrollment next semester	Former students	Student Services	Each semester
	Marketing of Reduced Rate for Indiana Counties	Mailing to those Indiana students eligible for reduced tuition rates	Prospective students	Student Services	Each semester
	*Mailing to Parents of High School Students	Would be desirable to send a mailing to parents of high school students that describes – “Here’s What We Can Do for You and Your Child”	Parents of prospective students	Student Services	Each spring
	*New Year’s Postcard	Would be desirable to send a postcard announcing Spring Semester – tap into New Year’s resolutions – return to school	New students, community	Student Services	January
	Exit/Dropout Letter	Letter to students who have dropped out to convince them to see advisor to reevaluate their record	Dropped students	Student Services	Late each semester
DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	REPORTS				
	*Annual Report	District-wide publication – includes enrollment statistics, information, and expenses	District, community	CEO Comptroller Presidents Institutional Development Office	Annually
	Student Satisfaction Surveys	Scannable surveys – what opinions are of college services and campus appearance	Currently enrolled students	Advisors Institutional Development Office	Fall and Spring semesters

DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
REPORTS (continued)					
	Evaluation of PR and Marketing Surveys	Evaluations – what assisted students in choosing IECC	Currently enrolled students, newly enrolled students	Advisors Institutional Development Office	Spring semester
	Employee Satisfaction Surveys	Scannable surveys – staff and faculty opinions of administration effectiveness, salary, work environment, and benefits offered	CEO, Board of Trustees, presidents, IECC staff and faculty	Institutional Development Office Continuous Improvement Team	Annually/Fall Faculty/Staff Workshop
RECRUITMENT	Mailing Queries	Reports/lists from database so vocational programs can target market	High school faculty and counselors	Recruitment	Ongoing
FRONTIER	FCC Marketing Plan	Development and implementation of an integrated marketing plan	FCC President; prospective students; businesses, community leaders, general public	Director of Public Information and Marketing	Ongoing
	Budget	Account for and estimate expenditures for advertising and public relations	FCC President, Director of Business	Director of Public Information and Marketing	Annual FY-FY
	Enrollment Management Team Goal Reports	Collect, organize, and analyze staff enrollment goals (kept in a 3-ring binder, along with minutes of meetings and notes)	Enrollment Management Team	Director of Public Information and Marketing Staff	Weekly
LINCOLN TRAIL	Monthly Inquiry Report including High School Applications	Report of new inquiry numbers	Internal	Admissions	Monthly
	Program Reviews	Produce annual report for each major, analyzing inquiries by zip code, graduation year, high school, and source of information code	Internal	Dean's Office Admissions	Annual

DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	TRAINING/RESOURCE				
	Adobe Photoshop Training	Receive professional program training for designing brochures and various marketing and institutional materials	Barb Thomas	Institutional Development Office	As funds become available
	Professional Development Workshops	Workshops for training and professional development of IECC employees	Staff, faculty	Institutional Development Office in conjunction with IECC colleges	Ongoing scheduled workshops
FRONTIER	Distribute Public Information Campus Wide	Variable	FCC staff, faculty, or students	Director of Public Information and Marketing	Ongoing
	Conferences	Attend conferences and training as appropriate	Variable	Director of Public Information and Marketing	As needed
LINCOLN TRAIL	*Professional Development Workshops	Professional development workshops for marketing and public relations strategies	Staff	Coordinator, Public Information and Marketing Human Resources Team	Ongoing
OLNEY CENTRAL	Conferences and Workshops	Attend workshops and conferences for marketing and publications	Public Information and Marketing	Coordinator of Public Relations and Marketing	As available
WABASH VALLEY	State-Wide Marketing Workshops	Workshops for marketing staff to develop and share ideas	Public Information and Marketing Staff	IECC Marketing Team	As available
	Enrollment Management Team Meetings	Weekly meetings with Enrollment Team to discuss marketing and increasing enrollment	Internal	Dean of Instruction Team Members	Ongoing
DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	PUBLIC RELATIONS				
	Press Releases	Press releases regarding district-wide information or news (District Office material only) in area newspapers and on IECC's web site	General public, staff, students	Institutional Development Office CEO Office District Office Programs	As needed
	Current Events	Web site listing of all district-wide current events	General public, students, staff	Institutional Development Office	Daily/as needed
	Staff Directory on Web Site	Departmental descriptions with job title and contact number of staff	General public, staff, students	Webmaster Information Technology Office	Monthly/as needed

DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLIC RELATIONS (continued)					
	Recruiting Materials	Hats, cups, folders, fans, posters, shirts, etc., created as promotional giveaways	New students, high school students, counselors, advisors, business/industry	Recruitment Office Institutional Development Office	As needed
	Telephone Messages	Recorded telephone information describing college and international program information, etc., to be played while placed on hold	General public, prospective students	Communications Specialist IECC colleges District Office Information/Marketing Team International Office	Monthly/as needed
	Core Values	Disseminate to community and colleges results of core value outcomes	Community, staff, students	Institutional Development Office Continuous Improvement Team	June 2001
	RECRUITMENT	Attend County Fairs	Talking with the community about what IECC has to offer	Public at large, prospective students, community	Recruitment Office
High School Visits		Visit every high school in the district and in the specified Indiana counties	High school students and counselors	Recruitment Office	Fall and Spring
High School Fairs		Attend the high school fairs in and around the district	High school students, prospective new students	Recruitment Office	Fall
Special Activities		Including special yearly events: Olney Arts Festival; Apple Knocker Festival; Literacy Fair; Ag Days, etc.	Public at large, community	Recruitment Office	Ongoing
Recruiting Video		Telling what a great place and quality education can be received at IECC	New students, counselors, advisors	Institutional Development Office Recruitment Office	As needed
Recruiting Materials		Hats, cups, folders, fans, posters, shirts, etc., created as promotional giveaways	New students, high school students, counselors, advisors, business/industry	Recruitment Office Institutional Development Office	As needed
Counselor Luncheon		Spring luncheon for all high school counselors in our District and Indiana. Highlighting in-District programs and new things in District	High school counselors	Recruitment Office Student Relations Committee	Annual (Spring or Fall)

FRONTIER	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLIC RELATIONS (continued)					
	News Releases	Gather, organize, information, meet with/interview people, attend FCC campus and community events, write feature stories, news releases, fact sheets, check accuracy of information, match with photographs, print/prepare, stuff envelopes, and mail (or fax) to area media	Area media: the public	Director of Public Information and Marketing/Various	Daily
	Promotional Items	Order and distribute t-shirts, sweatshirts, pens, pencils, key-tags, rulers, fans, mugs, balloons, etc.	Special event audiences, students, the public	Director of Public Information and Marketing/Various	Ongoing
	County Fair Appearances	Arrange and staff booths at Wayne and Edwards County fairs, Fairfield Fall Fun Fest, Appleknocker, other community festivals	Public	Director of Public Information and Marketing/Various	Summer, early fall
	Parade Entries	Design and build floats or other entries in autumn and winter festival parades	Public	Director of Public Information and Marketing/Various	Autumn
LINCOLN TRAIL	News Releases/Media Relations	Produce news releases, feature releases, and other material for print and electronic media	External media	Coordinator, Public Information and Marketing	Ongoing
	Radio: Civic Interest Show	Coordinate speakers for radio show and supply general announcements	Public	Coordinator, Public Information and Marketing	Ongoing
	High School Scholastic Bowl Tournament	Prepare and host the annual Scholastic Bowl Tournament	Regional high school students	Office Assistant, Student Services Quality Improvement Specialist Faculty	Winter
	View of the Trail	Design and prepare bi-weekly newspaper ad to highlight activities at LTC	Prospective students, community	Coordinator, Public Information and Marketing	Biweekly

LINCOLN TRAIL	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLIC RELATIONS (continued)					
	*Bulletin Boards	Keep current flyers and programs on bulletin boards around campus and at off-campus locations	Staff, prospective students, college visitors, community	Coordinator, Public Information and Marketing	Ongoing
	*E-mail News	Post LTC events on an e-mail newsletter	Internal	Coordinator, Public Information and Marketing	Weekly
	*Web Page Updates	Assist with the development and maintenance of the Lincoln Trail College home page	Community, website visitors, prospective students	Coordinator, Public Information and Marketing	Weekly or as needed
	Fair Appearances	Participate in local fairs and festivals	Community	Student groups Director of Recruitment and Advisement	Ongoing
	*Current Events	Place appropriate releases and event notices in the news area of IECC's homepage	Community, staff, students	Coordinator, Public Information and Marketing	Ongoing
	*Community Letter	Write and distribute letters explaining what LTC has to offer in the way of facilities and pertinent instruction	Business and organizations	Coordinator, Public Information and Marketing	Semiannually (January and August)
	*Southeastern Illinois Tourism Brochures	Work with Southeastern Illinois Tourism Bureau to have LTC events placed in its publications	Prospective students, community	Coordinator, Public Information and Marketing	Ongoing
	Career Day	Coordinate and host County Career Day for high school and eighth-grade students	Prospective students	Director of Recruitment and Advisement, Career Advisor	Annually
	College Day	Plan and host a regional College Day	Prospective students	Director of Recruitment and Advisement	Annually
	*Jobs for Illinois Graduates Days	Plan and carry out occupational seminars for Jobs for Illinois Graduates members	Prospective students	Career Advisor	As appropriate
	*Athletic, Theatrical Camps for Youth	Sponsor camps for local grade school and high school students to get them acclimated to the campus and see what it has to offer	Prospective students, community	Coaches, theatrical staff	Annually

LINCOLN TRAIL	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	PUBLIC RELATIONS (continued)				
	*College for Kids	Plan and organize a day of enrichment classes for students in grades K-6	Prospective students	Coordinator, Public Information and Marketing	Semiannually
OLNEY CENTRAL	Press Releases	Provide information about activities, events and other happenings at OCC to the media	General public, faculty, staff and students	Coordinator of Public Relations and Marketing	As needed
	Web Site	Adding and deleting OCC news releases that appear on the IECC Web site	Faculty, staff, students, and general public	Coordinator of Public Relations and Marketing	As needed
	Promotional Items	Purchase items to be given away during special events	General public, prospective students, and students	Coordinator of Public Relations and Marketing	Ongoing
	Flyers	Posting information at the college and in the community about upcoming classes and events as well as information about the Franklin University Alliance	General public and students	Coordinator of Public Relations and Marketing	Ongoing
	Bulletin Board	Posting up-to-date newspaper clippings and press releases	Students, faculty, staff, and general public	Coordinator of Public Relations and Marketing	Ongoing
WABASH VALLEY	Press Releases	Press releases regarding WVC classes, programs, activities, sports, performing arts, special events, human interest & other aspects of WVC	Community, students, prospective students, staff	Director of Public Information and Marketing	Ongoing
	County Fairs, Literacy Fair, Parades, Ag Days	Participate in various community fairs with displays, etc.	Community, prospective students	Director of Public Information and Marketing	Ongoing as needed
	Press Releases on IECC Web Site	Input all WVC press releases on IECC Web page, thus providing the Web Page with PR's at same time as they are provided to media	Community, current and prospective students	Director of Public Information and Marketing	Ongoing
	Promotional/Recruiting Materials	Pens, tote bags, key chains, etc. for giveaways	Prospective students, counselors, business and industry	Director of Public Information and Marketing	As needed

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLIC RELATIONS (continued)					
	Speakers' Bureau	Develop a Speakers' Bureau from staff and students available for community groups	Community, college groups	Director of Public Information and Marketing	As needed
	WVC Journal TV Show	Coordinate and host weekly TV show produced by WVC Radio-TV students	Community, prospective and current students, staff	Director of Public Information and Marketing	Weekly
	College Corner	Coordinate "College Corner" articles from WVC staff for inclusion as special feature in local Daily Republican Register newspaper	Community, students; staff	Director of Public Information and Marketing	Monthly
	40 th Anniversary Observance	Promote WVC's 40 th Anniversary throughout the year through media, mailings, advertising, recruiting, special events	Community, students, prospective students	Director of Public Information and Marketing 40 th Anniversary Committee	Ongoing throughout the year
	Scholar Classic	Coordinate annual Scholar Classic for area junior high and high school quiz bowl teams	Prospective students	Director of Public Information and Marketing	Ongoing
	"What's Happening" Bulletin Board	Prepare and maintain bulletin boards on campus with "What's Happening" news clippings, flyers, posters, etc.	Students, staff, visitors	Director of Public Information and Marketing	Ongoing
	External Committees/Organizations	Serve as liaison with community organizations – Chamber of Commerce, YMCA, WVC Foundation, Wabash Valley Arts Council	Community	Director of Public Information and Marketing	Ongoing
	Internal Committees/Organizations	Participate in various campus activities and committees	Students, staff	Director of Public Information and Marketing	Ongoing
	Alumni Association	Develop and coordinate Alumni Association	Alumni	Director of Public Information and Marketing	Ongoing

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PUBLIC RELATIONS (continued)					
	Drug Prevention	Coordinate drug prevention activities on campus and attend seminars/workshops	Students, community	Director of Public Information and Marketing W.I.T.T. Club	Ongoing
	Snow Closure Contact	Announce list of area contacts for snow and/or emergency closings	Media, community, students	President Director of Public Information and Marketing	As needed
	Congratulatory letters to high school seniors	Send congratulatory letters to local and/or area students for special awards, honors, etc.	Prospective students	Director of Public Information and Marketing	As needed
	Community Fair at Orientation	Local businesses and organizations are invited to provide giveaways for new students at Orientation	New students	Director of Public Information and Marketing	August and January
	Athletic Camps and Tournaments	Sponsor sports camps and/or tournaments for grade school and high schools students	Prospective students, community	Coaches	Summer/Weekends
	Performing Arts Series	Sponsor professional and community theatre productions as annual Performing Arts Series	Community, students, staff	Wabash Valley Arts Council Director of Public Information and Marketing	Ongoing
	Young Audience Series	Sponsor professional productions for local school children	School children	Wabash Valley Arts Council Director of Public Information and Marketing	Ongoing
	Free Community Cookout	Provide a “free” cookout for students, staff, community with giveaways, etc., with opportunity to register that day for those interested	Community, prospective students	Director of Public Information and Marketing	July or August
	Phone Messages	Develop phone messages for incoming calls to be heard while caller is “on hold” – rotate accordingly	Community, students	Director of Public Information and Marketing	Ongoing

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
ADVERTISING					
	*"Top 10" WVC/IECC Facts Campaign	Design "Top 10" WVC/IECC Facts Campaign for publicizing impressive information – vary facts, 10 facts about students, 10 about faculty, etc.	Community, prospective students	Director of Public Information and Marketing	Community College Month
	*"WVC Success Story" Speakers	Utilize WVC alumni as "success story" speakers	Community, prospective students	Director of Public Information and Marketing	Ongoing
	*College Day	Organize a College Day to get prospective students on campus	Prospective students	Student Services Director of Public Information and Marketing	Spring
DISTRICT OFFICE	Develop Yearly Media Theme	Choose "theme name"	Prospective students	Institutional Development Office Information/Marketing Team Recruitment Office	May-June
	Newspaper Ads	District-wide Ads	General public, prospective students	Institutional Development Office Recruitment Office	August December May
	Radio Ads	District-wide Ads	General public, prospective students	Institutional Development Office Recruitment Office	August December May
	TV Ads	District-wide Ads	General public	Institutional Development Office Recruitment Office	August January May
FRONTIER	Schedule Ads	Design and create, using the term schedules, 8 ads displaying classes scheduled in a particular area	Potential students and public in the circulation areas	Director of Public Information and Marketing Assistant to the Dean of the College	3 times a year
	Radio Spots	Write a copy for 30-second radio promotions for events, pre-registration, etc.	Prospective students, community	Director of Public Information and Marketing	Ongoing (copy changes 1-2 times each month)
	Yellow-White Pages Phone Book Ads	Place FCC phone number listings in area phone books (3+ directories)	Public	Director of Public Information and Marketing	Annual
	Yearbook Ads	Create and place yearbook ads in area high school yearbooks (3-10)	Graduating high school seniors	Director of Public Information and Marketing	Annual (Spring)

FRONTIER	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	ADVERTISING (continued)				
	Program Ads	Create ads to promote certain classes and programs offered at FCC	Potential students	Director of Public Information and Marketing	Ongoing
LINCOLN TRAIL	*Newspaper Ads	Plan, purchase, and design ads for registration, various programs, sponsorships, and community service programs and events	Prospective students, community	Coordinator, Public Information and Marketing	Ongoing
	*Radio/TV Ads	Plan, purchase, and design ads for registration, specific programs, sponsorships, and community programs and events	Prospective students, community	Coordinator, Public Information and Marketing	Ongoing
	*Marquee	Get announcements put on the marquee at the campus entrance	Community; prospective students	Coordinator, Public Information and Marketing	Ongoing
	*Maps	Work with Mass Marketing Inc. to place ad in its area maps	Community, prospective students	Coordinator, Public Information and Marketing	Annually
	*Yearbook, Sports Program Ads	Plan, purchase, and design ads for area high school yearbooks, athletic programs, newspapers, etc.	Community; prospective students	Coordinator, Public Information and Marketing	Annually
OLNEY CENTRAL	Newspaper Ads	Includes information about classes, events and programs	Students and general public	Coordinator of Public Relations and Marketing	As needed
	Radio Ads	Information about classes, upcoming events and programs	Students and general public	Coordinator of Public Relations and Marketing	As needed
	Class Insert	Includes description of upcoming classes along with schedule information. It's distributed through newspapers and taken to area businesses for distribution to employees and the public	General public	Coordinator of Public Relations and Marketing	May, August, December

OLNEY CENTRAL	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	ADVERTISING (continued)				
	*Testimonial Ads	Work on generating ads that focus on OCC graduates who are doing well in the business world and at four-year schools	Prospective students	Coordinator of Public Relations and Marketing	2001
WABASH VALLEY	Newspaper Ads	Develop ads for various programs, special events, performing arts	Community, prospective students, students	Director of Public Information and Marketing	As needed
	Radio/TV Ads	Develop ads for classes, programs, special events, performing arts, etc.	Community, prospective students, students	Director of Public Information and Marketing	As needed
	Billboards	Develop billboard advertising for WVC and IECC	Community, prospective students	Director of Public Information and Marketing	August January
	Flyers	Distribute flyers around community and on campus, sometimes in bank statements, with information about classes, registration, special events, etc.	Community, prospective and current students, staff	Director of Public Information and Marketing	As needed
	WVC Marquee	Prepare messages for WVC's outdoor marquee	Community, students, staff	Director of Public Information and Marketing	Ongoing
	Community College Month	Advertise in all media with special feature articles, etc.	Community, prospective and current students	Director of Public Information and Marketing	Community College Month
	Ads/Listings in Local and Area Phone Directories	Listing in local and phone directories	Community	Director of Public Information and Marketing	Ongoing
	Progress Edition	Advertise in Progress Edition for Wabash County, along with a feature article about WVC	Community, prospective and current students	Director of Public Information and Marketing	January
	Ads in Local/Area High School Yearbooks	Advertising in local/area high school yearbooks	Prospective students	Director of Public Information and Marketing	Annually
	"I Chose WVC Because..." And "WVC Wants to be Your College of Choice" ads in newspaper	Use special ads with testimonials by former or currently enrolled students	Prospective students, community	Director of Public Information and Marketing	August January
Ads in Sports Calendars	Advertise in local high school sports calendars	Prospective students, community	Director of Public Information and Marketing	Fall Spring	

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	ADVERTISING (continued)				
	Ads in Sports Programs	Advertise in local high school football and basketball programs	Prospective students, community	Director of Public Information and Marketing	Fall Spring
	Ad in City Map	Advertise in City Map	Community	Director of Public Information and Marketing	Annually
	Ad in Mt. Carmel City Directory	Advertise in City Directory	Community	Director of Public Information and Marketing	Every other year
	American College Index	Advertise in American College Index (College Phone Book) distributed to all high schools	Prospective students	Director of Public Information and Marketing	Annually
	*Restaurant Tray Liner Ads	Would like to solicit participation of local and/or area restaurants to use tray liners to showcase WVC/IECC	Community	Director of Public Information and Marketing	Ongoing
DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
	PRINTING				
	Secure Printing Cost Bids	Bid projects for District Office marketing materials; work with printers for product development	District Office programs	Institutional Development Office District Office program director	Ongoing
	Maintain List of Printing Companies	List printing companies	District Office programs, Information/Marketing Team	Institutional Development Office Information/Marketing Team	Ongoing
FRONTIER	Employee ID Badges	Create and print background for new employee Ids; spray mount together and laminate	FCC staff, public	Director of Public Information and Marketing	Quarterly
LINCOLN TRAIL	Certificates	Certificates to recognize accomplishments	Students; faculty co-workers; continuing education students	Various	Ongoing
WABASH VALLEY	Print Production	Serve as resource for ordering all printing on campus to ensure proper standards and use of logo	Staff	Director of Public Information and Marketing	Ongoing

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
PRINTING (continued)					
	Certificates of Recognition, Appreciation	Coordinate printing of various certificates for students, faculty/staff for recognition, merit, appreciation, Advisory Council, etc.	Students, faculty/staff	Director of Public Information and Marketing	Ongoing
DISTRICT OFFICE	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
GRAPHIC STANDARDS & PHOTOGRAPHY					
	Take Pictures of Special Events	District-wide events or District Office-sponsored events IECC Board of Trustees	General public	Institutional Development Office	As needed
	IECC Logo	Make available IECC logo for all campuses	IECC staff	Institutional Development Office	As needed
	Provide Recruitment with Technical Assistance on Developing Marketing Materials	Make technical assistance available to create graphic designs, etc.	Prospective students, general public	Institutional Development Office Recruitment Office	As needed
FRONTIER	Photography	Attend FCC events or arrange for someone to attend and shoot pix, develop film (drop off and pick up), identify people pictured, obtain releases when needed	Public	Director of Public Information and Marketing	Ongoing
LINCOLN TRAIL	Photography (as needed)	Arrange for meeting photographic needs of the college	Internal	Coordinator, Public Information and Marketing Audio/Visual Technician	Ongoing
OLNEY CENTRAL	Photography	Take pictures of special events and activities on campus	Students, faculty, staff, and general public	Coordinator of Public Relations and Marketing	Ongoing
	*OCC Photos	Take photos of all faculty and staff for press releases and the web site	Newspapers and web site	Coordinator of Public Relations and Marketing	Ongoing
	*Filing System	Organize photos and negatives to create a new archive	In-house	Coordinator of Public Relations and Marketing	Ongoing

WABASH VALLEY	ACTIVITY	DESCRIPTION	TARGET GROUP	RESPONSIBILITY	TIMING
GRAPHIC STANDARDS & PHOTOGRAPHY (continued)					
	Take Pictures of Special Events, Activities, Awards, etc.	Serve as campus photographer for promoting WVC/IECC	Community, current and prospective students	Director of Public Information and Marketing	Ongoing
	Take Pictures of WVC Staff	Prepare and maintain WVC faculty/staff "Picture Board" in Main Hall. Students and parents can identify WVC staff, etc.	Visitors, prospective and current students, staff	Director of Public Information and Marketing	Ongoing
	Refine WVC's Graphic Standards	Coordinate consistency in "WVC-IECC Look" among college graphics	Staff, community, students	Director of Public Information and Marketing	Ongoing

*New projects for 2001-2002.

DISTRICT-WIDE GOALS

District Office

1. Coordinate activities with all colleges for a unified approach to district-wide marketing.
2. Reduce duplication and increase effective use of resources.
3. Increase enrollment through increased mailings, radio spots, and printed materials.
4. Coordinate the IECC Common Schedule for in-house use.
5. Target new programs and student services (grant programs) for increased enrollments and public awareness.
6. Oversee Campus Pipeline Advisory Committee – site content.

Frontier

1. To achieve the FTE goals established for fall 2001 and spring 2002.
2. To develop and implement a dynamic, integrated marketing plan.
3. To evaluate past and present performance through comparison of 2000, 2001, and 2002 enrollment numbers and strategies.
4. Increase community awareness and/or participation in FCC's offerings.

Lincoln Trail

1. Develop a newsletter for faculty, staff, and external audiences, highlighting programs, people, and developments at the college (including a special edition for alumni).
2. Develop and mail a "No Show" survey to fall semester applicants that did not enroll at LTC to analyze why they made that decision.
3. Develop, publish, distribute, and update a communications handbook to serve as a guide for faculty and staff on marketing/public relation's services and policies.
4. Begin graphics publications training in order to train faculty and staff on use of graphics, logo, typestyles, etc.
5. Develop and refine LTC graphic standards in order to develop a consistent "look" for logos, typestyles, colors, etc.

Olney Central

1. Update existing brochures during the 2001-2002 school year and create new publications targeting special groups such as non-traditional and returning students.
2. Work with area businesses to make copies of Focus and other OCC publications available to their employees and patrons. Also, work with companies to include information about OCC in their newsletters and internal publications.

Wabash Valley

1. Increase the exposure of WVC/IECC to the public to result in enhanced community awareness and increased enrollment.
2. To continue to project our image as a premier community college district for those students seeking a two-year occupational degree and for those planning to transfer to a four-year college-university after graduating as well as those who wish to enroll in continuing education courses; and to meet the training and re-training needs of the communities we serve. TO MAKE IECC COLLEGES THE #1 CHOICE FOR STUDENTS!!!
3. To focus administration and staff activities on STUDENTS.
4. Adopt a "DAILY DOSE OF REALITY" plan. In this plan WVC administration would secure a randomly selected list of 10 names of students with phone numbers and class schedules. The Administrative Council would call each of the students to talk with them about how their classes are going, any suggestions and/or concerns they might have, and might even invite them to coffee or lunch for this conversation, and share results with appropriate personnel on campus. The goals would be: 1) to let the students know they are important to us; 2) to uncover problems before they become major irritants; 3) to give administrators a "Daily Dose of Reality" and a reminder of where the real world is—with our students and faculty. Many times administrators do not have many opportunities for student contact or as much as they would like. This could be a student retention strategy as well as an effective staff development activity.

Agenda Item #8K
Primo A. Andres, MD, FACC Affiliation and Preceptor Agreement

MEMORANDUM

TO: Terry Bruce

FROM: Nancy Allard

SUBJECT: Primo A. Andres, MD, FACC Affiliation and Preceptor Agreement

DATE: January 11, 2001

The attached is an affiliation and preceptor agreement with Primo A. Andres, MD, FACC, located of Terre Haute, Indiana.

This affiliation and preceptor agreement should be presented to the Board in January for their consideration.

NA/cr

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16th day of January, 2001, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program (hereinafter referred to as DISTRICT #529) and PRIMO A. ANDRES, MD, FACC , TERRE HAUTE, INDIANA (hereinafter referred to as AGENCY:

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nursing Program for the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the DISTRICT #529, Associate Degree Nursing Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Department Head of the Associate Degree Nursing Program on behalf of District #529 and the Administrator, and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the course.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the

clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of race, color, sex, religion, national origin, marital status, age or handicap unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Services, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A. D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

12. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar years written notice to the other party. All students enrolled in DISTRICT #529's Associate Degree Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is give by either party to the other, shall be permitted to complete their nursing laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by

its duly authorized officials the 16th day of January, 2001.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

PRIMO A. ANDRES, MD, FACC ,
TERRE HAUTE, INDIANA

OLNEY CENTRAL COLLEGE

Department Head of Nursing, ADNP

Vice President or
Director of Nursing Services

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

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

Revised: 08/02/89; 8/25/92;
08/17/94; 10/05/94;
12/12/94;

Reviewed: 04/28/97

OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM
PRECEPTOR AGREEMENT

AMENDMENT TO AGENCY AFFILIATION AGREEMENT

This Amendment to Agency Affiliation Agreement is entered into this 16 day of January, 2001, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL COLLEGE, and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program, (hereinafter sometimes referred to as "District #529) and Primo A. Andres, MD, FACC, of Terre Haute, IN, (hereinafter sometimes referred to as "Agency")

Whereas, the parties have previously entered into an Agency Affiliation Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and agreements contained herein, the parties agree to the following terms and conditions for a Preceptorship Program.

1. DEFINITION OF TERMS FOR:

A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.

B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title "Voluntary Clinical Teaching Associate for Olney Central College Associate Degree Nursing Program." The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.

C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.

D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experience, and assigns the student's final grade.

E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.

F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.

G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

2. PRECEPTOR SELECTION: The nurse preceptor should be:

A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency.

B. Recommended by supervisor/nurse manager.

C. Willing to serve as a preceptor to students.

D. Supportive of the philosophy of the OCC-ADN Program.

3. PRECEPTOR RESPONSIBILITIES: Each preceptor shall have the following responsibilities:
 - A. Complete orientation as provided by District #529.
 - B. Supervise patient care according to clinical objectives.
 - C. Choose the preceptee's patient assignment based on clinical objectives.
 - D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.
 - E. Review preceptee's daily objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.
 - F. Supervise and guide the student in the clinical area.
 - G. Teach patient-centered care to the preceptee.
 - H. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.
 - I. Assist the preceptee in organizing and prioritizing daily patient care routines.
 - J. Provide feedback to the preceptee and evaluate the preceptee's progress toward fulfilling designated clinical objectives on a weekly basis.
 - K. Collaborate with the faculty liaison as necessary to evaluate progress and address any additional educational issues.
 - L. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.
4. PRECEPTOR TITLE:

Voluntary Clinical Teaching Associate for
Olney Central College
Associate Degree Nursing Program
5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:
 - A. Provide guidance and support to the preceptor.
 - B. Be responsible for student learning experiences.
6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:
 - A. Help to identify learning experiences needed for the individual student.
 - B. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.
 - C. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.
 - D. Help with student evaluation process.
 - E. Be a resource and support person in guiding the preceptor in his/her role.
 - F. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.

- G. Assign the same clinical objectives as for other students.
- H. Recruit preceptors for this experience.
- I. Orient preceptors to the OCC-ADN philosophy; objectives, roles, and responsibilities.
- J. Be available to the preceptor when preceptor is working directly with the student.
- K. Be responsible for the final determination of the student's successful completion of the objectives.
- L. Collaborate with the preceptor in evaluation of the student's clinical experience.
- M. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.
- N. Student hours with preceptorship shall be no more than ten (10) hours per week.
- O. Ask students to apply for clinical areas of interest.

7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:

- A. Confer daily with preceptor for mutual evaluation of daily patient care activities.
- B. Accept accountability for nursing judgment and care of patient.
- C. Achieve clinical objectives at a predetermined satisfactory level.
- D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.
- E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.
- F. Ask for feedback regarding clinical performance.
- G. Self-evaluate clinical experiences.
- H. Present to the preceptor skills performance check-off list from OCC-ADN program at each clinical. Failure to present this list indicates that student is not prepared for clinical.
- I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.
- J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise
- K. Notify instructor if assigned to a preceptor where student is also employed.

8. INSURANCE: Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.

9. LIABILITY: Liability will be the same as written in the current Agency Affiliation Agreement.

In Witness Whereof, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the day and year first above written.

AGENCY:

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

Vice President or
Director of Nursing Services

Department Head of Nursing, ADNPN

Associate Dean of Nursing and Allied
Health

Administrator, Hospital
or Agency

President, Olney Central College

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

BID COMMITTEE REPORT

JANUARY 2001

Illinois Eastern Community Colleges

1. Computers - Desktops and Laptops
2. Computer Servers

Frontier Community College

1. Maintenance Building

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Desktop Computers
DATE: January 11, 2001

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

Bid Committee recommends acceptance of the low bid received that meet all specifications from Charley, Inc. in Robinson, IL for 41 desktop computers for a grand total bid of \$58,761.00.

A bid tabulation sheet is attached.

Respectfully submitted,

Nancy Allard
Alex Cline
Harry Hillis, Jr.

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

Desktop Computers

(Bids include 17" monitor, 10.0 GB, 128 RAM, Windows 98/Version 2 software & shipping costs)

Company	700Mhz PIII	800Mhz PIII	933Mhz PIII
Charley, Inc. Robinson, IL	\$1002.00	\$1047.00	\$1203.00
Gateway Companies, Inc. N. Sioux City, SD	700Mhz Celeron \$1160.00	800Mhz Celeron \$1295.00	900Mhz Celeron 1403.00

DESKTOP COMPUTERS					
Location/Dept.	800 Mhz	Rationale	Funds	Options	Total
FCC	7	1 for ABE program administration at WVC	Adult Basic Ed Grant		\$3,141
		2 for financial aid administration at FCC	Advanced Tech. Support	20GB \$22.00	\$2138
		4 for instructional use	NILRC Grant		\$4188
LTC	13	1 upgrade computer in bookstore	Bookstore Account		\$1047
		1 upgrade computers at admission window	Advanced Tech. Support		\$1047
		1 upgrade computers at admission window	Perkins		\$1047
		4 classroom 119 to increase class size	Advanced Tech. Grant		\$4188
		1 upgrade computer for financial aid required by Department of Education	Advanced Tech. Support	20GB \$22.00	\$1069
		1 provide computer for testing room	Performance Grant		\$1047
		4 computers purchased and approved for Learning Resource Center	NILRC Grant		\$4188
OCC	15	10 upgrade computers for industrial maintenance technology	Carryover funds		\$10470
		4 upgrade computers for faculty	Advanced Tech. Support		\$4188
		1 upgrade computer for president	Advanced Tech. Support		\$1047
WVC	4	for students to use in the library	NILRC grant		\$4188
Institutional Development	1	upgrade computer needed with more memory to create graphic work for administrative assistant	Institutional Development	933Mhz \$1023 64 meg \$ 86 19" monitor \$ 307 512MB single DIMM Rams \$ 689 30GB Hard Drive \$ 52	\$2157
IECC Bus. Office	1	Upgrade computer for treasurer	Education Fund		\$1047

DESKTOP WORKSTATION MINIMUM BID SPECIFICATIONS

Processor: Intel w/ heatsink & fan – 256K L2 cache for PIII processors
 Systemboard: 133 mhz bus, 1 AGP, 5 PCI (min), 3 DIMM, 2 serial, 1 parallel
 RAM: 128MB/133Mhz SDRAM - Using only 1 DIMM slot
 Fixed Disk: minimum 10 GB, 7200 RPM EIDE Hard Drive
 Video: minimum 8 MB AGP 3D Video Card
 Monitor: Color Monitor FST-NI w/ at least 16-bit color .28 dot pitch or Less
 Diskette: 1.44 MB Diskette Drive
 CD-ROM: minimum 48X IDE CD-ROM
 Sound Card: 16-bit, 64 voice
 Speakers: 2 speaker set
 Keyboard: 104 Key Enhanced
 Mouse: Microsoft Intellimouse w/ Intellipoint Software and mouse pad
 Case: Mid-Tower w/ 250W Power Supply, 2 fans per case for Graphic Workstations
 Other: 10/100-BaseT Ethernet Card (UTP RJ-45)

Options:

	<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-20 Units</u>	<u>21 or More Units</u>
<u>Processor Options</u>				
Intel Celeron 600Mhz	_____	_____	_____	_____
Intel PIII 700Mhz	_____	_____	_____	_____
Intel PIII 800Mhz	_____	_____	_____	_____
Intel PIII 900Mhz	_____	_____	_____	_____
Video Card Options for Graphic Workstations				
32 meg AGP 3D w/DVD support	_____	_____	_____	_____
64 meg AGP 3D w/DVD support	_____	_____	_____	_____
<u>Monitor Options</u>				
15"	_____	_____	_____	_____
17"	_____	_____	_____	_____
19"	_____	_____	_____	_____

21" _____

RAM Options (133 Mhz)

128MB single DIMM _____

256MB single DIMM _____

512MB single DIMM _____

Hard Drive Options

20 GB _____

30 GB _____

DESKTOP WORKSTATION MINIMUM BID SPECIFICATIONS CONTINUED:

3 year limited Warranty. 45-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required. Complete documentation for all hardware and software must be provided. All hardware must be Windows 2000 compatible. Failure to provide shall constitute reason for unconditional return of the system or systems with no restocking charge.

NOTE: Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Any exceptions to warranty and support requirements or failure to comply will be considered non-responsive.

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. YOUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR EIGHT WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Laptop Computers
DATE: January 11, 2001

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

Bid Committee recommends acceptance of the only bids received that meets all specifications from Gateway Companies, Inc., in N. Sioux City, SD for 10 laptop computers for a total of \$26,967.00.

A bid tabulation sheet is attached.

Respectfully submitted,

Nancy Allard
Alex Cline
Harry Hillis, Jr.

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

LAPTOP COMPUTERS

BID TABULATION

Company	15.0 600Mhz PIII	15.7 600Mhz PIII	15.0 700Mhz PIII	15.7 800Mhz PIII	Add'l 64MB SDRAM	PCMCIA 56K V.90 Modem	Carrying Case
Gateway Companies Inc. N. Sioux City, SD	\$2412.00	\$2515.00	\$2565.00	\$2938.00	\$180.00	Included	\$49.00

LAPTOP COMPUTERS

Location/Department	Qty	Rationale	Funds	OPTIONS	UNIT	TOTAL
OCC	1	1 for ABE computer lab instruction and site testing for special needs students at OCC	FCC Adult Basic Ed. Grant	64 Add'l Ram \$180 \$49 Carrying Case	15.0 600 Mhz PIII \$2412	\$2641
Academic & Student Support Services	9	2 laptop computers will increase ETS participant access to technology	Educational Talent Search Grant	Carrying Case \$49	15.0 600 Mhz PIII \$2412	\$4922
		7 laptop computers for student tutoring	Upward Bound Tech. Grant	128 Add'l Ram \$360	15.0 600 MHz PIII \$2412	\$19404

LAPTOP COMPUTER MINIMUM BID SPECIFICATIONS

SCREEN: XGA ACTIVE MATRIX COLOR DISPLAY – SEE OPTIONS BELOW
 PROCESSOR: INTEL PENTIUM III PROCESSOR – SEE OPTIONS BELOW
 MEMORY: 64 MB SDRAM
 GRAPHICS
 ACCELERATOR: AGP ACCELERATOR WITH 8MB SGRAM VIDEO MEMORY
 HARD DRIVE: 10 GB ULTRA ATA REMOVABLE HARD DRIVE, IF NOT AVAILABLE – NEAREST UPGRADE IN SIZE
 FLOPPY DRIVE: INTEGRATED 1.44 MB 3.5” FLOPPY DISK DRIVE
 CD-ROM: INTEGRATED 10X MIN/24X MAX CD-ROM DRIVE
 MULTIMEDIA PACKAGE: 16-BIT SOFTWARE WAVETABLE AUDIO
 STEREO SPEAKERS
 INTERNAL MICROPHONE
 HEADPHONE/SPEAKER JACK
 LINE IN AND LINE OUT MICJACKS
 KEYBOARD: FULL-SIZE KEYBOARD WITH MS WINDOWS 95 KEYS
 MOUSE: TOUCH PAD TO ALSO INCLUDE AN EXTERNAL MICROSOFT INTELLIMOUSE
 ADDITIONAL SOFTWARE: NO ADDITIONAL SOFTWARE NEEDED
 EXPANSION SLOTS: TWO DEEP SOCKETED PCMCIA TYPE II SLOTS
 BATTERY: LITHIUM ION; ALSO AC PACK
 EXTERNAL PORTS: USB, PARALLEL, SERIAL, VGA, NTSC/PAL VIDEO OUT, PS/2 AND INFRARED PORTS
 MODEM: NOT NECESSARY, HOWEVER ACCEPTABLE IF INCLUDED IN BUNDLE PRICE
 NETWORK CARD: 10/100 BASET PCMCIA
 CERTIFICATIONS: FCC CLASS B, UL AND CSA CERTIFIED
 UNIT WILL BE WINDOWS 2000 COMPATIBLE.

Options:

	<u>Per Unit</u>	<u>2-10 Units</u>	<u>11 or more</u>
14.1” Display and 600Mhz Celeron Processor	_____	_____	_____
14.1” Display and 600Mhz PIII Processor	_____	_____	_____
15.0” Display and 700Mhz PIII Processor	_____	_____	_____
15.7” Display and 800Mhz PIII Processor	_____	_____	_____
Additional 64MB SDRAM	_____	_____	_____
PCMCIA 56K V.90 Modem	_____	_____	_____
Carrying Case	_____	_____	_____

LAPTOP COMPUTER MINIMUM BID SPECIFICATIONS CONTINUED:

3 year limited Warranty. 45-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required. Complete documentation for all hardware and software must be provided. All hardware must be Windows 2000 compatible. Failure to provide shall constitute reason for unconditional return of the system or systems with no restocking charge.

NOTE: Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Any exceptions to warranty and support requirements or failure to comply will be considered non-responsive.

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. YOUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR EIGHT WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Computers/Servers
DATE: January 11, 2001

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

Bid Committee recommends rejecting all bids received and re-bid in February.

Company	Total
Charley Robinson, IL	\$6896.00
Dell Round Rock, TX	\$4120.00
Kemper Technology Consultant Robinson, IL	\$5049.68

Respectfully submitted,

Nancy Allard
Alex Cline
Harry Hillis, Jr.

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

SERVER MINIMUM BID SPECIFICATIONS

COMPAQ PROLIANT DL380 OR EQUIVALANT

Processor: Intel Pentium III 733Mhz, Dual Processor Capable, Bus Speed: 133 Mhz
 ServerWorks LE 3.0 Chipset with 133 MHz Front Side Bus
 256Mb 133Mhz SDRAM DIMM, expandable to 4 Gig
 256-KB level 2 ECC cache
 Four expansion PCI slots: Three 64-bit and one 32-bit
 Integrated Smart Array Controller (Ultra 2)
 64-Bit/66Mhz Dual Channels Wide Ultra3 Controller
 Wide Ultra2/Ultra3 SCSI Drive Cage standard
 Support for up to four 1”
 Wide Ultra2/Ultra3 hot plug hard drives & for two additional Wide Ultra2/Ultra3 SCSI hot plug drives in removable media bay using optional 2 x 1” drive cage
 Internal hot plug capacity up to 145.6 GB standard or up to 218.4 GB using optional 2 x 1”drive cage
 No RAID setting
 18 GB Ultra3 SCSI 15,000 rpm Hard Drive, 1” Hot Swappable
 Simplified system board removal for fast and easy servicing
 Hot Plug Redundant Power Supply Module
 1.44MB Floppy Disk Drive
 Low Profile 48X IDE CDRom
 275 Watt Power Supply
 Compaq NC3163 Fast Ethernet NIC Embedded 10/100 WOL or equivalent
 Rack Mountable form factor (3U, 5.25”)
 Integrated Remote Console (IRC), Automatic Server Recovery-2 (ASR-2), Compaq Insight Manager and SmartStart or equivalent
 Sliding rails and cable management arm for easy serviceability and toolless access to major components

Options:

	<u>Per Unit</u>	<u>4-8 Units</u>	<u>8-12 Units</u>
256 Mb 133 Mhz SDRAM DIMM	_____	_____	_____
512 Mb 133 Mhz SDRAM DIMM	_____	_____	_____
18 GB Ultra3 SCSI Hard Drive 15000 rpm Hard Drive, 1” Hot Swappable	_____	_____	_____
36 GB Ultra3 SCSI Hard Drive 15000 rpm Hard Drive, 1” Hot Swappable	_____	_____	_____

SERVER MINIMUM BID SPECIFICATIONS CONTINUED:

3 year limited Warranty. 45-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required. Complete documentation for all hardware and software must be provided. All hardware must be Windows 2000 compatible. Failure to provide shall constitute reason for unconditional return of the system or systems with no restocking charge.

NOTE: Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Any exceptions to warranty and support requirements or failure to comply will be considered non-responsive.

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. YOUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR EIGHT WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

TO: Board of Trustees
FROM: Nancy Allard
Re: New Maintenance Building
DATE: January 9, 2001

Bid Committee recommends rejecting all bids received.

The bid tabulation is attached.

Respectfully submitted,

Nancy Allard
Bob Boyles
Galen Dunn
Jerry Hefley
Harry Hillis, Jr.
Marion Poggas

**MAINTENANCE BUILDING
FCC**

BIDDER	BID SECURITY	ADDENDA	BASE BID	Alt. Bid . G-1 2 add'l bays	Alt. Bid G-2 Fiberglass insulation, vapor barrier & steel ceiling panels	Alt. Bid G-3 Fiberglass insulation, vapor barrier at walls	Alt. Bid G-4 Full height steel liner panels on interior walls	Alt. Bid G-5 1 add'l overhead door
Morton Buildings Fairfield, IL	Yes	Yes	\$55,047	\$9,600	\$1,900	\$2,300	\$3,300	\$2,200
ECI Construction Wadesville, IN	Yes	Yes	\$38,400	\$9,960	\$3,970	\$4,200	\$4,500	\$1,700
Clark Construction Fairfield, IL	Yes	Yes	\$41,990	\$9,419	\$929	\$1,386	\$4,586	\$1,547

PROJECT SCOPE:

Work consists of construction of a timber-framed structure, wood purlins and girts with batt insulation and metal roofing and siding sectional overhead doors, and hollow metal doors and frame

Agenda Item #10

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT December 31, 2000

FUND	BALANCE
Educational	\$1,260,046.81
Operations & Maintenance	\$368,077.80
Operations & Maintenance (Restricted)	\$144,015.86
Bond & Interest	(\$151,038.10)
Auxiliary	(\$175,468.35)
Restricted Purposes	(\$124,585.09)
Working Cash	\$47,301.08
Trust & Agency	\$103,629.04
Audit	\$7,818.74
Liability, Protection & Settlement	\$486,118.74
TOTAL ALL FUNDS	\$1,965,916.53

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

December, 2000

Date Purchased	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest to be Earned
Education Fund						
*04/04/00	04/04/01	6.50	Citizens National Bank of Albion (CD)	100,000	106,500	6,500
*04/04/00	04/04/01	6.50	First National Bank of Allendale (CD)	100,000	106,500	6,500
08/29/00	02/27/01	7.35	Trust Bank (CD)	1,000,000	1,036,649	36,649
07/25/00	01/25/01	6.90	Citizens National Bank of Albion (CD)	500,000	517,250	17,250
Operations & Maintenance Fund						
Operations & Maintenance Fund (Rest)						
01/12/00	01/12/01	6.26	Mercantile Bank (CD)	500,000	531,300	31,300
06/20/00	02/20/01	6.92	Community Bank & Trust (CD)	800,000	836,907	36,907
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	300,000	317,750	17,750
Bond & Interest Fund						
Auxiliary Fund						
01/12/00	01/12/01	6.26	Mercantile Bank (CD)	300,000	318,780	18,780
07/25/00	03/25/01	6.90	Citizens National Bank of Albion (CD)	600,000	627,600	27,600
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	150,000	158,875	8,875
Restricted Purposes						
08/29/00	02/27/01	7.35	Trust Bank (CD)	300,000	310,995	10,995
Working Cash Fund						
10/20/99	04/20/01	5.95	Citizens National Bank of Albion (CD)	675,000	735,244	60,244
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
Trust & Agency Fund						
05/11/00	05/11/01	6.63	Old National Bank (CD)	125,000	133,288	8,288
Liability & Protection Fund						

*Community Development Investments

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

Governmental Fund Types						
GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED	
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	1,628,125	-124,585	7,819	486,119	-151,038	144,016
IMPREST FUND	1,000	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	2,850,000	300,000	--	150,000	--	1,600,000
RECEIVABLES	1,663,374	350,899	--	--	--	--
ACCRUED REVENUE	--	--	--	--	--	--
INTERFUND RECEIVABLES	-8,715	--	--	--	--	1,291
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	6,135,783	526,314	7,819	636,119	-151,038	1,745,307
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	145,960	--	--	--	--	--
CURRENT OBLIGATIONS PAYABLE	--	--	--	--	--	--
ACCOUNTS PAYABLE	-117,312	89	--	--	--	-973
ACCRUED EXPENSE	--	--	--	--	--	--
INTERFUND PAYABLES	--	--	--	--	--	--
DEFERRED REVENUE	--	--	--	--	--	--
OTHER LIABILITIES	375,607	-8,715	--	--	--	--
TOTAL LIABILITIES:	404,255	-8,626	--	--	--	-973
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT	--	--	--	--	--	--
PR YR BDGTD CHANGE TO FUND	--	--	--	--	--	--
BALANCE						
Fund Balances:						
FUND BALANCE	637,303	-309,491	7,819	636,119	-151,038	679,947
RESERVE FOR ENCUMBRANCES	5,094,226	844,431	--	--	--	1,066,333
TOTAL EQUITY AND OTHER CREDITS:	5,731,528	534,940	7,819	636,119	-151,038	1,746,280
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	6,135,783	526,314	7,819	636,119	-151,038	1,745,307
=====						

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	1,990,455	2,621,489
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	4,900,000	2,732,000
RECEIVABLES	2,014,273	2,494,826
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
TOTAL ASSETS AND OTHER DEBITS:	8,900,304	7,923,562
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	145,960	130,276
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-118,196	137,720
ACCRUED EXPENSE		41,422
INTERFUND PAYABLES		
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	366,892	392,173
TOTAL LIABILITIES:	394,657	2,156,667
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	1,500,658	16,695
RESERVE FOR ENCUMBRANCES	7,004,989	5,750,200
TOTAL EQUITY AND OTHER CREDITS:	8,505,647	5,766,895
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	8,900,304	7,923,562

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	-175,468	505,922
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,200,000	500,000
RECEIVABLES	94,791	81,758
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	1,519,535	1,487,892
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-16,913	45
ACCRUED EXPENSE		24,169
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-16,913	24,214
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	331,016	738,270
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,536,447	1,463,678
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,519,535	1,487,892
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2001	Prior Year 2000
<hr/>				
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	47,301	103,629	150,930	72,288
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	200,000	2,390,000	2,446,000
RECEIVABLES		3,337	3,337	3,293
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	<hr/> 2,237,301	<hr/> 306,966	<hr/> 2,544,267	<hr/> 2,521,581
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		5,341
ACCRUED EXPENSE		--		104
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		<hr/> 139,950	<hr/> 139,950	<hr/> 145,395
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,237,301	148,735	2,386,036	2,367,389
RESERVE FOR ENCUMBRANCES		18,280	18,280	8,796
TOTAL EQUITY AND OTHER CREDITS:	<hr/> 2,237,301	<hr/> 167,016	<hr/> 2,404,317	<hr/> 2,376,186
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	<hr/> 2,237,301	<hr/> 306,966	<hr/> 2,544,267	<hr/> 2,521,581
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 June 30, 2001
 (With comparative totals for June 30, 2000)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	1,965,917	3,199,698
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	8,490,000	5,678,000
RECEIVABLES	2,112,400	2,579,877
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
INVENTORY	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	12,964,105	11,933,035
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	145,960	130,276
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-135,109	143,106
ACCRUED EXPENSE		65,695
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	366,892	392,173
TOTAL LIABILITIES:	517,694	2,326,277
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	331,016	738,270
BALANCE		
Fund Balances:		
FUND BALANCE	3,886,695	2,384,084
RESERVE FOR ENCUMBRANCES	7,023,269	5,758,996
TOTAL EQUITY AND OTHER CREDITS:	12,446,411	9,606,759
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	12,964,105	11,933,035
	=====	=====

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2000
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	2,460,000.00	2,276,075.10	-183,924.90	-7.477
STATE GOVT SOURCES	12,158,156.00	5,814,975.87	-6,343,180.13	-52.172
STUDENT TUITION & FEES	6,550,094.00	4,710,987.75	-1,839,106.25	-28.078
SALES & SERVICE FEES	.00	51,451.72	51,451.72	#####
FACILITIES REVENUE	30,000.00	14,329.50	-15,670.50	-52.235
INVESTMENT REVENUE	50,000.00	53,848.94	3,848.94	7.698
OTHER REVENUES	110,750.00	29,980.84	-80,769.16	-72.929
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	21,359,000.00	12,951,649.72	-8,407,350.28	-39.362
EXPENDITURES:				
INSTRUCTION	8,799,188.37	4,449,468.95	-4,349,719.42	-49.433
ACADEMIC SUPPORT	554,516.73	276,302.88	-278,213.85	-50.172
STUDENT SERVICES	1,045,042.73	517,637.50	-527,405.23	-50.467
PUBLIC SERV/CONT ED	69,494.00	34,336.34	-35,157.66	-50.591
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,456,286.00	1,147,573.76	-1,308,712.24	-53.280
INSTITUTIONAL SUPPORT	5,065,304.17	2,323,138.75	-2,742,165.42	-54.136
SCH/STUDENT GRNT/WAIVERS	3,365,000.00	1,668,108.74	-1,696,891.26	-50.428
	-----	-----	-----	-----
TOTAL EXPENDITURES:	21,354,832.00	10,416,566.92	-10,938,265.08	-51.221
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	678,657.00	798,657.00	120,000.00	17.682
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	678,657.00	798,657.00	120,000.00	17.682
NET INCREASE/DECREASE IN NET ASSETS	-674,489.00	1,736,425.80	2,410,914.80	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2000
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	1,541,810.00	239,596.86	-1,302,213.14	-84.460
INVESTMENT REVENUE	.00	20,192.65	20,192.65	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,541,810.00	259,789.51	-1,282,020.49	-83.150
EXPENDITURES:				
OPER & MAINT PLANT	1,449,345.00	9,958.79	-1,439,386.21	-99.313
INSTITUTIONAL SUPPORT	1,703,867.00	64,262.00	-1,639,605.00	-96.228
	-----	-----	-----	-----
TOTAL EXPENDITURES:	3,153,212.00	74,220.79	-3,078,991.21	-97.646
NET INCREASE/DECREASE IN NET ASSETS	-1,611,402.00	185,568.72	1,796,970.72	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2000
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	1,398,410.00	1,224,307.05	-174,102.95	-12.450
INVESTMENT REVENUE	.00	3,489.85	3,489.85	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,398,410.00	1,227,796.90	-170,613.10	-12.201
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,398,410.00	1,378,835.00	-19,575.00	-1.400
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,398,410.00	1,378,835.00	-19,575.00	-1.400
NET INCREASE/DECREASE IN NET ASSETS	.00	-151,038.10	-151,038.10	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2000
Percentage of time remaining through the Budget: 49.589

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	563,435.00	128,600.01	-434,834.99	-77.176
SALES & SERVICE FEES	2,954,307.00	1,228,627.29	-1,725,679.71	-58.412
FACILITIES REVENUE	1,800.00	430.00	-1,370.00	-76.111
INVESTMENT REVENUE	.00	14,556.94	14,556.94	#####
OTHER REVENUES	550,350.00	12,379.30	-537,970.70	-97.751
	-----	-----	-----	-----
TOTAL REVENUES:	4,069,892.00	1,384,593.54	-2,685,298.46	-65.980
AUXILIARY ENTERPRISES:				
SALARIES	1,286,182.00	461,752.33	-824,429.67	-64.099
EMPLOYEE BENEFITS	79,649.00	30,192.45	-49,456.55	-62.093
CONTRACTUAL SERVICES	332,508.00	51,062.94	-281,445.06	-84.643
GEN. MATERIAL & SUPPLIES	2,463,584.00	1,051,431.81	-1,412,152.19	-57.321
CONF/TRAVEL MEETING EXPENSE	505,351.00	77,086.15	-428,264.85	-84.746
FIXED CHARGES	57,562.00	22,589.25	-34,972.75	-60.757
UTILITIES	25,805.00	3,393.75	-22,411.25	-86.848
CAPITAL OUTLAY	389,190.00	113,419.74	-275,770.26	-70.857
INTERFUND TRANSFERS	798,657.00	-798,657.00	-1,597,314.00	#####
OTHER EXPENDITURES	164,106.00	41,305.75	-122,800.25	-74.830
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	6,102,594.00	1,053,577.17	-5,049,016.83	-82.736
NET INCREASE/DECREASE IN NET ASSETS	-2,032,702.00	331,016.37	2,363,718.37	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2000
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	120,000.00	47,301.08	-72,698.92	-60.582
	-----	-----	-----	-----
TOTAL REVENUES:	120,000.00	47,301.08	-72,698.92	-60.582
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	.00	120,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-120,000.00	.00	120,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	47,301.08	-192,698.92	-80.291

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2000
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	20,000.00	17,594.58	-2,405.42	-12.027
INVESTMENT REVENUE	.00	110.00	110.00	#####
	-----	-----	-----	-----
TOTAL REVENUES:	20,000.00	17,704.58	-2,295.42	-11.477
EXPENDITURES:				
INSTITUTIONAL SUPPORT	23,188.00	15,373.51	-7,814.49	-33.701
	-----	-----	-----	-----
TOTAL EXPENDITURES:	23,188.00	15,373.51	-7,814.49	-33.701
NET INCREASE/DECREASE IN NET ASSETS	-3,188.00	2,331.07	5,519.07	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 31-DEC-2000
Percentage of time remaining through the Budget: 49.589

LPS

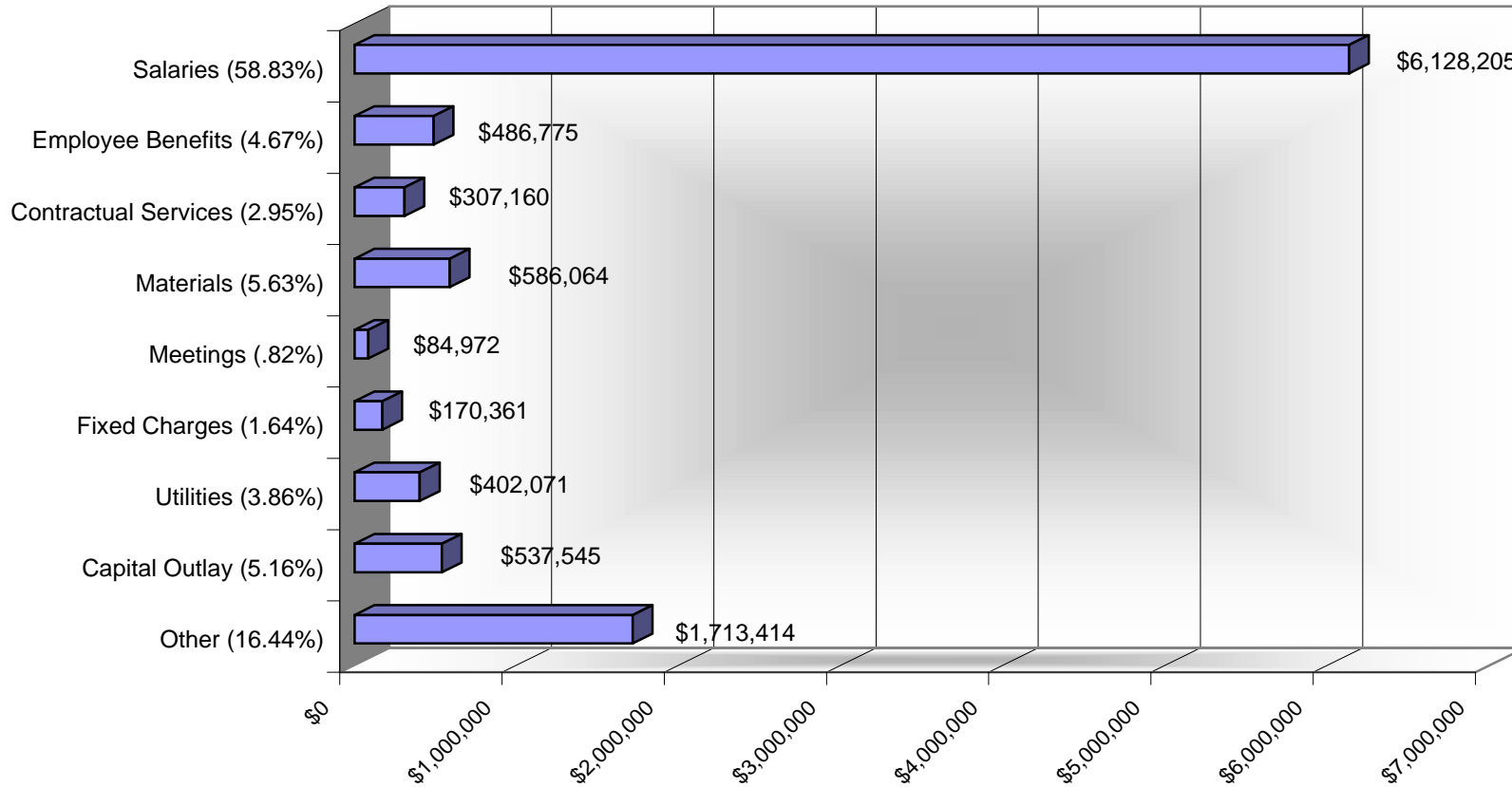
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	435,000.00	381,024.65	-53,975.35	-12.408
INVESTMENT REVENUE	.00	10,274.26	10,274.26	#####
	-----	-----	-----	-----
TOTAL REVENUES:	435,000.00	391,298.91	-43,701.09	-10.046
EXPENDITURES:				
INSTITUTIONAL SUPPORT	834,605.00	154,785.47	-679,819.53	-81.454
	-----	-----	-----	-----
TOTAL EXPENDITURES:	834,605.00	154,785.47	-679,819.53	-81.454
NET INCREASE/DECREASE IN NET ASSETS	-399,605.00	236,513.44	636,118.44	#####

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY99-01

College	Category	FISCAL YEAR 1999			FISCAL YEAR 2000			FISCAL YEAR 2001				Summer 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		\$198,680			\$514,277			\$543,784				
	Payroll		789,138			849,896			920,124				
	Totals	\$2,077,018	987,818	48%	\$2,620,195	1,364,173	52%	\$3,172,980	1,463,908	46%	50%	4,051	\$361.37
Lincoln Trail	Bills		348,499			526,187			530,447				
	Payroll		873,748			1,089,236			1,224,375				
	Totals	2,697,681	1,222,247	45%	3,250,689	1,615,423	50%	3,499,900	1,754,822	50%	50%	2,062	851.03
Olney Central	Bills		328,288			574,904			582,096				
	Payroll		1,271,793			1,537,745			1,770,465				
	Totals	3,761,268	1,600,081	43%	4,484,872	2,112,649	47%	4,703,754	2,352,561	50%	50%	4,271	550.82
Wabash Valley	Bills		270,461			458,203			605,726				
	Payroll		1,032,533			1,236,126			1,440,627				
	Totals	2,944,978	1,302,994	44%	3,694,006	1,694,329	46%	3,967,821	2,046,353	52%	50%	3,436	595.56
Workforce Educ.	Bills		112,794			547,397			489,587				
	Payroll		605,204			441,947			509,573				
	Totals	1,769,316	717,998	41%	1,619,930	989,344	61%	2,494,245	999,160	40%	50%	4,463	223.88
District Office	Bills		129,757			112,507			83,404				
	Payroll		314,506			365,262			446,898				
	Totals	924,251	444,263	48%	1,086,064	477,769	44%	1,130,151	530,302	47%	50%		
District Wide	Bills		262,165			603,500			966,543				
	Payroll		133,968			251,378			302,918				
	Totals	1,407,496	396,133	28%	2,018,560	854,878	42%	2,385,981	1,269,461	53%	50%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		15,582,008	6,671,534	43%	18,774,316	9,108,565	49%	21,354,832	10,416,567	49%	50%	18,283	569.74

Excludes DOC

Illinois Eastern Community Colleges FY2001 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of December 31, 2000 - \$10,416,567

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: January 10, 2001
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

mk

Attachment

INDEX

400.1. Employment of Personnel

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Gary Wangler: Initial full-time employment as Workforce Education Instructor.
Amount: Based upon \$40,272 per fiscal year. Effective: February 1, 2001.
Code: 017-1509E-1301-103

B. Classified

1. Bobby Moyes: Initial full-time employment as Computer Technician at Wabash Valley College. Amount: Based upon \$22,822 per fiscal year. Effective: January 17, 2001.
Code: 65044W-5044W-1201-109

Agenda Item #15
Collective Bargaining Report

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

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										
Roof Replacements OCC & WVC	\$128,400										

	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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12/19/00

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800	████████████████████									
Natatorium Mechanical Replacement LTC	\$272,300	████████████████████									
Acoustics & Pool Lighting Replacement LTC	\$102,900	████████████████████									
Structural System & Metal Components Repair LTC	\$171,400	████████████████████									
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200	████████████████████									
PHASE V PROJECT TOTAL	\$955,600										
ADA PROJECTS FCC, LTC, OCC & WVC	\$158,510	████████████████████									
GRAND TOTAL	\$1,114,110		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

12/19/00