

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 18, 2005



Location:

**Frontier Community College
Fairfield, Illinois**

**Dinner – 6:00 p.m. – Workforce Development Building
Meeting – 7:00 p.m. – Workforce Development Building**

**Illinois Eastern Community Colleges
Board Agenda**

January 18, 2005

7:00 p.m.

Frontier Community College

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Centennial Education Plaza..... Bruce
 - B. Tax Abatement Request for TPS Building in Newton Bruce
 - C. Technology Plan FY 2006-2010 Bruce
 - D. Affiliation Agreement with Effingham Surgery Center..... Bruce
 - E. Affiliation Agreement with Lawrence County Memorial Hospital Bruce
 - F. Affiliation Agreement with Trilogy Health Services Bruce
 - G. Preceptor Agreement with Trilogy Health Services..... Bruce
 - H. Affiliation Agreement with Vincennes Surgery Center Bruce
 - I. Observation Agreement with Vincennes Surgery Center Bruce
 - J. Affiliation Agreement with McKendree College Bruce
 - K. Ragon Parker Agreement Amendment..... Bruce
 - L. Acceptance of Higher Learning Commission Self-Study Chapter Four Bruce
9. Bid Committee Report Browning
 - IECC
Network Switches
10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning

11.	Chief Executive Officer's Report	Bruce
12.	Executive Session	Bruce
13.	Approval of Executive Session Minutes	
	A. Written Executive Session Minutes	Bruce
	B. Audio 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 Item	
19.	Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, December 14, 2004.

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

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

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

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Harry Benson, President of Wabash Valley College.
Dr. Jack Davis, President of Olney Central College.
Dr. Michael Dreith, President of Frontier Community College.
Dr. Carl Heilman, President of Lincoln Trail College.
Mr. Roger Browning, Chief Finance Officer.
Mrs. Tara Buerster, Director of Human Resources.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Mr. Alex Cline, Director of Information & Communications Technology.
Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, November 16, 2004, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including introduction of the following former members of the IECC Board of Trustees: Kent L. Wattleworth (1967-1999), Marion E. “Hack” Wilson (1975-1982), George E. Kocher (1979-1985), Jimmy J. Rogers (1985-1995), Mark R. Weber (1991-1997), Bradley D. Jesop (1996-1997), Beverly L. Turkal (1997-2003).

#3-B. IECEA Representative: Mr. Dan Tahtinen, President of Illinois Eastern Colleges Education Association, was recognized.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

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

AGENDA #6 – “Policy First Readings (and Possible Approval)” –

#6-A. Background Check Determinations Policy: Rules and regulations have been adopted that require a criminal background investigation of students entering the Allied Health Program, namely Nursing and Radiology. Neither the extent nor manner of the investigation is set forth. However, the Board must have a policy on criminal background investigations. The policy that is being suggested makes clear that the president having jurisdiction over the program or the CEO can determine what is required in a criminal background investigation. The president or the CEO have clear authority to make a determination as to the sufficiency of the material provided to meet the requirements of a criminal background investigation. The CEO recommended that second reading be waived and that the following policy be adopted.

Background Check Determinations (500.22)

In any instance where the student is required to complete a student criminal background check, the College President having program responsibility, or the CEO, will be the final authority to determine whether such criminal background check is sufficient.

Board Action: Mr. Williams made a motion to waive second reading and adopt the Background Check Determinations Policy as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

#8-A. Cooperative Agreements with Lake Land and Lewis & Clark Colleges: Ms. Cantwell reviewed updated Joint Agreements for Education Cooperation between Illinois Eastern Community Colleges, District #529, and Lake Land College, District #517, and Lewis & Clark Community College, District #536.

Changes and updates to these agreements from the last agreement are:

Lake Land College

Lake Land removed Air Conditioning/Refrigeration AAS/Certificate from the agreement.

Lewis and Clark Community College

Lewis and Clark added Exercise Science/AAS to the agreement.

Recommendation: The CEO recommended approval of the foregoing agreements as outlined.

Board Action: Miss Wolfe made a motion to approve the Joint Agreements for Education Cooperation with Lake Land College and Lewis & Clark Community College as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. Dual Admission Agreement with EIU: Ms. Cantwell reviewed a Dual Admission Agreement with Eastern Illinois University. Both institutions have agreed to offer a DAP as a pilot program. The DAP will allow IECC to form a cooperative relationship with EIU to improve the transfer process for students who wish to transfer and complete a baccalaureate degree. The DAP would begin in the Spring Semester of 2005, then be evaluated and amended throughout the duration of the pilot program, which is expected to be two academic years. At the end of the pilot program, either party may extend the agreement. Under the agreement, dual admission to Eastern Illinois University (EIU) and Illinois Eastern Community Colleges (IECC) is available to students planning to complete an Associate in Arts (A.A.) degree, Associate in Science (A.S.) degree, Associate in Science and Arts (A.S.A.) degree, or an Associate in Fine Arts (A.F.A.) degree at IECC and a baccalaureate degree at EIU. The Dual Admission Program (DAP) facilitates the transfer of students from IECC to EIU.

Recommendation: The CEO recommended approval of the foregoing agreement as outlined.

Board Action: Miss Wolfe made a motion to approve the Dual Admission Agreement with Eastern Illinois University as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. 2006 Fiscal Year Holiday Calendar: The CEO presented the following proposed holiday schedule for IECC full-time employees for fiscal year 2006 and recommended approval:

Monday, July 4, 2005: Independence Day
Monday, September 5, 2005: Labor Day
Monday, October 10, 2005: Columbus Day
Friday, November 11, 2005: Veterans Day
Thursday-Friday, November 24-25, 2005: Thanksgiving
Tuesday-Friday, December 20-23, 2005: Winter Break
Monday, December 26, 2005: Christmas (Observed)
Tuesday-Friday, December 27-30, 2005: Winter Break
Monday, January 2, 2006: New Years Day (Observed)
Monday, January 16, 2006: Martin Luther King Jr. Day
Monday, February 20, 2006: Presidents Day
Friday, April 14, 2006: Spring Break
Monday, May 29, 2006: Memorial Day
Prior to June 30, 2006: Floating Day (This replaces the former Pulaski Day holiday)

Board Action: Mr. Williams made a motion to approve the 2006 fiscal year holiday calendar as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Payment of End of Year Bills: Since this Board of Trustees meeting is being held on December 14, bills will be received that should be paid before the close of the year. The CEO recommended that approval be given to pay bills received after the Board meeting.

Board Action: Miss Wolfe made a motion to approve payment of bills received in December after this Board meeting. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Appointment of Deputy Election Clerk: The Board of Trustees is responsible for various election duties for the Board of Trustees election to be held on April 5, 2005. Before each election, in addition to Board Secretary Harry Hillis, the Board appoints a deputy election clerk to receive petitions and otherwise assist the Board Secretary in his election duties. The CEO recommended that Susan Renee Smith be selected as Deputy Election Clerk to Board Secretary Harry Hillis for the April 5, 2005 Board election, and that she serve as Deputy Election Clerk until such time as her successor is appointed and qualified.

Board Action: Mrs. Culver made a motion to appoint Susan Renee Smith as Deputy Election Clerk as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-F. Resolution for Filing Election Petitions: The CEO recommended approval of the following resolution providing for filing of election petitions:

Resolution for Filing Election Petitions

WHEREAS, the election for members of the Board of Trustees will be held on Tuesday, April 5, 2005, 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 Susan Renee Smith, Deputy Election Clerk, in the district office, between the hours of 8:00 a.m. and 4:30 p.m., during the filing period. Filing dates are Monday, January 17, 2005, through Tuesday, January 25, 2005. The District office will be closed January 17 in observance of the Martin Luther King Holiday. The filing date is extended through Tuesday, January 25, because of the observance of this holiday. The office will be open until 5:00 p.m. on the final filing date, January 25.

Board Action: Dr. Rost made a motion to adopt the foregoing resolution providing for the filing of election petitions as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-G. General Education Mission Statement and Learning Outcomes: In December of 2003, a General Education Assessment Committee was formed to begin the planning process for the assessment of student learning outcomes within the general education core curriculum. This General Education Assessment Committee is a district-wide committee composed of faculty, staff, students and administrators. The General Education Assessment Committee developed a general education mission statement with specific learning outcomes which was reviewed and approved by the faculty and the Cabinet. The General Education Mission Statement and Learning Outcomes are tied directly to the District's mission and purposes statement.

General Education Mission Statement

General Education at Illinois Eastern Community Colleges provides students a foundation of values, attitudes, and skills necessary to become responsible and concerned citizens and life long learners possessing the ability to think critically, communicate effectively, and solve problems in a diverse global society.

General Education Learning Outcomes

Students will be able to read and comprehend college level work.

Students will be able to explain and defend ideas orally and in writing.

Students will be able to examine ideas using critical thinking and reasoning.

Students will be able to solve problems using logic, mathematics, technology, and creative thinking.

Students will be able to demonstrate information and technology literacy.

Students will be prepared to engage in lifelong learning and to participate as responsible members of a culturally diversified global society.

Recommendation: The CEO recommended approval of the General Education Mission Statement and Learning Outcomes.

Board Action: Mr. Williams made a motion to approve the General Education Mission Statement and Learning Outcomes as recommended. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion is adopted.

#8-H. New Miner Internship Program Cooperative Agreement: The CEO recommended approval of a new miner internship program. For several years, the mining industry has not had a need to develop and train new miners. With lay-offs, experienced miners have been available to fill all the vacancies. However, with expansion of the coal mining industry and the development of new mines, a demand has been created for training individuals as new miners. George Woods, Dean of Workforce Education, and John Howard, Dean of Coal Mining Technology, have been working with Big Ridge, Inc., an Illinois corporation, and Arclar, LLC, an Indiana limited liability company, to establish this new miner internship program. Arclar owns and Big Ridge operates the Willow Lake Mine and a coal preparation plant in Saline and Gallatin Counties. Arclar and Big Ridge are willing to hire interns from IECC for the purpose of conducting on-the-job training to students in an internship program. Fifteen interns would be given hands-on training and be paid \$8.00 per hour for classroom time and \$12.00 per hour for underground training.

Board Action: Miss Pennington made a motion to approve the new miner internship program as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-I. FY2005 Environmental Scan: The CEO recommended acceptance of the FY2005 Environmental Scan, as an addition to IECC's strategic planning program. Environmental scanning allows district personnel to analyze historical and current demographic data to forecast future internal and external needs for college programs and services. Twenty-two data elements were selected for scanning, including such things as population, credit hours generated, equalized assessed valuation, per capita income, farm employment, average wages, full-time student enrollment, and other important indicators of the status of the district.

Board Action: Mr. Williams made a motion to accept the FY2005 Environmental Scan as recommended. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion is adopted.

#8-J. Standardization of Computer Services: Mr. Cline reviewed a recommendation to maintain consistent network server hardware by standardizing on Dell brand servers. Standardizing on a single platform will allow for better hardware compatibility and support. Dell Inc. has a purchasing agreement with the Midwestern Higher Education Compact (MHEC) that provides discounted hardware pricing to colleges and universities in Illinois and other Midwestern states. MHEC is an interstate compact of ten Midwestern states dedicated to advancing Higher Education through interstate cooperation. The MHEC computing Hardware Purchasing Program provides discounts on a broad range of computing products tailored to the needs of college and university faculty, staff and students in the MHEC Member States of Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio and Wisconsin. Purchasing the servers from the MHEC agreement will save \$3,146.08 over standard higher education pricing. The servers will be used as Active Directory domain controllers for the Microsoft Windows 2003 network and will be purchased using Technology Plan funds.

Recommendation: The CEO recommended approval to purchase the following equipment using the MHEC/Dell hardware purchasing agreement.

Dell PowerEdge 1800 (2) – Unit Cost \$2,823.41; Total Cost \$5,646.82.

Dell Power Edge 1850 (5) – Unit Cost \$2,616.66; Total Cost \$13,083.30.

Grand Total Cost: \$18,730.12.

Board Action: Mr. Williams made a motion to approve purchase of the foregoing equipment 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, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. Change of Telephone Software Supplier: Mr. Cline reviewed upgrade options to the current voice mail and telephone PBX systems currently supported by Verizon. The CEO recommended approval to upgrade voice mail and PBX software from Consolidated Communications, Mattoon, IL, as follows:

Call Pilot Upgrade: \$26,300.00; Telephone System Upgrade: \$29,873.00. Total: \$56,173.00.
Source of Funds: Technology Plan.

Board Action: Mr. Williams made a motion to approve the upgraded voice mail and PBX software from Consolidated Communications. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-L. Lab Fee Increase: With a change in IECC's relationship with Richland Memorial Hospital, Olney, Illinois, there is a need to review the fees. The hospital charged an activity fee that covered costs of the program. With IECC operating the program in a more direct fashion, there is a need to establish fees to cover expenses of purchasing film badges and student identification markers. The CEO recommended approval of the following fees:

RAD 1206 Applied Clinical Radiology I, \$10 per semester hour.
RAD 1208 Radiology Patient Care, \$10 per semester hour.
RAD 1226 Applied Clinical Radiology II, \$10 per semester hour.
RAD 1236 Applied Clinical Radiology III, \$10 per semester hour.
RAD 1246 Applied Clinical Radiology IV, \$10 per semester hour.
RAD 1256 Applied Clinical Radiology V, \$10 per semester hour.

Board Action: Mrs. Culver made a motion to approve the foregoing lab fees in the Radiology Program as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-M. Acceptance of Higher Learning Commission Self-Study Chapter Three: The CEO reviewed preparations for the upcoming accreditation visit of the Higher Learning Commission of the North Central Association, April 18, 19 and 20, 2005. In preparation for the visit, a committee of district staff and employees has prepared a self-study consisting of five chapters, plus an introduction and a summary. The Higher Learning Commission will concentrate on five separate criteria and each of these criteria is covered by a chapter in the self-study. The administration and trustees reviewed and discussed chapter three at this meeting. Chapters four and five will be reviewed at regular meetings in January and February.

Board Action: Miss Wolfe made a motion to accept the premises of chapter three of the HLC Self-Study as outlined and discussed. Miss Pennington seconded the motion. The Chair asked trustees in favor

of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it, the motion is adopted.

#8-N. HLC Self-Study Full Report: The HLC Steering Committee has completed the final draft of the HLC Self-Study. The Self-Study is a comprehensive review of the operation of Illinois Eastern Community Colleges. The document will be used in the future to analyze the mission, financial status, student assessment, staff and faculty development, academic responsibility and service to the community provided by the four colleges of Illinois Eastern Community College District #529. The CEO recommended that the HLC Self-Study document be approved, with the understanding that further proof-reading and revisions will be made prior to the Higher Learning Commission accreditation visit.

Board Action: Mr. Williams made a motion to approve the HLC Self-Study as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #9 – "Bid Committee Report" –

#9-A. FCC – Used 2002 or Newer Mini-Van: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Eagleson Oldsmobile-Cadillac-Chevrolet, Olney, IL, for a 2004 Chevy Venture with 14,000 miles for a total bid of \$12,975.00. The bid includes trade-in of a 1999 Oldsmobile Silhouette with 118,000 miles. Source of Funds: Educational Fund. Department: Staff and Faculty.

Recommendation: The CEO recommended approval of the foregoing recommendation of the Bid Committee as outlined.

Board Action: Mr. Williams made a motion to approve the recommendation of the Bid Committee for purchase of a Mini-Van for FCC as outlined. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. 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 \$3,922,716.63, as of November 30, 2004.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2004, totaling \$571,787.50, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for December 2004, in the amounts listed, and payments from the revolving fund for November 2004. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #11 – "Chief Executive Officer's Report" – None.

AGENDA #12 – “Executive Session” – The CEO recommended that an executive session 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 executive session minutes as mandated by Section 2.06 of the Act.

#12-A. Executive Session: Mr. Koertge made a motion to hold an executive session to consider the matters outlined by the CEO. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:58 p.m.

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

(Note: Separate minutes have been prepared for the foregoing executive session.)

AGENDA #13 – “Approval of Executive Session Minutes” – The following actions were taken relative to executive session minutes.

#13-A. Written Executive Session Minutes: No action was taken relative to the written executive session minutes of November 16, 2004.

#13-B. Audio Executive Session Minutes: No action was taken relative to the audio executive session minutes of November 16, 2004.

#13-C. Semi-Annual Review of Executive Session Minutes: The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following recommendations:

#13-C (A) The following written executive session minutes were reviewed in June 2004 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, September 18, 2001.

13. Tuesday, June 18, 2002.
14. Tuesday, July 16, 2002.
15. Tuesday, August 20, 2002.
16. Tuesday, September 17, 2002.
17. Tuesday, December 10, 2002.
18. Tuesday, February 18, 2003.
19. Tuesday, June 17, 2003.
20. Tuesday, August 19, 2003.
21. Tuesday, September 16, 2003.

#13-C (B) The following written executive session minutes have been approved, but remain closed to the public record, and are being subjected to the semi-annual review for the first time in December 2004:

1. Tuesday, August 17, 2004.

(An executive session was held Tuesday, June 15, 2004, but written minutes were opened at the July meeting.)

#13-C (C) It is recommended that the following previously approved executive session minutes be opened to the public record:

1. None.

#13-C (D) It is recommended that the following previously approved executive session minutes remain closed to the public record:

1. Tuesday, August 17, 2004.

#13-C (E) It is recommended that the following previously approved audio executive session minutes remain closed to the public record and that these audio executive session minutes remain in the custody of the Board Secretary until 18 months following the executive session at which the audio minutes were taken:

1. Tuesday, January 20, 2004.
2. Tuesday, February 17, 2004.
3. Tuesday, April 20, 2004.
4. Tuesday, June 15, 2004.
5. Tuesday, August 17, 2004.

#13-C (F) As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, July 20, 2004.
2. Tuesday, September 21, 2004.
3. Tuesday, October 19, 2004.

Board Action: Mrs. Culver made a motion to approve the foregoing recommendations as outlined, for minutes of executive sessions held on the dates listed. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

- A. Faculty
 - 1. Kim Underwood, WED Instructor.

400.2. Authorization to hire Lawrence Correctional Center employees for FY05 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

- A. Faculty
 - 1. Justin Miller, Business Management Instructor, LTC/LCC.
 - 2. David Johnston, Computer Technology Instructor, LTC/LCC.

Board Action to Approve Personnel Report: Mrs. Culver made a motion to approve the foregoing Personnel Report as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #15 – “Collective Bargaining” –

#15-A. Approval to Sign Agreement: The CEO recommended that he be authorized to sign on behalf of the District, the tentative agreement reached between negotiating teams on 6 December 2004, if it is approved by the faculty union and if the final document is identical to the agreement reviewed at this meeting.

Board Action: Mr. Williams made a motion to authorize the CEO to sign the tentative agreement as outlined and recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Miss Wolfe made a motion to adjourn. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:35 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #7

Policy Second Reading

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Centennial Education Plaza

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Centennial Education Plaza

The Rotary Club of Fairfield has offered to establish a plaza at Frontier Community College to celebrate the Centennial of Education. Rotary International is also celebrating its Centennial.

Mike Dreith and the administration of Frontier Community College have worked with the Fairfield Rotary Club to develop the design of this plaza.

The plaza would cost approximately \$20,000 and would include a school bell from one of the one room school houses of Wayne County. At the turn of the century, there were almost 150 one room school houses in the county.

I believe this plaza could be appropriately located on the campus of Frontier Community College and I ask the Board to accept the offer made by the Fairfield Rotary Club. Tammy Vail, President of the Rotary Club may be present to discuss the plaza with the Board.

TLB/rs

Agenda Item #8B

Tax Abatement Request for TPS Building in Newton

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Tax Abatement for TPS Building in Newton

The City of Newton and Jasper County are working to increase employment in Jasper County by attracting industry to the area.

Investors have indicated an interest in moving light industry into the TPS building located in the west end industrial park of Newton. Both the City of Newton and the County of Jasper have agreed to abate taxes on this building. The Jasper County School Board is expected to also approve tax abatement.

Bill Whitworth and Charles Kirchner, the investors involved with the TPS building have asked to address the Board concerning this tax abatement. If the Board were to fully abate the taxes, the District would forfeit approximately \$600. The investors are asking that the tax abatement continue for six years.

TLB/rs

Agenda Item #8C

Technology Plan FY 2006-2010

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Technology Plan FY 2006-2010

Each year the Board updates our five year technology plan by extending the plan by one year.

Alex Cline, Director of Information Technology, works with a committee comprised of staff members from each of the four colleges and Workforce Education.

The updated plan sets forth the accomplishments of the prior year and the agenda for next year and the projects for the remaining four years of the plan.

I ask the Board's approval of the FY 2006-2010 Technology Plan.

TLB/rs

Attachment

Illinois Eastern Community Colleges

Technology Plan FY 2006-2010

**Frontier Community College
Lincoln Trail College
Olney Central College
Wabash Valley College**

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The IECC staff and students wish to express a special thank you to the Technology Committee members.

TECHNOLOGY COMMITTEE MEMBERS

Roger Browning

Charlotte Bruce

Chris Cantwell

Alex Cline, Chairperson

Matt Fowler

John Highhouse

Jervaise McGlone

LaVonna Miller

Penny Quinn

George Woods

Submitted to Cabinet: January 12, 2005

Submitted to Board of Trustees:

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT No. 529**

MISSION

The mission of Illinois Eastern Community Colleges District 529 is to provide excellence in teaching, learning, public service, and economic development.

PURPOSES

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- Educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through life-long learning;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multi-cultural and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

TECHNOLOGY PLAN FY 2006 – FY 2010

EXECUTIVE SUMMARY

With the support and commitment of the Board of Trustees, staff, faculty and administration, IECC continues to improve the technological resources available throughout the district. The FY 2006 – FY 2010 Technology Plan serves as a review of FY 2005 technology projects and outlines current and future technological needs. The goal of the plan is to improve technological services for faculty, staff, and students within the projected budget.

A Technology Committee comprised of employees throughout the IECC District provided input and guidance for the plan. This Committee identified technological resources needed to better serve the citizens of District 529 and developed a Technology Plan that:

- is supported by the four colleges, workforce education, and district office and includes their full commitment to the implementation of the adopted plan.
- is cost-effective, with regard given to present and anticipated financial resources.
- is developed with input from key officers from each college and the district office with full consideration given to the American Disabilities Act and the need to accommodate access for the physically challenged.
- ensures investments in technologies that will provide a sound, reliable infrastructure.
- focuses on major technology needs outside of the normal operating budget and grant funds.

TECHNOLOGY VISION FOR ILLINOIS EASTERN COMMUNITY COLLEGES

IECC has actively built a substantial technology foundation rapidly adopting a significant amount of technology. The district now must accomplish the task of utilizing the power of the new technology in order to maximize the educational benefits to the citizens of District 529.

Technology changes on a regular basis, therefore, the Technology Plan is a “living” document that will be updated on an annual basis. The plan is a blueprint for tomorrow that sets forth IECC’s information technology vision, strategic directions, and action plans for achieving the empowerment of the district’s community through information technology. Empowering IECC through information technology entails supporting the academic experience for students, strengthening the mission of faculty and staff, and expanding the district’s ability to serve the community.

FISCAL YEAR 2005 TECHNOLOGY PLAN ACCOMPLISHMENTS

The Technology Plan projects are grouped in the following categories: administrative systems, network infrastructure, telecommunications, software, and other technology resources. Below are status updates for the FY 2005 projects.

STATUS UPDATE

Administrative Systems

There were no projects funded in the Administrative Systems category during FY 2005.

Network Infrastructure

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Networking Equipment	• In Progress	Routers replacements and Active Directory servers were ordered in December 2004 and will be installed in January 2005. Network equipment bids were received in January 2005 and a recommendation will be taken to the January Board of Trustees meeting.

Telecommunications

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Call Pilot Voice/Email/Fax Integration Software.	• In Progress	Voice mail and pbx software upgrades were ordered in December 2004.

Software

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Computer Software Licenses	• In Progress	The following District-wide software licenses were purchased: Microsoft Windows 2003 Server and Clients, Microsoft Exchange 2003 Server and Clients, Norton Antivirus, and WebCT. District-wide LRC software subscriptions were also purchased.

Other Technology Resources

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Personal Computer Replacements	✓ Completed	Purchased and installed: 180 desktop computers, 8 notebook computers, 16 15" LCD monitors, 6 19" LCD monitors.
Other Technology Needs	● In Progress	Purchased technology equipment and software based on campus needs.
Computer Projection Units	✓ Completed	Purchased and installed 5 computer projection units.

FIVE YEAR TECHNOLOGY GOALS

FY 2006 – FY 2010

The improvements and recommendations established through the Technology Plan are listed below as goals in the areas of administrative systems, network infrastructure, telecommunications, software, and other technology resources. The goals and activities of the Technology Plan are not a wish list, but represent the cost for improvements, upgrades and maintenance necessary to provide the technological resources required by the IECC district. These projects represent technology needs outside the normal operating budget and grant funds.

GOAL 1: MAINTAIN AND UPGRADE SYSTEMS IN SUPPORT OF ADMINISTRATIVE OPERATIONS

Activity 1: Upgrade the hardware that supports Banner, the centralized administrative software system. This system contains the core information required for day-to-day operations at IECC including financials, human resources, student records, and financial aid. Additional software demands from Banner upgrades, web access, online reporting, and imaging system access require additional computing capacity.

Activity 2: The IECC district utilizes laptops to communicate with the Board of Trustees. As with all personal computers, the laptops must be upgraded every four to five years.

GOAL 2: MAINTAIN AND UPGRADE THE DISTRICT'S NETWORK INFRASTRUCTURE

Activity 1: Upgrade the existing local area network equipment. Increases in both instructional and administrative network applications drive the need for faster network access; therefore, we must annually upgrade the networking switches and routers to accommodate the traffic demands.

Activity 2: Upgrade the multiple rack-mounted web servers to provide system load balancing protection against equipment failure. This hardware is required to support online information.

Activity 3: Upgrade the college administrative file servers. Each campus utilizes file servers for network user and directory services, domain name service, print services and storage. As the data storage needs grow, the server hardware must be upgraded.

Activity 4: Upgrade the central network operating system servers to support: network user and directory services, domain name service, print services and storage.

Activity 5: Upgrade the battery backup and surge protection devices in equipment closets to prevent equipment damage caused by power fluctuations.

Activity 6: Upgrade the campus instructional network file servers to provide network user and directory services, domain name service, print services and storage.

GOAL 3: ENHANCE THE CURRENT TELECOMMUNICATIONS NETWORK

Activity 1: Upgrade the Telephone PBX software and hardware to most current releases. The telephone PBXs are very similar to other computer equipment and require periodic updates.

GOAL 4: UPGRADE SOFTWARE LICENSING

Activity 1: As with all areas of technology, software applications change rapidly. IECC must teach and use the most current software applications to give both students and employees the tools needed to compete in today's marketplace. Applications such as the Microsoft Office Suite, Microsoft Windows and Norton Antivirus, just to name a few, are installed on almost every computer throughout the district. WebCT, the district's course management software, also requires an annual licensing fee. Therefore, an annual line item to upgrade and maintain software applications is needed.

Activity 2: Many research materials are now available online and are accessible by purchasing annual software subscriptions. Purchasing access to the online materials as a district provides district-wide access to the information and takes advantage of quantity discounts. Subscriptions include: The Chronicle of Higher Education, CQ Researcher, Lexis-Nexis Academic Universe and ProQuest Nursing Journals.

GOAL 5: MAINTAIN AND UPGRADE OTHER TECHNOLOGY RESOURCES

Activity 1: Replace 200 desktop computers per year. The lifecycle of a desktop computer ranges from three to five years. A line item to ensure the replacement of outdated computers is critical.

Activity 2: Due to the elimination of the ICCB Advanced Technology Grant funding, the Committee recommends allocating funds to support technology needs previously funded by the grant. Purchases from this line item will be based on the Advanced Technology Grant guidelines and left to the discretion of the CEO, CFO, Director of IT, College Presidents, and College Deans. The distribution will be: FCC: \$20,000, LTC: \$20,000, OCC: \$20,000, WVC: \$20,000, WE: 10,000.

Activity 3: Purchase computer projection units to display computer images on a large screen.

Technology Plan Budget FY 2006 - 2010

1 Administrative Systems

Activity	Description	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
1	HP 9000 Hardware Upgrade	\$45,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$70,000.00
2	Laptop Upgrades	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Administrative Systems Totals		\$45,000.00	\$0.00	\$10,000.00	\$25,000.00	\$0.00	\$80,000.00

2 Network Infrastructure

Activity	Description	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
1	Network Equipment	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$150,000.00
2	Web Servers	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$60,000.00
3	College Administrative File Servers	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$0.00	\$90,000.00
4	Network Servers	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
5	Network Power Backup and Surge Protection	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
6	Instructional File Servers	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$80,000.00
Network Infrastructure Totals		\$75,000.00	\$100,000.00	\$90,000.00	\$75,000.00	\$100,000.00	\$440,000.00

3 Telecommunications

Activity	Description	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
1	Telephone System Software Upgrades	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$80,000.00
Telecommunications Totals		\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$80,000.00

4 Software

Activity	Description	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
1	Software Upgrades	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$250,000.00
2	Online Software Subscriptions	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00
Software Totals		\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$300,000.00

5 Other Technology Resources

Activity	Description	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	TOTALS
1	PC Replacements - 200 Per Year @ \$750 each	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$750,000.00
2	Other Technology Needs	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$450,000.00
3	Computer Projection Units	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$100,000.00
Other Technology Resources Totals		\$260,000.00	\$260,000.00	\$260,000.00	\$260,000.00	\$260,000.00	\$1,300,000.00
Totals		\$440,000.00	\$440,000.00	\$440,000.00	\$440,000.00	\$440,000.00	\$2,200,000.00

Draft 1/6/2005

Agenda Item #8D

Affiliation Agreement with Effingham Surgery Center

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Affiliation Agreement with Effingham Surgery Center

IECC currently has in effect an affiliation agreement with the Effingham Ambulatory Surgical Center. IECC and the center wish to revise the agreement.

The revisions include clarifying the existing malpractice insurance coverage and allows the center the absolute discretion to prohibit entry of our students onto the premises.

I ask acceptance of this revision to our existing affiliation agreement.

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 24th day of November, 2004,
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 Effingham Ambulatory Surgical Center
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. ~~Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.~~ Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY at the expense of District # 529. Such coverage shall be through an insurance carrier acceptable to the Agency in the amounts of no less than \$1,000,000.00/\$3,000,000.00.

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

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

13. Notwithstanding any other provision of this Agreement, the Agency shall have the absolute discretion to prohibit any or all students from entry into Agency's facility.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

OLNEY CENTRAL COLLEGE

Vice President or
Director of Nursing Services

Department Head of Nursing, ADNP

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Revised: 08/02/89; 8/25/92
08/17/94; 10/05/94;
12/12/94; 10/2000; 7/04
Reviewed: 04/28/97

Agenda Item #8E

Affiliation Agreement with Lawrence County Memorial Hospital

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Affiliation Agreement with Lawrence County Memorial Hospital

IECC currently has in existence an affiliation agreement with Lawrence County Memorial Hospital. The hospital would like to extend the agreement without changes or revisions.

I would ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13th day of December, 2004,
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 Lawrence County Memorial Hospital
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

OLNEY CENTRAL COLLEGE

Vice President or
Director of Nursing Services

Department Head of Nursing, ADNP

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Revised: 08/02/89; 8/25/92
08/17/94; 10/05/94;
12/12/94; 10/2000; 7/04
Reviewed: 04/28/97

Agenda Item #8F

Affiliation Agreement with Trilogy Health Services

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Affiliation Agreement with Trilogy Health Services

IECC currently has an affiliation agreement with Trilogy Health Services d/b/a River Oaks Health Campus in Princeton, Indiana.

Trilogy has asked for several revisions to the existing Affiliation Agreement. Trilogy wants to be shown as an additional insured on our existing malpractice insurance, allow either party to terminate the agreement with 30 days written notice, and clearly establish that our Affiliation Agreement does not create a partnership or joint venture nor an employer/employee relationship between IECC and Trilogy.

I ask the Board's approval of these revisions.

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 7th day of October,
2004, 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 Trilogy Health Services - River Oaks Health
Agency
Campus, Princeton IN (hereinafter referred to as AGENCY:
(City (State)

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques.

Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

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

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

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

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

Wabash Valley COLLEGE

Vice President or
Director of Nursing Services

Department Head of Nursing, ADNP

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Revised: 08/02/89; 8/25/92
08/17/94; 10/05/94;
12/12/94; 10/2000; 7/04
Reviewed: 04/28/97

Agenda Item #8G

Preceptor Agreement with Trilogy Health Services

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Preceptor Agreement with Trilogy Health Services

As part of our existing affiliation agreement with Trilogy Health Services, d/b/a River Oaks Health Campus of Princeton, Indiana, IECC also has an included Preceptor Agreement.

Trilogy has asked that our existing Preceptor Agreement be extended without revision.

I ask the Board's approval of this Preceptor Agreement.

TLB/rs

Attachment

**OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE
NURSING PROGRAM
FCC - LTC - OCC - WVC
PRECEPTOR AGREEMENT**

AMENDMENT TO AGENCY AFFILIATION AGREEMENT

This Amendment to Agency Affiliation Agreement is entered into this 19th day of October, 2004, 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 Trilogy Health Services-River Oaks Health Campus, of Princeton, 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.

APPROVED BY THE BOARD OF TRUSTEES
July 16, 1996

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
ASSOCIATE DEGREE NURSING PROGRAM**

Vice President or
Director of Nursing Services

Department Head of Nursing, ADN

Associate Dean of Nursing and Allied
Health

Administrator, Hospital
or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Developed: 7/96
Revised: 7/04

Agenda Item #8H

Affiliation Agreement with Vincennes Surgery Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Affiliation Agreement with Vincennes Surgery Center

IECC wishes to enter into a new affiliation agreement with the Vincennes Surgery Center, Vincennes, Indiana.

This new affiliation agreement is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this new affiliation agreement.

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 19th day of November, 2004,
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 Vincennes Surgery Center
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for
observation and participation by the students and faculty of the DISTRICT #529, Associate
Degree Nursing Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the
Associate Dean and/or Department Head of the Associate Degree Nursing Program on behalf of
DISTRICT #529 and the Administrator, and the Director of Nursing Service on behalf of the
AGENCY. The plan and program will be organized and agreed to by said persons prior to the
commencement of the courses.
3. DISTRICT #529 will be responsible for the teaching and guidance of the students in
the clinical nursing laboratory practice, and will be available to the nursing students.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529, OLNEY CENTRAL COLLEGE

OLNEY CENTRAL COLLEGE

Vice President or
Director of Nursing Services

Department Head of Nursing, ADNP

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Revised: 08/02/89; 8/25/92
08/17/94; 10/05/94;
12/12/94; 10/2000; 7/04
Reviewed: 04/28/97

Agenda Item #8I

Observation Agreement with Vincennes Surgery Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Observation Experience Agreement – Vincennes Surgery Center

IECC wishes to enter into an Observation Experience Agreement with Vincennes Surgery Center, Vincennes, Indiana.

The purpose of this agreement is to provide student observation experience in a facility other than a classroom or clinical setting. IECC would agree to utilize these experiences as part of our clinical instruction, provide the surgery center with written objectives, comply with rules and regulations, cover our students with liability insurance, and evaluate the clinical experience of our students.

I ask the Board's approval of this Observation Experience Agreement.

TLB/rs

Attachment

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

OBSERVATION EXPERIENCE AGREEMENT

Agreement made this 19th day of November, 2004, between Vincennes Surgery Center of Vincennes, Indiana, hereinafter referred to as AGENCY, and Illinois Eastern Community Colleges, District 529, Olney Central College Associate Degree Nursing Program, hereinafter referred to as COLLEGE.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency at a designated time to observe the functions of health team and the common well defined health problems of the client treated by said agency.

COLLEGE AGREES TO:

1. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
2. Provide the AGENCY with written objectives for each observation experience.
3. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
4. Insure that students are covered by liability insurance.
5. Retain responsibility for student education.
6. Evaluate total clinical experience received by students from AGENCY.

AGENCY AGREES TO:

1. Retain responsibility for client care.
2. Encourage student learning experiences by providing opportunity for student to interact with staff.

3. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
4. Evaluate total student observation experience.
5. The AGENCY will determine the number of students allowed for each assignment.
6. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

Vincennes Surgery Center

Vincennes, IN 47591

By _____

COLLEGE:

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

By _____
Department Head

By _____
Associate Dean of Nursing and Allied Health

By _____
President, Olney Central College

By _____
Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Approved: 12/14/87 by Dept. Heads
Revised: 08/27/92; 10/05/94; 10/2000; 7/04
Reviewed: 04/28/97

Agenda Item #8J

Affiliation Agreement with McKendree College

Agenda Item #8J

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Affiliation Agreement with McKendree College

McKendree College, Lebanon, Illinois, has asked IECC and Frontier Community College to provide clinical experiences for nursing students enrolled in the McKendree College RN to BSN Completion Program. The college students from McKendree are graduates of an approved nursing associate degree or diploma nursing program and hold an active RN license. The McKendree students would be completing educational requirements for a Bachelor of Science in Nursing Degree.

This agreement will allow IECC faculty and students to interact with faculty and students from McKendree College and would benefit each of our programs. A copy of the agreement will be available at the Board Meeting.

I ask approval of the McKendree College Affiliation Agreement.

TLB/rs

Agenda Item #8K

Ragon Parker Agreement Amendment

Agenda Item #8K

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 18, 2005

RE: Memorandum of Understanding on Ragon Parker Building

The Board of Trustees entered into an Intergovernmental Cooperation Agreement with the City of Robinson concerning the ownership and operation of a fitness center, commonly known as the Ragon Parker Building.

Under that agreement, individuals using the Ragon Parker Building are charged a user fee for the use of the facility, a portion of which would go to Lincoln Trail College. After operating under this agreement for several months, the parties have agreed that the agreement needs to be amended.

In lieu of the City of Robinson collecting a user fee and forwarding a portion of those funds to Lincoln Trail College, the parties agree that Lincoln Trail College would pay the sum of \$275 per month for partial payment of utilities during a trial period from December 1, 2004 and ending on May 30, 2005. At that time the parties will agree if this amendment should be continued.

This proposed new process will alleviate a lot of bookkeeping and recordkeeping for the City of Robinson and also allow Lincoln Trail College to offer a broader range of courses without charging additional user fees to students.

I would ask the Board's approval of this Intergovernmental Cooperation Agreement.

TLB/rs

Attachment

Memorandum of Understanding

The parties hereby agree to the following changes to a document entitled "Intergovernmental Agreement" between city of Robinson, Illinois, An Illinois Municipal Corporation and Illinois Eastern Community College District No. 529 dated August 10, 2004, hereinafter referred to as the original agreement.

1. The first paragraph on second page of original agreement is titled "Operation Expenses: "The City shall own and operate the health and fitness facility and shall be responsible for all expenses incurred in the operation of the facility after installation of the equipment is complete."
2. That the following language shall be added to that paragraph, namely: "That the District, through Lincoln Trail College, agrees to pay the sum of \$275 (two hundred and seventy-five dollars) per month toward partial payment of utilities. This is a trial program that will commence on December 1, 2004 and continue for 6 months, and end on May 30, 2005. At the end of the trial period, the parties will review utility charges and decide whether this amendment to the original agreement shall be continued. If there is no continuation, the parties will revert to operating under the original agreement."
3. In all other aspects, the original agreement remains in full force and effect.
4. The governing bodies of the City and District shall approve this Memorandum of Understanding, but the agents of the City and District, namely Mike Shimer and Carl Heilman, have authority to implement this change, effective December 1, 2004, pending approval of the City Council of Robinson and the Board of Trustees of the Illinois Eastern Community Colleges. If either body fails to approve this memorandum within 60 days of December 1, 2004, the parties will revert to the original agreement.

City of Robinson

Date

Illinois Eastern Community Colleges

Date

Agenda Item #8L

Acceptance of Higher Learning Commission Self-Study Chapter Four

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 18, 2005
RE: Higher Learning Commission (HLC)
Self-Study – Chapter Four

In preparation for the visit from the HLC scheduled for April 18, 19, and 20, 2005, a committee of District staff and employees prepared a Self-Study. The HLC visit will concentrate on five separate criteria, and therefore the Self-Study is also in five chapters, plus an introduction and a summary.

By agreement with the Board, we will review a chapter each month in October, November, December, January, and February. In March, we will cover the summary and review all five earlier chapters.

Chapter Four and the pages dealing with Chapter Four from the Handbook for Accreditation have been mailed to you. Please bring your copy with you to the Board meeting.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT
January 18, 2005

IECC

1. Network Switches

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Network Switches
DATE: January 18, 2005

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 meets all specifications from Automated Office Solutions in Evansville, Indiana for eight (8) network switches for a total bid of \$15,832.00.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Alex Cline
Harry Hillis, Jr.

Source of Funds: Technology Plan

Department: IECC District wide

Rationale for Purchase: Updating to a newer technology

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

**Illinois Eastern Community Colleges
NETWORK SWITCHES
BID TABULATION**

DESCRIPTION	QTY Per Unit	Automated Office Solutions Evansville, IN	CDW-G Vernon Hills, IL	CXTEC Syracuse, NY	Dell Marketing LP Round Rock, TX	En pointe Technologies, El Segundo, CA
Nortel Network BayStack 470-48T Switch	1	2437.00	2339.00	No-bid	2583.95	2637.21
	2-10	2437.00	2339.00		2583.95	2624.03
	11-25	2437.00	2339.00		2447.96	2616.11
	26+	2437.00	2339.00		2407.16	2616.11
Nortel Network BayStack 450-24T Switch	1	1245.00	1329.00	No-bid	1326.15	1348.72
	2-10	1245.00	1329.00		1326.15	1341.98
	11-25	1245.00	1329.00		1256.36	1337.93
	26+	1245.00	1329.00		1228.44	1337.93
Nortel Network AA141901 1-Port 1000Base-SX GBIC Module	1	207.00	211.00	No-bid	184.18	209.67
	2-10	207.00	211.00		184.18	208.63
	11-25	207.00	211.00		180.00	208.00
	26+	207.00	211.00		180.00	208.00
Nortel Networks AL2018001 BayStack 400-SRC Cascade Return Cable (1 meter)	1	114.00	122.00	No-bid	104.42	122.43
	2-10	114.00	122.00		104.42	121.82
	11-25	114.00	122.00		101.44	121.45
	26+	114.00	122.00		98.06	121.45
Nortel Network AL2018004 BayStack 400—SSC Spare Cascade Cable (18 inch)	1	56.00	55.00	No-bid	55.05	67.14
	2-10	56.00	55.00		55.05	66.80
	11-25	56.00	55.00		52.16	66.60
	26+	56.00	55.00		52.16	66.60
Nortel Networks AL2018004 BayStack 400-SRC Cascade Return Cable (3 meters)	1	144.00	141.00	No-bid	131.78	154.03
	2-10	144.00	141.00		131.78	153.26
	11-25	144.00	141.00		128.02	152.79
	26+	144.00	141.00		128.02	152.79
Nortel Networks AL2033003 BayStack 400-4FX 4-port 100BASE-FX MDA-	1	814.00	782.00	No-bid	778.70	826.08
	2-10	814.00	782.00		778.70	821.95
	11-25	814.00	782.00		754.11	819.47
	26+	814.00	782.00		754.11	819.47
Nortel Network AL2033005 BayStack 450-1SX 1-port 1000BASE-SX Single	1	754.00	725.00	No-bid	691.57	766.86
	2-10	754.00	725.00		691.57	763.03

PHY MDA	11-25 26+	754.00 754.00	725.00 725.00		669.75 669.75	760.73 760.73
Nortel Networks AL2033010 BayStack 400-ST1 Cascade Module, 2.5 Gbps Includes cascade cable	1 2-10 11-25 26+	231.00 231.00 231.00 231.00	234.00 234.00 234.00 234.00	No-bid	237.45 237.45 224.96 212.46	233.94 232.77 232.07 232.07
DESCRIPTION	QTY Per Unit	Automated Office Solutions Evansville, IN	CDW-G Vernon Hills, IL	CXTEC Syracuse, NY	Dell Marketing LP Round Rock, TX	En pointe Technologies, El Segundo, CA
Equal2New or Refurbished Nortel Network BayStack 470-48T Switch	1 2-10 11-25 26+	1979.00 1979.00 1979.00 1979.00	No-bid	2250.00 2140.00 2030.00 1929.00	No-bid	No-bid
Equal2New or Refurbished Nortel Network BayStack 450-24T Switch	1 2-10 11-25 26+	842.00 842.00 842.00 842.00	No-bid	495.00 425.00 350.00 295.00	No-bid	No-bid
Equal2New or Refurbished Nortel Network AA141901 1-Port 1000Base-SX GBIC Module	1 2-10 11-25 26+	No-bid	No-bid	150.00 135.00 105.00 95.00	No-bid	No-bid
Equal2New or Refurbished Nortel Networks AL2018001 BayStack 400-SRC Cascade Return Cable (1 meter)	1 2-10 11-25 26+	No-bid	No-bid	90.00 80.00 70.00 60.00	No-bid	No-bid
Equal2New or Refurbished Nortel Network AL2018004 BayStack 400—SSC Spare Cascade Cable (18 inch)	1 2-10 11-25 26+	No-bid	No-bid	50.00 45.00 40.00 35.00	No-bid	No-bid
Equal2New or Refurbished Nortel Networks AL2018004 BayStack 400-SRC Cascade Return Cable (3 meters)	1 2-10 11-25 26+	No-bid	No-bid	95.00 85.00 75.00 65.00	No-bid	No-bid
Equal2New or Refurbished Nortel Networks AL2033003 BayStack 400-4FX 4-port 100BASE-FX MDA-	1 2-10 11-25	No-bid	No-bid	250.00 230.00 220.00	No-bid	No-bid

	26+			210.00		
Equal2New or Refurbished Nortel Network AL2033005 BayStack 450-1SX 1-port 1000BASE-SX Single PHY MDA	1	No-bid	No-bid	575.00	No-bid	No-bid
	2-10			545.00		
	11-25			515.00		
	26+			490.00		
Equal2New or Refurbished Nortel Networks AL2033010 BayStack 400-ST1 Cascade Module, 2.5 Gbps Includes cascade cable	1	No-bid	No-bid	170.00	No-bid	No-bid
	2-10			160.00		
	11-25			150.00		
	26+			140.00		

-Nortel Networks BayStack 470-48T Switch Bid Specifications:

Physical Specifications

Weight 4.4 kg (9.68 lb)
Height 4.37 cm (1.72 in.)
Width 43.82 cm (17.25 in.)
Depth 35.29 cm (13.89 in.)

Performance Specifications

Frame Forward Rate (64-byte packets) Up to 3.2 million packets per second (pps) maximum, learned unicast traffic
Port Forwarding/Filtering Performance For 10 Mb/s: 14,880 pps maximum
(64-byte packets) For 100 Mb/s: 148,810 pps maximum
Address Database Size 16,000 entries at line rate (32,000 entries without flooding)
Addressing 48-bit MAC address
Frame Length 64 to 1518 bytes (IEEE 802.1Q Untagged)
64 to 1522 bytes (IEEE 802.1Q Tagged)
Data Rate 10Mb/s Manchester encoded or 100 Mb/s 4B/5B encoded

Interface Options

10BASE-T/100BASE-TX RJ-45 (8-pin modular)
Supports the following GBICs:
1000BASE-SX Uses shortwave length 850 nm fiber optic connectors to connect devices over multimode (550 m or 1,805 ft) fiber optic cable.
1000BASE-LX Uses longwave length 1,300 nm fiber optic connectors to connect devices over single mode (5 km or 3.1 mi) or multimode (550 m or 1,805 ft) fiber optic cable.
1000BASE-XD Uses single mode fiber to connect devices over distances up to 40 km (or 31 mi), depending on the quality of the cable.
1000BASE-ZX Uses single mode fiber to connect devices over distances up to 70 km (or 43 mi), depending on the quality of the cable. The ports on this GBIC operate only in full-duplex mode.

Network Protocol and Standards Compatibility

IEEE 802.3 10BASE-T (ISO/IEC 8802 3, Clause 14)
IEEE 802.3u 100BASE-TX (ISO/IEC 8802-3, Clause 25)
IEEE 802.3u 100BASE-FX (ISO/IEC 8802-3, Clause 26)
IEEE 802.1p (Prioritizing)
IEEE 802.1Q (VLAN Tagging)
IEEE 802.1z (Gigabit)
IETF DiffServ

Switch Technical Specifications:

RFC Support RFC 1213 (MIB-II); RFC 1493 (Bridge MIB); RFC 2863 (Interfaces Group MIB);
RFC 2665 (Ethernet MIB); RFC 2737 (Entity MIBv2); RFC 2819 (RMON MIB);
RFC 1757 (RMON); RFC 1271 (RMON); RFC 1157 (SNMP); RFC 2748 (COPS);
RFC 2940 (COPS Clients); RFC 3084 (COPS Provisioning); RFC 2570 (SNMPv3);
RFC 2571 (SNMP Frameworks); RFC 2573 (SNMPv3 Applications);
RFC 2574 (SNMPv3 USM); RFC 2575 (SNMPv3 VACM); RFC 2576 (SNMPv3);
RFC 2572 (SNMP Message Processing)

Electrical Specifications

Input voltage (AC Version) 100-240VAC @ 47 to 63 Hz
Input Power consumption (AC Version) 90 W max
Input current (AC Version) 1.0 A @100 VAC, 0.5 A @240VAC

<u>Per</u>	<u>2-10</u>	<u>11-25</u>	<u>26+</u>
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

-Nortel Networks BayStack 450-24T Switch Bid Specifications:

Performance Specifications (64 byte packets)

Aggregate Throughput (BayStack 450 Switches) 3 million packets per second (pps)
Switched 10 Mbps Port Forwarding Rate 14,880 pps
Switched 100 Mbps Port Forwarding Rate 148,810 pps
Switched 1000 Mbps Port Forwarding Rate 1,488,100 pps
Latency 9 microseconds for minimum packet length at 100 Mbps

Network Protocol and Standards Compatibility IEEE 802.3 CSMA/CD (ISO/IEC 8802-3)

IEEE 802.3i 10BASE-T (ISO/IEC 8802-3)
IEEE 802.3u 100BASE-TX (ISO/IEC 8802-3)
IEEE 802.1D MAC Bridges (ISO/IEC 10038)
IEEE 802.3z 1000BASE-SX and 1000BASE-LX
(Draft Standard ver. 3.1)
IEEE 802.1p (Prioritizing)
IEEE 802.1Q (VLAN Tagging)

Data Rate and Encoding

10 Mbps Manchester encoding
100 Mbps 4B/5B encoding
1000 Mbps 8B/10B encoding

Gigabit Link Power Budget

1000BASE-SX 7.5 dB
1000BASE-LX MultiMode Fiber 7.5 dB
1000BASE-LX SingleMode Fiber 8.0 dB

Gigabit Cabling Distance Specification

1000BASE-SX on MMF (50 um) 550 m
1000BASE-SX on MMF (62.5 um) 260 m
1000BASE-LX on MMF (50 um) 550 m
1000BASE-LX on MMF (62.5 um) 550 m
1000BASE-LX on SMF (10 um) 5 km
Gigabit and 100BASE-FX Cabling Type 62.5/125 micron (core/cladding) MultiMode fiber
Gigabit and 100BASE-FX Connector Type SC type connector for the Gigabit MDAs and the 2-port 100BASE-FX MDA
MT-RJ type connector for the 4-port 100BASE-FX MDA

Physical Dimensions

BayStack 450 Switches (H) 2.77 in. x (W) 17.55 in. x (D) 15.0 in.
[(H) 7.03 cm x (W) 44.07 cm x (D) 38.1 cm]

Weight

BayStack 450 Switches 11.6 lb (5.26 kg)

Environmental Specifications

Operating Temperature 32° to 104° F (0° to 40° C)
Storage Temperature -13° to 158° F (-25° to 70° C)
Operating Humidity 85% maximum relative humidity, noncondensing
Storage Humidity 95% maximum relative humidity, noncondensing
Operating Altitude 10,000 ft (3,000 m) maximum
Storage Altitude 10,000 ft (3,000 m) maximum
Free Fall/Drop ISO 4180-s, NSTA 1A
Vibration IEC 68-2-6/34
Shock/Bump IEC 68-2-27-29

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

-Nortel Networks AA1419001 1-PORT 1000BASE-SX GBIC Module

<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-25 Units</u>	<u>26+ Units</u>
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Bid Amount

-Nortel Networks AL2018001 BayStack 400-SRC Cascade Return Cable (1 meter)

<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-25 Units</u>	<u>26+ Units</u>
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Bid Amount

-Nortel Networks AL2018002 BayStack 400-SSC Spare Cascade Cable (18 inch)

<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-25 Units</u>	<u>26+ Units</u>
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Bid Amount

-Nortel Networks AL2018004 BayStack 400-SRC Cascade Return Cable (3 meter)

<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-25 Units</u>	<u>26+ Units</u>
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Bid Amount

-Nortel Networks AL2033003 BayStack 400-4FX 4-port 100BASE-FX MDA

<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-25 Units</u>	<u>26+ Units</u>
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Bid Amount

-Nortel Networks AL2033005 BayStack 450-1SX 1-port 1000BASE-SX Single PHY MDA

<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-25 Units</u>	<u>26+ Units</u>
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Bid Amount

-Nortel Networks AL2033010 BayStack 400-ST1 Cascade Module, 2.5 Gbps Includes cascade cable.

<u>Per Unit</u>	<u>2-10 Units</u>	<u>11-25 Units</u>	<u>26+ Units</u>
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Bid Amount

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege; 1 year parts and labor support.

Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge.

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

All freight shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

-Equal2New or Refurbished Nortel Networks BayStack 470-48T Switch Bid Specifications:

Physical Specifications

Weight 4.4 kg (9.68 lb)
Height 4.37 cm (1.72 in.)
Width 43.82 cm (17.25 in.)
Depth 35.29 cm (13.89 in.)

Performance Specifications

Frame Forward Rate (64-byte packets) Up to 3.2 million packets per second (pps) maximum, learned unicast traffic
Port Forwarding/Filtering Performance For 10 Mb/s: 14,880 pps maximum
(64-byte packets) For 100 Mb/s: 148,810 pps maximum
Address Database Size 16,000 entries at line rate (32,000 entries without flooding)
Addressing 48-bit MAC address
Frame Length 64 to 1518 bytes (IEEE 802.1Q Untagged)
64 to 1522 bytes (IEEE 802.1Q Tagged)
Data Rate 10Mb/s Manchester encoded or 100 Mb/s 4B/5B encoded

Interface Options

10BASE-T/100BASE-TX RJ-45 (8-pin modular)
Supports the following GBICs:
1000BASE-SX Uses shortwave length 850 nm fiber optic connectors to connect devices over multimode (550 m or 1,805 ft) fiber optic cable.
1000BASE-LX Uses longwave length 1,300 nm fiber optic connectors to connect devices over single mode (5 km or 3.1 mi) or multimode (550 m or 1,805 ft) fiber optic cable.
1000BASE-XD Uses single mode fiber to connect devices over distances up to 40 km (or 31 mi), depending on the quality of the cable.
1000BASE-ZX Uses single mode fiber to connect devices over distances up to 70 km (or 43 mi), depending on the quality of the cable. The ports on this GBIC operate only in full-duplex mode.

Network Protocol and Standards Compatibility

IEEE 802.3 10BASE-T (ISO/IEC 8802 3, Clause 14)
IEEE 802.3u 100BASE-TX (ISO/IEC 8802-3, Clause 25)
IEEE 802.3u 100BASE-FX (ISO/IEC 8802-3, Clause 26)
IEEE 802.1p (Prioritizing)
IEEE 802.1Q (VLAN Tagging)
IEEE 802.1z (Gigabit)
IETF DiffServ

Switch Technical Specifications:

RFC Support RFC 1213 (MIB-II); RFC 1493 (Bridge MIB); RFC 2863 (Interfaces Group MIB);
RFC 2665 (Ethernet MIB); RFC 2737 (Entity MIBv2); RFC 2819 (RMON MIB);
RFC 1757 (RMON); RFC 1271 (RMON); RFC 1157 (SNMP); RFC 2748 (COPS);
RFC 2940 (COPS Clients); RFC 3084 (COPS Provisioning); RFC 2570 (SNMPv3);
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RFC 2574 (SNMPv3 USM); RFC 2575 (SNMPv3 VACM); RFC 2576 (SNMPv3);
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Input Power consumption (AC Version) 90 W max
Input current (AC Version) 1.0 A @100 VAC, 0.5 A @240VAC

<u>Per</u>	<u>2-10</u>	<u>11-25</u>	<u>26+</u>
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks BayStack 450-24T Switch Bid Specifications:

Performance Specifications (64 byte packets)

Aggregate Throughput (BayStack 450 Switches) 3 million packets per second (pps)
Switched 10 Mbps Port Forwarding Rate 14,880 pps
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Network Protocol and Standards Compatibility IEEE 802.3 CSMA/CD (ISO/IEC 8802-3)

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IEEE 802.3z 1000BASE-SX and 1000BASE-LX
(Draft Standard ver. 3.1)
IEEE 802.1p (Prioritizing)
IEEE 802.1Q (VLAN Tagging)

Data Rate and Encoding

10 Mbps Manchester encoding
100 Mbps 4B/5B encoding
1000 Mbps 8B/10B encoding

Gigabit Link Power Budget

1000BASE-SX 7.5 dB
1000BASE-LX MultiMode Fiber 7.5 dB
1000BASE-LX SingleMode Fiber 8.0 dB

Gigabit Cabling Distance Specification

1000BASE-SX on MMF (50 um) 550 m
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1000BASE-LX on MMF (50 um) 550 m
1000BASE-LX on MMF (62.5 um) 550 m
1000BASE-LX on SMF (10 um) 5 km
Gigabit and 100BASE-FX Cabling Type 62.5/125 micron (core/cladding) MultiMode fiber
Gigabit and 100BASE-FX Connector Type SC type connector for the Gigabit MDAs and the 2-port 100BASE-FX MDA
MT-RJ type connector for the 4-port 100BASE-FX MDA

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Weight

BayStack 450 Switches 11.6 lb (5.26 kg)

Environmental Specifications

Operating Temperature 32° to 104° F (0° to 40° C)
Storage Temperature -13° to 158° F (-25° to 70° C)
Operating Humidity 85% maximum relative humidity, noncondensing
Storage Humidity 95% maximum relative humidity, noncondensing
Operating Altitude 10,000 ft (3,000 m) maximum
Storage Altitude 10,000 ft (3,000 m) maximum
Free Fall/Drop ISO 4180-s, NISTA 1A
Vibration IEC 68-2-6/34
Shock/Bump IEC 68-2-27-29

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks AA1419001 1-PORT 1000BASE-SX GBIC Module

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks AL2018001 BayStack 400-SRC Cascade Return Cable (1 meter)

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks AL2018002 BayStack 400-SSC Spare Cascade Cable (18 inch)

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks AL2018004 BayStack 400-SRC Cascade Return Cable (3 meter)

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks AL2033003 BayStack 400-4FX 4-port 100BASE-FX MDA

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks AL2033005 BayStack 450-1SX 1-port 1000BASE-SX Single PHY MDA

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

- Equal2New or Refurbished Nortel Networks AL2033010 BayStack 400-ST1 Cascade Module, 2.5 Gbps Includes cascade cable.

Per	2-10	11-25	26+
<u>Unit</u>	<u>Units</u>	<u>Units</u>	<u>Units</u>

Bid Amount

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege; 5 year parts and labor support.

Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge.

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All freight shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

SIGNATURE_____

PRINT NAME_____

COMPANY_____

ADDRESS_____

TELEPHONE_____

FAX NO._____

DATE_____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT December 31, 2004

FUND	BALANCE
Educational	\$2,351,454.63
Operations & Maintenance	\$199,421.54
Operations & Maintenance (Restricted)	\$240,803.64
Bond & Interest	\$44,317.56
Auxiliary	\$221,023.50
Restricted Purposes	(\$78,277.64)
Working Cash	\$2,208,141.86
Trust & Agency	\$232,148.27
Audit	\$14,606.96
Liability, Protection & Settlement	\$203,895.37
TOTAL ALL FUNDS	\$5,637,535.69

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
December 31, 2004

ALL FUNDS

Fiscal
Year
2005

ASSETS:

CASH	5,637,536
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	4,150,000
RECEIVABLES	2,839,003
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	459,225
OTHER ASSETS	429,772

TOTAL ASSETS AND OTHER DEBITS:	13,539,036
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LIABILITIES:

PAYROLL DEDUCTIONS PAYABLE	185,581
ACCOUNTS PAYABLE	(333,744)
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	430,803

TOTAL LIABILITIES:	422,590
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EQUITY AND OTHER CREDITS:

INVESTMENT IN PLANT	1,472,541
PR YR BDGTD CHANGE TO FUND BALANCE	107,931

FUND BALANCES:

FUND BALANCE	4,089,659
RESERVE FOR ENCUMBRANCES	7,446,315

TOTAL EQUITY AND OTHER CREDITS	13,116,446
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TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	13,539,036
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ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF DECEMBER 31, 2004

ALL FUNDS

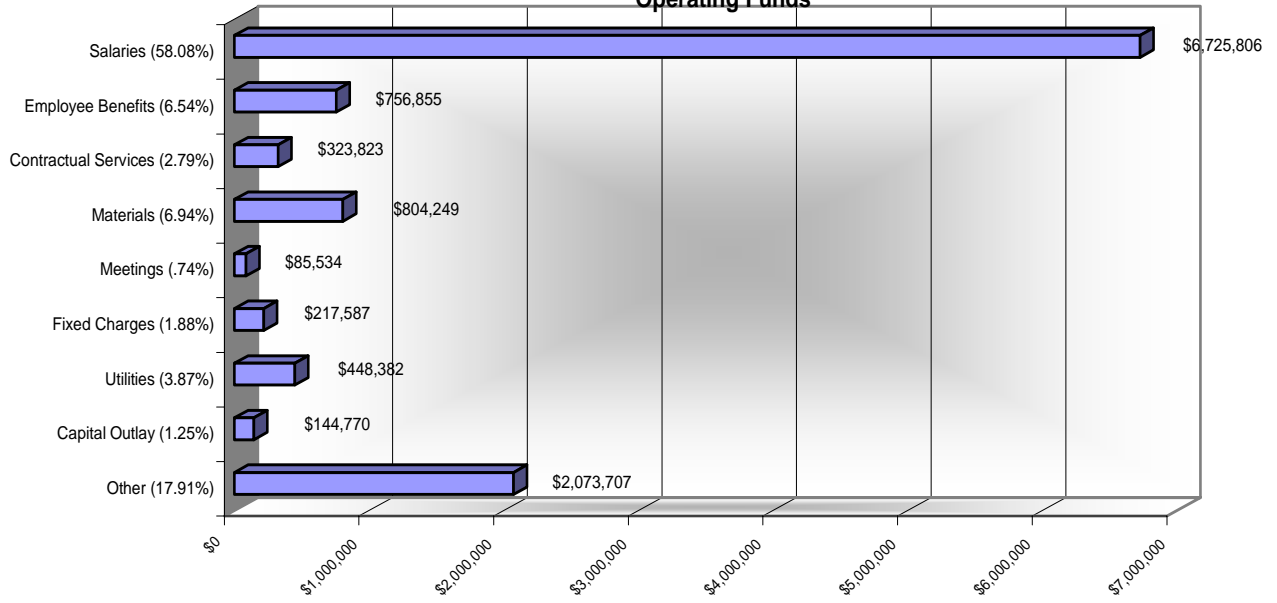
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,557,411
STATE GOVT SOURCES	3,497,888
STUDENT TUITION & FEES	7,179,278
SALES & SERVICE FEES	1,445,059
FACILITIES REVENUE	13,539
INVESTMENT REVENUE	66,023
OTHER REVENUES	55,931
TOTAL REVENUES:	16,815,129
 EXPENDITURES:	
INSTRUCTION	4,893,245
ACADEMIC SUPPORT	260,730
STUDENT SERVICES	612,240
PUBLIC SERV/CONT ED	43,897
OPER & MAINT PLANT	1,263,466
INSTITUTIONAL SUPPORT	4,855,579
SCH/STUDENT GRNT/WAIVERS	2,049,831
AUXILIARY SERVICES	2,197,766
TOTAL EXPENDITURES:	16,176,754
 TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
 NET INCREASE/DECREASE IN NET ASSETS	 638,375

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY03-05

College	Category	FISCAL YEAR 2003			FISCAL YEAR 2004			FISCAL YEAR 2005			
		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		\$905,482			\$801,742			\$833,393		
	Payroll		998,400			969,315			980,372		
	Totals	\$2,745,276	1,903,882	69%	\$3,106,314	1,771,057	57%	\$3,150,896	1,813,765	58%	50%
Lincoln Trail	Bills		643,922			559,028			724,476		
	Payroll		1,099,523			1,109,370			1,132,975		
	Totals	3,111,881	1,743,445	56%	3,289,607	1,668,398	51%	3,406,855	1,857,451	55%	50%
Olney Central	Bills		775,899			794,227			910,592		
	Payroll		1,771,994			1,796,216			1,893,188		
	Totals	4,762,523	2,547,893	53%	5,113,961	2,590,443	51%	5,168,427	2,803,780	54%	50%
Wabash Valley	Bills		755,163			829,683			827,834		
	Payroll		1,411,343			1,418,079			1,476,939		
	Totals	3,572,889	2,166,506	61%	3,914,399	2,247,762	57%	3,944,462	2,304,773	58%	50%
Workforce Educ.	Bills		484,157			562,771			579,559		
	Payroll		484,764			487,027			501,608		
	Totals	1,832,426	968,921	53%	2,102,070	1,049,798	50%	2,121,712	1,081,167	51%	50%
District Office	Bills		158,945			111,306			112,831		
	Payroll		436,367			428,097			434,746		
	Totals	1,265,567	595,312	47%	1,187,944	539,403	45%	1,217,781	547,577	45%	50%
District Wide	Bills		915,864			880,645			866,222		
	Payroll		278,056			301,645			305,978		
	Totals	5,642,629	1,193,920	21%	5,058,797	1,182,290	23%	5,413,680	1,172,200	22%	50%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$22,933,191	\$11,119,879	48%	\$23,773,092	\$11,049,151	46%	\$24,423,813	\$11,580,713	47%	50%

Excludes DOC

**Illinois Eastern Community Colleges
FY2005
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
 As of December 31, 2004 - \$11,580,713

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 14, 2005
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional Information for Items 400.1. and 400.2. will be mailed under separate cover.

dh

INDEX

400.1. Temporary Employment

400.2. Resignations

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

400.4. Leave Request (external report)

PERSONNEL REPORT

400.1 Temporary Employment

A. Faculty

1. Brian Wick, Automotive Technology/Collision Repair Instructor for Spring '05 Semester only, Effective January 19, 2005

400.2 Resignations

A. Faculty

1. Greg Shelby, Automotive Technology/Collision Repair Instructor, Effective January 18, 2005

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

400.4 Leave Request (external report)

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

	Estimated Budget										
Data Center Acoustics & HVAC Upgrade DO	\$39,325										
Carpet Replacement LTC	\$225,060										
Sidewalk Replacement/Upgrade LTC & FCC	\$88,330										
Fire Alarm & Lighting Upgrades OCC, WVC & FCC	\$554,180										
Ceiling Replacement WVC	\$173,030										
Parking Facility FCC	\$193,600										
GRAND TOTAL	\$1,273,525		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

12/31/2004

