

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 16, 2004**



**Location:**

**Lincoln Trail College  
11220 State Highway 1  
Robinson, IL 62454**

**Dinner – 6:00 p.m. – Lincoln Room  
Meeting – 7:00 p.m. – Banquet Room**

**Illinois Eastern Community Colleges  
Board Agenda**

**March 16, 2004  
7:00 p.m.  
Lincoln Trail 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
  - C. Special Recognition of Student Board Member
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Health Insurance Portability and Accountability Act (HIPAA)
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Strategic Plan ..... Bruce
  - B. Tuition Rates ..... Bruce
  - C. Donation of Exercise Equipment to the City of Robinson ..... Bruce
  - D. Inter-Governmental Cooperation Agreement with City of Robinson ..... Bruce
  - E. Illinois Department of Natural Resources Contract ..... Bruce
9. Bid Committee Report ..... Browning  
Lincoln Trail College - Instructional Cardio Equipment
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 Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the U of I Extension Building Conference Room, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, February 17, 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, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Joseph Kiser, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Dr. Harry Benson, President of Wabash Valley College.  
Dr. Jack Davis, President of Olney Central College.  
Dr. Michael Dreith, President of Frontier Community College.  
Dr. Carl Heilman, President of Lincoln Trail College.  
Mr. Roger Browning, Chief Finance Officer.  
Mrs. Tara Buerster, Director of Personnel.  
Ms. Kathleen Pampe, Associate Dean of Education to Careers Program.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mr. George Woods, Dean of Community Development & Workforce Education.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the Regular Meeting, Tuesday, January 20, 2004, were presented for disposition.

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

**Title III Program Review:** A comprehensive review of activities in operation of the district’s Title III program was presented by Ms. Jervaise McGlone, Program Director. Title III is a 5-year federally funded program for strengthening institutions of higher education.

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

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

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

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

**AGENDA #5 – “Reports”** –

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

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

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

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

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

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

**#8-A. Statements of Final Construction Compliance:** Mr. Browning presented statements of final construction compliance for 23 IECC projects as required by the Illinois Community College Board. Total Construction cost is \$5,867,465 for Protection, Health and Safety, Capital Renewal and State Funded projects which were completed this past year as follows, listing project number, project name, actual cost, and funding source:

0024-1001, FY 02 Capital Renewal, \$131,225, Capital Renewal.  
0025-0700, Learning Resource Center, FCC, \$1,680,122, State Funding.  
0922-0697, Miscellaneous ADA Improvements, \$432,930, PHS.  
0924-0697, Exit Door Modifications, OCC, \$125,436, PHS.  
0979-1197, Environmental Barriers, \$371,348, PHS.  
0980-1197, Exit Modifications, \$48,181, PHS.  
0981-1197, Curtain Replacement, \$20,200, PHS.  
0982-1197, Stage Door Replacement, \$48,971, PHS.  
0984-1197, Roof Replacements, \$57,670, PHS.  
1422-0902, Door & Hardware Accessibility, WVC & FCC, \$69,627, PHS.  
1423-0902, Storm Drain, Applied Arts Building, \$42,014, PHS.  
1424-0902, Bleacher Replacement, ADA & Code, \$127,601, PHS.  
1425-0902, Door Replacements, LTC & WVC, \$35,077, PHS.  
1426-0902, Gymnasium Floor Replacement, \$390,027, PHS.  
1427-0902, HVAC Unit Replacements, \$419,831, PHS.  
1428-0902, Interior Lighting Upgrade, Applied Arts Building, \$79,275, PHS.  
1430-0902, Roof Replacements/Repair, \$745,401, PHS.  
1431-0902, Sanitary Sewer Replacement, \$46,302, PHS.  
1432-0902, Stairway/Lobby Glazing, Wattleworth & Theatre, \$98,749, PHS.  
1433-0902, Exterior Wall & Fascia Renovations, \$546,744, PHS.  
1434-0902, Site Lighting, LTC & WVC, \$196,287, PHS.  
1499-0403, Roof Replacement, Main Hall, \$121,260, PHS.  
1500-0403, Exterior/Interior Wall Repair, \$33,187, PHS.

The CEO recommended that the statements of final construction compliance be approved for submission to the Illinois Community College Board.

**Board Action:** Mr. Koertge made a motion to approve the statements of final construction compliance as presented for submission to the Illinois Community College Board as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-B. Lease Agreement for 702 West High Street:** The CEO recommended approval for a revised lease agreement for property housing the IECC Small Business Development Center at 702 West High Street, Olney. The revised lease is for three years, from April 1, 2004 to March 31, 2007, and includes the following changes:

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

The lease agreement is specifically between Janet E. David, trustee, and her successors in trust, and as trustee of the Janet E. Davis Declaration of Trust dated June 25, 1997, and Illinois Eastern Community Colleges District #529, for rental of property described as follows: The East Ninety Feet (90') of Lots Twenty-Five (25) and Twenty-Eight (28) in John Wolf's Addition to the City of Olney, County of Richland, State of Illinois, commonly known as 702 West High Street, Olney, Illinois.

**Board Action:** Mr. Williams made a motion to approve the revised lease agreement for property housing the SBDC at 702 West High Street, Olney, as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #9 – “Bid Committee Report”** – None.

**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 \$2,724,280.57, as of January 31, 2004.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of February 2004, totaling \$691,186.72, were presented for approval.

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

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

**AGENDA #11 – “Chief Executive Officer's Report”** – Mr. Bruce presented informational reports relative to the following topics:

1. State Budget Status.
2. Update on Perkins Funding.
3. Increase in Cost of College.
4. New Programs.
5. Corrections Student Achievements.
6. Department of Corrections Greenhouse Grant.
7. Purchase of Equipment for Fitness Center/Agreement with City of Robinson.
8. 1098-T Tuition Payments Statement.
9. Enrollment Report – District Up 11%.

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

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 7:56 p.m.

**#12-B. Closed Meeting Ended:** Mr. Williams made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:26 p.m.

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

**AGENDA #13 – “Executive Session Minutes”** – The following actions were taken relative to closed meeting minutes.

**#13-A. Approval of Executive Session Minutes:** The CEO recommended that minutes of a closed meeting held during the regular meeting, Tuesday, January 20, 2004 be approved and remain closed at this time.

**Board Action:** Mrs. Culver made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, January 20, 2004, but that closed meeting minutes of that date will remain closed and not be opened to public inspection at this time. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

**#13-B. Approval of Audio Recording of Executive Session:** The CEO recommended that the audio recording of the executive session of January 20, 2004 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

**Board Action:** Mr. Kiser made a motion to approve the audio recording of the executive session of January 20, 2004 as recommended. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

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

- A. Classified
  - 1. James Perry, Custodian OCC.

#### **400.2. Faculty Seniority List for 2003-2004**

#### **400.3. Resignation**

- A. Classified
  - 1. Angela Newlin, Program Advisor (Grant), District Office, effective February 20, 2004.

#### **Personnel Report Addendum**

#### **400.4. Employment of Personnel**

- A. Administrative
  - 1. Penny Quinn, Dean of Instruction, LTC.

#### **400.5. Reemployment of Faculty for 2004-2005 Academic Year**

A. Continuation of Tenure: Bea Abernathy, Gary Adams, Tom Baird, Jerry Bayne, Mary Jane Beckett, Lisa Benson, Robert Brosseau, C. Allen Brown, Dan Bruneau, Clyde Buck, James Burnett, Nancy Buttry, Byford Cook, David Cunningham, John Day, David Denton, Lonnie Devin, Kathy Doty, Dan Edwards, Bob Efland, Donald Florida, Carole Fusco, Connie Girten, David Goodson, Scott Hanson, Randal Hargis, Johnie Harrell, Kathryn Harris, Larry Hoeszle, Kathleen Hudson, Russell Jausel, E. Ary Jennings, Hal Kizer, George Kocher, Linda Kolb, Howard Lanam, Lucille Lance, Don Leynaud, Rob Mason, Christian Mathews, Travis Matthews, Don Mersinger, Wayne Morris, Kathleen Nelson, Yvonne Newlin, Patricia Owens, Brenda Phegley, Daniel Polgar, Richard Poskin, Jason Potts, Judith Puckett, Randy Questelle, Gaziur Rahman, Diane Reed, Cathy Robb, Anurahda Roy, Terry Russell, Paul Sainer, Paul Schnarre, Fred Schwappach, Dan Tahtinen, Teresa Tegeler, James Tucker, William Tucker, Kristi Urfer, Carolyn Von Almen, Clint Weisgerber, Sharon Welty, David Wilderman, Mitchell Wolfe.

B. Initial Tenure: Jeff Cutchin, Laurel Cutright, Mark Fitch, Tamara Fralicker, Steve Higgins, Janet Kinkade, Ryan Roark, Winifred Ann Wolven.

C. Non Tenure: Scott Balding, Roger Chapman, Tiffany Devine, Teresa Diekman, Phillip Edmondson, Nixie Hnetkovsky, Ruby Houldson, Amie Janssen, Holly Kelly, John Kendall, Kathy Ketterman, Carrie Mallard, Theresa Marcotte, Rodney Maxey, Mary Mersinger, Freda Neal, John Michael Nutter, Judy Neikirk, Mark Pettigrew, Susan Polgar, Sheila Rangel, Shasta Schackmann, Gary Wangler, Jill Winter.

**400.6. Extension of Non-Tenure Status & Adoption of Resolution**

A. Faculty

1. Michael McKern
2. Gary Spraggins

WHEREAS, (Michael McKern, Gary Spraggins) is a faculty member in and for Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois; and,

WHEREAS, the said faculty member is completing such faculty member's third consecutive school year of employment with this Community College District; and,

WHEREAS, Section 3B-2 of the Public Community College Act (110ILCS 805/3B-2) provides that a faculty member who has been employed in any community college district for a period of three consecutive years shall enter upon tenure; and,

WHEREAS, said Section 3B-2, however, provides that this Board of Trustees may at its option extend such period for one additional school year as therein provided; and,

WHEREAS, this Board of Trustees has determined that the best interest of this Community College District require that such period be extended for one additional school year in the case of said faculty member.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THIS BOARD OF TRUSTEES of Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

1. That this Board of Trustees hereby finds, determines and declares that the best interests of this Community College District require that the period of three consecutive school years normally qualifying a faculty member for tenure be extended for one additional school year relative to (Michael McKern, Gary Spraggins), a faculty member in and for this Community College District.
2. That this Board of Trustees hereby extends the minimum service requirements for tenure by one additional school year of employment relative to (Michael McKern, Gary Spraggins).
3. That the said faculty member shall be given notice no later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred, which notice shall be substantially in the form presented to this Board of Trustees during an executive or closed session held on the date hereof.
4. That this Resolution shall be in full force and effect immediately from and after its adoption.

**400.7. Reduction-in-Force & Adoption of Resolution**

A. Faculty

1. Charlene Snow

WHEREAS, this Board of Trustees of Community College District Number 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, is empowered pursuant to Section 3B-5 of the Public Community College Act (110ILCS805/3B-5) to dismiss a faculty member upon a decision of this Board of Trustees to decrease the number of faculty members employed by this Board due to budget reductions; and,

WHEREAS, this Board of Trustees has decided to decrease the number of faculty members employed by this Board as hereinafter set forth; and



WHEREAS, the said Section 3B-5 further provides that no tenured faculty member may be terminated under the provisions of that Section while any probationary faculty member, or any other employee with less seniority, is retained to render a service which a tenured employee is competent to render; and

WHEREAS, as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will no longer require the services of Charlene Snow, as a probationary faculty member, in and for this Community College District; and,

WHEREAS, there is no service which the said employee is competent to render which is held by any other employee with less seniority than said employee.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by this Board of Trustees of Community College District Number 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, as follows:

1. That this Board of Trustees has decided to and hereby does decrease the number of faculty members employed by this Board by one (1) effective as of the end of the current school year or term, that is, effective on the 14<sup>th</sup> day of May, 2004.
2. That as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will require the services of one (1) less full-time faculty member.
3. That this Board of Trustees has, accordingly, decided to terminate the employment of and dismiss Charlene Snow, as a probationary faculty member, in and for this Community College District, effective at the end of the current school year or term, that is, the 14<sup>th</sup> day of May, 2004.
4. That this Board of Trustees specifically finds, determines and declares that there is no service which the said employee is competent to render which is held by any other employee with less seniority than said employee.
5. That this dismissal is an honorable dismissal for the reason stated above.
6. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to give notice to the said faculty member of such faculty member's dismissal not later than 60 days before the end of the current school year, together with a statement of honorable dismissal and the reason therefore, both substantially in the form attached hereto and incorporated herein by this reference.
7. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to take such further or different action as may be necessary or appropriate to give effect to the foregoing.
8. That this Resolution shall be in full force and effect immediately upon its adoption.

#### **400.8. Termination**

##### A. Classified

1. Ricky Rich, Groundskeeper, LTC, effective February 18, 2004.

**Board Action to Amend Personnel Report:** Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.4, 400.5, 400.6, 400.7, 400.8 as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

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

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

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

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Mr. Rost made a motion to adjourn. 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. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:30 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**
- C. Special Recognition of Student Board Member**

**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)**

**A. Health Insurance Portability and Accountability Act**



**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2004  
RE: Health Insurance Portability and Accountability Act (HIPAA)

Under federal legislation, the Board must adopt a policy that complies with the Health Insurance Portability and Accountability Act (HIPAA).

I ask the Board's approval of this policy that outlines the rights of members of our insurance plan and designates a Privacy Officer who is responsible for implementing and maintaining all HIPAA Privacy policies and procedures and who is the single point of contact for all privacy-related issues.

TLB/tab

Attachment

## BOARD OF TRUSTEES – 100

### Health Insurance Portability and Accountability Act (HIPAA) (100.22)

Date Adopted: March 16, 2004

The Board of Trustees and Employees of Illinois Eastern Community Colleges intends to operate in compliance with the Health Insurance Portability and Accountability Act (HIPAA), (Public Law 104-191).

It is the Policy of Illinois Eastern Community Colleges that:

- We shall not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against a member for exercising any of their rights under HIPAA. These include:
  - The right to complain to the Department of Health and Human Services if they feel that their privacy rights have been violated.
  - The right to testify in an investigation, compliance review or other hearing.
  - Oppose any practice of the health plan that the individual feels is in violation of HIPAA regulations.
- We will not require individuals to waive their HIPAA rights as a condition of enrollment or eligibility for insurance benefits.

The District Director of Personnel will serve as the Privacy Officer for Illinois Eastern Community Colleges and should be contacted for report of suspected violations of this HIPAA policy.

Violation of these policies can carry serious consequences for the health plan. Disciplinary actions for anyone violating this policy may include suspension without pay or dismissal.

**Agenda Item #7**

**Policy Second Reading**

**A. None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Strategic Plan**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2004  
RE: Strategic Plan, FY 2005 and 2006

The Strategic Plan for Illinois Eastern Community Colleges is a product of district-wide research that includes a scan of the district's environment, input from the four colleges and District Office, its workforce education division, and the communities served. The purpose of the strategic plan is improvement of instruction, the betterment of student support services, revitalized facilities, and state-of-the-art equipment and teaching tools to maintain the college District in a position of leadership as the institution continues through the 21<sup>st</sup> century.

The Strategic Plan, FY 2005 and 2006 includes:

- Introduction
- Environmental Scan
- Summary and Recommendations
- Strategic Plan
  - FY 2004 Report
  - FY 2005 Report
  - FY 2006 Report
- Planning Matrix
- Data Sources

A copy of the Strategic Plan, FY 2005 and 2006 was mailed to each Board member. Please bring your copy of the Strategic Plan with you to the Board meeting.

I recommend approval of the attached Strategic Plan for FY2005 and FY2006.

TLB/rs

**Agenda Item #8B**

**Tuition Rates**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2004  
RE: Tuition Rates

The budgetary situation with the State of Illinois continues to be uncertain, with the State continuing to have large budgetary deficits. Under the Governor's budget plan, state funding support for community colleges is reduced by 3.3% below FY 2004, which is also about 15% below the high-water mark of FY 2002. If the Governor's recommended budget is approved, community college funding from state sources will be very near the FY 1998 funding levels. This makes the funding from the State of Illinois increasingly uncertain, and potential formula changes could further reduce the funding from the State.

Because of this budgetary uncertainty, the District is forced to consider a tuition increase. In the past, tuition increases have generally been created by the necessity to have our District tuition meet a threshold amount for access to equalization funding. This proposed tuition increase is not required except for the uncertainty of continued State funding. The District will have access to equalization funding even if this increase is not approved. Even with this recommended increase, IECC 's tuition rate will remain among the two or three lowest in the State.

<u>Type</u>	<u>Current</u>	<u>Recommended</u>
<b>In-District</b>	<b>\$45.00 per S.H.</b>	<b>\$48.00 per S.H.</b>
<b>Special Counties</b>	<b>\$90.00 per S.H.</b>	<b>\$96.00 per S.H.</b>

These proposed tuition increases would become effective Summer Term 2004. I ask the Board's approval of this recommendation.

TLB/rs



**Agenda Item #8C**

**Donation of Exercise Equipment to the City of Robinson**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2004  
RE: Donation of Exercise Equipment to the City of Robinson

The Lincoln Trail College Foundation has constructed a baseball and softball facility in cooperation with the City of Robinson. The facility is located in downtown Robinson just south of the square. The Foundation and the City also added a fitness center to the baseball and softball facility. By agreement between the Foundation and the City, the Foundation will donate the building to the City and the City will be responsible for the operation and management of the facility.

Lincoln Trail College President Carl Heilman, in cooperation with the City of Robinson, has agreed to move its current fitness center equipment to the new City facility. In addition, President Heilman has purchased new fitness equipment that he also wishes to transfer to the City. (The bid committee report to be considered on March 16, 2004, contains the items of new equipment that the College proposes to transfer to the City.)

In exchange for the donation of current and newly purchased equipment (Exhibit A attached), the City will manage the facility and the college will be teaching a series of fitness courses for which it will receive reimbursement. The City's rate for use of the building has been substantially reduced to recognize the College's donation.

In the event that the fitness center is not successful, the City will agree to return all the fitness equipment to the College.

I ask that the Board of Trustees approve the transfer of current and new fitness equipment to the City of Robinson.

TLB/rs

Attachment (Exhibit A)

## Exhibit "A"

### Current Equipment

1. Ten (10) Trotter Circuit Weight Training Stations, including stacked weights.
2. Eight (8) Stationary Bicycles.
3. One (1) Recumbent Bicycle.
4. One (1) Stair Climber.
5. Two (2) Commercial Grade Treadmills.

### Equipment to be Purchased

6. Two (2) Treadmills .
7. Two (2) Cross Trainers.
8. One (1) Stair Climber.
9. Two (2) Recumbent Bicycles.

**Agenda Item #8D**

**Inter-Governmental Cooperation Agreement with City of Robinson**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2004  
RE: Inter-Governmental Cooperation Agreement with City of Robinson

Lincoln Trail College and the City of Robinson will be working together to operate a health and fitness center at the newly constructed baseball and softball facility.

Both the City and the College wish to approve an Inter-Governmental Cooperation Agreement which sets forth the duties and obligations of each party to the agreement.

I ask that the Board approve the Resolution and Inter-Governmental Cooperation Agreement which follows.

TLB/rs

Attachment (Inter-Governmental Cooperation Agreement)

## INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made \_\_\_\_\_, 2004, by and between Illinois Eastern Community College District No. 529, hereinafter referred to as the COLLEGE and the City of Robinson, Illinois, an Illinois Municipal Corporation of Robinson, Illinois, hereinafter referred to as the CITY.

WITNESSETH:

WHEREAS, the CITY is the owner of certain real estate located at 501 South Cross Street, Robinson, Illinois; and

WHEREAS, the parties hereto are desirous of developing said premises for the mutual benefit of the students of the COLLEGE and the residents of the CITY'S community as a recreational facility; and

WHEREAS, the COLLEGE and the CITY are desirous of having located upon said premises a health and fitness facility; and

WHEREAS, the parties have determined to fulfill said goal, the COLLEGE and the CITY shall contribute to the cost of developing such health and fitness facility, with such facility to then be owned and managed by the CITY pursuant to the terms of this Agreement;

WHEREAS, Article 8, Section 10 of the Constitution of the State of Illinois authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the parties have determined that it is in the best interests of the students of the COLLEGE and the residents of the CITY, for the parties to enter into this Agreement with respect to the equipping and operation of said health and fitness facility and to carry out the purposes of this Agreement; and the governing bodies of each party hereto have adopted an ordinance or resolution approving this Intergovernmental Agreement and authorizing its execution.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein and of other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties hereto agree as follows:

### **1. Ownership and Equipping**

The COLLEGE shall, at its sole expense, purchase and provide all necessary equipment to operate a health and fitness facility. The CITY and the COLLEGE have agreed upon a basic equipment list to be provided by the COLLEGE and it is attached hereto and incorporated herein by reference as Exhibit "A". The COLLEGE shall purchase, install such equipment in the facility, and convey ownership of the equipment to the CITY. Once the facility has been fully equipped at the cost of the COLLEGE, the CITY shall assume sole cost of the maintenance, repair and replacement of such equipment.

### **2. 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.

### **3. Operation and Management of Facility**

The CITY shall provide management and clerical services as it shall deem necessary for the operation of the facility. Budgeting and policy decisions concerning the operation of the health and fitness facility shall be in the sole discretion of the CITY.

The CITY shall have the right to establish user fees and rates, collect such user fees and rates, and those shall become general funds of the CITY. The CITY shall provide the COLLEGE with reduced rates that recognize the contribution of equipment by the COLLEGE to the health and fitness center.

### **4. Scheduling and Shared Use of the Facility**

Priority shall be given to the use of the health and fitness facility by the COLLEGE and COLLEGE classes. Such use shall be scheduled between the designated representative of the CITY and the designated representative of the COLLEGE. The CITY and the COLLEGE shall cooperate as necessary to make scheduling changes and to avoid scheduling conflicts. The COLLEGE shall have a duly certified representative in attendance for purposes of supervision and instruction when the health and fitness facility is used by students enrolled in the COLLEGE classes. When the health and fitness facility is used by the students of the COLLEGE, it shall be the responsibility of the COLLEGE at the end of each daily use, to properly secure the building in accordance with written instructions to be provided to it by the CITY. In the event of a disagreement among the parties as to any matter covered by this paragraph, the decision of the CITY with regard to such issue shall be final.

### **5. Revenues from Operation of Facility**

The CITY shall determine all fee structures for use of the health and fitness facility. A special reduced charge shall be made of the COLLEGE for use of the health and fitness facility when scheduled through the COLLEGE and when supervision is provided by the COLLEGE. All concessions shall be under the control of the CITY and it shall receive any revenues from those concessions, including vending machines. In the event of a disagreement among the parties as to any matter covered by this paragraph, the decision of the CITY with regard to such issue shall be final.

### **6. Liability Insurance and Indemnification**

Each of the parties hereto shall maintain general liability insurance having liability limits in an amount not less than One Million Dollars (\$1,000,000.00) in force at such party's expense at all times during the term of this agreement and shall name the other party as an additional insured with respect to such policies of insurance. Proof of such insurance shall be given by each party by way of a certificate of insurance to be provided to the other party no less frequently than annually, and when otherwise requested by the other party.

The CITY agrees to defend, indemnify and hold harmless the COLLEGE, its officers, agents, contractors and employees harmless of and from all liabilities and claims of liabilities arising out of the CITY's use by the general public of the facility.

The COLLEGE agrees to defend, indemnify, and hold the CITY, its officers, agents, contractors, and employees harmless of and from all liabilities and claims of liabilities arising out of the use of the facility by the students of Lincoln Trail College when scheduled for use by them.

## **7. Return of Equipment**

In the event the COLLEGE is not able to generate sufficient revenue from classes in the health and fitness facility, then this Agreement shall terminate and the COLLEGE shall regain ownership of the health and fitness equipment described herein, and the COLLEGE shall have no further financial obligation to the CITY.

## **8. Terms of Agreement**

This Agreement shall be effective upon execution hereof by both of the parties hereto and shall continue through and including July 1, 2008. Unless either party notifies the other by January 1 of the year of termination of the initial term, or any renewal term, of its desire not to extend the Agreement, the Agreement shall be extended for additional successive one year terms upon the same terms as then existing. In the event of the termination of this Agreement by either party as above provided, such party shall be responsible for all obligations incurred by it during the term of this Agreement. Upon termination of the Agreement, all real estate and improvements made subject hereof shall be the sole property of the CITY and all health and fitness equipment shall be returned to the COLLEGE.

## **9. Binding Effect**

This Agreement shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns; provided, however, that neither party shall have the right to assign its interest in this Agreement either voluntarily or by operation of law without the prior written consent and approval of the other party.

## **10. Amendment**

This Agreement constitutes the entire agreement of the parties and may be altered, modified or amended duly upon the written consent and agreement of both parties after approval by the governing body of each party as required by law.

## **11. Arbitration**

It is hereby agreed that in case of any disagreement or difference shall arise at any time hereafter between the parties hereto, or any person claiming under them, in relation to this Agreement, either as to the construction or operation thereof or the respective rights and liabilities thereunder, such disagreement or difference shall be submitted to the arbitration of two persons, one to be appointed by each party to this Agreement, and the third to be appointed by the two so appointed. If either party shall refuse or neglect to appoint an arbitrator and served written notice thereof upon the other party requiring it to appoint an arbitrator, then the arbitrator so first appointed shall have the power to proceed to arbitrate and determine the matters of this Agreement or difference as if he were an arbitrator appointed by both the parties hereto for that purpose, and his decision in writing shall be final, provided such decision shall be made within 20 days after such refusal or neglect of the other party to appoint an arbitrator. In case there are three arbitrators selected as above provided such decision shall be made within 20 days after the reference of said arbitrators. All decisions of the arbitrators shall be binding upon the parties hereto as if entered by a court of competent jurisdiction.



## **12. Notices**

All notices required hereunder shall be in writing and shall be served personally, be registered or certified mail return receipt requested, or by express delivery service as follows:

If to the City:  
Mayor  
300 S. Lincoln  
Robinson, IL 62454

If to the College:  
Chief Executive Officer  
233 East Chestnut  
Olney, IL 62450

In the event of the change of either of the above addresses, to the party whose address changes shall notify the other party in writing of such change and the new address.

## **13. Severability**

If for any reason any provision of this Agreement is determined by the Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed to be severed and this Agreement shall remain in full force and effect with the provision severed or as modified by Court Order provided that said provision determined invalid does not substantially impair the intent or substance of this Agreement so that the purposes of this Agreement are not fulfilled and the benefits to the parties hereto are not realized. If said provision does substantially impair the intent or substance, the parties shall attempt to agree on an amendment to this Agreement to address the changes necessary as a result of said Court determination. However, if the parties are unsuccessful in negotiating an amendment, this Agreement shall terminate.

## **14. Waiver of Performance**

The waiver by either party of any, term, covenant or condition herein, or the failure of such party to insist upon strict and prompt performances therewith, shall not be deemed or construed to constitute a waiver of such terms, covenant or condition, which shall remain in full force and effect and shall continue to be subject to enforcement.

## **15. Governing Law and Exclusive Jurisdiction**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Illinois.

**16. Authority of Officers**

Each of the parties hereto represent and warrant that the officers executing this Agreement for and on behalf of such party are fully authorized and empowered by the governing body of such party to make, execute and deliver this Agreement for and on behalf of such party.

CITY OF ROBINSON, ILLINOIS, AN ILLINOIS MUNICIPAL CORPORATION

BY: \_\_\_\_\_  
WALLACE W. DEAN, Mayor

ATTEST: \_\_\_\_\_  
SANDREA JARED, City Clerk

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

BY: \_\_\_\_\_  
Its Board Chairman

ATTEST: \_\_\_\_\_  
Its Secretary

**Agenda Item #8E**

**Illinois Department of Natural Resources Contract**

**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2004  
RE: Illinois Department of Natural Resources Contract

For more than twenty years George Woods and his Coal Mining Technology Staff have provided training for the Illinois Department of Natural Resources (IDNR). Although the training was done under a contract with IDNR the contract has continued in effect, without renewal, for a substantial period of time.

Under the new Governor, training contracts are being reviewed and renewed. The IDNR has asked IECC to complete and return a contract which tracks the current contract with the department and allows George and his staff to continue to do training for the department for which the Department will pay all of IECC's travel expenses. The contract begins March 1, 2004 and terminates on February 28, 2007.

Since IECC does substantial training on behalf of IDNR, I ask the Board's approval of this contract.

TLB/rs

**Agenda Item #9**

**Bid Committee Report**

Bid Committee Report

March 16, 2004

Lincoln Trail College

1. Instructional Cardio Equipment

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Instructional Cardio Equipment for Lincoln Trail College  
DATE: March 16, 2004

The Bid Committee recommends acceptance of the bids received that meet all specifications as follows:

10. Treadmill (Qty. = 2) – **Gilles Cycling & Fitness, Evansville, IN** – Lowest responsible bid considering conformity with specifications, terms of delivery, quantity, and serviceability, for a total of **\$7,945**.
11. Cross Trainer (Qty. = 2) – **Gilles Cycling & Fitness, Evansville, IN** – Lowest responsible bid considering conformity with specifications, terms of delivery, quantity, and serviceability, for a total of **\$7,862**. The “True” brand had the lowest bid; however Dr. Heilman has had prior professional experience with this particular brand and found it not to be reliable. According to Dr. Heilman, the “True” brand breaks down more easily, is not as dependable, is higher maintenance, and is not as durable as the “Cybex” brand.
12. Stair Climber (Qty. = 1) – **Gilles Cycling & Fitness, Evansville, IN** – Lowest responsible bid considering conformity with specifications, terms of delivery, quantity, and serviceability, for a total of **\$2,285**.
13. Recumbent Bike (Qty. = 2) - **Gilles Cycling & Fitness, Evansville, IN** – Lowest responsible bid considering conformity with specifications, terms of delivery, quantity, and serviceability, for a total of **\$4,504**. The “True” brand had the lowest bid; however Dr. Heilman has had prior professional experience with this particular brand and found it not to be reliable. According to Dr. Heilman, the “True” brand breaks down more easily, is not as dependable, is higher maintenance, and is not as durable as the “Cybex” brand.

A Bid tabulation is attached.

Respectfully submitted,

Roger Browning  
Mitch Hannahs  
Carl Heilman  
Harry Hillis, Jr.

Source of Funds: Educational Fund

Rationale for Purchase: Instructional Equipment to be used to generate credit hours.

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

**INSTRUCTIONAL CARDIO EQUIPMENT  
BID TABULATION**

<b>Qty.</b>	<b><u>Equipment</u></b>	<b>The Body Quest Stores Carlinville, IL</b>	<b>Factory Fitness Indianapolis, IN</b>	<b>Gilles Cycling &amp; Fitness, Evansville, IN</b>
(2)	Treadmill	\$9,500.00	\$11,998.00	\$7,945.00
(2)	Cross Trainer	\$5,998.00	\$7,998.00	\$7,862.00
(1)	Stair Climber	No Bid	\$0 with full order	\$2,285.00
(2)	Recumbent Bike	\$3,598.00	\$5,098.00	\$4,504.00
Freight & Installation		Included	\$925.00	Included
<b>TOTAL</b>		<b>\$19,096.00</b>	<b>\$26,019.00</b>	<b>\$22,596.00</b>
Additional Info.		“True” brand	4-6 weeks shiptime on “Life Fitness” Cardio	“Cybex” brand



INSTRUCTIONAL CARDIO EQUIPMENT SPECIFICATIONS:

Equivalent models require accompanying descriptive literature.

Life Fitness Equipment or Equivalent

<u>QUANTITY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BID AMOUNT</u>
2	95Ti	Treadmill-Life Pulse and Polar Telemetry. 0-15% Incline, 26 Character Message Center, 5-12 mph, 5 interactive heart rate programs. 3 Goal workouts, 6 fit tests, 6 standard programs, and 6 custom workouts. Integrated accessory tray and reading rack, 400lb max user weight. <u>Smart Stop System</u> , Safely stops the belt when it detects that a user has steps off the deck. Powerful 4 Horse AC motor with LIFETIME WARRANTY, 2 years on all electrical parts. Automatic wax lubrication system. Flexible deck with LIFETIME WARRANTY on shock absorbers. Made in USA.	(2) Units
2	CT9500	Cross Trainer-Life Pulse and Polar Telemetry. 3 standard workouts, 5 interactive heart rate workouts, 6 custom workouts and 7 Hill Plus workouts. Integrated accessory tray and reading rack, 20 resistance levels, and 350lb max user weight. 2 year warranty on mechanical and electrical parts, 1 year labor, 6 months on wearable parts. Self Powered. Made in the USA.	(2) Units
1	95Si	Stair Climber- Life Pulse and Polar Telemetry. 3 standard workouts, 5 interactive heart rate workouts, 6 custom workouts, 7 Hill Plus workouts. Integrated accessory tray and reading rack, 20 resistance levels, and 350lb max user weight. 2 year warranty on mechanical and electrical parts, 1 year labor, 6 months on wearable parts. Self Powered. Made in the USA.	(1) Unit
2	95Ri	Recumbent Bike- Life Pulse and Polar Telemetry. 3 standard workouts, 6 interactive heart rate workouts, 5 personal trainer workouts, 6 custom workouts and 7 Hill Plus workouts. Integrated accessory tray and reading rack, 25 resistance levels, and 400lb max user weight. 2 year warranty on mechanical and electrical parts, 6 month on wearable parts. Self Powered. Made in the USA.	(2) Units

ALL FREIGHT, DELIVERY AND SET UP CHARGES ARE INCLUDED IN BID. OUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID \$ \_\_\_\_\_ (for (ITEMS \_\_\_\_\_))

COMPANY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX NO. \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

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 February 29, 2004**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$2,960,270.07
Operations & Maintenance	\$444,355.26
Operations & Maintenance (Restricted)	\$469,575.96
Bond & Interest	\$19,926.81
Auxiliary	\$256,937.34
Restricted Purposes	\$231,730.99
Working Cash	\$677.03
Trust & Agency	\$351,393.07
Audit	\$1,525.83
Liability, Protection & Settlement	\$900,179.72
<b>TOTAL ALL FUNDS</b>	<b>\$5,636,572.08</b>

Respectfully submitted,

Marilyn Grove, Treasurer

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

	ALL FUNDS
	Current Year 2004
ASSETS and OTHER DEBITS:	
ASSETS:	
CASH	5,636,572
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	9,583,000
RECEIVABLES	1,758,219
ACCRUED REVENUE	
INTERFUND RECEIVABLES	
INVENTORY	506,178
TOTAL ASSETS AND OTHER DEBITS:	17,507,469
Liabilities, equity and other credits	
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	12,148
ACCOUNTS PAYABLE	-528,145
ACCRUED EXPENSE	
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	
OTHER LIABILITIES	573,349
TOTAL LIABILITIES:	197,303
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,336,051
PR YR BDGTD CHANGE TO FUND	477,071
BALANCE	
Fund Balances:	
FUND BALANCE	10,781,194
RESERVE FOR ENCUMBRANCES	4,715,849
TOTAL EQUITY AND OTHER CREDITS:	17,310,166
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	17,507,469

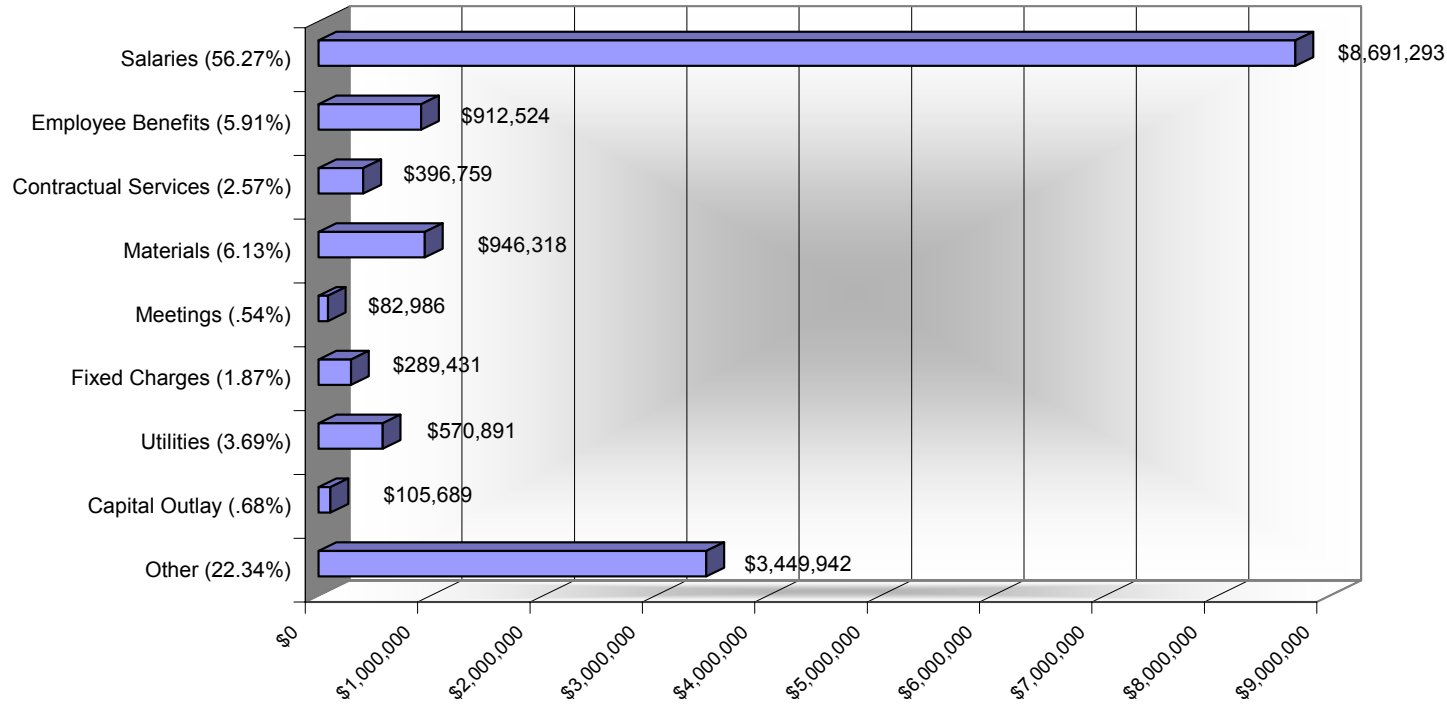
ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF 29-FEB-2004

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,529,493
STATE GOVT SOURCES	10,070,517
STUDENT TUITION & FEES	8,228,722
SALES & SERVICE FEES	2,046,828
FACILITIES REVENUE	23,439
INVESTMENT REVENUE	110,915
OTHER REVENUES	52,056
DUMY	<u>0</u>
TOTAL REVENUES:	25,061,971
EXPENDITURES:	
INSTRUCTION	6,119,567
ACADEMIC SUPPORT	331,987
STUDENT SERVICES	784,264
PUBLIC SERV/CONT ED	58,081
OPER & MAINT PLANT	1,559,373
INSTITUTIONAL SUPPORT	6,951,733
SCH/STUDENT GRNT/WAIVERS	3,410,948
AUXILIARY SERVICES	<u>1,736,309</u>
TOTAL EXPENDITURES:	20,952,261
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>734,262</u>
TOTAL TRANSFERS AMONG FUNDS:	734,262
NET INCREASE/DECREASE IN NET ASSETS	<u>3,375,448</u>



### Illinois Eastern Community Colleges FY2004 Operating Funds



Illinois Eastern Community Colleges Dist. #529  
■ As of February 29, 2004 - \$15,445,832



**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

- A. Approval of Written Executive Session Minutes**
- B. Approval of Taped Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** March 12, 2004  
**RE:** Personnel Report

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

aj

Attachments

# **INDEX**

**400.1. Leave Request (external report)**

**400.2. Resignation**

# PERSONNEL REPORT

## 400.1. Leave Request (external report)

## 400.2. Resignation

### A. Classified

1. Julie Tennis, Custodian, WVC, effective February 23, 2004.

**Agenda Item #15**

**Agenda Item #15**

**Collective Bargaining**



**Agenda Item #16**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Agenda Item #19**

**Adjournment**

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

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

2/29/2004