

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 16, 2010**



**Location:**

**Wabash Valley College  
2200 College Drive  
Mt. Carmel, IL 62863**

**Dinner – 6:00 p.m. – Cafeteria  
Meeting – 7:00 p.m. – Cafeteria**

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

**Illinois Eastern Community Colleges  
Board Agenda**

**March 16, 2010**

**7:00 p.m.**

**Wabash Valley College**

1. Call to Order & Roll Call..... Chairman Fischer
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. Special Recognition of Student Board Member ..... Bruce
  - B. Identity Theft Prevention Program ..... Cantwell
  - C. Motorcycle Training Facility Use Agreement with SIU-Carbondale - FCC ..... Bruce
  - D. Motorcycle Training Facility Use Agreement with SIU-Carbondale - LTC ..... Bruce
  - E. Motorcycle Training Facility Use Agreement with SIU-Carbondale - OCC ..... Bruce
  - F. Motorcycle Training Facility Use Agreement with SIU-Carbondale – WVC ..... Bruce
  - G. Authorization to Develop A Line of Credit ..... Bruce
  - H. Authorization to Study Funding Bonds Issuance..... Bruce
  - I. Authorization to Study Working Cash Fund Bond Issuance ..... Bruce
  - J. Purchase of Vehicle for Truck Driving Training..... Bruce
9. Bid Committee Report ..... Bruce
  - A. None

- 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 Wattleworth Hall Rooms 112-113, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, February 16, 2010.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, 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:

John D. Brooks, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Trustees absent: Carter Wilkinson, student trustee, was absent due to illness. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees:

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

Jack Davis, President of Olney Central College.

Matt Fowler, President of Wabash Valley College.

Timothy Taylor, President of Frontier Community College.

Beverly Turkal, President of Lincoln Trail College.

Roger Browning, Chief Finance Officer/Treasurer.

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

Alex Cline, Director of Information & Communications Technology.

Kathleen Pampe, Associate Dean of Career Education & Economic Development.

Pamela Schwartz, Associate Dean of Institutional Development.

Renee Smith, Executive Assistant to CEO.

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

LTC – Lincoln Trail College

LWIB – Local Workforce Investment Board

OCC – Olney Central College

PHS – Protection, Health & Safety

SAN – Student Advantage Network

SURS – State Universities Retirement System

WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting, held Tuesday, January 19, 2010, were presented for disposition.

**Board Action to Approve Minutes:** Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared. Trustee John Brooks 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 carried.

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

**#3-A. Visitors & Guests:** Visitors and guests present were recognized, including several college staff members.

**#3-B. IECEA Representative:** Gary Adams, President of Illinois Eastern Colleges Education Association (IECEA), was recognized. Eleven members of the professional faculty bargaining unit addressed the Board of Trustees to express concerns regarding possible reductions in force.

**AGENDA #4 – “Public Comment”** – Seven residents of the IECC district addressed the Board of Trustees to express concerns regarding possible reductions in force. A letter was presented from the four PreK-12 public school districts in Crawford County, asking for a delay in the reductions in force. The letter was signed by Superintendents Jeff Patchett of Oblong CUSD#4, Roger Eddy of Hutsonville CUSD#1, Josh Quick of Robinson CUSD#2, and John Hasten of Palestine CUSD#3. At the request of Trustee John Brooks, the Chair directed that the letter be a part of the official record of this meeting.

**Change Order of Agenda:** The Chair directed that the order of the agenda be changed for the purpose of holding an executive session.

**AGENDA #12 – “Executive Session”** – The CEO stated that an executive session to discuss personnel would be 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].

**#12-A. Executive Session:** Trustee Walter Koertge made a motion to hold an executive session under Section 2(c)(1) of the Open Meetings Act. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as recorded: John Brooks, abstain; Michael Correll, nay; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Walter Koertge, yea; Marilyn Wolfe, yea. Student Trustee Carter Wilkinson was absent. The motion having received 5 yea votes and 1 nay vote, with 1 abstention, the Chair declared the motion carried and an executive session was held beginning at 9:00 p.m.

**#12-B. Executive Session Ended:** Trustee Walter Koertge made a motion to adjourn the executive session and reconvene in open session. Trustee John Brooks 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 11:42 p.m.

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

**Action to Withhold Decision on Reductions in Force:** Trustee Michael Correll made a motion to withhold a decision on the issue of reductions in force, and, in trying to work with the faculty, a faculty proposal be requested, to be sent to the CEO’s office by Tuesday, February 23, 2010, at 4:30 p.m., listing what the faculty suggests be done to decrease costs. The Board of Trustees would then have one week to study any suggestions from the faculty, and this Board meeting will be reconvened on Wednesday, March 3, 2010, at 7:00 p.m., at Olney Central College, at which time the issue of reductions in force will be addressed. Trustee William Hudson 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.

**Resume Regular Order of Agenda:** Without objection, the Chair directed that the regular order of the agenda be resumed.

#### **AGENDA #5 – “Reports” –**

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

**#5-B. Report from Presidents:** Written reports were presented from each of the colleges.

**#5-C. Report from Cabinet:** None.

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

**#6-A. HR 400.12 Vacation Leave Policy:** Employees who are paid from grant funds are granted the same number of vacation days as employees paid by the education fund. Under current policy, grant funded employees must use their vacation days during the period of the grant. However, questions have arisen about vacation carry-over days that have resulted, in some instances, to a payment of these vacation days from education funds. The proposed change clarifies that employees in grant funded positions cannot carry over vacation days unless they accept the risk of losing those unused vacation days and pay, if the grant is not renewed or employment with the District is terminated. This proposed additional language does not change existing policy, but clarifies how and if carry-over vacation days are to be paid or not paid.

The paragraph in the policy relating to grant employees will now read as follows:

“Employees in grant-funded positions who attempt to carry-over unused vacation hours at the end of a fiscal year, do so at the risk of losing unused vacation hours and pay for those hours if

the grant funding is not renewed or cut and employment with the District is terminated. An employee in a grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.”

*Recommendation:* The CEO recommended approval of this clarification of existing policy regarding grant funded employees who carry over vacation days.

**Board Action:** Trustee Brenda Culver made a motion to waive second reading and adopt the foregoing revision to Vacation Leave Policy 400.12, to clarify existing policy regarding grant funded employees who carry over vacation days, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 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. Statement of Final Construction Compliance:** IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year. Statements of final construction compliance for Illinois Eastern Community Colleges projects as required by the ICCB were presented. A total of \$538,556 in construction costs for Protection, Health and Safety projects were completed this past year as outlined below, listing project number, project name, and actual cost.

1863-1007 – Plumbing & Electrical Survey – \$ 39,596.

1874-1007 – Storm Water Remediation – 64,408.

1995-0309 – ADA Hardware Replacement – 47,290.

1994-0309 – Toilet & Locker Room Upgrade – 122,619.

1996-0309 – Fire Suppression Upgrades – 14,033.

1997-0309 – Electrical & Lighting Upgrades – 250,610.

*Recommendation:* The CEO recommended that IECC’s statements of final construction compliance be approved as presented for submission to the ICCB.

**Board Action:** Trustee Walter Koertge made a motion to approve IECC’s statements of final construction compliance as presented and recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Student Support Fee:** The board increased tuition by \$9 earlier this year to be effective Summer Term 2010. This increase was to comply with the state requirement that the district charge tuition that is 85% of the statewide average tuition. Since that action on increasing tuition occurred, it has become more apparent that the state will be unable to make payments that are due the District. The CEO stated the District will need to establish a Student Support Fee of \$10 per credit hour effective Summer Term 2010 to raise revenue to replace the state's failure to pay amounts due the district. A \$10 Student Support Fee will increase district revenue and could be used to fund the issuance of Alternate Revenue Bonds or for any district purpose. With this increased fee, the tuition and mandatory fees will be \$86 per credit hour, which compares favorably with other area community colleges. The CEO recommended approval of the establishment of this \$10 per credit hour Student Support Fee, to apply to all students.

**Board Action:** Trustee John Brooks made a motion to approve a \$10 per credit hour Student Support Fee to apply to all students, effective Summer Term 2010, as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Online Tuition Rates:** The CEO recommended approval to change the course listings from Internet Tuition to Online Tuition and that the tuition be changed as follows:

- In-District, from \$62 to \$71 per credit hour.
- Special Out-of-District, will remain at \$89 per credit hour.
- Indiana Students in Designated Counties, from \$95 to \$110 per credit hour.
- Out-of-District, from \$85 to \$110 per credit hour.
- Out-of-State, from \$95 to \$110 per credit hour.
- Non U.S. Resident, from \$108 to \$110 per credit hour.

**Board Action:** Trustee Marilyn Wolfe made a motion to change the course listings from Internet Tuition to Online Tuition and to change the tuition for these courses as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Nursing Tuition Increase:** The IECC District operates a highly professional nursing program at each of the four colleges. Graduates from the program who take the NCLEX have a high passage rate, indicating the high standards maintained by the program. However, the nursing program is the most expensive program operated by the District. For FY2009, the District's cost per credit hour for non-nursing courses was \$124.69 per credit hour, while the cost for nursing was \$261.60 per credit hour.

Statewide, community colleges are developing variable tuition rates for nursing programs. The tuition for beginning and first year nursing students should increase to 150



percent of regular tuition, effective Summer Term 2010. For nursing students currently in the first year of the program, the tuition increase should be 125 percent of regular tuition for the 2010 Summer Term, 2010 Fall Semester and 2011 Spring Semester. Thereafter, all students in the Nursing, Radiography and Practical Nursing programs will be charged 150 per cent of regular tuition.

The CEO recommended approval of this variable tuition rate for nursing students for the following courses, listing course number, course name and credit hours:

### **Nursing**

NUR 1200 Applied Nursing Pharmacology, 3  
NUR 1201 Nursing I, 10  
NUR 1202 Nursing II, 10  
NUR 1203 Clinical Nursing, 6  
NUR 1204 Nursing Constructs, 3  
NUR 1205 Transition to Nursing, 4  
NUR 1206 Practical Nurse Review Course, 1  
NUR 1207 Fundamental Nursing Skills, 2  
NUR 1208 Independent Study in Nursing, 6  
NUR 1209 Adv. Topics Nurse & Health Care, 6  
NUR 2201 Nursing III, 10  
NUR 2202 Nursing IV, 10  
NUR 2203 Health Assessment for Nurses, 3  
NUR 2204 Pharmacology for Nurses, 3  
NUR 2205 Registered Nurse Review Course, 2  
NUR 2210 Strategies for Nursing Educators, 3

### **Practical Nursing Certificate**

PNC 1211 Practical Nursing I, 5  
PNC 1212 Practical Nursing II, 5  
PNC 1213 Practical Nursing III, 5  
PNC 1214 Practical Nursing IV, 5  
PNC 1215 Practical Nursing V, 6  
PNC 1216 Practical Nurse Review Course, 1

### **Radiography**

RAD 1201 Introduction to Radiography, 3  
RAD 1204 Radiographic Procedures I, 4  
RAD 1206 Applied Clinical Radiology I, 2  
RAD 1207 Intro to Radiographic Processing, 2  
RAD 1208 Radiology Patient Care, 3  
RAD 1209 Radiologic Science, 3  
RAD 1210 Clinical Observation, 0.5  
RAD 1211 Radiography Orientation, 0.5  
RAD 1215 Radiographers Mathematics, 2

RAD 1221 Clinical Radiographic Pathology, 3  
RAD 1222 Principles of Radiographic Exposure, 3  
RAD 1223 Quality Improvement, 2  
RAD 1224 Radiographic Procedures II, 4  
RAD 1226 Applied Clinical Radiology II, 2  
RAD 1227 Contrast Procedures, 2  
RAD 1228 Radiation Biology and Protection, 3  
RAD 1229 Research in Radiology, 1  
RAD 1236 Applied Clinical Radiology III, 2  
RAD 1246 Applied Clinical Radiology IV, 3  
RAD 1256 Applied Clinical Radiology V, 3  
RAD 1601 Radiologic Technology Refresher, 4  
RAD 1603 Radiologic Technology Seminar, 0.5  
RAD 2201 Advanced Imaging and Modalities, 3  
RAD 2203 Radiologic Sectional Anatomy, 3  
RAD 2204 Registry Review, 1  
RAD 2205 Radiology Supervisor Skills, 1

**Board Action:** Trustee Walter Koertge made a motion to approve the variable tuition rate for nursing students in the courses listed, as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Summer Term Academic Calendar Revisions:** The CEO recommended approval for a change in the 2010 Summer Term Academic Calendar and allow the colleges to eliminate Friday classes. By making this change, the District can save \$4,500 each Friday for eight weeks. The faculty union president has been contacted and he indicated that this proposed change would be acceptable. The change moves the start date for the summer up one day and allows summer classes to end one day earlier. The revised 2010 Summer Term Calendar will be as follows:

June 7 – First Day of Classes.  
July 1 – Midterm.  
July 5 – College Closed, Independence Day Observed.  
July 29 – Last Day of Classes.  
August 2-3 – Final Exams.

**Board Action:** Trustee Michael Correll made a motion to approve the foregoing revisions in the 2010 Summer Term Calendar as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Employee Summer Schedule 2010:** The District has the opportunity to save approximately \$4,500 per day on utilities during the summer if the colleges close on the eight summer Fridays. The \$36,000 savings realized will help replace the funding that the state has promised but not paid. In addition to the savings to the District, the staff receives these eight Fridays as paid days for which they will not have to report to work. These employees have felt the impact of the removal of eight paid holidays, a year without a pay raise, and a change in insurance coverage. Allowing these employees eight paid days is a win for the District and a win for the employees. It is also recognition of the importance of these employees to the District.

During the days listed below, full-time administrative, professional non-faculty and classified staff will be paid, but will not be required to report for work.

Friday, June 11, 2010  
Friday, June 18, 2010  
Friday, June 25, 2010  
Friday, July 2, 2010  
Friday, July 9, 2010  
Friday, July 16, 2010  
Friday, July 23, 2010  
Friday, July 30, 2010

The CEO recommended approval of this utility savings plan and allowance of eight paid days for which the listed employees will not report for work.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the foregoing utility savings plan and allowance of eight paid days for which the listed employees will not report for work, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Acceptance of Final Payment from Charles Young Estate:** Charles Edward Young was a Mt. Carmel-Wabash County resident who left a gift in his will to Wabash Valley College and Wabash General Hospital. The college district has received more than \$637,980 from the estate. However, during the administration of the estate and the distribution of the Charles Edward Young assets, the executor of the estate misdirected a payment due Wabash General Hospital to a Wabash Hospital in Indiana. That hospital accepted the proceeds and built a wing to the hospital named Charles Edward Young wing. The mistake was discovered and a substantial amount of controversy arose. That controversy has been resolved in favor of Wabash General Hospital on that portion of the money due Wabash General Hospital and paid inappropriately to the hospital in Indiana.

Because of the unusual nature of the estate's administration and the issues that have arisen, the executor has asked for Consent to the Final Settlement. The CEO recommended acceptance of the following final settlement of the Charles Edward Young estate, in that all money due to Wabash Valley College has been paid.

**“IN THE PROBATE COURT OF CULLMAN COUNTY, ALABAMA**

“IN RE: The Estate of CHARLES EDWARD YOUNG, Deceased. CASE NO. PC-2006-164

**“WAIVER AND CONSENT OF FINAL SETTLEMENT BY EXECUTOR AND  
ACKNOWLEDGEMENT OF RECEIPT ON FINAL SETTLEMENT**

“The undersigned **Wabash Valley College** hereby accepts service and waives notice of the petition of Regions Bank, the successor of AmSouth Bank, N.A., for final settlement of the Estate of Charles Edward Young, deceased and consents that said settlement be had without further notice to the undersigned, either by personal service or by publication, and hereby consents and requests that said Executor and any sureties on its bond be discharged, and also waives the filing of any vouchers or accounts in this settlement, and further acknowledges receipt of all monies and things due to the undersigned from said estate.”

**Board Action:** Trustee Brenda Culver made a motion to accept the final settlement of the Charles Edward Young estate, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Affiliation Agreement with Marion Eye Center:** IECC wishes to enter into a new affiliation agreement with Marion Eye Center, located in Fairfield, Illinois. This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program and Administrative Information Technology Program with Marion Eye Center, Fairfield, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Affiliation Agreement with The Bulletin:** IECC wishes to enter into a new affiliation agreement with The Bulletin, located in Oblong, Illinois. This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program and Administrative Information Technology Program with The Bulletin, Oblong, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees

voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-J. Affiliation Agreement with Burgin Manor:** IECC wishes to enter into a new affiliation agreement with Burgin Manor, located in Olney, Illinois. This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program and Administrative Information Technology Program with Burgin Manor, Olney, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-K. Affiliation Agreement with A+Scripts:** IECC wishes to enter into a new affiliation agreement with A+Scripts, located in Miami, Florida. A+ is a transcription service company. This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program and Administrative Information Technology Program with A+Scripts, Miami, Florida, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-L. Affiliation Agreement with Crawford County Health Department:** IECC wishes to enter into a new affiliation agreement with Crawford County Health Department, located in Robinson, Illinois. This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program and Administrative Information Technology Program with Crawford County Health Department, Robinson, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-M. Affiliation Agreement with Jasper County Health Department:** IECC wishes to enter into a new affiliation agreement with Jasper County Health Department, located in Newton, Illinois. This affiliation agreement is for the Medical Assistant Program and Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Assistant Program and Administrative Information Technology Program with Jasper County Health Department, Newton, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-N. Business Associate Agreement with Wabash General Hospital:** IECC wishes to enter into a new Business Associate Agreement with Wabash General Hospital, located in Mt. Carmel, Illinois. This Business Associate Agreement is for all IECC Allied Health Programs. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the Business Associate Agreement with Wabash General Hospital, Mt. Carmel, Illinois, as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#9-A. IECC – Roof Replacement – District Office:** The CFO presented the following recommendation of the Bid Committee and Image Architects for roof replacement at the District Office, Olney, Illinois: Division I – All Work: Shay Roofing, Millstadt, IL, Base Bid: \$110,923.

Source of Funds: Phase 9 Carryover Funds.

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

**Board Action:** Trustee Walter Koertge made a motion to approve the foregoing recommendation of the Bid Committee to accept the bid of Shay Roofing for roof replacement at the District Office as outlined. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 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 \$7,878,676.28, as of January 31, 2010.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for February 2010, totaling \$809,891.36, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for February 2010, in the amounts listed, and payments from the revolving fund for January 2010. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Carter Wilkinson, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – None.

**AGENDA #12 – “Executive Session”** – An executive session was held earlier in this meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, January 19, 2010.

**AGENDA #14 – “Approval of Personnel Report”** – Consideration of the Personnel Report was deferred until a reconvened regular meeting on Wednesday, March 3, 2010.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18– “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Trustee John Brooks made a motion to temporarily adjourn, with the meeting to be reconvened on Wednesday, March 3, 2010, at 7:00 p.m. at Olney Central College. Trustee Walter 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 was adjourned at 12:30 a.m.

Approved:      Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

Minutes of a reconvened 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 Wattleworth Hall Rooms 112-113, at Olney Central College, 305 North West Street, Olney, Illinois, Wednesday, March 3, 2010.

(This meeting is being held pursuant to temporary adjournment taken at the regular meeting, February 16, 2010.)

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, 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:

John D. Brooks, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Carter Wilkinson, student trustee. 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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Jack Davis, President of Olney Central College.  
Matt Fowler, President of Wabash Valley College.  
Timothy Taylor, President of Frontier Community College.  
Beverly Turkal, President of Lincoln Trail College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
Kathleen Pampe, Associate Dean of Career Education & Economic Development.  
Pamela Schwartz, Associate Dean of Institutional Development.  
Renee Smith, Executive Assistant to CEO.  
George Woods, Dean of Workforce Education.

**AGENDA #2 – “Recognition of Visitors & Guests”** –

**#2-A. Visitors & Guests:** Visitors and guests present were recognized, including several college staff members.

**#2-B. IECEA Representative:** Gary Adams, President of Illinois Eastern Colleges Education Association (IECEA), was recognized. He reviewed briefly the faculty procedure in arriving at the suggested costs savings presented to the CEO on February 23, 2010. Several



members of the professional faculty bargaining unit addressed the Board of Trustees to express concerns regarding possible reductions in force and the future of courses and programs.

**AGENDA #3 – “Public Comment”** – Robert Blade, Vice-President of the Illinois Education Association (IEA), and several students and residents of the IECC district addressed the Board of Trustees to express concerns regarding possible reductions in force.

**AGENDA #4 – “Chief Executive Officer's Report”** –

**#4-A. Administrative Response to Savings Suggested by Faculty:** Roger Browning, Chief Finance Officer/Treasurer, and Tara Buerster, Director of Human Relations, gave a power point presentation listing the cost savings proposed by the faculty, totaling more than \$2-million. They commented on each proposal and then commented on whether or not they considered the proposals feasible. The administrative analysis of the faculty proposals resulted in savings of approximately \$254,000.

**#4-B. CEO's Report:** Terry Bruce, Chief Executive Officer/Chief Operating Officer, reviewed the state financial situation, stating that the IECC District is facing a \$4-million shortfall in state funding. The proposed reductions-in-force will reduce costs by \$1,276,000. He said, “It is hoped that many faculty members may be recalled this fall, but the law requires that notice be given 60 days before the end of school on May 14.” He noted that the district has already cut non-faculty staff and administrative salaries and other spending by \$2.1-million. These prior cuts included reduction in staff headcount, reduction of 14 employees in the Department of Corrections education program, and a freeze on all other non-faculty staff salaries. These cash flow changes have already occurred and included only non-faculty employees.

**#4-C. Discussion Between Board and Administration:** The Board of Trustees and Administration discussed the possible effects of the proposed reductions-in-force on the courses and programs offered by the district at the four colleges. The CEO said that all students now enrolled will be able to complete their courses and programs.

**AGENDA #5 – “Executive Session”** – None.

**AGENDA #6 – “Approval of Personnel Report”** – The CEO presented the following Personnel Report and recommended that it be approved.

#### **400.1. Retirements**

##### **A. Faculty**

1. Don Florida, Instructor, effective June 1, 2010.

##### **B. Classified**

1. Darla Brooke, Library Assistant, WVC, effective May 1, 2010.
2. Christine Raley, Administrative Assistant, DO, effective April 2, 2010.

#### **400.2. Faculty Seniority List for 2009-2010**

The Faculty Seniority List for 2009-2010 was presented for approval.

#### **400.3. Reemployment of Faculty for 2010-2011 Academic Year**

A. Continuation of Tenure: Gary Adams, Tom Baird, Scott Balding, Mary Jane Beckett, Lisa Benson, C. Allen Brown, James Burnett, Jay Carter, Byford Cook, Laurel Cutright, John Day, David Denton, Teresa Diekmann, Suzanne Downes, Phillip Edmondson, Holly Farley, Mark Fitch, Carole Fusco, Andrea Gere, David Goodson, Brenda Grove, Kathryn Harris, Nixie Hnetkovsky, Larry Hoeszle, Ruby Houldson, Kathleen Hudson, Anne Hustad, Russell Jausel, Carmen Jones, Hollie Kelly, Janet Kinkade, Linda Kolb, Don Leynaud, Carrie Mallard, Theresa Marcotte, Rob Mason, Christian Mathews, Travis Matthews, Rodney Maxey, Judy Neikirk, Kathleen Nelson, Yvonne Newlin, John Nutter, Patricia Owens, Kelly Payne, Kyle Peach, Brenda Phegley, Lori Phillips, Richard Poskin, Randy Questelle, Gaziur Rahman, Anurahda Roy, Fred Schwappach, Nick Short, Michael Thomas, James Tucker, William Tucker, Kim Underwood, Kristi Urfer, Gary Wangler, David Wilderman, Angelia Williams, Jill Winter, Gary Wise, Mitchell Wolfe, Sharen Wolke, Winifred Ann Wolven.

B. Initial Tenure: James Beers, Penny Campbell, Cheryl Dill, Steve Hnetkovsky, Judith Hudson, Alan O'Keefe, Doug Robb, Barbara Shimer, Shirley Smithenry, Kimberley Stevens, Paul Stouse.

C. Non-Tenure: Donald Bennett, Mary Doerner, Pauletta Gullett, Anne Hahn, Jason Hortin, Vicky Lemons, Lonnie Mitchell, Mary McGlasson, Mary (Linda) Monge, Ryan Perry, Steve Rafferty, William Rogers, Christopher Teague, Nicholas Wright.

**Board Action on Sections 400.1, 400.2 and 400.3 of Personnel Report:** Trustee Walter Koertge made a motion to approve the foregoing Sections 400.1, 400.2 and 400.3 of the Personnel Report, Retirements, Faculty Seniority List for 2009-2010 Academic Year, and Reemployment of Faculty for 2010-2011 Academic Year, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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.

#### **400.4. Reductions-In-Force & Adoption of Resolution**

##### **Resolution Dismissing Faculty Members**

WHEREAS, the Board of Trustees of Illinois Eastern Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne, and White, and State of Illinois, has determined that it is necessary to decrease the number of faculty members employed by the Board due to a significant decrease in State funding, and/or the Board's decision to discontinue a particular teaching service or program due to a lack of funding.

WHEREAS, the Board has considered the seniority of faculty in each of the positions affected by the Board's decision, as provided under the applicable provision of the collective bargaining agreement;

WHEREAS, the following faculty are in the positions affected by the Board's decision: Beatrice Abernathy, Shasta Bennett, Tyler Boyles, Clyde Buck, Michael Conn, Lonnie Devin, Kathy Doty, John Kendall, Amie Mayhall, Michael McKern, Mary Mersinger, Wayne Morris, Tommie (Libby) Opell, Cathy Robb, Catherine Ross, Gary Spraggins, Jill Stukenberg, Daniel Tahtinen, Teresa Tegeler, Philip Thorsen and Brian Wick; and,

WHEREAS, this Board of Trustees is empowered pursuant to the provisions of Article IIIB of the Public Community College Act and specifically Section 3B-5 (110 ILCS 805/3B-5) thereof to dismiss faculty members upon 60 days' notice before the end of the school year or term.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE, AND WHITE AND STATE OF ILLINOIS, as follows:

1. That it is the judgment and determination of the Board of Trustees that the number of full-time faculty employed by the Board must be decreased.
2. That the reason for the Board's decision to decrease the number of full-time faculty employed by the Board is due to a significant decrease in State funding, and /or the Board's decision to discontinue a particular teaching service or program due to a lack of funding.
3. That this Board of Trustees hereby finds, determines and declares that Beatrice Abernathy, Shasta Bennett, Tyler Boyles, Clyde Buck, Michael Conn, Lonnie Devin, Kathy Doty, John Kendall, Amie Mayhall, Michael McKern, Mary Mersinger, Wayne Morris, Tommie (Libby) Opell, Cathy Robb, Catherine Ross, Gary Spraggins, Jill Stukenberg, Daniel Tahtinen, Teresa Tegeler, Philip Thorsen and Brian Wick, shall not be reemployed for the ensuing school year or term, that is, the school year or term commencing on the 12th day of August, 2010.
4. That the employment of said faculty members shall, accordingly, terminate and end as of the end of the current school year, term or other contract period, that is, the school year, term or contract period ending on the 14th day of May, 2010.
5. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to give to said faculty members notice of the decision of this Board not to reemploy said faculty members for the next ensuing school year or term no later than 60 days before the end of the current school year or term.
6. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to give to said faculty member's notice of honorable dismissal and this Resolution reflecting the Board's decision not to reemploy the said faculty members for the next ensuing school year or term, which notice shall be substantially in the form attached hereto and

incorporated herein by this reference and be given not later than 60 days before the end of the current school year or term.

7. That any past resolution, policy or action of the Board inconsistent with the instant resolution is hereby amended so as to conform to this Resolution.

8. That this Resolution shall be in full force and effect immediately from and after its adoption.

**Board Action On Section 400.4 of Personnel Report:** Trustee Marilyn Wolfe made a motion to approve Section 400.4 of the Personnel Report, Reductions-In-Force and Adoption of Resolution, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as recorded: John Brooks, nay; Michael Correll, nay; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Walter Koertge, yea; Marilyn Wolfe, yea. Student Advisory Vote: Nay. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried.

#### **400.5. Approval of Proposed Non-College Employment**

A. Faculty

David Denton, McKendree University, Lebanon, IL, approximate time per academic year 12 days.

#### **400.6. Resignations**

A. Professional/Non-Faculty

1. George Hess, Program Director, Emergency Preparedness & Industrial Quality Management, FCC, effective March 27, 2010.

B. Classified

1. Leslie Duncan, Bookstore Assistant, LTC, effective March 13, 2010.

2. Amanda Musgrave, Administrative Assistant, FCC, effective February 27, 2010.

**Board Action on Sections 400.5 and 400.6 of Personnel Report:** Trustee Walter Koertge made a motion to approve the foregoing Sections 400.5 and 400.6 of the Personnel Report, Approval of Proposed Non-College Employment and Resignations, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn 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 #7 – “Collective Bargaining”** – None.

**AGENDA #8 – “Litigation”** – None.

**AGENDA #9 – “Acquisition & Disposition of Property”** – None.

**AGENDA #10– “Other Items”** – None.

**AGENDA #11 – “Adjournment”** – Trustee Walter Koertge made a motion to adjourn. Student Trustee Carter Wilkinson 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 was adjourned at 9:45 p.m.

Approved:      Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

**Agenda Item #1**

**Call to Order and 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)**

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Special Recognition of Student Board Member**

**Agenda Item #8A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2010  
RE: Special Recognition of Student Board Member

Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis.

Since April 2009, Carter Wilkinson from Wabash Valley College has served as Student Trustee to the IECC Board. He has served with distinction and provided useful insights to the Board of Trustees during his tenure on the board. His advice and counsel is appreciated by the Board and the Administration.

The Board and the administration wish Carter Wilkinson success in his future endeavors and hope that he will continue to provide his insights to the Board.

TLB/rs

**Agenda Item #8B**

**Identity Theft Prevention Program**



**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 16, 2010

RE: IECC Identity Theft Prevention Program

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) issued regulations (Red Flags Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft.

Illinois Eastern Community Colleges participates in the Federal Perkins Loan Program and the Federal Family Education Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the Red Flags Rule which required IECC to develop and implement an identity theft prevention program. IECC’s Identity Theft Prevention Program and Identity Theft Prevention Policy 100.23 were developed and approved by the Board on March 17, 2009.

As indicated in IECC’s Identity Theft Prevention Program, the Associate Dean of Academic and Student Support Services is responsible for developing and implementing the program updating the program as necessary. Additionally, the Associate Dean will report annually on the effectiveness of the program, significant incidents involving identity theft and IECC’s response, and any recommendations for material changes to the program.

IECC’s Identity Theft Prevention Program Status and Report as of March 2010 is included on pages 9 and 10 of the document. An Identity Theft Prevention Team was formed and training on the prevention program was completed by staff and faculty who have contact with student accounts or personally identifiable information. Additionally, letters were sent to service providers who perform activities within student accounts and who are required to perform their activity in accordance with the policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

The Identity Theft Prevention Team met on February 17, 2010 to review and update the prevention program as necessary and no major updates were made to the current Identity Theft Prevention Program. The Team discussed one reported incident of a possible identity theft situation and agreed that the incident did not constitute actual identity theft or fraud and the incident was handled correctly according to the red flag detection procedures. The Team will continue to annually review the program and provide training to their assigned departments and areas.

I recommend the Board’s approval of the IECC’s Identity Theft Prevention Program and the Program Status and Report as of March 2010.

TLB/rs

Attachment

Illinois Eastern Community Colleges

Frontier Community College

Lincoln Trail College

Olney Central College

Wabash Valley College

Identity Theft Prevention Program

Approved by the Cabinet: March 8, 2010

Approved by the Board of Trustees: March 16, 2010 (pending)

## **Background**

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) issued regulations (Red Flags Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transaction (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The Red Flags Rule became effective January 1, 2008, with a mandatory compliance date of November 1, 2008; however, on October 22, 2008, the FTC granted a delay of enforcement of the new Red Flags Rule until May 1, 2009.

## **IECC Identity Theft Prevention Program Requirement**

Illinois Eastern Community Colleges participates in the Federal Perkins Loan Program and the Federal Family Education Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule which requires IECC to develop and implement an identity theft prevention program.

The Red Flags Rule allows Illinois Eastern Community Colleges to design and implement an identity theft prevention program that is appropriate to our size, complexity and the nature of our operation. Programs must contain reasonable policies and procedures to:

- identify relevant “Red Flags” and incorporate them into the program;
- detect the red flags that the program incorporates;
- respond appropriately to detected red flags to prevent and mitigate identity theft; and
- ensure that the program is updated periodically to reflect changes in risks.

## **Definitions**

Red Flag – A red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Identity Theft – Identity theft is a fraud committed or attempted using the identifying information of another person without authority.

Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made periodically over time such as a tuition or fee installment payment plan. Student accounts and loans administered by IECC are covered accounts.

Creditor – A creditor is defined as someone who regularly extends, renews or continues credit. Illinois Eastern Community Colleges is considered a creditor due to our participation in the following activities:

- Participation in the Federal Perkins Loan program;
- Participation as a school lender in the Federal Family Education Loan Program;

- Offering institutional loans to students, faculty, or staff;
- Offering a plan of payment or fees throughout the semester, rather than requiring full payment at the beginning of the semester.

**Personal Information** – Personal information is identifying information which is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, computer’s Internet Protocol address, or routing code.

### **Red Flags**

Red Flags are relevant patterns, practices, and specific activities that signal possible identity theft and fall in the following five categories:

- alerts, notifications or warnings from consumer reporting agencies;
- suspicious documents;
- suspicious personally identifying information, such as a suspicious address change;
- unusual use of, or other suspicious activity related to, a student account; and
- notices from students, victims of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

### **Identification and Examples of Red Flags**

In order to identify relevant Red Flags, IECC has reviewed the types of accounts offered and maintained, the methods provided to open and access these accounts, and previous experiences with identity theft. IECC identified the following twenty-six (26) Red Flags in the below five categories.

#### **Alerts, Notifications, or Warnings from Consumer Reporting Agency**

1. If a fraud or active duty alert is included with a consumer report.
2. If a consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. If a consumer reporting agency provides a notice of address discrepancy.
4. If a consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an application, such as:
  - a. A recent and significant increase in the volume of inquiries;
  - b. An unusual number of recently established credit relationships;
  - c. A material change in the use of credit, especially with respect to recently established credit relationships, or
  - d. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

## **Suspicious Documents**

5. If documents provided for identification appear to have been altered, forged or inauthentic.
6. If the photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification.
7. If other information on the identification is not consistent with the information provided by the student.
8. If other information on the identification is not consistent with readily accessible information that is on file with Illinois Eastern Community Colleges, such as a signature on a registration form or other document.
9. If a document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

## **Suspicious Personal Identifying Information**

10. If personal identifying information provided is inconsistent when compared against external information sources used by Illinois Eastern Community Colleges such as inconsistent birth dates or addresses.
11. If personal identifying information provided by the student is not consistent with other personal identifying information provided by the student. For example, there is a lack of correlation between the SSN range and the date of birth.
12. If personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example;
  - a. The address on the document is the same as the address provided on a fraudulent document, or
  - b. The phone number on the document is the same as the number provided on a fraudulent document.
13. If personal identifying information provided is a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example:
  - a. The address on the document is fictitious, a mail drop or a prison; or
  - b. The phone number is invalid or is a pass through to a pager or answering service.
14. If the SSN provided is the same as that submitted by other students.
15. If the address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other students.
16. If the student fails to provide all required personal identifying information on a document or in response to notification that the information is incomplete.
17. If personal identifying information provided is not consistent with personal identifying information that is on file with Illinois Eastern Community Colleges.

18. If Illinois Eastern Community Colleges uses challenge questions, the student cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

### **Unusual Use of, or Suspicious Activity Related to, the Student Account**

19. If shortly following the notice of a change of address for a student account, Illinois Eastern Community Colleges receives a request for the addition of other authorized users on the account.
20. If a student account is used in a manner commonly associated with patterns of fraud. For example, the student fails to make the first payment or makes an initial payment but no subsequent payments.
21. If a student account is used in a manner that is not consistent with established patterns of activity on the account. For example, nonpayment when there is no history of late or missed payments or a material change in usage patterns.
22. If a student account that has been inactive for a reasonably lengthy period of time is used.
23. If mail sent to the student is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the student's account.
24. If Illinois Eastern Community Colleges is notified that the student is not receiving paper account statements.
25. If Illinois Eastern Community Colleges is notified of unauthorized charges or transactions in connection with the student's account.

### **Notices from Students, Victims of Identity Theft, Law Enforcement Authorities or Others**

26. If Illinois Eastern Community Colleges is notified by a student, a victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

### **Detection and Response to Red Flags**

#### Detection

In order to detect any of the Red Flags identified above associated with student accounts, IECC staff will take the following steps to obtain and verify the identity of a student by:

- Requiring certain identifying information such as name, date of birth, academic records, home address, mother's maiden name, or other identification; and
- Verifying the student's identity at time of issuance of any student records, academic information or financial aid by reviewing driver's license or other government-issued photo identification.

For existing student accounts, IECC staff will take the following steps to monitor transactions on an account by:

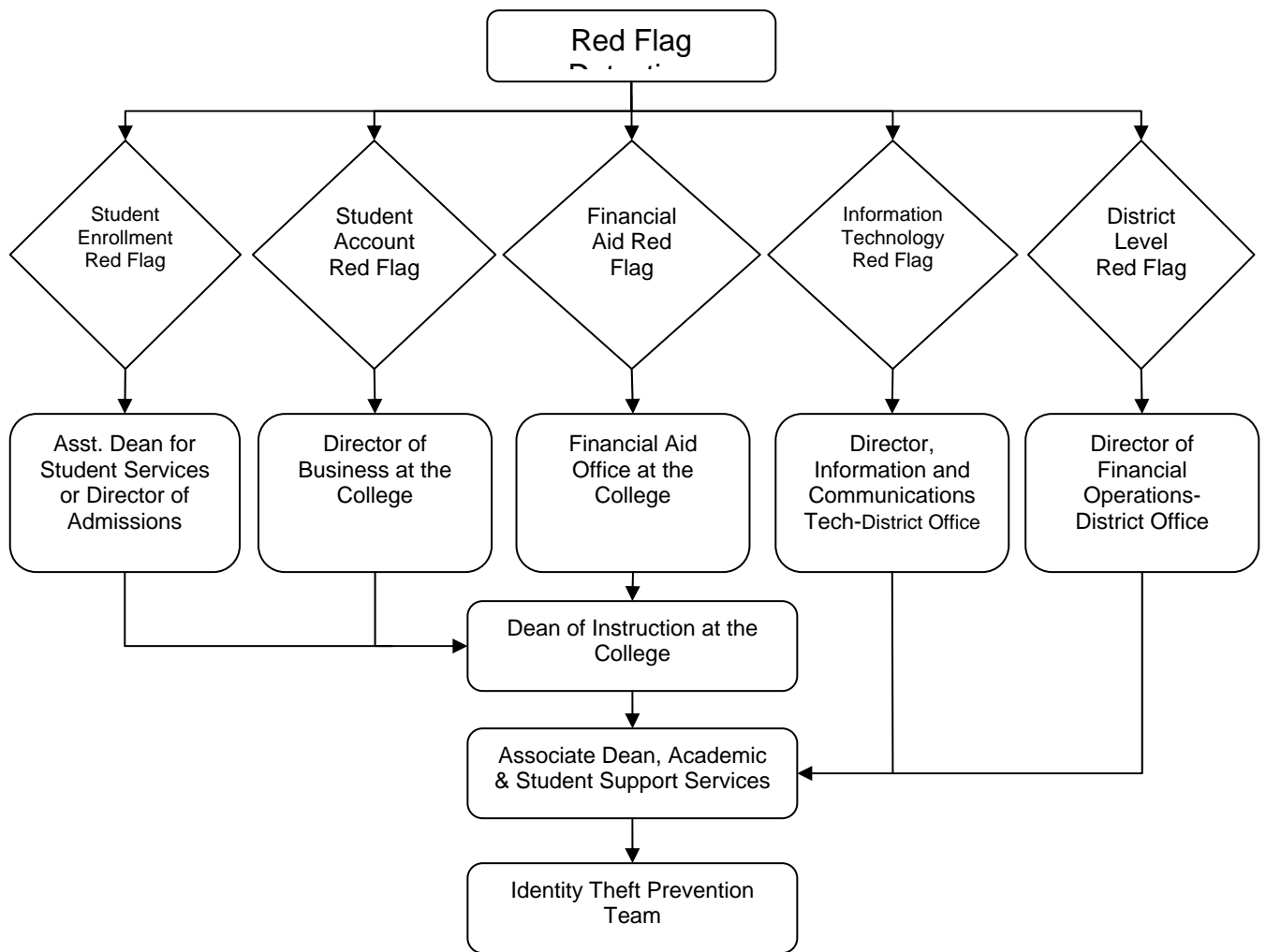
- Verifying the identification of students if they request information in person, via telephone, via facsimile or via email;
- Verifying the validity of requests to change billing address by mail or email and providing the student with a reasonable means of promptly reporting incorrect billing address changes; and
- Verifying changes in banking information given for billing and payment purposes.

### Response

In the event IECC staff detects any identified Red Flags, action steps may include, but are not limited to, one or more of the following, depending on the degree of risk posed by the Red Flag:

- Monitoring a student account for evidence of identity theft;
- Contacting the student;
- Changing any passwords, security codes or other security devices that permit access to a student account;
- Reopening a student account with a new account number;
- Providing the student with a new identification number;
- Not opening a new student account;
- Closing an existing student account;
- Not attempting to collect on a student account or not selling a student account to a debt collector;
- Notifying law enforcement;
- Filing or assisting in filing a Suspicious Activities Report; or
- Determining that no response is warranted under the particular circumstances.

Any employee who detects a Red Flag associated with student enrollment will notify the Assistant Dean of Student Services or the Director of Admissions. Employees who detect a Red Flag with a student account will notify the college's Director of Business or the Director of Financial Operations at the District Office. The Financial Aid Office shall be notified if any Red Flag is detected within the financial aid area. Any Information Technology related Red Flag will be reported to the Director of Information and Communications Technology. All detections of Red Flags will be reported to the College Deans and the Associate Dean of Academic and Student Support Services. The Identity Theft Prevention Team will review any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft. The flowchart below outlines this reporting process:



**Identity Theft Prevention Team**

Rita Adams  
 Chris Cantwell  
 Bonnie Chaplin  
 Alex Cline  
 Doug Shipman  
 Diana Spear

**Prevention and Protection of Student Identifying Information**

In order to prevent and mitigate identity theft, IECC will take the following steps with respect to internal operating procedures to protect student identifying information:

- Ensure IECC website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;



- Ensure office computers with access to student account information are password protected;
- Limit use of social security numbers;
- Ensure computer virus protection is up to date;
- Require and keep only student information that is necessary for college purposes; and
- Provide identity theft information on IECC's webpage in the Consumer Information/Student Right to Know section.
- Provide Release of Student Information Guidelines to new and current staff who work with student accounts, student records, financial aid or other personal identifiable information.

## **Program Administration**

### **Program Oversight and Reports**

The Identity Theft Prevention Program is the responsibility of the administration of the District Office and the Colleges. Approval of the initial program and policy must be appropriately documented and approved by the Cabinet and the Board of Trustees.

The Associate Dean of Academic and Student Support Services is responsible for developing and implementing the program. An Identity Theft Prevention Team was formed and is responsible for monitoring and updating the program. The Identity Theft Prevention Team is responsible for ensuring appropriate training of IECC staff on the program, for reviewing any staff reports regarding the detection of Red Flags, and for reviewing the steps for preventing and mitigating identity theft. The Associate Dean will report annually or as needed to the Cabinet on the effectiveness of the program, significant incidents involving identity theft and IECC's response, and recommendations for material changes to the program. The Associate Dean will update the program as necessary.

### **Training**

IECC staff with responsibilities in the areas of student accounts, student records, and financial aid will receive annual training as part of this prevention program. Training shall include detection and recognition of red flags, appropriate handling of notices, and action steps. Staff training shall be conducted for any other employees and all new employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information. To ensure maximum effectiveness, employees will continue to receive additional training as changes to the program are made.

### **Service Provider Arrangements**

In the event IECC engages a service provider to perform an activity in connection with one or more student accounts, IECC will take the following steps to make every reasonable effort that the service provider performs its activity in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

1. Provide service providers with IECC's Identity Theft Prevention Program; and,
2. Request service providers to certify that they have received, and will abide by IECC's Identity Theft Prevention Program, and will report any Red Flags to the IECC employee with primary oversight of the service provider.

### Program Updates

The Identity Theft Prevention Team will periodically review and update this program to reflect changes in risks to students and the soundness of IECC from identity theft. The program will be re-evaluated to determine whether all aspects are up to date and applicable in the current business environment. Red flags will be reviewed and may be revised, replaced, or eliminated as determined.

### **Program Status and Report as of March 2010**

IECC's Identify Theft Prevention Policy and Identity Theft Prevention Program were approved by the Board of Trustees on March 17, 2009, meeting the May 1, 2009, compliance deadline. Recently, the Federal Trade Commission (FTC) extended the enforcement of the Identify Theft Red Flags Rule until June 1, 2010.

A district-wide Identity Theft Prevention Team was formed and met on April 22, 2009. The Team included members representing various departments and areas that work closely with all types of student accounts. A Release of Student Information Guidelines was developed by the Team for use when training staff on the prevention program. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. Training was completed in these areas between April 2009, and July 2009, with faculty receiving this training at their Fall Workshop Days in August 2009.

On May 4, 2009, IECC's Identity Theft Prevention Program was sent to nine service providers who perform activities within student accounts and who are required to perform their activity in accordance with the policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. The Team reviewed the service provider list and one additional service provider has been added to this list in 2010. All new service providers who perform activities within student accounts will be sent IECC's Identity Theft Prevention Program requesting they abide by our policy and they report any Red Flags to the employee within their organization that has oversight of the services provided under their agreement with IECC.

On February 17, 2010, the Identity Theft Prevention Team met to review and update the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. The Release of Student Information Guidelines will also be included as part of the identity theft training. The Team discussed one reported incident of a possible identity theft situation and agreed that the incident did not constitute actual identity theft or fraud and the incident was handled correctly according to the red flag detection procedures.

**Agenda Item #8C**

**Motorcycle Training Facility Use Agreement with SIU-Carbondale  
Frontier Community College**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 16, 2010

RE: Motorcycle Training Facility Use Agreement with SIU-Carbondale  
IECC – Frontier Community College

Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at FCC. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration. SIU already offers this course at Olney Central College and Wabash Valley College and will soon offer it at Lincoln Trail College.

The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of FCC, Airtex Products, and SIU.

The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement.

The actual instruction will be conducted at the parking lot of the former Wal-Mart Store in Fairfield. The City of Fairfield currently owns the facility and has leased it to Airtex Products. The City and Airtex have also executed agreements with SIUC concerning liability.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

## MOTORCYCLE SAFETY TRAINING

### FACILITY USE AGREEMENT

This Agreement entered into this \_1st\_ day of May, 2010, between the Board of Trustees of Southern Illinois University ("University"), on behalf of the Safety Center located at Carbondale, Illinois and Illinois Eastern Community College District #529/Frontier Community College ("FCC") in Fairfield, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses ("Courses") at the leased Airtex facility located at 211 N. Market Street, Fairfield, Illinois (the "Facility") pursuant to the Motorcycle Rider Training Program;

The parties mutually agree as follows:

1. Airtex will make the parking lot of the Facility available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by Airtex, for offering the courses;

2. The University will erect a cargo container which is 8'X8'X40' in a place specifically designated by Airtex at the Facility for storage of motorcycles and related equipment to be used during the Courses. The cargo container shall remain in place through the effective term of this Agreement;

3. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:

i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. Airtex shall be named as additional insured to this policy;

ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state owned and leased vehicles while engaged in state business, This coverage is excess of other available insurance and coverage details can be found at [http://www.cms.il.gov/cms/2\\_services\\_ben/autoplan.html](http://www.cms.il.gov/cms/2_services_ben/autoplan.html) or, or by printed copy upon request;

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan. - providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverages may be provided upon request from Airtex. In the event of cancellation or non-renewal of above described

insurance, the University shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

In consideration of Airtex providing the Facility for the Courses, as set out above, the University agrees as follows:

- A. To the extent permitted by the law, the University shall indemnify and hold harmless Airtex, its shareholders, agents, employees, directors and affiliates from any claims, demands, or action arising out of any acts or omissions of the University, its agents or employees, during the term of this Agreement; except to the extent such claims, demands, or action arise out of the gross negligence or willful misconduct of Airtex.
- B. If Airtex is notified of any claim, demand or action, Airtex shall notify the University within a reasonably prompt time, but no delay in such notice shall affect the indemnification set forth herein, except to the extent such delay is prejudicial to the rights of the University. Notice shall be sent to Michael J. Ashner, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. For the term of this Agreement, FCC shall procure and maintain the following types of insurance:

- i. Commercial general liability insurance “occurrence” basis coverage for bodily injury liability – including death, property damage liability, in connection with performance of this agreement with minimum limits of \$1,000,000 per occurrence.
- ii. Workers compensation insurance for all employees of FCC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of FCC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best’s Key Rating Guide. FCC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, FCC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

5. In consideration of FCC’s involvement in the Courses, as set out above the University agrees as follows:

- A. To the extent permitted by law, the University shall indemnify and hold harmless FCC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or

employees, during the term of this Agreement. To the extent permitted by law, FCC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of FCC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motor Cycle Riders Training program, for the specific dates on which the Course is held, during the term of this Agreement. If FCC is notified of any such alleged injury, FCC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Michael J. Ashner, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

6. This Agreement may be terminated by either party upon thirty (30) days advance written notice. Within the period of said notice, the University will arrange for and remove the cargo container from the Facility.

7. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

8. This Agreement shall be in effect as of May 1, 2010, through the end of the approved course schedule for 2010, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF. the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES  
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529  
FRONTIER COMMUNITY COLLEGE

By:

By:

\_\_\_\_\_  
Wallace Burman                      Date  
Director  
Purchasing  
Southern Illinois University Carbondale

\_\_\_\_\_  
Terry L. Bruce                      Date  
Chief Executive Officer  
Illinois Eastern Community Colleges

**Agenda Item #8D**

**Motorcycle Training Facility Use Agreement with SIU-Carbondale  
Lincoln Trail College**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2010  
RE: Facility Use Agreement with SIU-Carbondale  
IECC – Lincoln Trail College

Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at LTC. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration.

The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of LTC and SIU.

The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

## MOTORCYCLE SAFETY TRAINING

### FACILITY USE AGREEMENT

This Agreement entered into this \_1st\_ day of May, 2010, between the Board of Trustees of Southern Illinois University ("University"), on behalf of the Safety Center located at Carbondale, Illinois and Illinois Eastern Community College District #529/Lincoln Trail College ("LTC") in Robinson, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses ("Courses") at LTC pursuant to the Motorcycle Rider Training Program;

WHEREAS, LTC owns property in Robinson suitable for offering said courses. The parties mutually agree as follows:

1. LTC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by LTC, for offering the courses;

2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:

i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. LTC shall be named as additional insured to this policy;

ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state owned and leased vehicles while engaged in state business, This coverage is excess of other available insurance and coverage details can be found at [http://www.cms.il.gov/cms/2\\_services\\_ben/autoplan.html](http://www.cms.il.gov/cms/2_services_ben/autoplan.html) or, or by printed copy upon request;

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan. - providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverages may be provided upon request from LTC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

B. For the term of this Agreement, LTC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability~ including death, property damage liability, in connection with the performance of this agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of LTC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of LTC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. LTC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, LTC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of LTC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless LTC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, LTC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of LTC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motor Cycle Riders Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If LTC is notified of any such alleged injury, LTC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Michael J. Ashner, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

6. This Agreement shall be in effect as of May 1, 2010, through the end of the approved course schedule for 2010, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES  
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529  
LINCOLN TRAIL COLLEGE

By:

By:

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Wallace Burman                      Date  
Director  
Purchasing  
Southern Illinois University Carbondale

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Terry L. Bruce                      Date  
Chief Executive Officer  
Illinois Eastern Community Colleges

**Agenda Item #8E**

**Motorcycle Training Facility Use Agreement with SIU-Carbondale  
Olney Central College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2010  
RE: Facility Use Agreement with SIU-Carbondale  
IECC – Olney Central College

Southern Illinois University (SIU) has agreed to again offer Motorcycle Rider Courses at OCC. SIU has proposed continuation of a Motorcycle Training Facility Use Agreement for the Board's consideration.

The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of OCC and SIU.

The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

## MOTORCYCLE SAFETY TRAINING

### FACILITY USE AGREEMENT

This Agreement entered into this \_1st\_ day of May , 2010, between the Board of Trustees of Southern Illinois University ("University"), on behalf of the Safety Center located at Carbondale, Illinois and Illinois Eastern Community College District #529/Olney Central College ("OCC") in Olney, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses ("Courses") at OCC pursuant to the Motorcycle Rider Training Program;

WHEREAS, OCC owns property in Olney suitable for offering said courses. The parties mutually agree as follows:

1. OCC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by OCC, for offering the courses;

2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:

i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. OCC shall be named as additional insured to this policy;

ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state owned and leased vehicles while engaged in state business, This coverage is excess of other available insurance and coverage details can be found at [http://www.cms.il.gov/cms/2\\_services\\_ben/autoplan.html](http://www.cms.il.gov/cms/2_services_ben/autoplan.html) or, or by printed copy upon request;

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan. - providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverages may be provided upon request from OCC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

B, For the term of this Agreement, OCC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability~ including death, property damage liability, in connection with the performance of this agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of OCC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of OCC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. OCC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, OCC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of OCC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless OCC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, OCC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of OCC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motor Cycle Riders Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If OCC is notified of any such alleged injury, OCC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Michael J. Ashner, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

6. This Agreement shall be in effect as of May 1, 2010, through the end of the approved course schedule for 2010, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.



IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES  
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529  
OLNEY CENTRAL COLLEGE

By:

By:

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Wallace Burman                      Date  
Director  
Purchasing  
Southern Illinois University Carbondale

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Terry L. Bruce                      Date  
Chief Executive Officer  
Illinois Eastern Community Colleges

**Agenda Item #8F**

**Motorcycle Training Facility Use Agreement with SIU-Carbondale  
Wabash Valley College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2010  
RE: Facility Use Agreement with SIU-Carbondale  
IECC – Wabash Valley College

Southern Illinois University (SIU) has agreed to again offer Motorcycle Rider Courses at WVC. SIU has proposed continuation of a Motorcycle Training Facility Use Agreement for the Board's consideration.

The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of WVC and SIU.

The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

## MOTORCYCLE SAFETY TRAINING

### FACILITY USE AGREEMENT

This Agreement entered into this \_1st\_ day of May , 2010, between the Board of Trustees of Southern Illinois University ("University"), on behalf of the Safety Center located at Carbondale, Illinois and Illinois Eastern Community College District #529/Wabash Valley College ("WVC") in Mt. Carmel, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses ("Courses") at WVC pursuant to the Motorcycle Rider Training Program;

WHEREAS, WVC owns property in Mt. Carmel suitable for offering said courses. The parties mutually agree as follows:

1. WVC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by WVC, for offering the courses;

2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:

i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. WVC shall be named as additional insured to this policy;

ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state owned and leased vehicles while engaged in state business, This coverage is excess of other available insurance and coverage details can be found at [http://www.cms.il.gov/cms/2\\_services\\_ben/autoplan.html](http://www.cms.il.gov/cms/2_services_ben/autoplan.html) or, or by printed copy upon request;

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan. - providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverages may be provided upon request from WVC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

B, For the term of this Agreement, WVC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability~ including death, property damage liability, in connection with the performance of this agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of WVC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of WVC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. WVC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, WVC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of WVC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless WVC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, WVC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of WVC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motor Cycle Riders Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If WVC is notified of any such alleged injury, WVC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Michael J. Ashner, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

6. This Agreement shall be in effect as of May 1, 2010, through the end of the approved course schedule for 2010, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES  
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529  
WABASH VALLEY COLLEGE

By:

By:

---

Wallace Burman                      Date  
Director  
Purchasing  
Southern Illinois University Carbondale

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Terry L. Bruce                      Date  
Chief Executive Officer  
Illinois Eastern Community Colleges

**Agenda Item #8G**

**Authorization to Develop a Line of Credit**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2010  
RE: Authorization to Develop a Line of Credit

The Illinois General Assembly is completing passage of Senate Bill 2615 which would allow the Board of Trustees to establish a line of credit with a bank or other financial institution.

The District's line of credit could not exceed 85% of anticipated state revenues due in the current fiscal year, as certified by the President/CEO of the Illinois Community College Board or other official in a position to provide assurances as to the amounts.

The District could also establish a line of credit that would anticipate 50% of state revenues expected to be due in the next subsequent fiscal year, as certified by the President/CEO of the Illinois Community College Board or other official in a position to provide assurances as to the amounts.

The District would be required to repay all moneys so borrowed exclusively from the anticipated revenues within 60 days after the revenues have been received.

The legislation requires that the borrowing bear interest at a rate not to exceed the maximum rate authorized by the Bond Authorization Act, from the date of issuance until paid.

The Board is required to pass a Resolution authorizing the borrowing from financial institutions.

I ask for authorization from the Board to enter into negotiations with various district financial institutions to discuss the terms and conditions the banks would consider in approving such a line of credit. Any proposed borrowing would be presented to the Board for its consideration and adoption of the appropriate Resolution.

TLB/rs



**Agenda Item #8H**

**Authorization to Study Funding Bonds Issuance**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2010  
RE: Authorization to Study Funding Bonds Issuance

The Board is authorized to issue Funding Bonds to pay certain obligations of the District and provide an alternative method of financing deficits.

The Funding Bonds can be issued only after the Board has adopted a Resolution stating its Notice of Intention to Issue Funding Bonds. The Notice of Intention and the Resolution must be published within 10 days after adoption by the Board in the newspaper customarily used for publication purposes by the District. The Funding Bonds may then be issued unless a petition, signed by ten percent of the registered voters within the District, is filed with the Secretary to the Board within 30 days of the publication of the notice.

Funding Bonds can be issued to pay claims that the District has a “want of funds” to pay. Eligible claims include pay warrants, lease agreements, installment contracts, and contractual services, health insurance premiums, utility bills and any other obligations due and payable by the District, subject to approval by bond counsel. The District must have incurred and approved the debt prior to the adoption of the Resolution of Intention to Issue Funding Bonds and before the required publication of the Resolution.

Funding Bonds are paid by a tax levy on taxable property within the District. If the Board were to authorize the issuance of approximately \$2.125 million in Funding Bonds, which would be repaid over a period of three years, the bonds could be repaid with a levy of approximately 0.075 cents for principal and interest.

I ask that the Board authorize me to begin the process of investigating the possibility of issuance of Funding Bonds. The amount of bonds, interest rates, tax levy rates and repayment schedules of principal and interest would have to be adopted by the Board.

TLB/rs

**Agenda Item #8I**

**Authorization to Study Working Cash Fund Bond Issuance**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 16, 2010

RE: Authorization to Study Working Cash Fund Bond Issuance

The Board currently maintains a Working Cash Fund that was developed years ago by the passage and repayment of a Working Cash Fund Bond. The current law limits the levy associated with a working cash bond to 75% of the Boards existing combined education (0.175 cent) and operations and maintenance tax (0.075 cent) rates.

The changes to working cash law contained in SB 2615 would allow the District to incur an indebtedness for 3 years for Working Cash Funds and issue bonds therefore from time to time, in an amount or amounts not exceeding in the aggregate at any one time outstanding 150% (rather than 75%) of the taxes permitted to be levied for educational purposes and for operations and maintenance of facilities purposes for the then current year to be determined by multiplying the aggregate of the authorized maximum educational tax rate and the maximum operations and maintenance tax rate applicable to such district by the last assessed valuation as determined at the time of the issue of those bonds plus 150% (rather than 75%) of the last known entitlement of such district to taxes as by law now or hereafter enacted or amended, imposed by the General Assembly of the State of Illinois to replace revenue lost by units of local government and school districts as a result of the abolition of ad valorem personal property taxes, pursuant to Article IX, Section 5(c) of the Constitution of the State of Illinois.

The impact is that the Board will be able to issue additional Working Cash Fund Bonds, and in the event of a delay in payments from the State of Illinois, have funds available to the District that the District could borrow from itself. Upon receipt of the anticipated revenues from the State, the District could replenish the Working Cash Fund.

It is proposed that the District could issue Working Cash Fund Bonds in the amount of approximately \$2.125 million, repayable over three years, utilizing an approximate 0.075 cent tax levy to repay principal and interest.

I ask that the Board authorize me to begin the process of investigating the possibility of the issuance of Working Cash Fund Bonds. The amount of bonds, interest rates, tax levy rates and repayment schedules of principal and interest would have to be adopted by the Board.

TLB/rs

**Agenda Item #8J**

**Purchase of Vehicle for Truck Driving Training**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 16, 2010  
SUBJECT: Purchase of Vehicle for Truck Driving Training

The District operates a Truck Driving program at Wabash Valley College. The last truck purchased for the program was in the Spring of 2004 when the District bought a seven year old 1997 Freightliner truck.

State bid requirements allow an exception for used equipment. Larry Hoeszle, Lead Instructor, Diesel Equipment Technologies, conducted a search for a used truck to be purchased outside of the standard bid procedure. The use of this process is based on the following: 1) the uniqueness of securing quality, used equipment which would likely be sold between the time a vendor would bid and the Board could act, and 2) the difficulty in writing specifications for used equipment and insuring the condition of the used equipment.

The 1997 Freightliner, purchased in 2004, has provided good service last 6 years, but the truck is becoming costly to maintain. Nearly \$6,500 in repairs has been required this year.

Larry Hoeszle has conducted a review of available used trucks and has found four possible low mileage trucks which are 3 years old, which is the appropriate age to secure the necessary features needed to train truck drivers in today's market.

The trucks are as follows:

- 2007 Freightliner-14.0L Detroit Engine-540,000 miles-Excellent, well cared for-\$29,000
- 2007 Freightliner-14.0L Detroit Engine-494,259 miles- Excellent condition-Expensive -\$37,900
- 2007 Freightliner-14.0L Detroit Engine-638,450 miles-Condo Sleeper not desirable-\$38,989
- 2007 Freightliner-14.0L Detroit Engine-463,000 miles-Excellent condition-Expensive-\$38,950

The NADA February 2010 appraisal of the truck being purchased is \$43,285. The 1997 Freightliner would be traded in on the purchase. The truck would be purchased from funds in the Truck Driving Auxiliary Account.

I recommend that the Board approve the purchase of the 2007 Freightliner with 540,000 miles for \$29,000.

TLB/rs

**Agenda Item #9**

**Bid Committee Report**

**None**

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT February 28, 2010**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,638,526.07
Operations & Maintenance	\$903,986.23
Operations & Maintenance (Restricted)	\$135,069.00
Bond & Interest	\$284,378.16
Auxiliary	\$755,081.40
Restricted Purposes	\$4,966.23
Working Cash	\$132,448.27
Trust & Agency	\$415,160.99
Audit	(\$15,575.03)
Liability, Protection & Settlement	\$488,724.41
<b>TOTAL ALL FUNDS</b>	<b>\$7,742,765.73</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Combined Balance Sheet - All Funds**

**February 28, 2010**

**ALL FUNDS**

**Fiscal  
Year  
2010**

ASSETS:

CASH	7,742,766
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	11,790,800
RECEIVABLES	4,072,974
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	1,500,000
INVENTORY	516,115
OTHER ASSETS	443,842

TOTAL ASSETS AND OTHER DEBITS:	<u>26,100,997</u>
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LIABILITIES:

PAYROLL DEDUCTIONS PAYABLE	30,549
ACCOUNTS PAYABLE	60,336
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	2,429,427

TOTAL LIABILITIES:	<u>2,520,312</u>
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EQUITY AND OTHER CREDITS:

INVESTMENT IN PLANT	2,809,387
PR YR BDGTED CHANGE TO FUND BALANCE	590,072

FUND BALANCES:

FUND BALANCE	14,886,750
RESERVE FOR ENCUMBRANCES	5,294,476

TOTAL EQUITY AND OTHER CREDITS	<u>23,580,685</u>
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TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	<u><u>26,100,997</u></u>
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Combined Statement of Revenues, Expenses,  
and Changes in Net Assets  
As Of February 28, 2010

ALL FUNDS

FY 2010  
YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,330,031
STATE GOVT SOURCES	9,611,115
STUDENT TUITION & FEES	11,011,575
SALES & SERVICE FEES	2,722,948
FACILITIES REVENUE	6,570
INVESTMENT REVENUE	172,066
OTHER REVENUES	18,186
TOTAL REVENUES:	<u>28,872,491</u>

EXPENDITURES:

INSTRUCTION	7,959,648
ACADEMIC SUPPORT	314,941
STUDENT SERVICES	869,417
PUBLIC SERV/CONT ED	44,270
OPER & MAINT PLANT	1,977,224
INSTITUTIONAL SUPPORT	5,687,848
SCH/STUDENT GRNT/WAIVERS	4,251,694
AUXILIARY SERVICES	3,490,410
TOTAL EXPENDITURES:	<u>24,595,452</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>4,277,039</u>
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**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1 -- February 28, 2010**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,277,872	976,233	3,254,105
State Government Sources	7,808,435	1,802,680	9,611,115
Net Tuition and Fees	2,825,046	-	2,825,046
Sales & Service Fees	13,699	-	13,699
Facilities Revenue	-	5,775	5,775
Investment Revenue	74,276	20,579	94,855
Other Revenues	7,642	29	7,671
<b>TOTAL REVENUES:</b>	<b>13,006,970</b>	<b>2,805,296</b>	<b>15,812,266</b>
<b>EXPENDITURES:</b>			
Salaries	9,700,901	509,735	10,210,636
Employee Benefits	1,357,995	120,454	1,478,449
Contractual Services	274,415	182,031	456,446
Materials	694,150	149,956	844,106
Travel & Staff Development	109,626	2,647	112,273
Fixed Charges	151,832	193,664	345,496
Utilities	81,425	656,435	737,860
Capital Outlay	55,044	88,224	143,268
Other	74,106	35	74,141
<b>TOTAL EXPENDITURES:</b>	<b>12,499,494</b>	<b>1,903,181</b>	<b>14,402,675</b>
<b>TRANSFERS :</b>			
INTERFUND TRANSFERS	(1,074,142)		(1,074,142)
<b>TOTAL TRANSFERS:</b>	<b>(1,074,142)</b>	<b>-</b>	<b>(1,074,142)</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>(566,666)</b>	<b>902,115</b>	<b>335,449</b>

**OPERATING FUNDS  
COMPARISON REPORT FY08-10**

College	Category	FISCAL YEAR 2008			FISCAL YEAR 2009			FISCAL YEAR 2010			
		Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	% of Year
Frontier	Bills		\$1,580,400			\$1,846,026			\$1,228,863		
	Payroll		1,279,725			1,278,068			1,357,938		
	Totals	\$3,973,484	2,860,125	72%	\$4,457,801	3,124,094	70%	\$4,502,379	2,586,801	57%	67%
Lincoln Trail	Bills		1,075,028			1,514,391			1,068,657		
	Payroll		1,604,339			1,649,188			1,645,988		
	Totals	3,779,529	2,679,367	71%	4,499,878	3,163,579	70%	\$4,544,877	2,714,645	60%	67%
Olney Central	Bills		1,465,142			1,979,773			1,484,508		
	Payroll		2,847,249			3,018,417			3,214,273		
	Totals	6,211,145	4,312,391	69%	7,117,178	4,998,190	70%	\$7,188,350	4,698,781	65%	67%
Wabash Valley	Bills		1,668,860			2,372,221			1,785,714		
	Payroll		1,956,742			2,206,472			2,083,611		
	Totals	4,871,893	3,625,602	74%	5,999,791	4,578,693	76%	\$6,059,789	3,869,325	64%	67%
Workforce Educ.	Bills		1,161,208			1,361,529			1,571,019		
	Payroll		677,008			797,284			833,173		
	Totals	2,754,423	1,838,216	67%	3,057,648	2,158,813	71%	\$3,118,801	2,404,192	77%	67%
District Office	Bills		160,865			177,609			176,203		
	Payroll		590,420			604,270			553,221		
	Totals	1,295,077	751,285	58%	1,322,403	781,879	59%	\$1,217,108	729,424	60%	67%
District Wide	Bills		1,190,510			1,150,123			1,110,751		
	Payroll		545,265			584,239			522,433		
	Totals	5,722,116	1,735,775	30%	5,428,201	1,734,362	32%	5,816,647	1,633,184	28%	67%
<b>GRAND TOTALS</b>		<b>\$28,607,667</b>	<b>\$17,802,761</b>	<b>62%</b>	<b>\$31,882,900</b>	<b>\$20,539,610</b>	<b>64%</b>	<b>\$32,447,950</b>	<b>\$18,636,352</b>	<b>57%</b>	<b>67%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**February 28, 2010**

	<b>Amount</b>	<b>% of Total</b>
Salaries	10,210,637	54.79%
Employee Benefits	1,478,450	7.93%
Contractual Services	456,446	2.45%
Materials	844,106	4.53%
Travel & Staff Development	112,272	0.60%
Fixed Charges	345,496	1.85%
Utilities	737,860	3.96%
Capital Outlay	143,267	0.77%
Other	4,307,818	23.12%
	<u>18,636,352</u>	<u>100.00%</u>

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**



**Agenda Item #13**

**Approval of Executive's 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:** March 12, 2010

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2. and 400.3. will be mailed under separate cover.

# INDEX

- 400.1. Retirement
- 400.2. Resignations
- 400.3. Terminations

# PERSONNEL REPORT

## 400.1. Retirement

### A. Administrative

1. Jackie Davis, President, OCC, effective June 17, 2010

## 400.2. Resignations

### A. Faculty

1. Lonnie Mitchell, Instructor, WED, effective March 20, 2010

### B. Professional/Non-Faculty

1. Darleta Wagner, Head Women's Basketball Coach, OCC, effective March 15, 2010

## 400.3. Terminations

### A. Classified

1. Ryan Herdes, Academic Coordinator, Upward Bound, DO, effective March 17, 2010
2. Rebekkah Hixon, Counselor, Upward Bound, DO, effective March 17, 2010

**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 9 Carryover 2 Projects**

	Estimated Budget										
District Office Roof Replacement	\$167,100	██									
District Wide Plumbing & Electrical Upgrades	\$367,300	████████████████████									
<b>GRAND TOTAL</b>	<b>\$534,400</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>	

2/28/2010

