

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

November 16, 2004



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson Illinois 62454**

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

**Illinois Eastern Community Colleges
Board Agenda**

**November 16, 2004
7:00 p.m.
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Web Site Privacy Policy
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY2005 Institutional Effectiveness Plan Cantwell
 - B. Resolution for Time and Place of Board Meetings Bruce
 - C. Protection Health and Safety Project Application.....Browning
 - D. Resolution for Protection Health and Safety ProjectsBrowning
 - E. Acceptance of Higher Learning Commission Self-Study Chapter Two Bruce
9. Bid Committee ReportBrowning
10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
11. Chief Executive Officer's Report Bruce
12. Executive Session Bruce

- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining Bruce
- 16. Litigation Bruce
- 17. Acquisition and Disposition of Property..... Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Workforce Education Building, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, October 19, 2004.

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

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Miss Andrea Pennington, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, September 21, 2004, were presented for disposition.

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

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

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

#3-B. IECEA Representative: IECC faculty members representing the Illinois Eastern College Education Association (IEA-NEA) presented the Board with information comparing IECC faculty salaries to state wide average salaries and IECC faculty salaries compared to similar Illinois community colleges. Charts were also provided comparing staff and administrative salaries and the financial condition of the district. The Board accepted the report from the faculty and thanked them for their attendance and the information provided.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Miss Pennington presented an informational report on her attendance at a recent meeting of the Student Advisory Council of the Illinois Community College Board. She is a member of the Council’s Awards and Recognition Committee.

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

#5-C. Report from Cabinet: None.

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

#6-A. Salary Basis: In the past, employers who made improper deductions from an exempt employee’s salary (i.e., an improper partial-day deduction) could lose that employee’s exempt status. Under the new safe harbor regulation, an employer who makes improper deductions from an employee’s salary will not lose the employee’s exempt status if the employer has a clearly communicated policy that prohibits improper pay deductions and includes a complaint mechanism; reimburses employees for improper deductions, and makes a good faith commitment to comply in the future.

Recommendation: The CEO recommended that second reading be waived and that Salary Basis Policy 400.22, as published in the Board Agenda mailing for this meeting, be adopted:

Board Action: Mrs. Culver made a motion to waive second reading and adopt Salary Basis Policy (400.22) as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

#8-A. Transcript Fee Increase: The CEO recommended approval of an increase in the Fax Transcript Fee from \$2.00 to \$3.00 effective immediately. The Transcript Fee is \$3.00 and it will remain the same.

Board Action: Mr. Williams made a motion to approve an increase in the Fax Transcript Fee to \$3.00 as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. Affiliation Agreement with Casey Health Center: The CEO recommended approval of a Clinical Education Affiliation Agreement between IECC and the Casey Health Center, Casey, Illinois, as published in the Board Agenda mailing for this meeting, effective September 2004. This is a new clinical site for the IECC Nursing Program.

Board Action: Miss Wolfe made a motion to approve the Clinical Education Affiliation Agreement between IECC and the Casey Health Center as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. Acceptance of the Operating Cash Reserve Ratio: Pursuant to Board Policy 300.20, the CEO recommended acceptance of the calculated operating cash reserve ratio for the fiscal year ended June 30, 2004, as follows:

Operating Funds Balance, June 30, 2004: \$6,300,809.
Average Monthly Expenditure & Transfers: \$1,986,458.
Operating Cash Reserve Ratio (in number of months): 3.17.

Board Action: Mr. Williams made a motion to accept the calculated operating cash reserve ratio as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Certification of Compliance with the Truth in Taxation Law: The CEO recommended approval for the Chairman to sign the Truth in Taxation Certificate of Compliance, containing the following statements relative to this community college district:

I, the undersigned, hereby certify that I am the presiding officer of the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Sections 18-60 through 18-85 of the "Truth in Taxation" law.

The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.

Board Action: Mrs. Culver made a motion to approve the Certificate of Compliance with the Truth in Taxation Law and authorize the Chairman to sign the certificate as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Certification of Tax Levy for FY2006: Mr. Browning reviewed the Certificate of Tax Levy, showing the following sums to be levied on the taxable property of this community college district:

Educational Purposes \$1,925,000; Operations & Maintenance Purposes \$825,000; Local Government & Governmental Employees Tort Immunity Act purposes \$100,000; Social Security & Medicare Insurance purposes \$200,000; Financial Audit purposes \$30,000; Worker's Compensation & Unemployment purposes \$250,000. Number of bond issues of the community college district which have not been paid in full: 1. The Certificate of Tax Levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December 2004.

Board Action: Dr. Fischer made a motion to approve the Certificate of Tax Levy as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-F. Designation of Tax Levy Year: Mr. Browning reviewed certain GASB guidelines regarding tax levies. Under guidelines established by the Governmental Accounting Standards Board (GASB), governmental entities may designate the fiscal year that their tax levy is to be recognized as income. Currently, the Board of Trustees does a levy and extension for taxes based upon calendar years which overlap our school year and fiscal year. The following resolution clarifies that under GASB guidelines, taxes levied for the year 2004 will be collected late in calendar year 2005 and that such levy will be allocated 100% to fiscal year 2006.

The CEO recommended adoption of the following clarifying resolution.

Resolution Setting Forth Tax Levies for 2004

Be it resolved by the Board of Trustees of Illinois Eastern Community Colleges District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2004 concerning tax levies and extensions.

Be it further resolved by the Board of Trustees of Illinois Eastern Community Colleges District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of One Million Nine Hundred Twenty Five Thousand Dollars (\$1,925,000) be levied as a tax for Educational purposes; and the sum of Eight Hundred Twenty Five Thousand Dollars (\$825,000) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Thousand Dollars (\$200,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Thirty Thousand Dollars (\$30,000) be levied as a special tax for Financial Audit purposes; and the sum of One Hundred Thousand Dollars (\$100,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Fifty Thousand Dollars (\$250,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, for the year 2004 to be collected in the year 2005; and that the levy for the year 2004 be allocated 100% for Fiscal Year 2006.

Board Action: Mr. Williams made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

Board Action: Mr. Williams made a motion to accept the premises of chapter one of the HLC Self-Study as outlined and discussed. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it, the motion is adopted.

AGENDA #9 – "Bid Committee Report" – None.

AGENDA #10 – "District Finance" – The following district financial matters were presented:

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$7,569,472.12, as of September 30, 2004.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for October 2004, totaling \$2,316,763.00, were presented for approval.

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

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

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

1. Lab Projects for Hella Academy.
2. District Workshop.
3. SURS Benefit Payments and State Level Reporting.
4. Enrollment Report – District up 3%.
5. Mr. Bruce suggested that former trustees be invited each year to attend the December meeting of the Board of Trustees.

Board Action: Mr. Williams made a motion to annually invite all former members of the Board of Trustees to attend the December regular meeting. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it, the motion is adopted.

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” – Mr. Williams made a motion to recognize the fact that the Board of Trustees did not hold an executive session at the September 21, 2004 regular meeting and that therefore there are no executive session minutes to be approved. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Change in Status

A. Professional Non-Faculty

1. Jeff Gumbel, Webmaster, DO, to Coordinator of Web and Online Learning Services, DO, effective October 21, 2004.

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

A. Faculty: Sharon Welty, Weber Medical Clinic, Olney, IL, approximate time 32 hours per month.

400.3. Resignation

A. Technical

1. Gina Sinclair, Telecom Recruiter, LTC, effective on November 17, 2004.

Personnel Report Addendum

400.4. Approval to hire Radiography Employees prior to November Board Meeting

Board Action to Amend Personnel Report: Mrs. Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.4, Approval to Hire Radiography Employees as recommended. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Mr. Williams made a motion to adjourn. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:44 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

A. Web Site Privacy Policy

Agenda Item #6A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 16, 2004
RE: Web Site Privacy Policy

IECC is required to post a privacy policy on our web site. Alex Cline, Director of Information and Communications Technology, has prepared a privacy policy based upon a review of policies in effect at other institutions of higher learning and a review of existing legal requirements.

I ask the Board's approval of this privacy policy, which will be posted on the IECC web site.

TLB/rs

Attachment

Web Site Privacy Policy

Purpose

As part of its commitment to maintain privacy of the users of the Illinois Eastern Community Colleges' (IECC) Web Site and other IECC web based services, IECC has developed this Privacy Policy.

Information Collection and Use

IECC collects information from users on several web site pages and is the sole owner of the information collected. We do not sell, share or rent this information to others or use the information different from what is disclosed in this policy.

E-Commerce

Users may choose to pay for products or services online with a credit card. These transactions are commercially secure and access to the data is highly restricted.

Cookies and Login Security

Cookies are small pieces of data stored by a Web browser on a user's computer. Cookies are often used to retain information about user preferences or to assist with technical operation of the web site.

Some sites require the use of cookies in order to access the site, such as the Entrata portal system. A cookie, which is small amount of data that is transferred to user's browser by a web server and can only, be read by the server that provided it. Most browsers are initially set to accept cookies. The user can set their browser to notify them when a cookie is received, giving the user a chance to decide whether or not to accept it. Users choosing not to accept cookies will likely not be able to access some pages that require cookies for authorization. While IECC uses cookies, this information does not identify the visitors personally and they remain anonymous.

Links

The IECC web site contains links to other sites. Please be aware that IECC is not responsible for the privacy practices of such other sites. We encourage users to be aware when they leave the IECC site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by the IECC Web site and other IECC web based services.

Log Files

IECC uses log files containing IP addresses to analyze trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Children's Online Privacy Protection Act (COPPA)

In compliance with COPPA, IECC will not accept any personally identifying information from children under the age of thirteen years. Users under the age of thirteen and their parents or guardians are cautioned that the collection of personal information volunteered by children, not authorized to do so online or by e-mail, will be treated the same as information given by an adult. Such information may be subject to public access.

Family Educational Rights and privacy Act (FERPA)

IECC complies with FERPA which generally prohibits the release of student education records without student permission. More information about IECC's FERPA compliance policy can be found at the following web address: <http://www.iecc.edu/policies/FERPA.html>.

Questions

If a user has questions about this privacy policy or believes that the user's personal information has been released without consent, send e-mail to privacy@iecc.edu or contact the Director of Information and Communications Technology at 618-393-2982.

Agenda Item #7

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY2005 Institutional Effectiveness Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 16, 2004
RE: FY2005 Institutional Effectiveness Plan

The Institutional Effectiveness Plan sets forth the District's twelve mission objectives and indicates the progress toward each of the goals. Because of its length, the plan has been sent to you by U.S. mail.

Summarized, the twelve success characteristics of these mission objectives are:

- successful preparation for transfer or employ,
- measurable student learning outcomes,
- effective and quality programs and partnerships which strengthen the industrial base of southeastern Illinois,
- effective partnerships and collaboration for life-long learning,
- quality academic programs and institutional services,
- quality adult and continuing education,
- accessible, functional, and appropriate remedial programs,
- student satisfaction with accessible quality services and activities,
- quality curricula and programs to meet both short- and long-term needs of the District,
- accessible and appropriate community education and community services activities,
- continuous and effective professional growth opportunities, and,
- effective, efficient resource management and allocation.

Mr. Chairman, I recommend approval of the FY2005 Institutional Effectiveness Plan for Illinois Eastern Community Colleges.

TLB/rs

Agenda Item #8B

Resolution for Time and Place of Board Meetings

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 16, 2004
RE: Resolution for Time and Place of Board Meetings

Attached is the proposed schedule for time and location of Board meetings for the calendar year 2005.

I ask the Board's approval of this schedule.

TLB/rs

Attachment

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2005:

Tuesday, January 18, 2005, 7 p.m., Frontier Community College
Tuesday, February 15, 2005, 7 p.m., Lincoln Trail College
Tuesday, March 15, 2005, 7 p.m., Wabash Valley College
Tuesday, April 19, 2005, 7 p.m., Olney Central College
Tuesday, May 17, 2005, 7 p.m., Frontier Community College
Tuesday, June 21, 2005, 7 p.m., Lincoln Trail College
Tuesday, July 19, 2005, 7 p.m., Olney Central College
Tuesday, August 16, 2005, 7 p.m., Wabash Valley College
Tuesday, September 20, 2005, 7 p.m., Frontier Community College
Tuesday, October 18, 2005, 7 p.m., Lincoln Trail College
Tuesday, November 15, 2005, 7 p.m., Olney Central College
*Tuesday, December 13, 2005, 7 p.m., Wabash Valley College

*Board meetings in December will be held on the second Tuesday of the month due to Winter Break.

11/04

Agenda Item #8C

Protection, Health and Safety Project Application

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 17, 2004
SUBJECT: Phase VII Carryover Funds, Project Application

Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board issued \$3.5 million worth of PHS bonds in December of 2002. Because of the nature of the bids on the previous nineteen (19) projects funded with this bond issue and because the projects were completed efficiently with minimal change orders, we have excess PHS funds available to be carried over and an additional project completed.

Roger Browning, the Presidents, and the college building superintendents, have determined that the Roof Replacement project for the Science Building at WVC should have priority for these remaining PHS funds. This project has been incorporated into the Capital Project Application attached.

Subject to the Board's approval of this project application, the project will be submitted to the Illinois Community College Board for their approval. If the project application is approved by the ICCB, then we will proceed to bid and complete the project.

I ask the Board's approval of this Capital Project Application Form for submittal to the Illinois Community College Board.

TLB/cr

Attachments

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District 528

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Roof Replacement, Science Building – WVC

Project Budget \$ 325,200 () check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date November 17, 2004

Application Type (check the appropriate application type and follow instructions):

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes? Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

**Roof Replacement, Science Building - WVC
Project Budget \$ 325,200**

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The mechanically fastened EPDM roof system on Wabash Valley College Science Building is leaking in several locations. Several unsuccessful attempts have been made to stop the leaking, and constant maintenance is required to respond to them. Replacement will prevent further damage to interior finishes, including a new corridor ceiling system below, and protect the metal roof deck and structural system from deterioration.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Remove the existing mechanically fastened EPDM roof system down to the roof deck. Install new rigid insulation to comply with the current R-value requirements of the BOCA National Building Code and a new roof system with associated flashings and sheet metal.

**Attachment #1
Project Budget**

Check One:

- New Construction**
- Remodeling**

Project Name

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		
Site Development		
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name Roof Replacement, Science Building - WVC

	<u>Budget Amounts</u>
Project Costs	<u>268,800</u>
Contingency	<u>26,900</u>
A/E Professional Fees	<u>29,500</u>
Total	<u>\$325,200</u>

**Attachment #2
Funding Source**

District/College Name Illinois Eastern Community Colleges No. 528
Project Name Roof Replacement, Science Building - WVC

Check the source(s) of funds:

Available fund balance (Including excess funds from previously approved protection, health, and safety projects) X Fund name (s): O & M (Restricted) - excess funds from previously approved protection, health, and safety projects.

Bond Proceeds (including protection, health, and safety bonds) _____ Type of bond issuance (s):

Protection, Health, and Safety Tax Levy (ILCS 805/3-20.3.01) _____ Tax rate/fiscal year:

Contract for Deed (ILCS 805/3-36) _____ Term of Contract for Deed in months:

Lending Arrangement with a Financial Institution (ILCS 805/3-37) _____ Term of Lending Arrangements in months:

Lease Agreement (ILCS 805/3-38) _____ Term of Lease in months:

Capital Renewal Funding _____ Proposed Fiscal Year Source(s):

ADA Access for All Funding _____ Proposed Fiscal Year Source(s):

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) x

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date

Signed _____, Chairperson

_____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.
1118 West Main Street
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

November 9, 2004

Date

001-010485

Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Roof Replacement	268,800
Contingency - 10%	26,900
A/E Compensation - 10%	<u>29,500</u>
Project Total	\$325,200

Note: Project not yet designed.

(Revised 11/3/99)

Agenda Item #8D

Resolution for Protection Health and Safety Projects

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: November 17, 2004
SUBJECT: Phase VII Carryover Funds, Resolution

The attached resolution is a required attachment for the Capital Project Application.

I would request the Board's approval of the attached Resolution to Approve PHS Construction Projects, in order that it may be submitted to the Illinois Community College Board along with the Capital Project Application Form.

TLB/cr

Attachments

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with protection, health, and safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are projects at IECC which require repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Roof Replacement, Science Building - WVC \$325,200

Total estimated cost including fees and contingency: \$325,200

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary for the protection, health, and safety of the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Resolution adopted by roll call vote this 17th day of November, 2004.

Approved: Chairman: _____

Secretary: _____

Agenda Item #8E

Acceptance of Higher Learning Commission Self-Study Chapter Two

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 16, 2004

RE: Higher Learning Commission (HLC)
Self-Study – Chapter Two

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

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

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

TLB/rs

Agenda Item #9

Bid Committee Report

Bid Committee Report

November 16, 2004

Wabash Valley College

1. (2) Digital Copier/Network Printer

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – (2) Digital Copier/Network Printer
DATE: November 16, 2004

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Tri-State Business Equipment in Harrisburg, IL** for two (2) Toshiba Model e-Studio 350 Digital Copiers for a total of **\$13,106.00**.

Tri-State Business Equipment's bid includes a finisher and the networkable feature as listed below:

	Bid For <u>(2) Copiers</u>
Base Price	\$9,728.00
Finisher	\$1,730.00
Networkable	<u>\$1,648.00</u>
Total	\$13,106.00

A Bid tabulation is attached.

Respectfully submitted,

Harry Benson
Roger Browning
Matt Fowler
Harry Hillis, Jr.

Source of Funds: Technology Plan

Rationale for Purchase: The two existing copiers that are to be replaced are nearly 10 years old and have required significant maintenance over the last two years. The new machines will be more reliable, less expensive to maintain and allow users to print from their desktops in addition to allowing copying of documents.

The "Advertisement for Bids" was placed in the Daily Republic Register for one (1) day.

(2) New Digital Copiers/Network Printers

Company	Copier	(a) Bid For (2) Copiers (b) Trade-in for (2) Copiers (c) Total (includes finisher/stapler & networkable)	Cartridge (a) yield (b) unit (c) carton	Toner (a) yield (b) unit (c) carton	Developer (a) yield (b) unit (c) carton	Fuser (a) yield (b) unit (c) carton	Overage Copy Charge	Monthly Maint.	(a) Service (b) Warranty (c) Parts (d) Labor
Denhams Business Machines Vincennes, IN	Konica-Minolta Bizhub 7235	(a) 32,218.00 (b) 17,355.16 (c) 14,862.84	200,000 272.00 .00136	30,000 124.00 .00413	200,000 218.00 .00109	200,000 481.00 .00242	* Stand Alone .012 Networked .0134	*	(a) 4 hours (b) 90 days (c) 90 days (d) 90 days
Lang Company Evansville, IN	Minolta Di3510	(a) 13,765.00 (b) -0- (c) 13,765.00	100,000 118.00 --	14,000 57.00 114.00	100,000 130.00 --	250,000 271.00 --	--	.011 per copy	(a) 8 hrs. or less (b) 90 days (c) 90 days (d) 90 days
Miller Office Equipment Olney, IL	Sharp AR-M350NXA	(a) 24,220.00 (b) 10,430.00 (c) 13,790.00	100,000 75.00 --	27,000 80.00 69.00	100,000 40.00 --	200,000 200.00 --	0.0075 with maint. contract	-0-	(a) w/in 24 hr (b) 90 days (c) one year (d) 90 days
Modern Business Strategies Mt. Vernon, IL	Ricoh 2035e	(a) 14,648.00 (b) 50.00 (c) 14,598.00	0	0	0	0	.007	.007	(a) 4 hours (b) 6 months (c) 6 months (d) 6 months
OfficeWare Evansville, IN	Canon IR 3300	(a) 16,680.00 (b) -- (c) 16,680.00	--	15,000 48.10 --	Included in toner	NA	.0101	166.00 150,000 copies year	(a) 4 hours (b) NA (c) NA (d) NA
OfficeWare Evansville, IN	Lanier LD135	(a) 16,604.00 (b) -- (c) 16,604.00	N/A	30,000 25.00 100.00	300,000 150.00 --	N/A	.0089	166.00 150,000 copies year	(a) 4 hours (b) NA (c) NA (d) NA
Phoenix Imaging & Office Products Evansville, IN	Savin 4035 ESP	(a) 16,731.00 (b) 2,000.00 (c) 14,731.00	--	120,000 85.38 341.50	1,200,000 161.00 644.00	Included	.012	45.00/.013	(a) 4 hours (b) 180 days (c) 180 days (d) 180 days
Tri-State Business Equipment Harrisburg, IL	Toshiba e-Studio 350	(a) 13,106.00 (b) included (c) 13,106.00	--	21,000 47.27 189.08	120,000 76.61 --	N/A	.01	.01	(a) 4-8 hours (b) 90 days (c) 90 days (d) 90 days
Xerox Missouri	Xerox WC35H	(a) 24,330.00 (b) 5,592.00 (c) 18,738.00	N/A	N/A	N/A	N/A	0.0129	0.0129	(a) 30 min. callback, 24 hour hotline support (b) CPC Serv. (c) CPC (d) CPC

New Digital Copier/Network Printer Specifications
With Trade-in of Sharp SF2030

Quantity (2)

Specifications

Minimum B/W Copy Speed (ppm)	35
Printing/Scanning Resolution	600 dpi
Paper Capacity	
Tray 1	500 Sheets
Tray 2	500 Sheets
Tray 3	3000 sheets
Memory	128MB
Hardware Interface	10-100 base
Network Protocols	TCP/IP
Platform Compatibility	Windows 98, 2000, 2003, XP

Document Handling

Stapler/Finishing bin	Included
Auto Duplex	Included
Maximum Monthly Volume	120,000
Paper Capacity Size	8.5 x 11, 8.5 x 14 and 11 x 17
Paper Weight	Up to 24 lb. paper
Able to feed Transparencies	Yes
Automatic Document Feeder	Included

Copying Capabilities

No. of Preset Reduction/Enlargement Levels	6
Maximum Capacity	50
Maximum Continuous Copy Amount	999
Electronic Auditron	Included
Original Size Maximum	11" X 17"
Reserve Copy	Included
Fonts	45

SPECIFICATIONS CONT'D:

Vendor must provide training.

Expected service response time

_____. Each vendor must list copier warranty period _____ and coverage on parts _____ labor _____.

List supply yields:

	<u>Yield</u>	<u>Unit Cost</u>	<u>Cost Per Carton</u>
Cartridge	_____	_____	_____
Toner	_____	_____	_____
Developer	_____	_____	_____
Fuser	_____	_____	_____
Overage copy charge	\$ _____		

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

COPIER BRAND & MODEL # _____
(submit with your bid a brochure on copier being bid)

BID \$ _____ Options:
DEDUCT TRADE-IN FOR Sharp SF2030 \$ _____ Finisher: \$ _____
TOTAL BID \$ _____ Stapler: \$ _____

SIGNATURE _____

Networkable: \$ _____

COMPANY _____
Monthly Maintenance Cost After Warranty Expires: \$ _____

ADDRESS _____

TELEPHONE _____

DATE _____

NOTE: Please submit bid in **duplicate**

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT October 31, 2004

FUND	BALANCE
Educational	\$1,430,277.44
Operations & Maintenance	\$351,923.05
Operations & Maintenance (Restricted)	(\$45,255.71)
Bond & Interest	(\$590,116.07)
Auxiliary	\$382,185.92
Restricted Purposes	(\$105,296.39)
Working Cash	\$9,113.09
Trust & Agency	\$74,789.33
Audit	\$12,231.83
Liability, Protection & Settlement	\$185,294.07
TOTAL ALL FUNDS	\$1,705,146.56

Respectfully submitted,

Marilyn Grove, Treasurer

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

	ALL FUNDS
	Fiscal Year 2005
ASSETS:	
CASH	1,705,147
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	9,290,000
RECEIVABLES	1,563,806
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	459,225
OTHER ASSETS	429,771
TOTAL ASSETS AND OTHER DEBITS:	13,471,449
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	3,653
ACCOUNTS PAYABLE	(712,354)
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	241,011
TOTAL LIABILITIES:	(327,740)
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,472,541
PR YR BDGTD CHANGE TO FUND BALANCE	549,350
 FUND BALANCES:	
FUND BALANCE	1,881,572
RESERVE FOR ENCUMBRANCES	9,895,726
TOTAL EQUITY AND OTHER CREDITS	13,799,189
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	13,471,449

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Statement of Revenues, Expenses,
and Changes in Net Assets
AS OF OCTOBER 31, 2004

ALL FUNDS

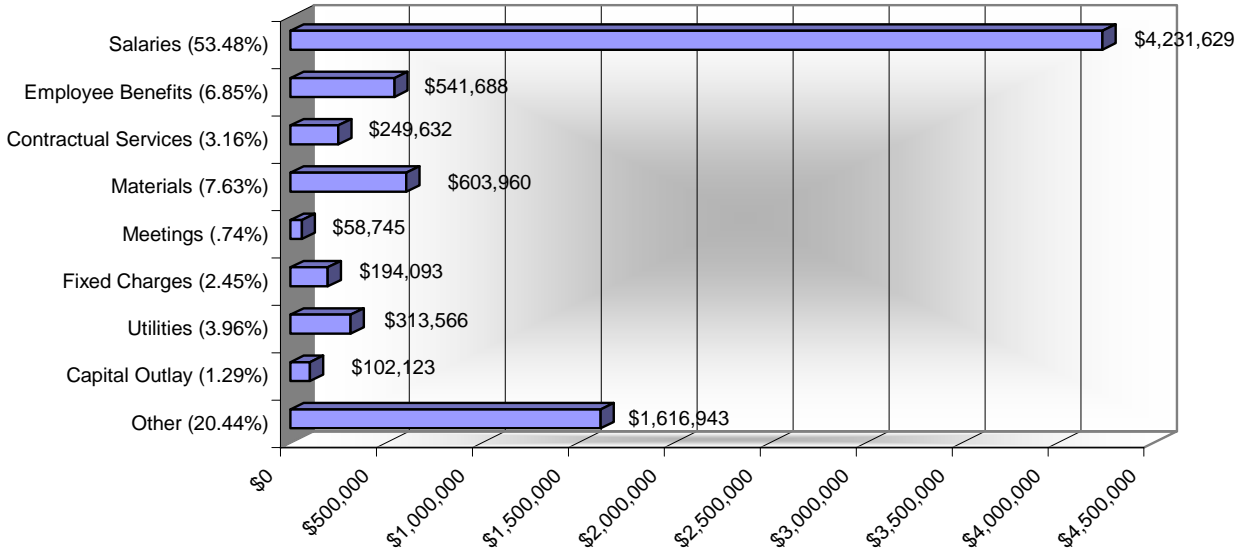
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	3,528,034
STATE GOVT SOURCES	3,476,189
STUDENT TUITION & FEES	4,596,121
SALES & SERVICE FEES	1,186,726
FACILITIES REVENUE	9,692
INVESTMENT REVENUE	39,166
OTHER REVENUES	53,433
TOTAL REVENUES:	<u>12,889,361</u>
 EXPENDITURES:	
INSTRUCTION	3,070,240
ACADEMIC SUPPORT	161,977
STUDENT SERVICES	413,216
PUBLIC SERV/CONT ED	28,940
OPER & MAINT PLANT	912,339
INSTITUTIONAL SUPPORT	3,812,731
SCH/STUDENT GRNT/WAIVERS	1,598,263
AUXILIARY SERVICES	1,542,582
TOTAL EXPENDITURES:	<u>11,540,288</u>
 TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0
 NET INCREASE/DECREASE IN NET ASSETS	 <u>1,349,073</u>

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY03-05

College	Category	FISCAL YEAR 2003			FISCAL YEAR 2004			FISCAL YEAR 2005			
		Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	Annual Budget	Spent Thru October	% of Bdgt	% of Year
Frontier	Bills		\$608,646			\$526,363			\$541,783		
	Payroll		641,965			627,909			638,774		
	Totals	\$2,418,008	1,250,611	52%	\$2,765,856	1,154,272	42%	\$2,802,511	1,180,557	42%	33%
Lincoln Trail	Bills		431,193			435,725			517,182		
	Payroll		666,393			694,816			699,061		
	Totals	2,996,559	1,097,586	37%	3,105,255	1,130,541	36%	3,138,783	1,216,243	39%	33%
Olney Central	Bills		618,042			625,492			746,075		
	Payroll		1,084,900			1,095,331			1,166,414		
	Totals	4,484,782	1,702,942	38%	4,879,308	1,720,823	35%	4,915,983	1,912,489	39%	33%
Wabash Valley	Bills		632,921			598,236			621,477		
	Payroll		892,117			886,426			916,282		
	Totals	3,244,011	1,525,038	47%	3,579,246	1,484,662	41%	3,620,540	1,537,759	42%	33%
Workforce Educ.	Bills		302,282			405,512			434,101		
	Payroll		308,835			322,211			324,748		
	Totals	1,576,838	611,117	39%	1,972,436	727,723	37%	2,013,499	758,849	38%	33%
District Office	Bills		86,510			77,373			80,317		
	Payroll		291,868			285,270			287,395		
	Totals	1,265,567	378,378	30%	1,187,944	362,643	31%	1,217,781	367,712	30%	33%
District Wide	Bills		644,437			747,493			739,816		
	Payroll		182,680			201,183			198,954		
	Totals	6,947,426	827,117	12%	6,283,047	948,676	15%	6,714,716	938,770	14%	33%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$22,933,191	\$7,392,789	32%	\$23,773,092	\$7,529,340	32%	\$24,423,813	\$7,912,379	32%	33%

Excludes DOC

**Illinois Eastern Community Colleges
FY2005
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
As of October 31, 2004 - \$7,912,379

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. 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: November 10, 2004
RE: Personnel Report

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

dh

INDEX

400.1. Employment of Personnel

400.2. Retirement

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional Non-Faculty

1. Carol Kocher, Director of Radiography, OCC
2. Amy Neikirk, Clinical Coordinator of Radiography, OCC

400.2. Retirement

A. Technical

1. Karen Devall, Library Technician, OCC, Effective January 1, 2005

Agenda Item #15

Agenda Item #15
Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

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

10/31/2004