

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**October 17, 2006**



**Location:**

**Olney Central College  
305 North West Street  
Olney IL 62450**

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

**Illinois Eastern Community Colleges  
Board Agenda**

**October 17, 2006  
7:00 p.m.  
Olney Central College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. 2006 Estimated Tax Levy Resolution.....Browning
  - B. Resolution Establishing Tax Levy Hearing .....Browning
  - C. Joint Agreement with Lake Land College..... Cantwell
  - D. Interdistrict Agreement with Southeastern Illinois College ..... Bruce
  - E. Affiliation Agreement with St. Anthony’s Hospital (Effingham) ..... Bruce
  - F. Affiliation Agreement with Flora Healthcare..... Bruce
  - F. Environmental Scan/Executive Summary ..... Bruce
  - G. Certification of Equalization Eligibility..... Bruce
9. Bid Committee Report ..... Bruce
  - A. Used Vehicle Purchases
10. District Finance
  - A. Financial Report.....Browning
  - B. Approval of Financial Obligations.....Browning

11. Chief Executive Officer’s Report ..... Bruce

12. Executive Session ..... Bruce

13. Approval of Executive Session Minutes  
    A. Written Executive Session Minutes ..... Bruce  
    B. Audio Executive Session Minutes..... Bruce

14. Approval of Personnel Report ..... Bruce

15. Collective Bargaining ..... Bruce

16. Litigation..... Bruce

17. Acquisition and Disposition of Property..... Bruce

18. Other Items

19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, September 19, 2006.

**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.

**Appointment of Temporary Secretary:** The Chair asked leave to appoint Alex Cline to be temporary secretary for this meeting. There being no objection, the Chair directed that Alex Cline be appointed temporary secretary of the Board of Trustees for this meeting.

**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 Ms. Jessica Lowe, 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.  
Ms. Penny Quinn, Dean of Instruction of Lincoln Trail College.  
Mr. Roger Browning, Chief Finance Officer & Treasurer.  
Mrs. Tara Buerster, Director of Human Resources.  
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:

BITS – Business Industry Training Services  
DO – District Office  
DOC – Department of Corrections  
DRS – Division of Rehabilitation Services  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECCEA – Illinois Eastern Community Colleges Education Association  
LCC – Lawrence Correctional Center  
LTC – Lincoln Trail College

LWIB – Local Workforce Investment Board  
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, August 15, 2006, were presented for disposition.

**Board Action:** Mr. Williams made a motion to approve minutes of the foregoing meeting as prepared. Ms. Lowe 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 Mr. Mark Weber and Mr. Rod Harmon.

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

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

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** Mr. Williams reported on a tour of the Gibson County coal mine.

**#5-B. Report from Presidents:** Reports from each of the four colleges were noted.

**#5-C. Report from Cabinet:** Mr. Woods reported on a grant for simulators.

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

**#6-A. Assessment Policy:** Prior to the accreditation visit by the Higher Learning Commission, IECC had begun a program of assessment of student learning outcomes, which has continued to the current date. Chris Cantwell and the Deans have developed an assessment policy that reflects this activity. The proposed policy sets forth the District’s commitment to internal and external assessment of student learning and the commitment to gather, analyze, and publish data annually for planning and evaluation of the District’s mission, goals, purposes, and outcomes of student learning. The District is committed to a continuous process of assessment involving faculty, staff, students, and administration. The CEO recommended second reading be waived and the following policy be adopted.

**Instruction - 800**

**Assessment Policy (800.4)**

Illinois Eastern Community Colleges is committed to timely internal and external assessment of student learning to assist the District in productive strategic planning relative to academics, resources, and budgeting, and to fulfill our mission and purposes. To meet this commitment, IECC and all of its units shall gather, analyze, and publish data annually for planning and evaluation of the accomplishment of

missions, goals, purposes, and outcomes of IECC and its units. Such assessments are intended to determine the extent to which the District's programs meet the intended goals and objectives and further the mission of the District; to establish a culture of assessment; and to meet the standards of the IECC Board of Trustees, the Illinois Community College Board, the Illinois Board of Higher Education, and the Higher Learning Commission. The assessment process shall be a continuous process, which shall involve faculty, staff, students, and administration. Assessment results will directly impact financial and program planning and decision-making.

**Board Action:** Mrs. Culver made a motion to waive second reading and adopt the foregoing Assessment Policy 800.4 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.

**#6-B. Board Electronic Meetings:** The General Assembly has passed and the Governor has signed changes in the Open Meetings Act dealing with the conduct of board meetings utilizing video conference, telephone or other electronic means of communication. The new legislation requires that at least four board members be physically present in order to allow other board members to participate in the board meeting electronically. The proposed policy change reflects the changes made in the Open Meetings Act. The CEO recommended second reading be waived and the following policy be adopted.

#### **Board of Trustees -100**

##### **Meetings and Minutes (100.3)**

##### **Board Policy on Electronic Meetings**

In the event the Board agrees to conduct a board meeting utilizing video conference, telephone or other electronic means of communication, a quorum of members of the board must be physically present in order for other members to participate in a board meeting electronically. Therefore, four members of the board will be required to be physically present to establish a quorum to conduct a board meeting. Thereafter, up to three members of the board will be permitted to connect to a board meeting using electronic means of communication.

**Board Action:** Mr. Koertge made a motion to waive second reading and adopt the foregoing Board Policy on Electronic Meetings 100.3 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 #7 – “Policy Second Readings”** – None.

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

**#8-A. Multi-Year Financial Planning Document:** Roger Browning has prepared a new financial planning document for the Board's review and approval. This planning document sets forth estimated revenues for the years FY07 through FY11 for both the Operation and Maintenance Fund and the Education Fund. The revenues forecast include receipts from local government, state government and

other revenue and represents the District's best judgment on anticipated revenues for the upcoming five year period. It is based upon current information and this document will be continually reviewed. The document will be updated annually. The CEO recommended approval.

**Board Action:** Miss Wolfe made a motion to approve the Multi-Year Financial Planning Document for FY2007-2011 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. Certification of Chargeback:** The CFO reviewed the Illinois Community College Board Certification of Chargeback form for fiscal year 2007. The out-of-district cost per semester hour is \$182.77. Chargeback reimbursement per semester credit hour is \$87.72. Cost per semester credit hour for out-of-state and international students is \$226.83. The CEO recommended approval of the Certification of Chargeback document as presented.

**Board Action:** Mr. Williams made a motion to adopt the ICCB Certification of Chargeback document for FY2007 as presented and 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. FY2006 Audit:** The CFO reviewed the annual financial audit, with comments by Miss Wolfe and Mr. Williams, members of the audit committee, The CEO recommended adoption of the following resolution to accept the audit and authorize the staff to forward it to the Illinois Community College Board.

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community Colleges District #529.

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board.

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529, accepts and approves the annual audit of the district as submitted by Clifton, Gunderson & Co. of Springfield, IL.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529 authorizes staff to submit the audit to the Illinois Community College Board.

**Board Action:** Miss Wolfe made a motion to adopt the foregoing resolution to approve the annual financial audit 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-D. FY2007 Budget:** The CFO reviewed the community college district budget for fiscal year 2007. The CEO recommended adoption of the following resolution approving the FY2007 budget.

Budget of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2006 and ending June 30, 2007.

WHEREAS the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 19<sup>th</sup> day of September, 2006, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

NOW, THEREFORE, be it Resolved by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2006 and ending June 30, 2007.

Section 2. That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said Fiscal Year.

#### SUMMARY STATEMENT OF OPERATING FUNDS – REVENUES AND EXPENDITURES

EDUCATION FUND: Revenue 23,604,450; Expense 23,604,450; Excess (Deficiency) 0; Reserve for Contingency (6,271,573); Transfer-In 40,500; Transfer-Out (912,886); Cash Balance Beginning of Year 7,143,959; Cash Balance End of Year 0.

OPERATIONS & MAINTENANCE FUND: Revenue 2,756,058; Expense 2,756,058; Excess (Deficiency) 0; Reserve for Contingency (1,105,704); Cash Balance Beginning of Year 1,105,704; Cash Balance End of Year 0.

TOTAL OPERATING FUNDS: Revenue 26,360,508; Expense 26,360,508; Excess (Deficiency) 0; Transfer-In 40,500; Transfer-Out (912,886); Reserve for Contingency (7,377,277); Cash Balance Beginning of Year 8,249,663; Cash Balance End of Year 0.

#### SUMMARY STATEMENT OF SPECIAL FUNDS

OPERATIONS & MAINTENANCE FUND RESTRICTED: Revenue 5,000; Expense 1,659,817; Excess (Deficiency) (1,654,817); Reserve for Contingencies (460,954); Cash Balance Beginning of Year 2,115,771; Cash Balance End of Year 0.

BOND & INTEREST FUND: Revenue 1,565,800; Expense 1,611,406; Excess (Deficiency) (45,606); Cash Balance Beginning of Year 45,606; Cash Balance End of Year 0.

AUXILIARY FUND: Revenue 2,822,226; Expense 4,796,597; Excess (Deficiency) (1,974,371); Transfer-In 912,886; Transfer-Out 0; Cash Balance Beginning of Year 1,061,485; Cash Balance End of Year 0.

WORKING CASH FUND: Revenue 40,500; Expense 0; Excess (Deficiency) 40,500; Transfer-Out (40,500); Cash Balance Beginning of Year 2,190,000; Cash Balance End of Year 2,190,000.

AUDIT FUND: Revenue 15,000; Expense 84,661; Excess (Deficiency) (69,661); Cash Balance Beginning of Year 69,661; Cash Balance End of Year 0.



LIABILITY & PROTECTION FUND: Revenue 530,000; Expense 1,391,470; Excess (Deficiency) (861,470); Cash Balance Beginning of Year 861,470; Cash Balance End of Year 0.

**Board Action:** Mrs. Culver made a motion to adopt the budget for Illinois Eastern Community Colleges District No. 529 for fiscal year 2007 as recommended. Ms. Lowe 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. 2006 Estimated Tax Levy Resolution:** The CFO reviewed the Estimated Tax Levy Resolution. The CEO recommended adoption of the following resolutions regarding estimated amounts necessary to be levied for the year 2006.

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2005 was:

- Education Purposes, \$1,887,063
- Operations and Maintenance Purposes, 808,453
- Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions, 539,921
- Audit, 15,827
- Other, 0
- Total, \$3,251,264

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2006 is as follows:

- Education Purposes, \$2,100,000
- Operations and Maintenance Purposes, 900,000
- Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions, 510,000
- Audit, 20,000
- Other, 0
- Total, \$3,530,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2005 was \$1,598,223; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2006 is \$1,402,763.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community Colleges District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2006 is \$3,530,000.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2006 does exceed 105% of the taxes extended by the district in the year 2005.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2006 for debt service is a 12% decrease over the taxes extended for debt service for 2005. In 2005 taxes extended for debt service represented a 9% increase over 2004. For the two year period the taxes estimated to be levied for 2006 debt service is 4% less than the taxes extended for debt service in 2004.

**Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

Albion Journal Register, Edwards County  
Bridgeport Leader, Lawrence County  
Carmi Times, White County  
Clay County Republican, Clay County  
Daily Republican Register, Wabash County  
Lincoln Trail Publishing, Clark County  
McLeansboro Times Leader, Hamilton County  
Newton Press-Mentor, Jasper County  
Olney Daily Mail, Richland County  
Robinson Daily News, Crawford County  
Toledo Democrat, Cumberland County  
Wayne County Press, Wayne County

And a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED TAX INCREASE FOR  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2006 will be held on October 17, 2006 at 6:00 p.m. at Olney Central College, Olney, Illinois.  
Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).
- II. The corporate and special purpose property taxes extended or abated for the year 2005 were \$3,251,264.  
The proposed corporate and special purpose property taxes to be levied for 2006 are \$3,530,000. This represents an 8% increase over the previous year extension.
- III. The property taxes extended for debt service for 2005 were \$1,598,223.  
The estimated property taxes to be levied for debt service and public building commission leases for 2006 are \$1,402,763. This represents a 12% decrease over the previous year. In 2005 taxes extended for debt service represented a 9% increase over 2004. For the two year period the taxes estimated to be levied for 2006 debt service is 4% less than the taxes extended for debt service in 2004.
- IV. The total property taxes extended or abated for 2005 were \$4,849,487.

The estimated total property taxes to be levied for 2006 are \$4,932,763. This represents a 1.7% increase over the previous year extension.

**Section 5:** This resolution shall be in full force and effect forthwith upon its passage.

**Board Action:** Mr. Williams made a motion to adopt the 2006 Estimated Tax Levy Resolution 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-F. Resolution Establishing Tax Levy Hearing:** The CEO recommended adoption of the following resolution providing for an estimated tax levy hearing:

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for the 2007-2008 fiscal year:

1. Date of Fiscal Year: July 1, 2007 – June 30, 2008.
2. Publication of Notice of Public Hearing on Tax Levy: After October 3, 2006 and before October 10, 2006.
3. Public Hearing on Tax Levy: October 17, 2006, at the hour of 6:00 p.m. to 6:30 p.m., local time, Olney Central College, 305 North West Street, Olney, Illinois.
4. Adoption of Tax Levy: October 17, 2006, following the Public Hearing.

**Board Action:** Miss Wolfe made a motion to adopt the foregoing Resolution, setting the Estimated Tax Levy Hearing 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-G. Institutional Fact Book:** There is a great deal of information available about the District, but it is scattered through the numerous reports compiled for the District and filed with both state and federal agencies. For some time, the District has needed basic information about the District to be assembled in one central document. Associate Dean Chris Cantwell has developed a fact book for Illinois Eastern Community College District #529. It contains a tremendous amount of very valuable information about the students in our District, enrollment history, the degrees and certificates granted, the financial aid received and distributed and the District's budgets and operation. The CEO recommended that the Institutional Fact Book be approved.

**Board Action:** Dr. Fischer made a motion to approve the Institutional Fact Book as recommended. Ms. Lowe 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-H. Self-Evaluation and Application for Recognition:** The Illinois Community College Board (ICCB) requires that each community college apply for recognition to qualify for state funding. Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility, and equipment standards as established by statute. On a five year cycle, ICCB conducts recognition evaluations to assure that each college is in compliance with these standards. As required, the District has completed a Self-Evaluation and Recognition Application in accordance with provisions of the Illinois Community College Act. The District has reviewed the standards identified in Appendix C of the ICCB Recognition Manual and has determined that the District consistently exceeds or meets the ICCB standards required for recognition. The District's application is due by October 1 and the ICCB will conduct an on-site visit to the District in the Spring of 2007. The CEO recommended approval of the District's Self-Evaluation and Application for Recognition.

**Board Action:** Miss Wolfe made a motion to approve the Self-Evaluation and Application for Recognition as recommended. Ms. Lowe 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-I. Cooperative Agreement with John A. Logan College:** Ms. Cantwell reviewed the Joint Agreement for Education Cooperation between IECC and John A. Logan College, District #530, in Carterville, Illinois. Courses added or deleted are as follows:

John A. Logan College added:

Architecture Technology, AAS Degree  
Educational Interpreting Professional/Online, Certificate  
Graphics Design, Certificate

IECC removed:

Radiography, AAS Degree

Under the agreement, Illinois Eastern Community Colleges District No. 529 agrees to accept students from John A. Logan College District No. 530 in the following programs:

Agricultural Technology/Production, AAS Degree  
Diesel Equipment Technology, AAS Degree  
Radio-TV Broadcasting, AAS Degree  
Telecommunications Technology, AAS Degree/Certificate

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

Under the agreement, John A. Logan College District No. 530 agrees to accept students from Illinois Eastern Community Colleges District No. 529 in the following programs:

Cardiac Medical Sonography, Certificate  
Construction Management Technology, AAS Degree  
Dental Assisting, Certificate  
Dental Hygiene, AAS Degree  
Graphics Design, AAS Degree  
Interpreter Preparation, AGS Degree/Certificate  
Architecture Technology, AAS Degree  
Educational Interpreting Professional/Online, Certificate

Graphics Design, Certificate

All mutually approved interactive courses in the distance learning program and all Department of Corrections and Fire Science training courses.

Recommendation: The CEO recommended approval of the Cooperative Agreement with John A. Logan College as presented.

**Board Action:** Dr. Rost made a motion to approve the Cooperative Agreement with John A. Logan College 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-J. Cooperative Agreement with Southwestern Illinois College:** Ms. Cantwell reviewed the Joint Agreement for Education Cooperation between IECC and Southwestern Illinois College, District #522, in Belleville, Illinois. Courses added or deleted are as follows:

Southwestern Illinois removed:

Chemical Technology, Certificate  
Horticulture, Certificate/AAS Degree  
Process Operations Technology, Certificate

IECC removed:

Manufacturing Technology, AAS Degree

Under the agreement, Illinois Eastern Community Colleges District No. 529 agrees to accept students from Southwestern Illinois College District No. 522 in the following programs:

Professional Ag Applicator, Certificate  
Agricultural Technology/Business, AAS Degree  
Agricultural Technology/Production, AAS Degree  
Diesel Equipment Technology, AAS Degree  
Radio-TV Broadcasting, AAS Degree  
Telecommunications Technology, AAS Degree  
Telecom Outside Plant/Interconnect, Certificate

Under the agreement, Southwestern Illinois College District No. 522 agrees to accept students from Illinois Eastern Community Colleges District No. 529 in the following programs:

Aviation Maintenance Technology, AAS Degree  
Aviation Pilot Training, AAS Degree/Certificates  
Construction Management Tech, AAS Degree  
Fire Science, AAS Degree/Certificates  
Health Information Technology, AAS Degree  
Industrial Metalworking, AAS Degree/Certificate  
Industrial Pipefitting, AAS Degree/Certificate  
Medical Laboratory Technology, AAS Degree  
Paralegal Studies, AAS Degree  
Paramedic, AAS Degree  
Physical Therapist Assistant, AAS Degree  
Respiratory Care, AAS Degree

Sign Language/Basic Communication, Certificate  
Sign Language/Interpreter, AAS Degree  
Ward Clerk, Certificate of Completion

**Recommendation:** The CEO recommended approval of the Cooperative Agreement with Southwestern Illinois College as presented.

**Board Action:** Mrs. Culver made a motion to approve the Cooperative Agreement with Southwestern Illinois College 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-K. Online Education Plan 2006:** The District has been offering online courses since 1997. Currently, IECC offers approximately 105 online courses taught by 70 full-time and part-time faculty. Impressive growth has been shown in student enrollment in online courses. While great progress has been made in online instruction, additional work remains to determine how to respond more effectively to the changing needs of today's learners. IECC needs to continue to provide flexible, accessible, and quality programs and courses to students who desire an alternative delivery method for learning as well as foster effective and reliable student and faculty support services for online education. The purpose of this Online Education Plan is to provide an institutional strategy and financing structure to support and promote district-wide online opportunities. The plan outlines the required procedures, training, and support to assist faculty with online course development and to build peer-to-peer support for students' online learning. The Online Education Plan will provide increased direction and leadership for online instruction, including the establishment of goals, strategies and objectives to achieve the District's vision of providing high quality online courses, programs and services that respond to the needs of students who desire an alternative delivery method for learning. The CEO recommended approval of the Online Education Plan 2006 as outlined.

**Board Action:** Mr. Williams made a motion to approve the Online Education Plan 2006 as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, 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-L. Affiliation Agreement with Office of Dr. Theertham – Terre Haute:** IECC wishes to enter into a new affiliation agreement with the office of Dr. Theertham, Terre Haute, Indiana. This new affiliation agreement for the Associate Degree Nursing Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Mr. Williams made a motion to approve the affiliation agreement with the office of Dr. Theertham for the Associate Degree Nursing Program as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, 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-M. Affiliation Agreement with Newton Rest Haven:** IECC wishes to enter into a new affiliation agreement with the office of Newton Rest Haven, Newton, Illinois. This new affiliation agreement for the Basic Nurse Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Mr. Koertge made a motion to approve the affiliation agreement with Newton Rest Haven for the Basic Nurse Assistant Program 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-N. Preceptor Agreement with Office of Dr. Theertham:** IECC wishes to enter into a new Preceptor Agreement with the office of Dr. Theertham, Terre Haute, Indiana. This new agreement is the standard preceptor agreement for the Associate Degree Nurse Program utilized by the District. The CEO recommended approval.

**Board Action:** Dr. Fischer made a motion to approve the preceptor agreement for the Associate Degree Nurse Program with the Office of Dr. Theertham as recommended. Ms. Lowe 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-O. Affiliation Agreement with Wellum Chiropractic:** IECC wishes to enter into a new affiliation agreement with the Wellum Chiropractic Office. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Mrs. Culver made a motion to approve the affiliation agreement with the Wellum Chiropractic Office for the Medical Assistant Program as recommended. Ms. Lowe 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-P. Academic Calendar 2007-2009:** The Board approved the Academic Calendar for 2007-2009 on August 15, 2006 subject to revisions as agreed to by the Chief Executive Officer. The calendar has been revised to have the recognition of Pulaski Day on March 10 in 2008 and on March 9 in 2009. This change allows the mid-term to occur before the Spring Break. A Memorandum of Agreement with the Illinois Eastern College Education Association was signed on August 29, 2006, which implemented these changes. The CEO recommended approval of this revised academic calendar.

**Board Action:** Dr. Rost made a motion to approve the revised academic calendar 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-Q. Emergency Repairs Requiring a  $\frac{3}{4}$  Vote:** The expenditure of \$16,382.05 has been approved for the emergency repair of water lines and valves at Wabash Valley College in the Applied Arts Building (AA). The CEO is asking the Board's approval of this amount although it exceeds the statutory limit requiring competitive bids. The statute allows an exception to the statutory limit "where funds are expended in an emergency and such emergency expenditure is approved by  $\frac{3}{4}$  of the members of the board." The CEO outlined in detail how the problem developed and how the procedure for correction was determined. The final cost was \$16,382.05. This amount exceeds the dollar amount at which bidding would be required. The final cost came in higher than anticipated because of escalating problems caused by the deteriorated condition of the plumbing system. This cost could not have been anticipated when the project began. Costs incurred are as follows: Plumbing materials \$1,906.05; backhoe, jackhammer, concrete saw rental \$3,407.00; Concrete & gravel \$1,149.00; Labor \$9,920.00, for a total of \$16,382.05. A further problem remains. Water to the shower rooms at the pool area is shut off because the increased water pressure has caused many leaks. The lines need to be replaced before water can be fully restored to the building. This additional work has not been completed because the scope of work has escalated far beyond the amount originally planned to be expended. An estimate of \$9,000 has been provided to complete the job.

**Recommendation:** The CEO recommended approval for the expenditure of the \$16,382.05 already expended and to approve the expenditure of an estimated \$9,000 to completely restore water to the AA Building at WVC. Approval of the already expended funds and the new expenditure requires a  $\frac{3}{4}$  vote of the Board of Trustees.

**Board Action:** Mr. Williams made a motion to approve the expenditure of the \$16,382.05 already expended and to approve the expenditure of an estimated \$9,000 to completely restore water to the AA Building at WVC 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.

#### **AGENDA #9 – "Bid Committee Report" –**

**#9-A. Workforce Education – Self-Contained Breathing Apparatus:** The CFO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications from CSE Corporation, Monroeville, Pennsylvania, for 10 self-contained breathing apparatus units, for a total of \$35,996.50. The CEO recommended approval.

Source of Funds: DCEO Grant. Department: Workforce Education/Coal Mining Technology.

**Board Action:** Dr. Fischer made a motion to approve the recommendation of the Bid Committee for purchase of self-contained breathing apparatus units from CSE Corporation as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, 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 #10 – “District Finance”** – The following District financial matters were presented:

**#10-A. Financial Reports:** The monthly financial reports were presented.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for September 2006, totaling \$1,116,518.64, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of district financial obligations for September 2006, in the amounts listed, and payments from the revolving fund for August 2006. Ms. Lowe 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 reported on a number of informational items of interest to the Board of Trustees.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, August 15, 2006.

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

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

##### A. Classified

1. Kimberly Frisz, Program Advisor, Educational Talent Search, DO, hire date effective September 21, 2006, contingent upon continued grant funding.
2. Ryan Herdes, Student Advisor, Upward Bound, DO, hire date effective September 21, 2006, contingent upon continued grant funding.
3. Rebekkah Hixon, Student Advisor, Upward Bound, DO, hire date effective September 25, 2006, contingent upon continued grant funding.

#### **400.2 Change in Status**

##### A. Professional

1. Jervaise McGlone, Program Director for Title III, DO, to Director of Special Projects & HLC Online Degree Approval, DO, effective October 1, 2006.

#### **400.3. Temporary Employment**

##### A. Faculty

1. Jeremy Wolf, Chemistry Instructor for the remainder of the '06-07 Academic Year only, effective October 1, 2006.

#### **400.4. Leave of Absence approved by CEO since August 15, 2006**

A. Faculty

1. Holly Farley, Nursing Instructor, Allied Health, Leave of Absence, effective November 15, 2006 through November 17, 2006. The requested leave is unpaid, with benefits.

#### **400.5. Amended Leave of Absence**

A. Classified

1. Lindsay Willis, Upward Bound Student Advisor (GR), DO, Leave of Absence, effective August 8, 2006 through November 3, 2006. The requested leave is unpaid, without benefits, with allowance for substitution of paid leave time.

#### **400.6. Approval of Non-College Employment**

A. Faculty

Mark Fitch, Bateman Auto Parts, Olney, IL, approximate time 120 days/240 hours.

Lori Phillips, Carmi Medical Center, Carmi, IL, 52 days/208 hours.

Shirley Smithenry, Richland Memorial Hospital, Olney, IL, approximate time 9 days/108 hours.

Teresa Tegeler, Vincennes University, Vincennes, IN, 16 days/48 hours.

Angelia Williams, Regional Hospital, Terre Haute, IN, approximate time 40 days/480 hours.

#### **400.7. Special Assignment**

A. Lincoln Trail College – Extra-Curricular  
Susan Polgar, Phi Theta Kappa Advisor, \$350.

#### **400.8. Resignation**

A. Faculty

1. Michelle Burgess, Chemistry Instructor, resignation effective September 9, 2006.

B. Classified

1. Barbara Bennett, Administrative Assistant, FCC, resignation effective October 27, 2006.

2. James Perry, Groundskeeper, OCC, resignation effective September 30, 2006.

#### **400.9. Retirement**

A. Administrative

1. Harry Benson, President, WVC, retirement effective January 31, 2007.

2. Jerry Hefley, Dean of College, FCC, retirement effective January 31, 2007.

B. Faculty

1. Dan Bruneau, Theatre/Drama Instructor, retirement effective May 21, 2007.

C. Classified

1. Kay Brown, Training Advisor, WED, retirement effective August 31, 2006.

### **Personnel Report Addendum**

#### **400.10. Employment of Personnel**

A. Faculty

1. Cheryl Uhl, Nursing, Allied Health, hire date effective January 3, 2007.

B. Administrative

1. Beverly Turkal, Interim President, LTC, hire date effective October 1, 2006.
2. Merna Youngblood, Director of the Learning Resource Center, FCC, hire date effective October 16, 2006.

C. Classified

1. Debbie Coale, Records Clerk, FCC, hire date effective September 28, 2006.

#### **400.11 Change in Status**

A. Classified

1. Mary Warren, Records Clerk, FCC, to Administrative Assistant, FCC, change effective September 28, 2006.

#### **400.12. Special Assignment**

- A. Wabash Valley College – Extra-Curricular  
John Kendall, Assistant Women’s Basketball Coach, \$4,000.

#### **400.13. Unpaid Leave Request**

A. Classified

1. Melissa Shilling, Clerk, FCC, Unpaid Leave Request, effective October 16, 2006. The requested leave is unpaid, without benefits.

**#14-A. Board Action to Amend Personnel Report:** Mrs. Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.10, 400.11, 400.12, and 400.13 as recommended. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to

say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Personnel Report:** Mr. Williams made a motion to approve the foregoing amended Personnel Report as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, 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”** – Miss Wolfe made a motion to adjourn. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion carried, and the meeting adjourned at 8:45 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**

**2006 Estimated Tax Levy Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
SUBJECT: 2006 Estimated Tax Levy Resolution

At the September 19, 2006 Board of Trustees meeting this Board adopted the 2006 Estimated Tax Levy Resolution establishing the levy for the education fund, the operations and maintenance fund, and an additional levy for outstanding bond issues, tort liability, workers compensation, audit, unemployment and other insurance.

The Estimated Tax Levy Resolution also provided notice of a proposed tax increase that was required to be published by certain dates. Because one of the newspapers of general circulation within the district failed to meet the publishing requirements established, we must adopt a new 2006 Estimated Tax Levy Resolution that will provide for a public hearing on November 21, 2006 at Wabash Valley College. We will then re-publish the required notice to meet the requirements of the Truth in Taxation Law.

All financial information contained in the original resolution remains the same, only pertinent dates have changed.

I ask the Board's approval of this revised 2006 Estimated Tax Levy Resolution.

TLB/cr

Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2006**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2005 was:

Education Purposes	\$1,887,063
Operations and Maintenance Purposes	808,453
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	539,921
Audit	15,827
Other	0
Total	\$3,251,264

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2006 is as follows:

Education Purposes	\$2,100,000
Operations and Maintenance Purposes	900,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	510,000
Audit	20,000
Other	0
Total	\$3,530,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide date in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2005 was \$1,598,223; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2006 is \$1,402,763.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community Colleges District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2006 is \$3,530,000.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2006 does exceed 105% of the taxes extended by the district in the year 2005.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2006 for debt service is a 12% decrease over the taxes extended for debt service for 2005. In 2005 taxes extended for debt service represented a 9% increase over 2004. For the two year period the taxes estimated to be levied for 2006 debt service is 4% less than the taxes extended for debt service in 2004.

**Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

Albion Journal Register, Edwards County  
Bridgeport Leader, Lawrence County  
Carmi Times, White County  
Clay County Republican, Clay County  
Daily Republican Register, Wabash County  
Lincoln Trail Publishing, Clark County  
McLeansboro Times Leader, Hamilton County  
Newton Press-Mentor, Jasper County  
Olney Daily Mail, Richland County  
Robinson Daily News, Crawford County  
Toledo Democrat, Cumberland County  
Wayne County Press, Wayne County

and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:



NOTICE OF PROPOSED TAX INCREASE FOR  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2006 will be held on November 21, 2006 at 6:00 p.m. at Wabash Valley College, Mt. Carmel, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).

- II. The corporate and special purpose property taxes extended or abated for the year 2005 were \$3,251,264.

The proposed corporate and special purpose property taxes to be levied for 2006 are \$3,530,000. This represents an 8% increase over the previous year extension.

- III. The property taxes extended for debt service for 2005 were \$1,598,223.

The estimated property taxes to be levied for debt service and public building commission leases for 2006 are \$1,402,763. This represents a 12% decrease over the previous year.

- IV. The total property taxes extended or abated for 2005 were \$4,849,487.

The estimated total property taxes to be levied for 2006 are \$4,932,763. This represents a 1.7% increase over the previous year extension.

**Section 5:** This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 17th day of October 2006.

BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF RICHLAND, CLARK, CLAY,  
CRAWFORD, CUMBERLAND, EDWARDS,  
HAMILTON, JASPER, LAWRENCE, WABASH,  
WAYNE AND WHITE  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**Agenda Item #8B**

**Resolution Establishing Tax Levy Hearing**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
SUBJECT: Resolution Establishing Tax Levy Hearing

The Board of Trustees must annually adopt a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in an increase in the proposed property tax levy, a tax levy hearing must be held.

Because we revised our 2006 Estimated Tax Levy Resolution, we must also revise the Resolution Establishing a Tax Levy Hearing.

The resolution which follows would establish a fiscal year of July 1, 2007 – June 30, 2008, require the publication of a public notice of a hearing on the tax levy, require the conducting of a hearing on November 21, 2006, and notify the public that a tax levy would be adopted by the Board of November 21, 2006.

I ask the approval of the Resolution Establishing a Tax Levy Hearing.

TLB/cr

Attachment

RESOLUTION

ESTIMATED 2006 TAX LEVY

HEARING

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for the 2007-2008 fiscal year:

1. Date of Fiscal Year: July 1, 2007 - June 30, 2008
2. Publication of Notice of Public Hearing on Tax Levy: After November 7, 2006 and before November 14, 2006.
3. Public Hearing on Tax Levy: November 21, 2006, at the hour of 6:00 p.m. to 6:30 p.m., local time, Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois.
4. Adoption of Tax Levy: November 21, 2006, following the Public Hearing.

BY ORDER OF THE BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT NO. 529

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Chairman, Board of Trustees Date

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Secretary, Board of Trustees Date

**Agenda Item #8C**

**Joint Agreement with Lake Land College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
RE: Joint Agreement between IECC and Lake Land College

The District's joint agreement with Lake Land College is subject to renewal at this time.  
Programs deleted as shown below:

Illinois Eastern Community Colleges removed:

Radiography	AAS
Collision Repair Technology	AAS

I ask the Board's approval of this joint agreement.

TLB/rs

A JOINT AGREEMENT FOR EDUCATION COOPERATION  
between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
LAKE LAND COLLEGE, DISTRICT #517

This agreement is made this \_\_\_ day of \_\_\_\_\_, 2006 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LAKE LAND COMMUNITY COLLEGE, DISTRICT #517, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

**PURPOSE**

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

**INSTITUTIONAL IDENTIFICATION**

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

**EDUCATIONAL PROGRAMS**

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LAKE LAND COLLEGE, DISTRICT #517, in the following programs:

Emergency Prep/Vol. Firefighter II (Frontier)	Certificate
Welding & Cutting (Olney Central)	Certificate
Assoc in Fine Arts-Music Education (Lincoln Trail and Olney Central)	AAS
Assoc in Fine Arts-Music Performance (Lincoln Trail and Olney Central)	AAS
Hospitality Management (Lincoln Trail)	AAS

LAKE LAND COLLEGE, DISTRICT #517, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Civil Engineering Technology	AAS
Dental Hygiene	AAS
Physical Therapy Assistant	AAS
Intro to GIS	Certificate
GIS Raster	Certificate
GIS Vector	Certificate

#### STUDENT ENROLLMENT AND RESPONSIBILITY

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

#### RECEIVING DISTRICT'S RESPONSIBILITIES

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

#### V. FINANCE

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.





**Agenda Item #8D**

**Joint Agreement with Southeastern Illinois College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
RE: Interdistrict Agreement with Southeastern Illinois College

For more than three decades, Illinois Eastern Community Colleges (IECC) and Southeastern Illinois College (SIC) have had an interdistrict agreement for Education Cooperation for coal miner training and for certificate and degree programs in Coal Mining Technology.

The interdistrict agreement sets forth the programs to be included, the purposes of the agreement, the program implementation procedures, the claiming of credit hour and equalization apportionment, joint equipment purchases and provides for a termination by either of the colleges involved.

Southeastern Illinois College has been a long time and valuable partner with the District. It is highly appropriate that we renew our existing agreement and I ask the Board's approval of this agreement. Copies of the agreement will be available at the Board meeting.

TLB/rs

**Agenda Item #8E**

**Affiliation Agreement with St. Anthony's Hospital (Effingham)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
RE: Affiliation Agreement with St. Anthony's Hospital (Effingham)

Olney Central College is seeking permission to enter into an agency agreement with St. Anthony Memorial Hospital of Effingham for its Medical Office Assistant Program and Administrative Information Technology Program.

This is our standard agreement and allows Olney Central College use of the agency's facilities for internships and sets forth our mutual covenants concerning supervision, coordination and evaluation, and compliance with the agency's rules and regulations. Olney Central College will provide professional liability insurance. Each party may annually review this agreement and the agreement allows termination by written notice.

I ask the Board's approval of this agency agreement.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION  
TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and ST. ANTHONY MEMORIAL HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in

consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.



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

AGENCY

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Dean, Olney Central College

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 13, 2006

**Agenda Item #8F**

**Affiliation Agreement with Flora Healthcare**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
RE: Affiliation Agreement with Flora Healthcare

Olney Central College is seeking permission to enter into an agency agreement with Flora Healthcare for its Associate Degree Nursing Program for all four colleges in the IECC District.

This is our standard agreement and allows District nursing students use of the agency's facilities by nursing students and sets forth our mutual covenants concerning supervision, teaching and guidance, coordination and evaluation, and compliance with the agency's rules and regulations. The District agrees to provide malpractice insurance. Each party may annually review this agreement and the agreement allows termination by written notice.

I ask the Board's approval of this agency agreement.

TLB/rs

Attachment

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

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 23<sup>rd</sup> day of August, 2006,  
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,  
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL  
COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing Program  
(hereinafter referred to as DISTRICT #529) and Flora Healthcare, 232 Given Street, Flora, IL  
62839  
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE

\_\_\_\_\_ COLLEGE

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_  
Department Head of Nursing, ADNP

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Chairman, IECC Board of Trustees

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

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

**Agenda Item #8F**

**Environmental Scan/Executive Summary**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
RE: Environmental Scan/Executive Summary

Lisa Benson, Dean at Olney Central College, has prepared the FY07 Environmental Scan and Executive Summary, which is presented for the Board's acceptance. The Environmental Scan is used to forecast future internal and external needs for both college programs and services. The data assist the District in developing the Strategic Plan, Completing the Program Review Process, and Developing the Institutional Effectiveness Plan, the Career and Technical Education Plan, and the On-Line Education Plan.

The Executive Summary states the following:

- Population is Declining
- Equalized Assessed Valuation is Increasing Slightly
- Reimbursable Credit Hour Grants Show Steady Increases
- Future Revenue Increases will Come From Tuition Increases and State Funding
- District Income is Lower than the State-Wide Average
- Farm Employments are Declining, Manufacturing Employments are Relatively Level, and Educational Services Employment Show Steady Increases
- Enrollment of Both Full and Part-Time Students Increased Last Year
- There has been a 35% Increase in the Number of Completers Comparing FY1983 to FY2006

The FY2007 Environmental Scan indicates that the District's Colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever changing market place. By doing so, the District will benefit the local economy, which in turn, will better serve the residents of the District.

I ask the Board to accept the FY2007 Environmental Scan.

TLB/rs

## Executive Summary for FY07 Environmental Scan

Scanning the environment enables Illinois Eastern Community Colleges to analyze historical data to forecast future internal and external needs for college programs and services. Districtwide strategic planning involves analyses of both quantitative and qualitative District economic data, as well as student and program data, to forecast future trends.

- The District's population, including the number of high school graduates, is declining. Enrollments captured from graduates from Indiana border county high schools, as well as expansion of online course offerings could provide additional enrollments. Additional dual credit offerings could provide another source of enrollments.
- Equalized Assessed Valuation is slightly increasing, but the implementation of the Illinois Department of Revenue Rule B810 could cause the farmland EAV to decrease significantly in the next few years. State reimbursement is decreasing. Reimbursable credit hour grant generation is forecast to remain steady within the next several years. It would appear that future revenue increases will need to come from two sources; student tuition increases and state funding.
- The residents of District #529 are less well off than the average Illinoisan and the average American, so it would appear tuition increases will need to continue to be both incremental and small. Increasing the number of online courses as well as raising the tuition for these types of courses for Out-of-District and Out-of-State students could provide more revenue for the District.
- The analysis of employment data indicates that farm employments are declining, and providing instructional opportunities for displaced farm workers should be a priority for the District.
- Manufacturing employments are relatively level, and represent the largest single block of employments within the District. The District should continue to support local manufacturing entities through programs and courses offered through the colleges as well as the District's Workforce Education and Business and Industry Training departments.
- Educational Services employment opportunities through District #529 and ROE #12 continue to show steady increases. The District should consider what programs and services could be provided to these two groups. Educational employment records are not maintained by ROE #20.
- Other employments show increases and decreases that vary by county. Each college should consider courses and programs to meet the needs of employers in their counties.
- Enrollment data indicates that both full and part time enrollments increased last year. Student age range patterns as well as gender patterns should be evaluated by each college to determine marketing strategies as well as additional course offerings.
- Comparing FY1983 to FY2006, there has been a 35% increase in the number of completers within the District.
- The career/technical program data should be analyzed by each college that offers the program to determine if enrollment and/or completion trends indicate any areas of concern for the programs involved. The Computer Network Specialist Degree and the Network Support Specialist Certificate Program both show a decline in enrollees and completers.

The conclusions reached in this environmental scan, when combined with local information and community input, will assist the District in developing the annual Strategic Plan, in completing the Program Review process, in developing the Institutional Effective plan, the Career and Technical Education Plan, and the Online Education Plan.

The FY 2007 environmental scan indicates that, although the District's base population is declining, District #529 colleges must continue to offer educational programs and services that prepare students to meet the demands of an ever-changing job market. By doing so, the District will benefit the local economy, which, in turn, will better serve the residents of District #529.

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Frontier Community College**

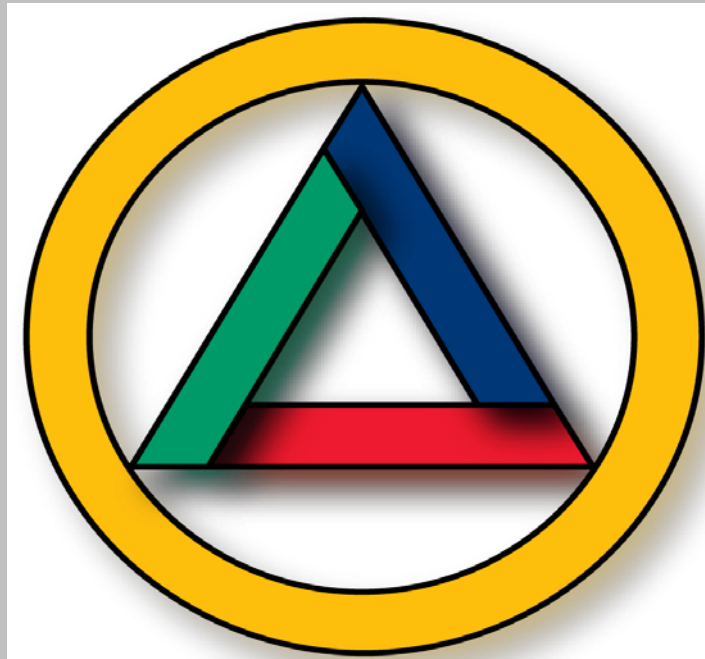
**Lincoln Trail College**

**Olney Central College**

**Wabash Valley College**

# **Environmental Scan**

**Fiscal Year 2007**



**Approved by the Cabinet: September 8, 2006**

**Accepted by the Board of Trustees: Oct. 17, 2006 (pending)**

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## INTRODUCTION

The foundation and driving force for strategic planning at Illinois Eastern Community Colleges is environmental scanning. Scanning the environment enables the District to analyze historical data to forecast future internal and external needs for college programs and services. Districtwide strategic planning involves analyses of both quantitative and qualitative District economic data, as well as student and program data, to forecast future trends. Importantly, analyzing historical data and forecasting future trends better enables the District to improve teaching-learning processes that adjust to changing populations and the corresponding educational needs of our customers in the communities we serve.

In addition to calculating forecasts, it is also necessary to determine their accuracy. The environmental scan calculates forecasts that will fall within a 95 percent probability of being statistically accurate. The sample size for each set of data for this scan is small and cannot be used to predict future values with exact certainty; however, it is entirely likely that the data are sufficient to forecast future trends. Analyses of these forecasts and trends will better enable the District to devise and articulate a strategic operational vision that will enable the District to continue to successfully achieve its ever-changing and diverse mission. The data gathered for the environmental scan and the analyses of the data are made available to all levels of the institution including faculty, staff, and students for their input into Districtwide strategic planning. By sharing historical information, analyses of the data, changes to the Districtwide strategic plan, and an annual assessment of the plan's goals and objectives with faculty, staff, and students, the continuous feedback loop will help improve District strategic planning processes.

Data from the environmental scan are reviewed to determine which elements are appropriate for forecasting. Time-series analysis, a statistical method whereby a linear forecast of outcomes is calculated based on a linear function of past observations, is employed to provide a glimpse into the future. That is, time-series analysis uses a set of historical values to predict future results. Time-series forecasting assumes that a time-series is a combination of a pattern and some trend error. ForecastX™ is an MS Windows®-based software tool that uses a system to select the most appropriate method for forecasting future values based upon trends or seasonality that may exist in the historical data.

Twenty-four data elements relating to various demographics within the service region of Illinois Eastern Community Colleges District #529 were selected for scanning in Fiscal Year 2007: District population, District high school graduates, Indiana border county high school graduates, reimbursable credit hours generated, equalized assessed valuation, per capita personal income, percent of per capita personal income, farm employment, non-farm employment, construction employment, manufacturing employment, wholesale trade employment, retail trade employment, financial services employment, educational services employment, average wages, unemployment rates, student financial aid recipients\*, average family income of financial aid recipients\*, unduplicated enrollment, student age ranges, online enrollment, transfer programs, and technical programs.

\* Data not available for FY06 until November 2006

## ENVIRONMENTAL DEMOGRAPHICS

### *Population*

The populations of the eight major counties which comprise the majority of the service area of Illinois Eastern Community Colleges District #529 were examined to determine if the population base was stable. As can be discerned from Chart 1, the population base within District #529 has been steadily declining since 1985. The forecast through the year 2015 indicates that the population will continue to decrease in the future. Thus, we can conclude from this forecast that it is likely that progressively less local property taxes will be available for the support of District #529 and also that fewer students will likely be residing within the District to demand programs and services from the four colleges.

Since 1981, the eight counties which comprise the major portion of the Illinois Eastern Community Colleges District #529 service area have collectively lost 10.9% of their population. At 16.4%, Edwards County has lost the largest percentage of its population. Richland County lost 13.5%, Jasper County lost 12.5%, Lawrence County lost 12.4%, Wabash County lost 10.3%, Clay County lost 10.1%, Wayne County lost 9.3%, and Crawford County lost 6.7% of its population. At 6.7%, Crawford County has lost the smallest percentage of its population. On average, the District has lost slightly more than  $\frac{1}{2}$  of 1% of its population base for each of the past 23 years.

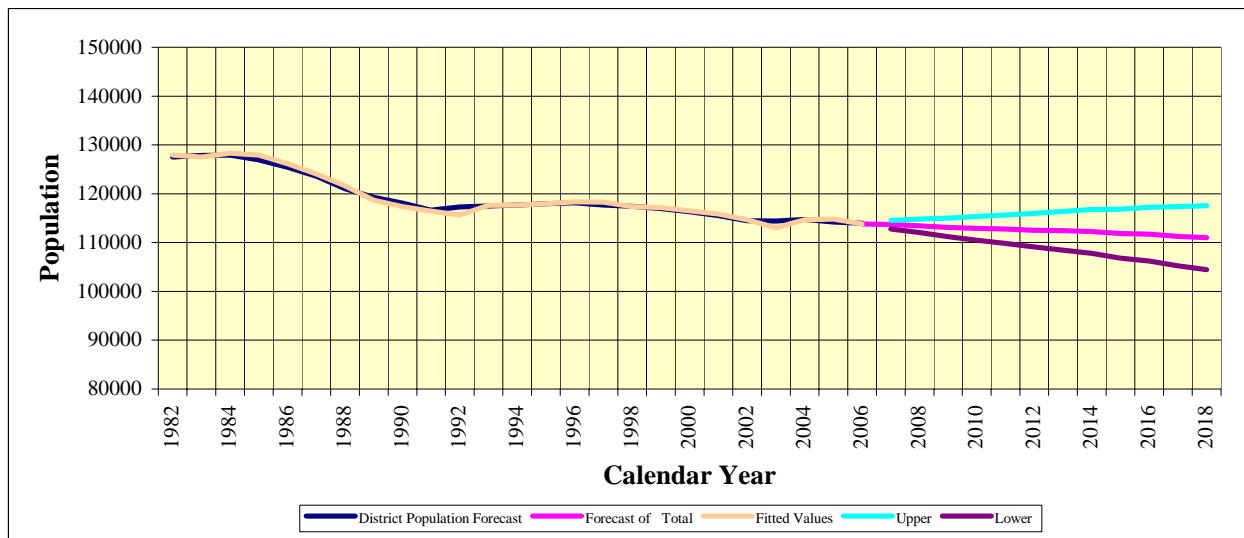


Chart 1: District #529 Population Forecast

In 1981, there were 127,549 residents living within District #529. However, by 2005, that figure had dropped to 113,923. This represents an actual loss of 13,626 residents. Moreover, by 2018, the population of the District is projected to be approximately 111,000. (It should be noted that while the national population is projected to **steadily increase** through 2020), the population within District #529 is forecast to **steadily decrease**. The conclusion one might draw from these data is that the District's pool of "traditional" students is shrinking each year. Thus, the colleges should ensure that planning for new programs and courses take into consideration the needs of non-traditional students as well as traditional students.



## District #529 HS Graduates

Chart 2 shows that the number of high school graduates within District #529, although cyclic, is declining slightly each year. This correlates with the loss of District population. Chart 3 clearly shows the trend line for high school graduates is declining.

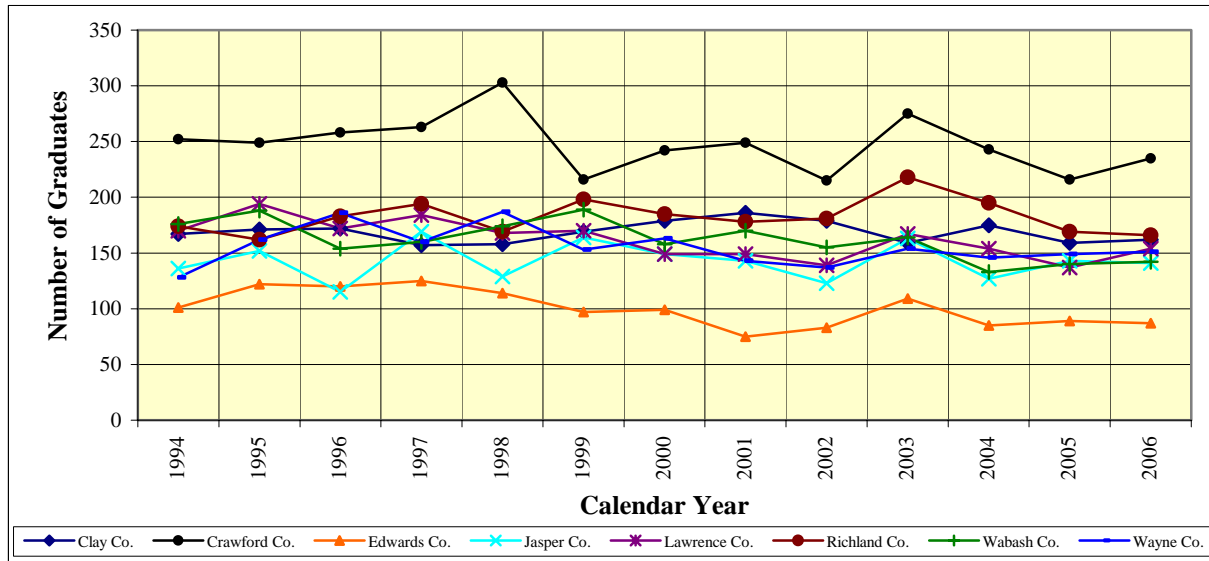


Chart 2: District #529 HS Graduates

The trend line in Chart 3 indicates a progressive decline in the number of high school graduates that have been available to potentially enroll at one of the four colleges. Colleges should increase their contact with District high schools to ensure that high school administrators, counselors, and students are well aware of the benefits of attending their local community college.

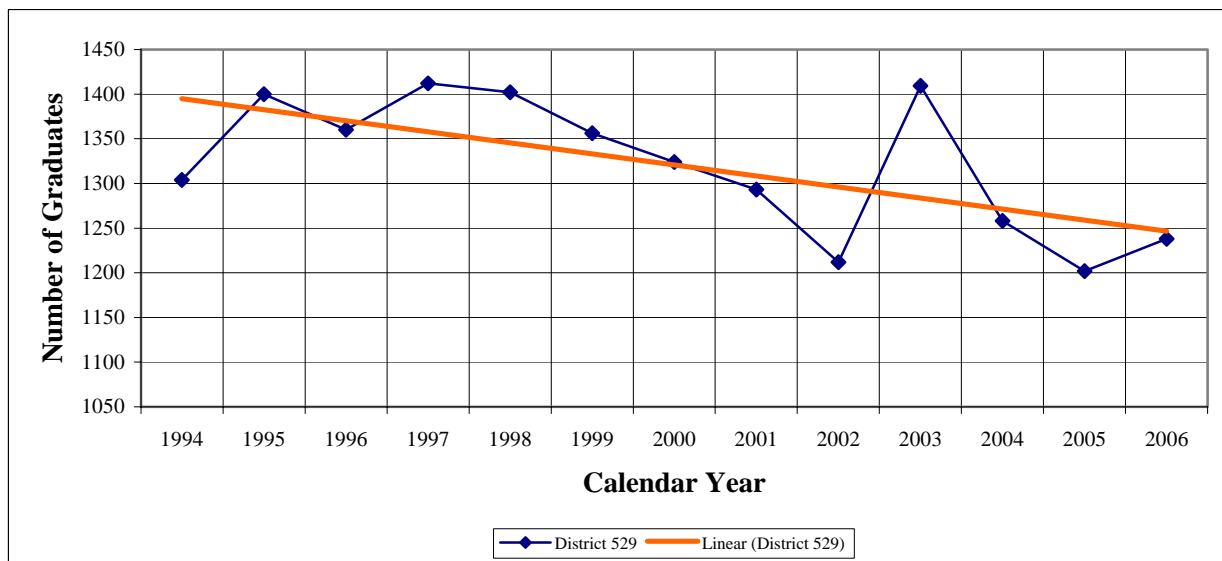


Chart 3: District #529 Total HS Graduates

**Indiana Border County HS Graduates**

Chart 4 shows that the number of high school graduates in the Indiana border counties has been relatively stable. These high school graduates are offered reduced tuition if they enroll at any of the four IECC colleges. Colleges should increase their recruiting and marketing efforts to enroll more of these students.

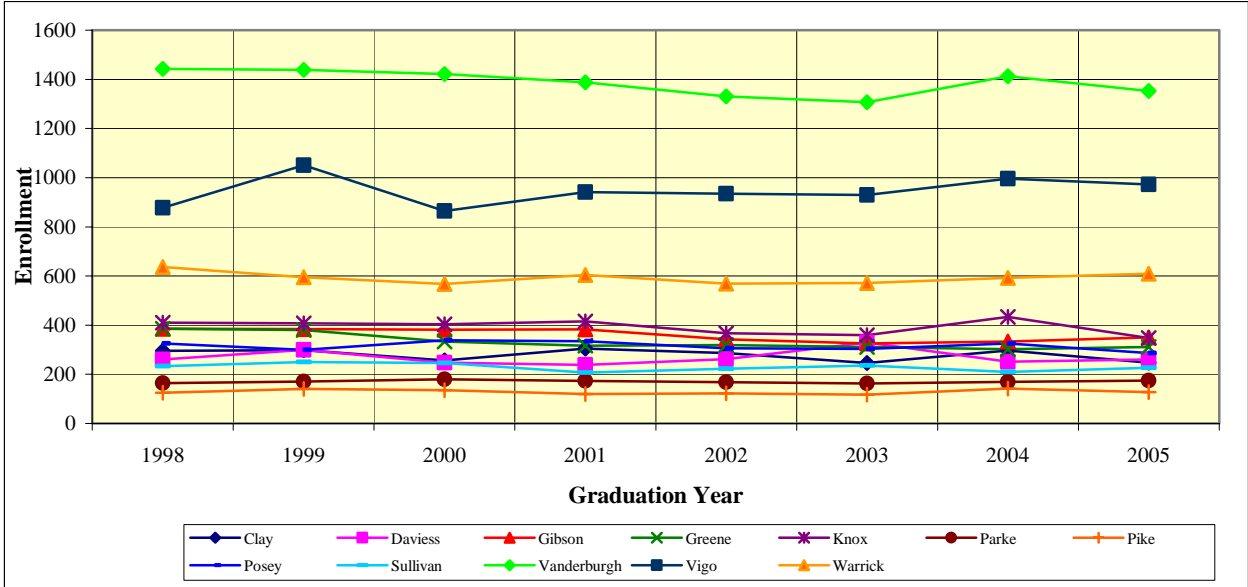


Chart 4: Indiana Border County HS Graduates

**Credit Hour Generation**

Within Illinois Eastern Community Colleges District #529, there are five operational units that generate reimbursable credit hours: the four colleges (FCC, LTC, OCC, and WVC) and Workforce Education. However, because Allied Health is funded “off the top” of the District’s annual budget, it seems prudent to view it separately. In addition, Business and Industry Training generates credit hours for the four colleges. Reimbursable credit hours are important to the District because in Fiscal Year 2006, IECC received 52% of its operating budget from the State of Illinois.

As can be seen in Chart 5, the credit hours generated by the four colleges, Workforce Education, and Allied Health are cyclical. That is, each slightly up or down cycle seems to span anywhere from a 3 to 5-year period. Over the 15 year period being studied, most of the units have, when looked at overall, changed very little. Chart 5 also clearly shows that the Districtwide generation of credit hours has been stable over the past 15 years. IECC generated 5.9% more credit hours in Fiscal Year 2006 than it did in Fiscal Year 2005.

Chart 6 shows that the future projection for the generation of reimbursable credit hours appears to be fairly stable with a slight incline. One can easily conclude from these historical and projected data that reimbursable credit hours which IECC is projected to generate in the near future will likely increase only slightly from year to year. However, due to level or only slightly increased

funding for community colleges by the legislature for the past several years, when combined with increased healthcare and other operational expenses, it has been necessary for District #529 to increase student tuition to make up for the loss of state funding . The District and college administrators clearly understand that the critical element to maintaining a workable annual budget is closely linked to the continued generation of reimbursable credit hours.

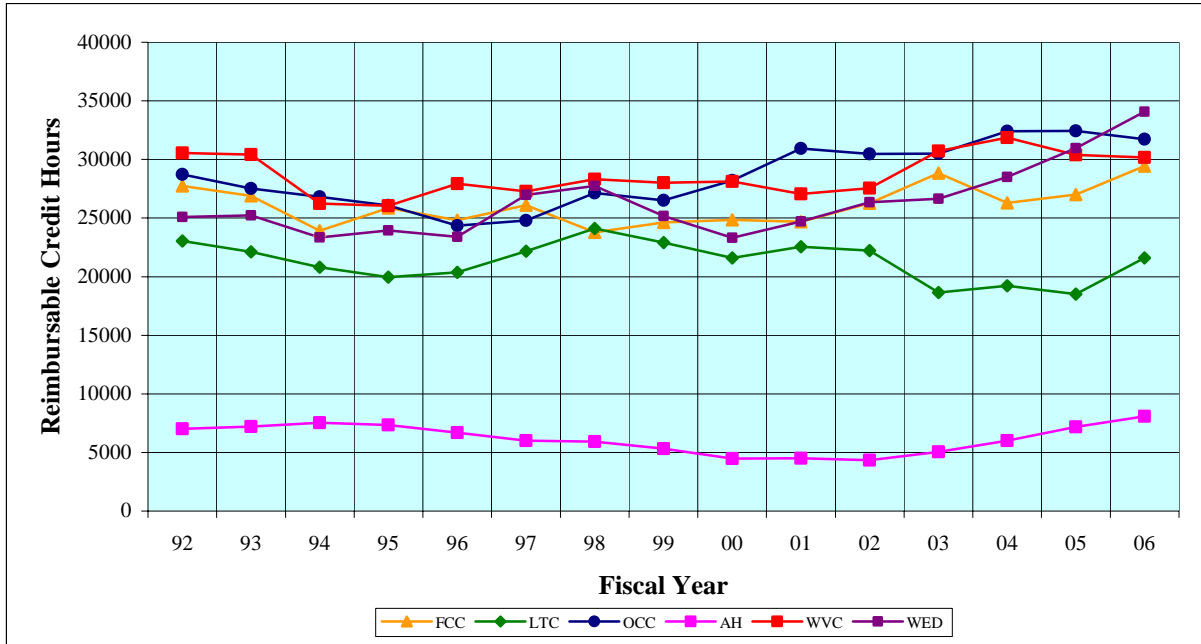


Chart 5: Reimbursable Credit Hours

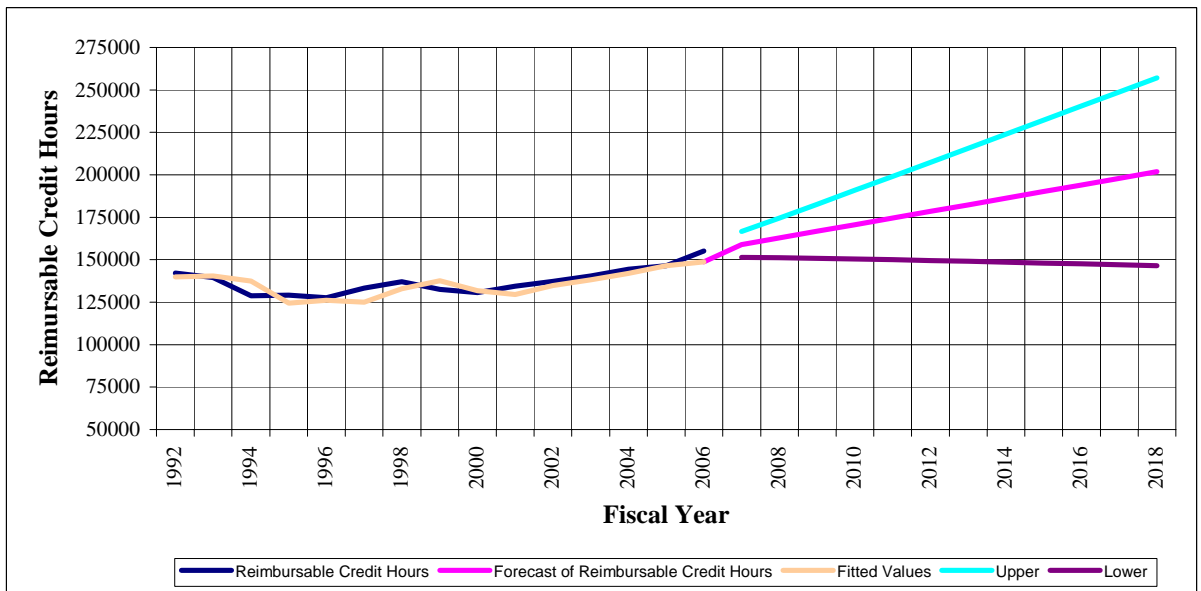


Chart 6: Forecast of Reimbursable Credit Hours

## *Equalized Assessed Valuation*

The District receives approximately 10% of its annual operating revenue from local property taxes which are based on the equalized assessed valuation (EAV) of real property located in the District. Because District #529 EAV has experienced some growth from 1998 to 2006, the EAV for 2007 through 2018 is forecasted to increase slightly. This year, the Illinois Department of Revenue Rule B810, was put into effect. Basically, Rule B810 could cause the farmland EAV base for the counties within District #529 to be reduced by as much as 40%. The District did not feel a significant effect from this implementation in FY 2006, however a trickle down effect is anticipated to take place in the next several years. This change in the assessment of farmland valuation could reduce the District's overall EAV by approximately 10%.

Seemingly, this would indicate that the District can expect to receive significantly less of its operating budget from its local tax base for the period 2006 through 2018. The implication of this data is that, because it is highly unlikely that state support will increase and that local EAV will likely decrease, the Board of Trustees will probably need to continually increase the annual credit hour tuition rate. Increasing student tuition follows the national trend in higher education in which the federal and state governments are providing less support and families are being expected to shoulder more of the responsibility for funding the higher education of their children. In essence, because budgets are reflective of all projected revenue, the District will need to more closely match personnel requirements with curricular requirements.

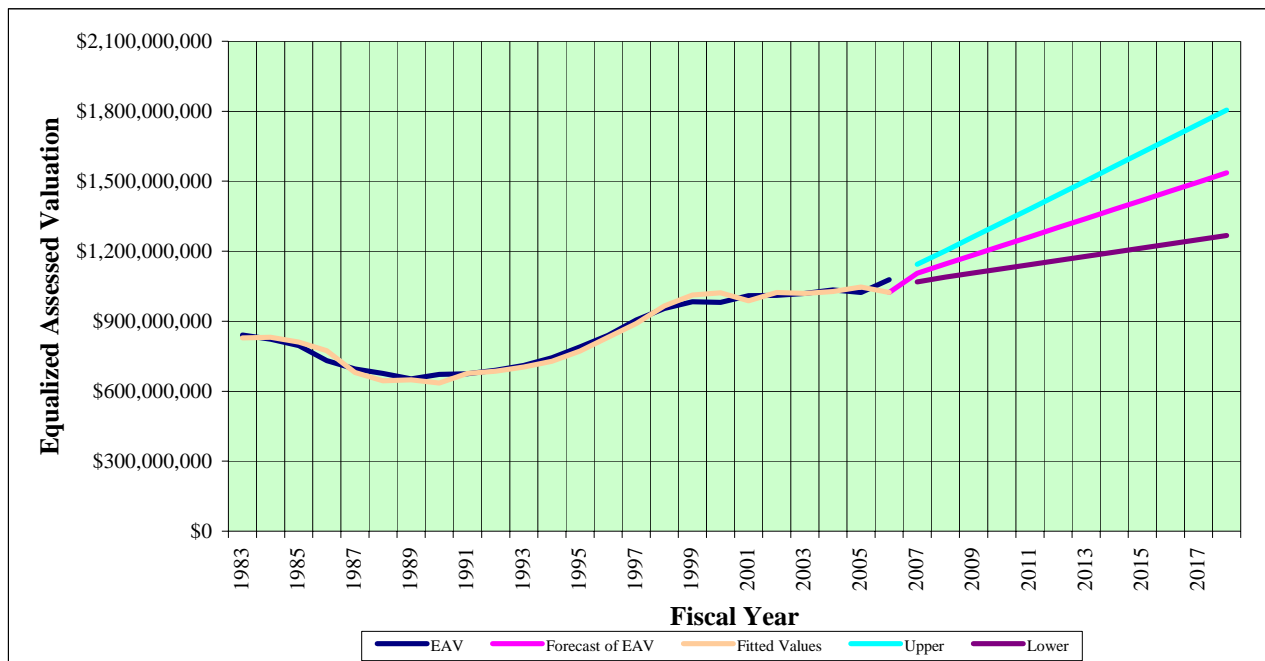


Chart 7: Equalized Assessed Valuation

## *Per Capita Personal Income*

Illinois Eastern Community Colleges is a rural community college district. While the annual per capita personal income for residents of the 8 major counties which comprise the majority of District #529 continued to increase from 1981 through 2004, the average per capita personal income for the State of Illinois increased at a greater rate. Chart 8 shows that, while the average Illinoisan has gotten richer over the past 23 years, residents of District #529 have, on average, been less fortunate. This seemingly indicates that residents of District #529 are likely to be less able to absorb significant increases in tuition to support the operating budget of District #529. Therefore, it would appear that residents of District #529 will not be able to afford more than minimal increases in tuition.

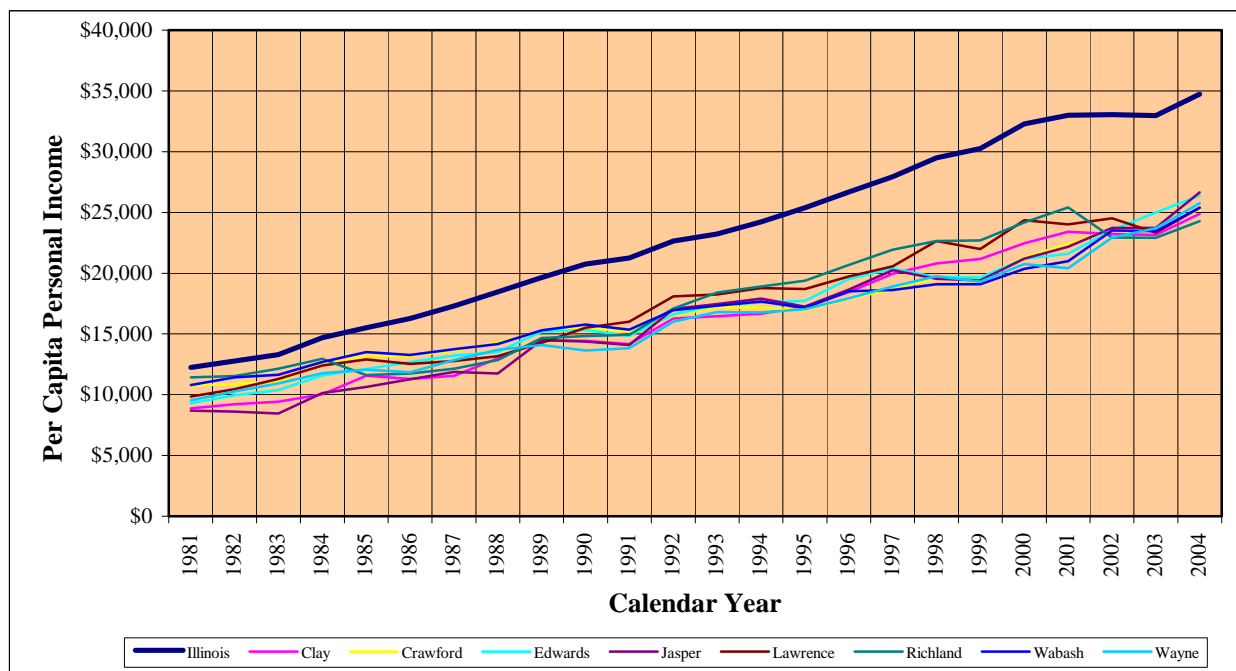


Chart 8: Per Capita Personal Income

## *Percent of Per Capita Personal Income of United States*

Looking at the per capita personal income of the residents of the 8 counties that comprise the majority of District #529 as a percent of the national per capita personal income provides an even more distressing picture. For example, on average, Illinoisans have earned an average of 105% of the U.S. per capita personal income. Moreover, the Illinois percent of U.S. per capita personal income has remained relatively stable over the past 23 years. However, as can be seen in Chart 9, the percent of U.S. per capita personal income for residents of the eight counties that comprise District #529 has continued to generally decline over the past 23 years. Moreover, the annual per capita personal income of the residents of the eight counties that comprise District #529 is only 73% to 81% of that of the average citizen living in the United States.

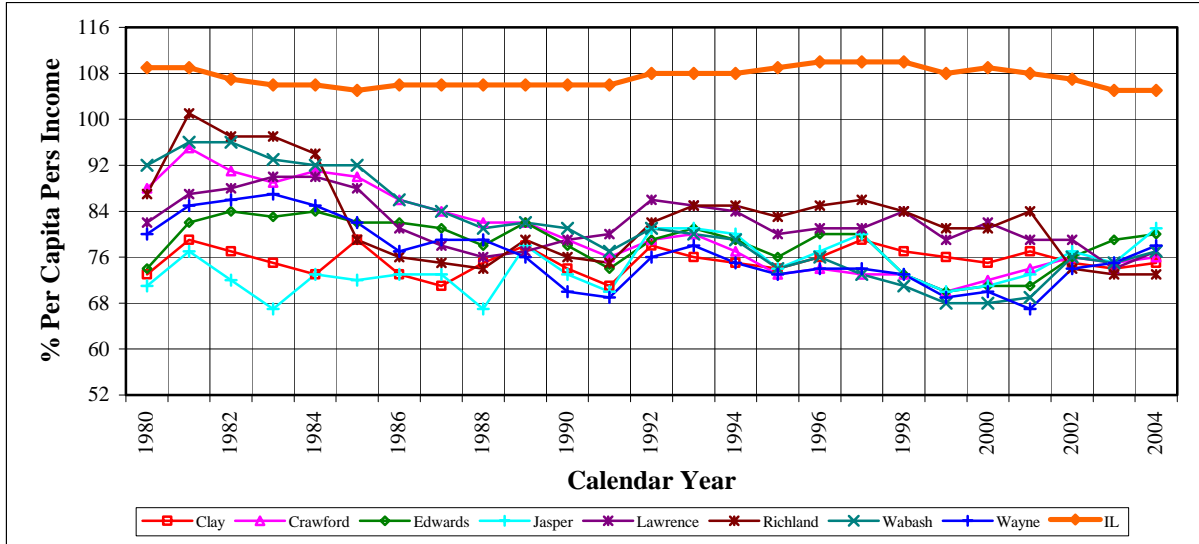


Chart 9: Percent U. S. Per Capita Personal Income

## Farm Employment

Farm employment in District #529 is more important in some counties than others. For example, Wayne, Jasper, and Clay counties are the three top farm employment counties in the District. The residents of these three counties are serviced primarily by Frontier Community College in Fairfield, Illinois.

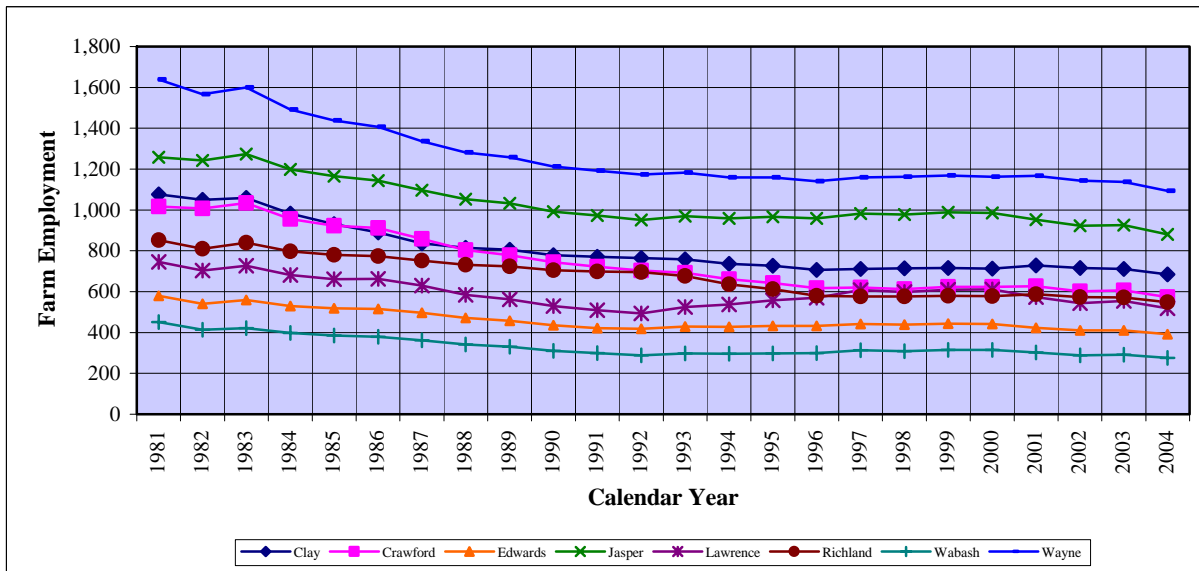


Chart 10: Farm Employment

The obvious trend, as shown in Chart 10, is that farm employment in all the eight major counties which comprise District #529 has continued to steadily decline. Clearly the economy is changing in the counties which comprise District #529. WVC, FCC, and Workforce Education may want to devise ways to help stem the decline of farm employment within District #529 by developing and

providing instructional programs and training in agriculture and associated areas. (These data correlate closely with national data which predict that farm employment will decline by 21% between 2002 and 2012.)

### *Non-Farm Employment*

As can be readily seen from Chart 11, non-farm employment in the eight major counties which comprise District #529 has been fairly stable over the past 24 years. Overall in these eight counties, there has been a 3.45% decrease in non-farm employment over the 24-year period. However, three counties experienced rather large changes during the period 1981 to 2004. For example, Clay County increased its non-farm employment by 37.4% and Edwards County increased its non-farm employment by 32.5%.

The increase of non-farm employment in Clay County may be explained by its decrease in farm employment from 1981 to 2004. These data mirror state and national data which generally show that, as farmers give up farming and sell their farm acreage, they often continue to live on the farm but find employment in manufacturing and other areas. Seemingly, this indicates that as non-farm employment continues to increase, so will the need for additional workforce education and training.

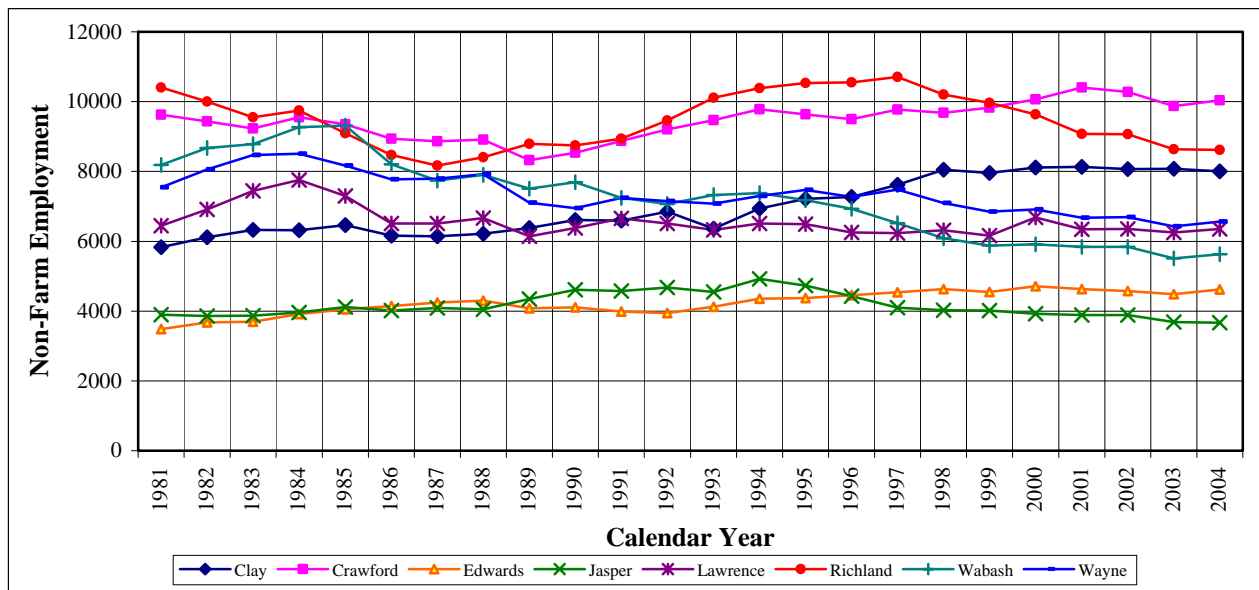


Chart 11: Non-Farm Employment

Chart 12 indicates that non-farm employment through 2018 is going to increase slightly, then decrease slightly. Thus, considering that farm employment is decreasing and non-farm employment is increasing, then decreasing, one might conclude that, all things remaining equal, overall employment opportunities within the District may decrease slightly from 2006 through 2018. The District should continue to make business and industry training and workforce education a high priority.

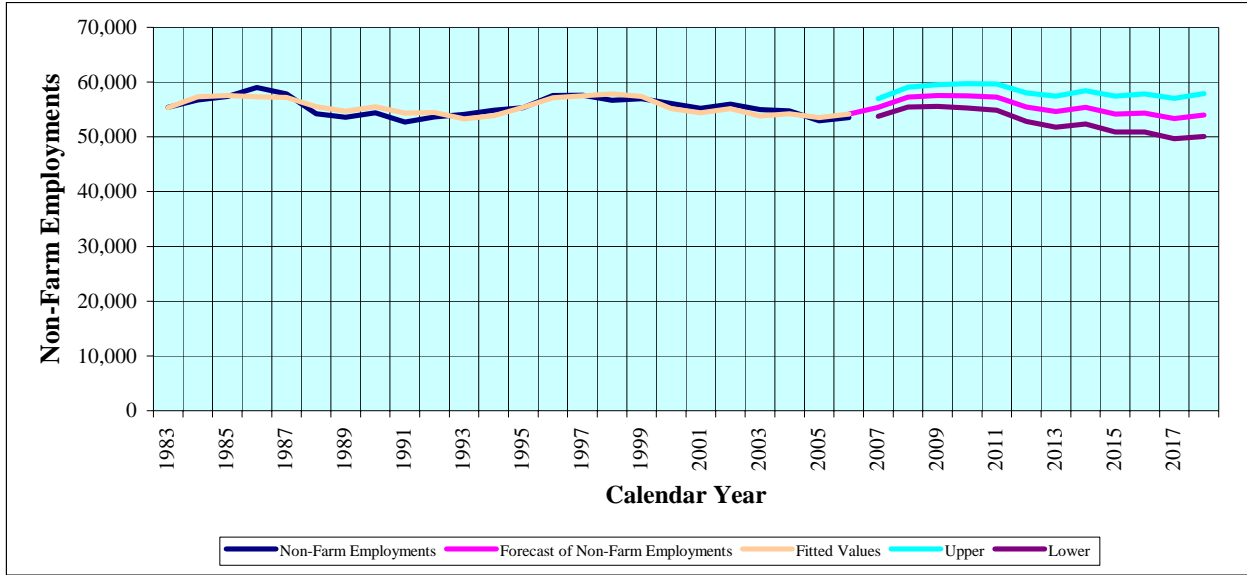


Chart 12: Non-Farm Employment Forecast

### Construction Employment

Construction employment throughout District #529, as shown on Chart 13, has seen several ups and downs in the eight major counties within the District. The large number of jobs in construction trades within Crawford County seems to reinforce the advisability of starting a construction trades degree program at LTC. Chart 14 indicates that construction employment is up overall within the District. The four colleges and Workforce Education may want to re-examine their various offerings of construction and related curricula to determine if current construction-related curricula are sufficient to meet the demand or if new curricula are warranted.

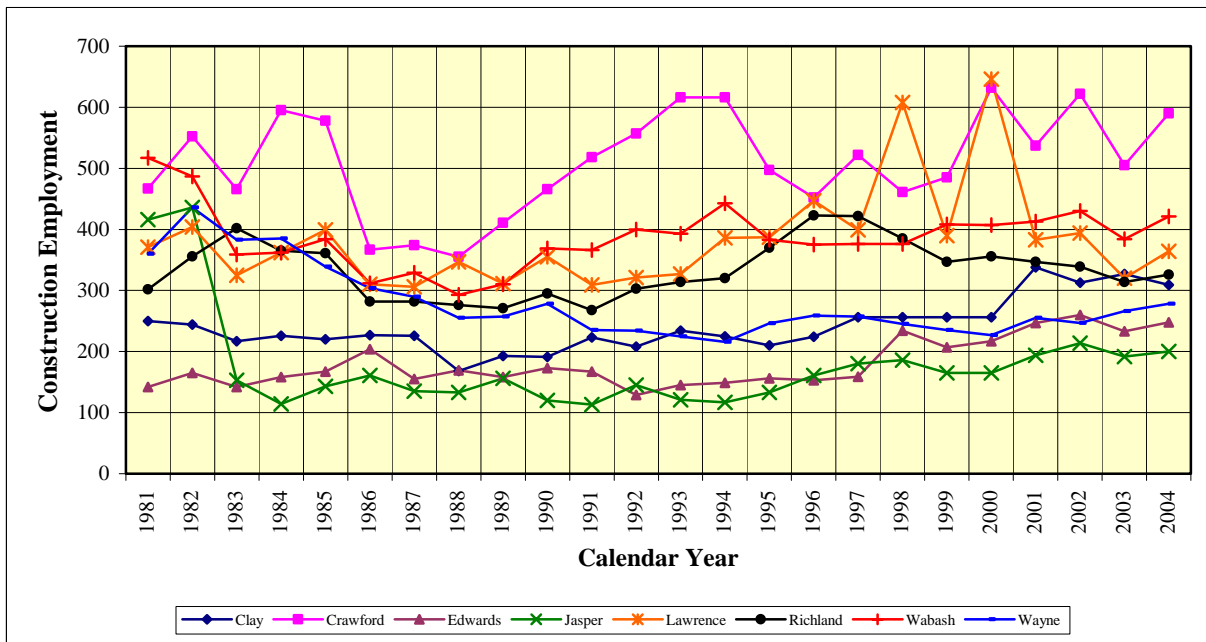


Chart 13: Construction Employment



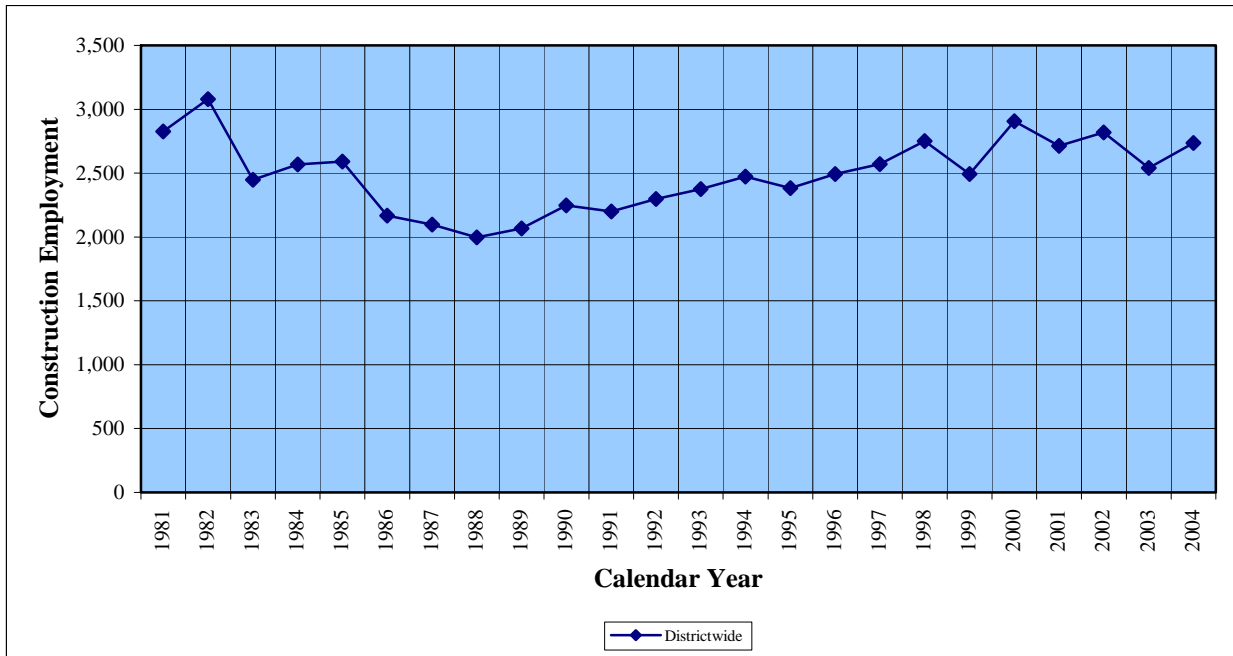


Chart 14: District #529 Construction Employment

Chart 15 indicates that projected construction employment from 2006 through 2015, although somewhat cyclic, is relatively level for the projected period.

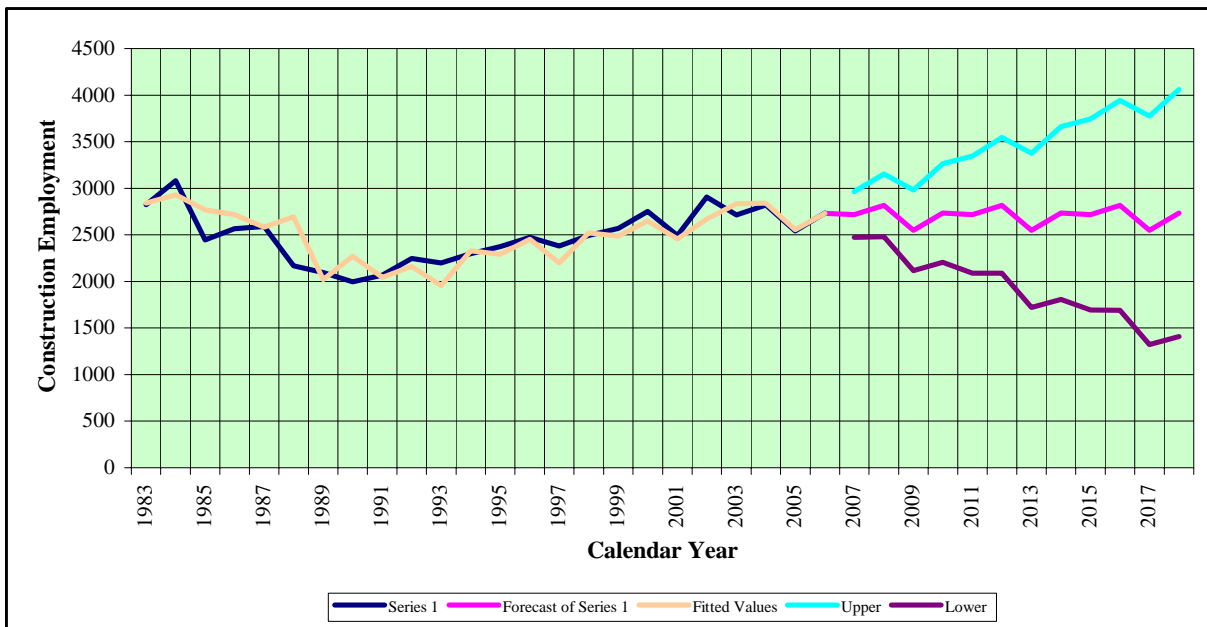


Chart 15: Construction Employment Forecast

## Manufacturing Employment

Manufacturing employment is declining in some counties in District #529 and increasing in others. For example, Wabash County lost 73.8% of its manufacturing jobs from 1981 to 2004 and Richland County lost 62.2% of its manufacturing jobs. Conversely, Clay County has experienced a 146.1% increase and Edwards County has experienced a 50.3% increase in manufacturing employment during this 24-year period. Districtwide, 16.5% of all manufacturing jobs have been lost during the period being analyzed.

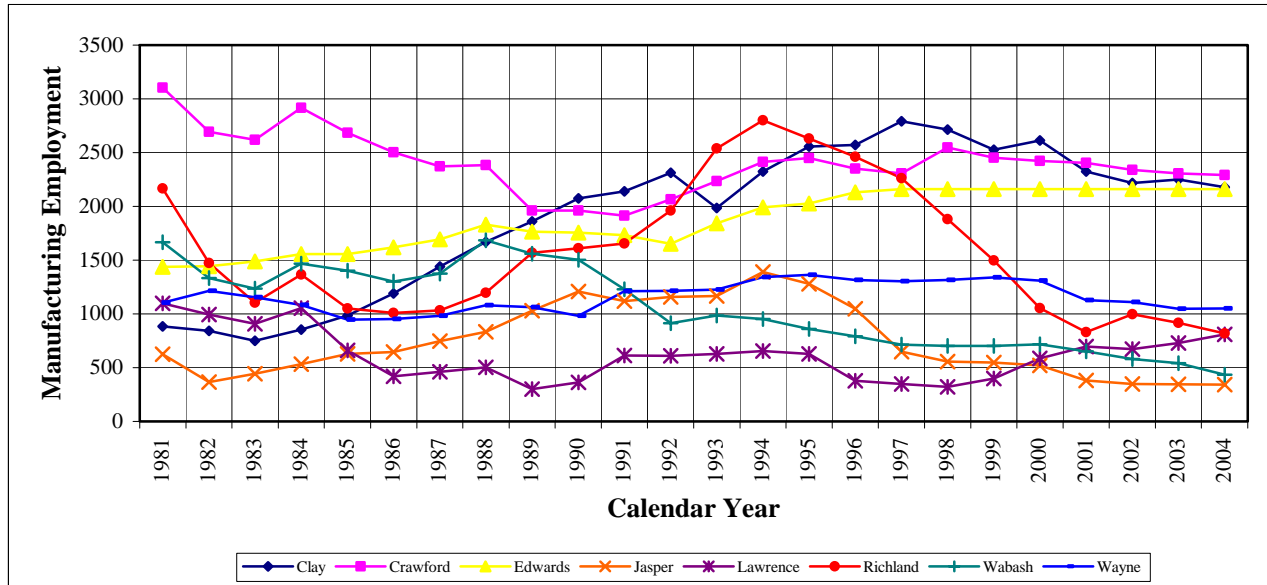


Chart 16: Manufacturing Employment

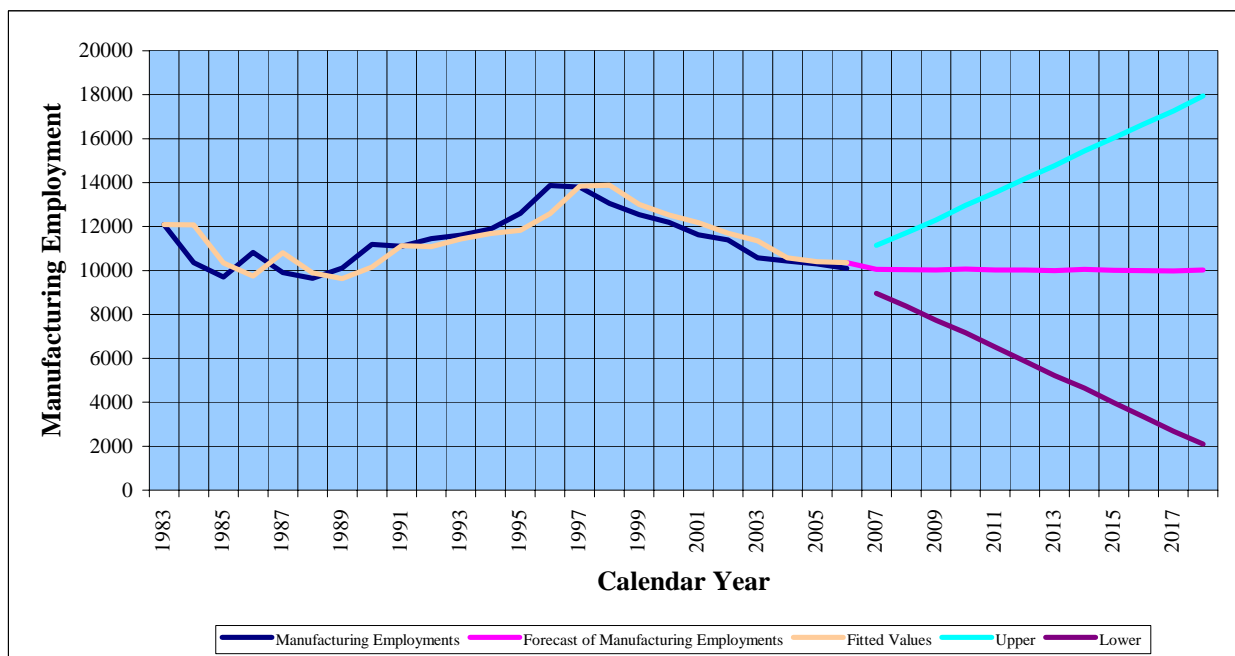


Chart 17: Manufacturing Employment Forecast

Chart 17 shows the projected manufacturing jobs in the District through 2018. Although the forecast shown in Chart 17 indicates relatively level manufacturing employment, the overall 23-year change appears to be relatively significant. It would appear critical that the District continue to support local manufacturing entities through programs and courses offered through the District's Workforce Education and Business and Industry Training departments.

### ***Wholesale Trade Employment***

Chart 18 shows that wholesale trade employment in the 8 counties which comprise the majority of District #529, during the period 1981 to 2004, decreased 27.4% over the 24-year period. However, Clay County experienced a 25.6% increase and Edwards County experienced a 5.3% increase. The other six counties in District #529 experienced decreases in wholesale trade employment ranging from -15.8% to -69.4%.

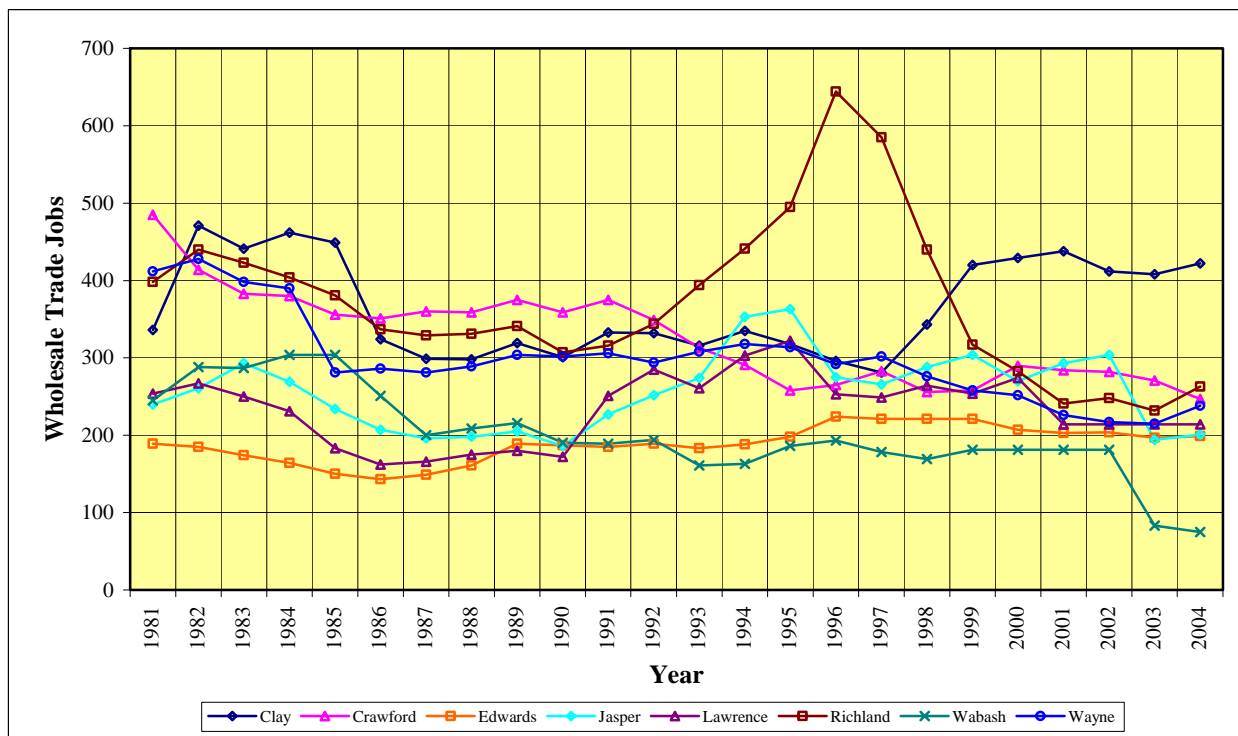


Chart 18: Wholesale Trade Employment

Chart 19 shows wholesale trade jobs within District #529 are projected to decline slightly through 2018. The colleges and Workforce Education should continue to work closely with businesses involved in wholesale trade to help ensure their training and education needs are being met.

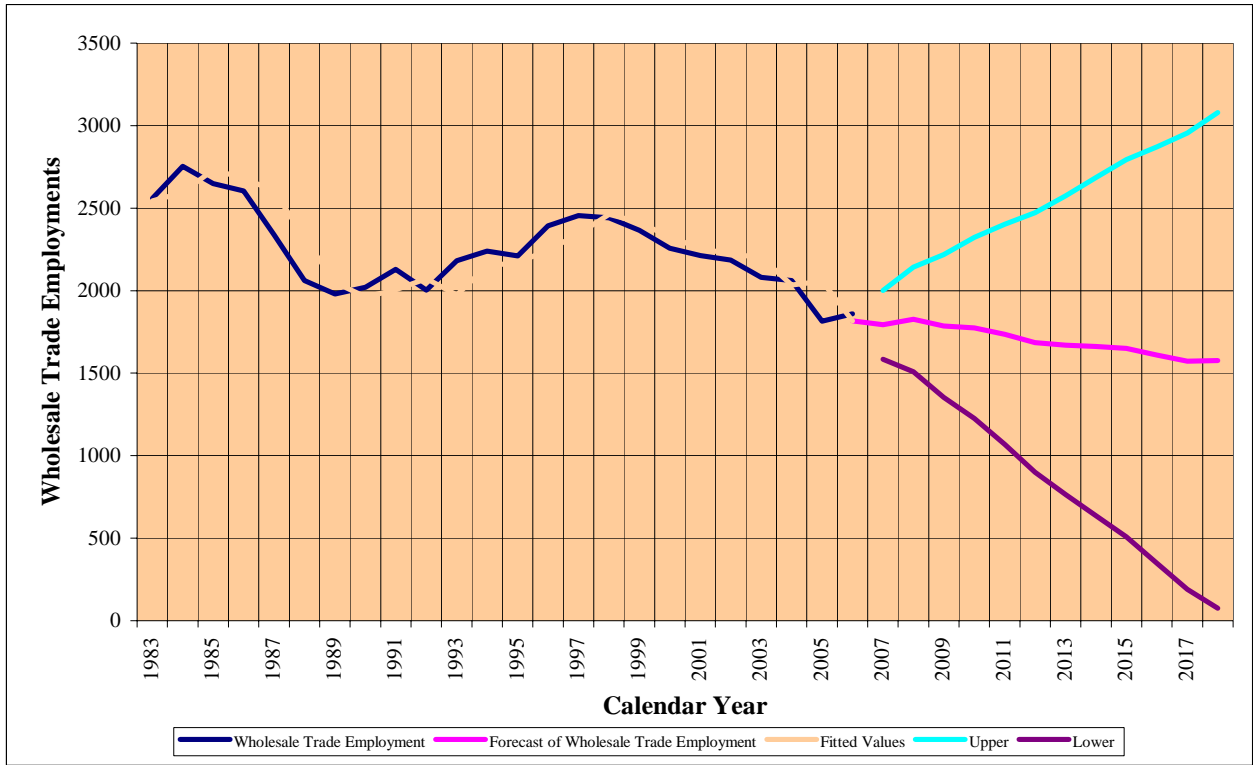


Chart 19: Wholesale Trade Employment Forecast

### ***Retail Trade Employment***

Note: From 1969 through 2000, the United States Bureau of Economic Analysis ([www.bea.gov](http://www.bea.gov)) categorized employment types according to the SIC (Standard Industrial Classification). In 2001, the BEA changed their employment types classification system to the NAICS system (North American Industry Classification System). The data on employment types seem to track fairly well from the SIC to the NAICS system except for retail trade and financial services employment. Perhaps the NAICS classification for retail trade employment and financial services employment use different selection criteria than the SIC.

Chart 20 clearly shows that retail trade employment throughout all eight counties of District #529 has remained relatively level for the period 2001 through 2004. Crawford County has the highest number of retail trade employments and has experienced a slight increase over the past 3 years. This trend may indicate a need for the District to consider offering courses or programs to keep these employees current in their field. Insufficient data under the new criteria exist to forecast retail trade employment.

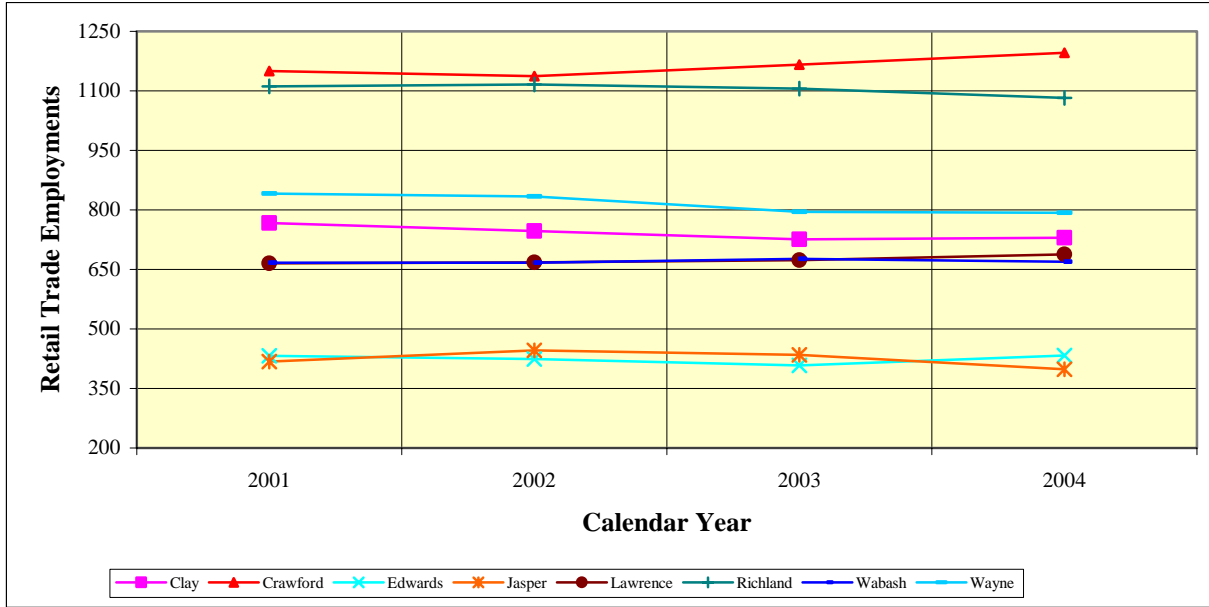


Chart 20: Retail Trade Employment

### *Financial Services Employment*

As shown in Chart 21, employment in the financial services field has remained relatively level for the period 2001 through 2004. Insufficient data under the new criteria exist to forecast financial services employment.

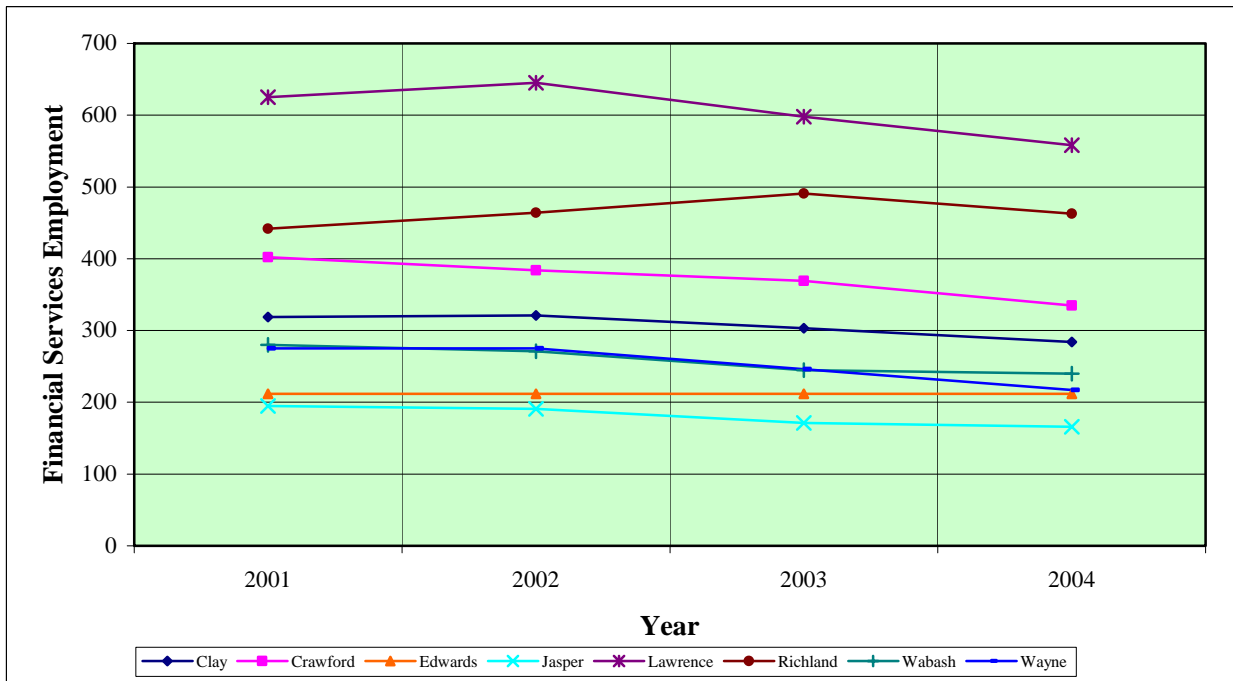


Chart 21: Financial Services Employment

## Educational Services Employment

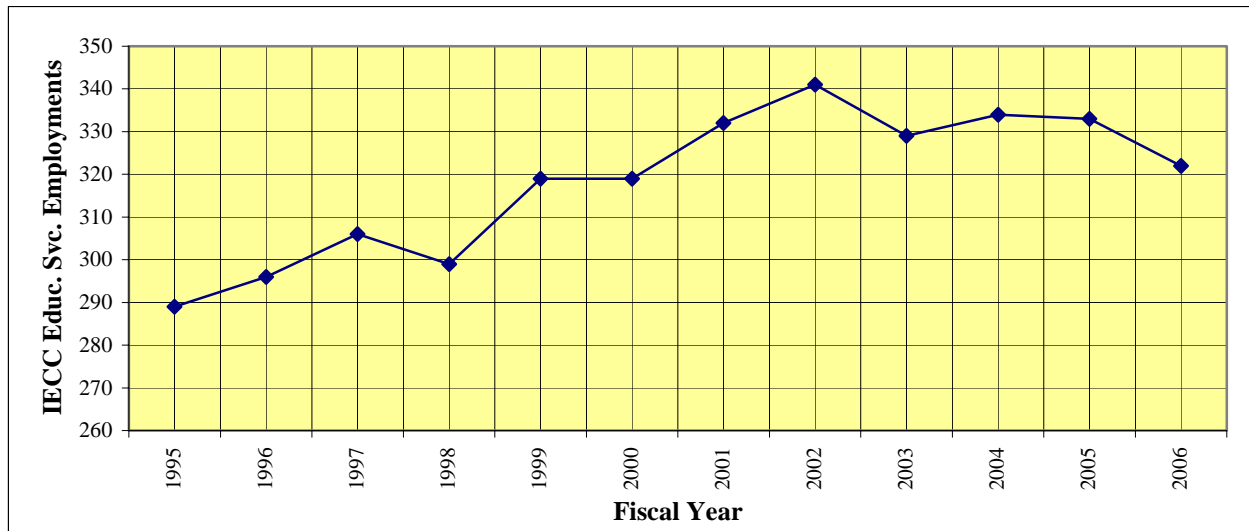


Chart 22: IECC Educational Services Employment

Data for educational services employment were available only for Illinois Eastern Community Colleges and the five counties (Clay, Richland, Lawrence, Jasper, and Crawford) that comprise ROE (Regional Office of Education) #12. Data for the three District #529 counties (Wayne, Edwards, and Wabash) that are a part of ROE#20 are not maintained by the ROE.

Chart 22 shows that educational services employment within Illinois Eastern Community Colleges has increased by 11.4% from fiscal year 1995 to fiscal year 2006.

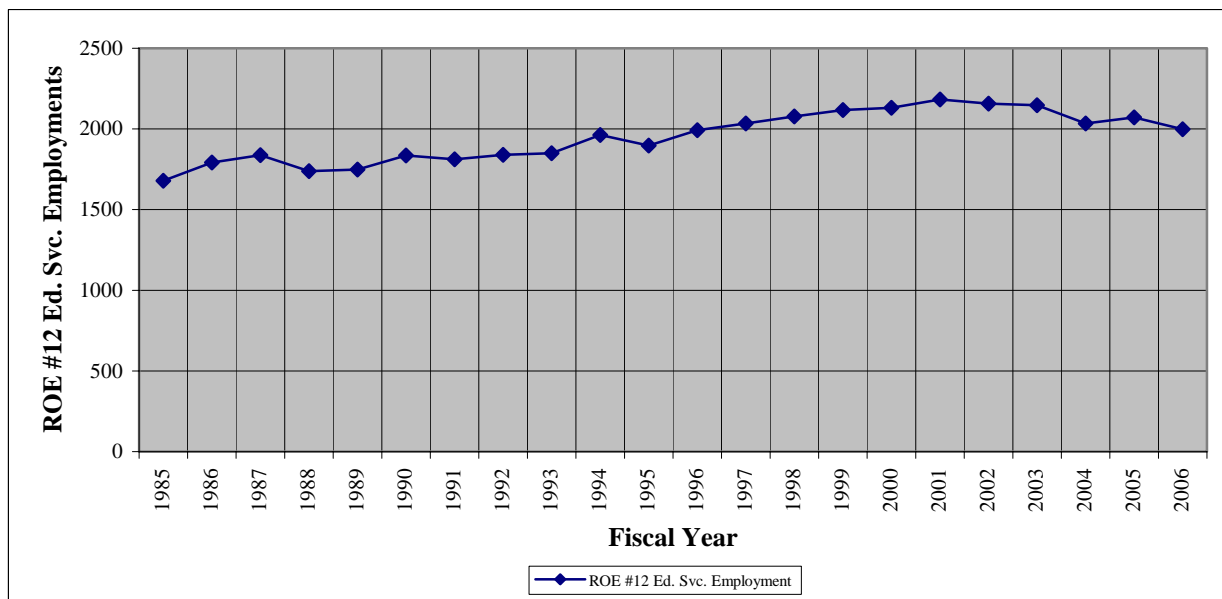


Chart 23: ROE #12, Educational Services Employment

Chart 23 shows that educational services employment within the five counties that comprise ROE #12 has steadily increased from fiscal year 1985 to fiscal year 2001 while it has slightly decreased from fiscal year 2001 to fiscal year 2006. With a significant number of employments in both ROE #12 and District #529, perhaps the District should look for ways to provide educational opportunities to these employees.

### *Average Wages*

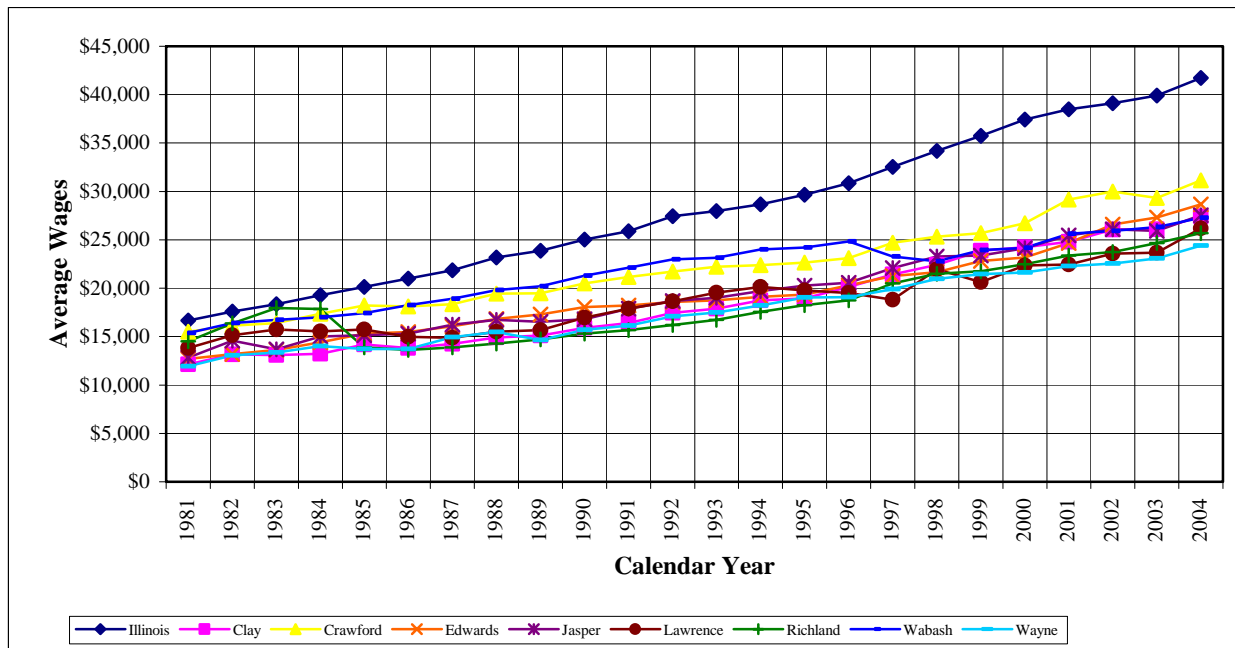


Chart 24: Average Wages

Although the average wages within District #529 have generally out-paced the annual inflation rate, Chart 24 shows that they have increased at a much slower rate than the average wages paid to Illinois citizens. In fact, the gap between the average Illinois wage and the average wages earned by residents of District #529 increases each year. Clearly, the average Illinois worker acquires more buying power each year than the average District #529 worker. The cause of this increasing gap in average wages is unknown. However, it would appear critically important that District #529 do everything within its power to offer the programs and training necessary for retaining current industry and also to attract new industry.

### *Unemployment Rates*

As shown in Chart 25, unemployment rates in the eight major counties of District #529 appear to have slowly decreased since 1986. The average unemployment rate within the eight major counties that comprise the majority of District #529 was 5.5% in 2005. This rate is slightly lower than the Illinois average annual unemployment rate of 5.7%. The District #529 unemployment rate is slightly higher than the United States average annual unemployment rate of 5.1% in 2005. Edwards County had the lowest average annual unemployment rate in 2005 at 4.6%. Crawford County and Clay County tied for the highest average annual unemployment rate in 2005 at 6.0%.

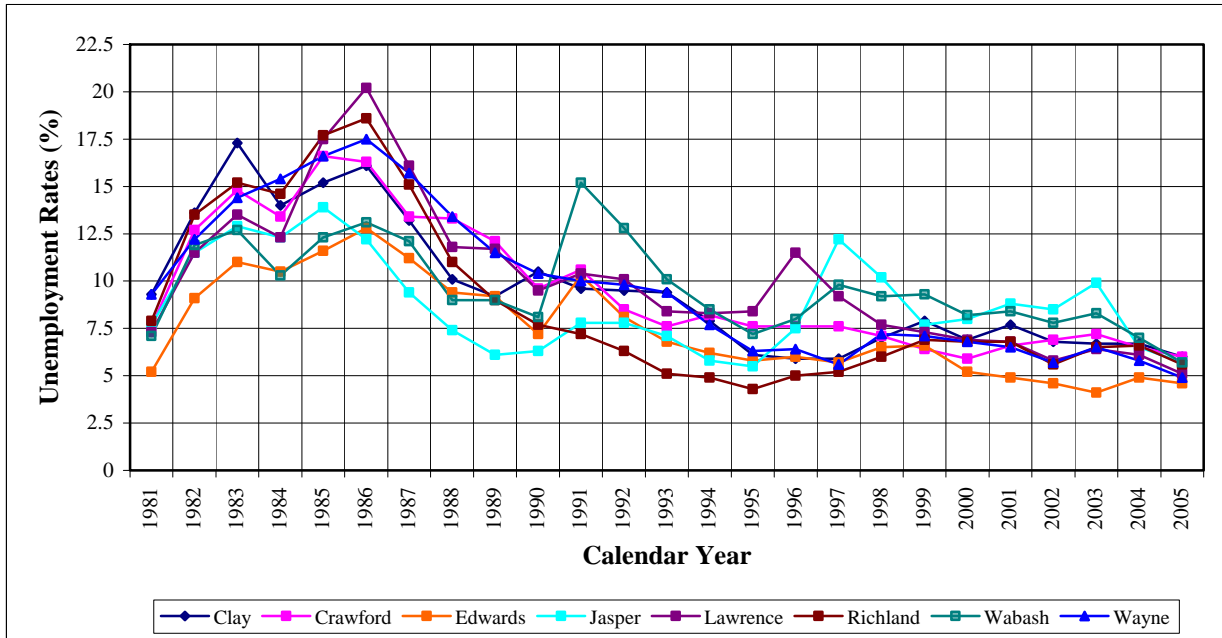


Chart 25: County Unemployment Rates

### *Financial Aid Recipients*

Data for financial aid recipients is taken from the Fiscal Year Student Financial Aid Survey for Community Colleges which is sent to the Illinois Board of Higher Education in mid-November. The data for fiscal year 2006 will be included in the fiscal year 2008 environmental scan. For continuity, fiscal year data from 2005 is included. For the purposes of this document, financial aid recipients include recipients of federal programs, state programs, institutional scholarships and waivers (including dual credit), and other loan recipients.

Chart 26 shows that the unduplicated\* number of student financial aid recipients (as defined above) within District #529 increased. The reporting year cycle for IBHE financial aid reports is set for the financial aid year which is fall, spring, and summer semesters, while other headcounts for ICCB are done for the fiscal academic year which includes summer, fall, and spring semesters. Because the level of state support for community colleges in the past five to six years has remained level, Illinois colleges have increased student tuition to offset the loss of state funding. As a direct result, more students need more financial aid in order to meet the increasing expenses of attending college, even to District #529 students. The data on Chart 26 may not correlate exactly with A1 unduplicated headcount. Some of the reasons may be students being reported for financial aid at multiple colleges, including dual credit at multiple colleges. Data is only being shown for Financial Aid Years 2002 to 2005. It is suggested that the college's financial aid officers work closely with district office staff to ensure that students are reported once regardless of the number of colleges they are attending.



\*Note: The counts are unduplicated in the sense that if a student receives more than one type of financial aid at one college, they are only counted once. However, if a student attends more than one IECC college and receives financial aid at both colleges, they may be counted twice.

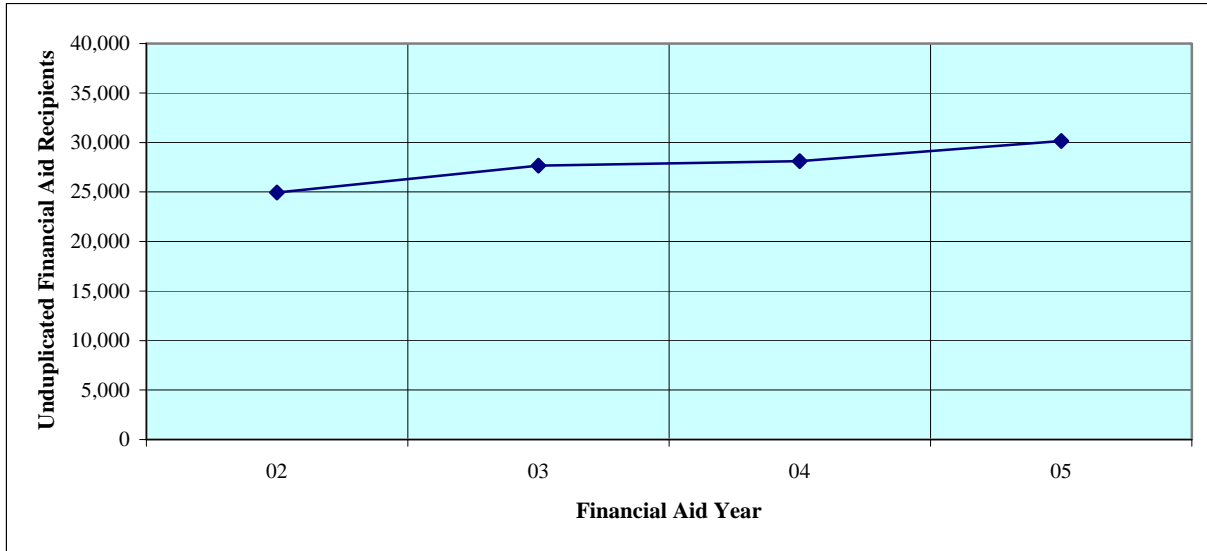


Chart 26: Unduplicated Financial Aid Recipients

Chart 27 shows that the total dollar amount of student financial aid awarded in fiscal year 2005 increased by \$186,894 over that of fiscal year 2004. Chart 27 includes all sources of financial aid; including federal and state aid programs, student loans, institutional waivers, and scholarships. The trend line on Chart 27 clearly indicates that the amount of federal financial aid that is awarded annually to students attending colleges within District #529 will likely continue to rise each year.

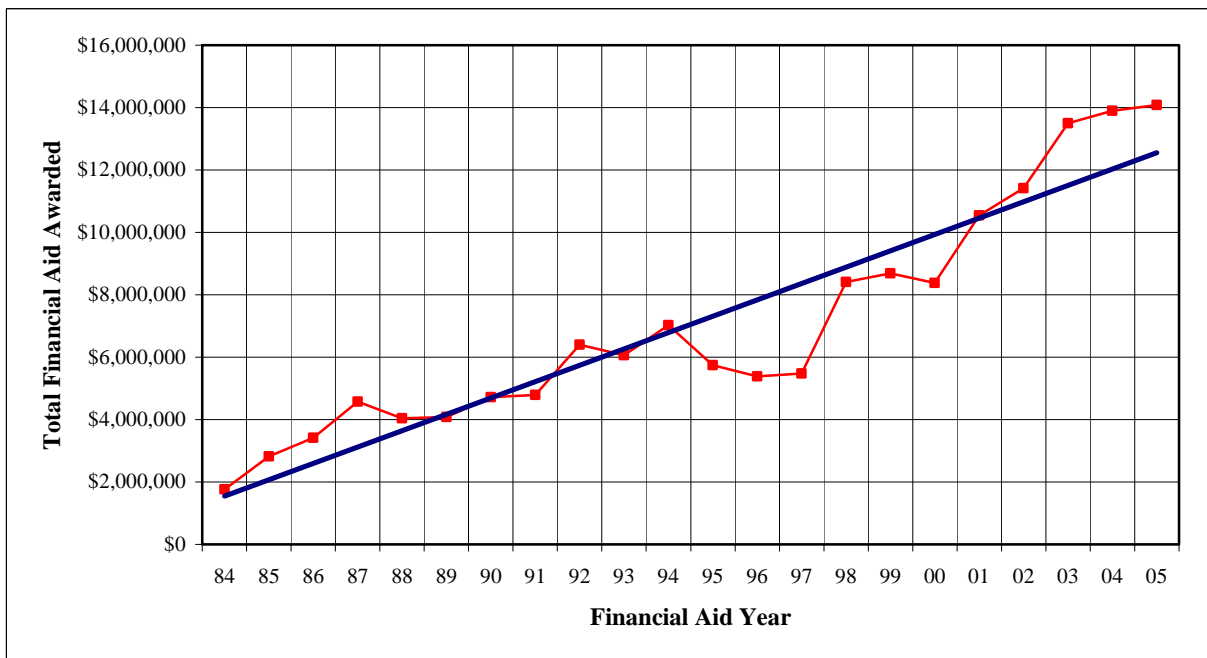


Chart 27: Total Financial Aid Awarded

## Average Family Income of Financial Aid Recipients

Chart 28 shows that while the average family income of dependent students who receive student financial aid increased slightly from fiscal year 2001 to fiscal year 2005, the average family income of independent students who received student financial aid has increased very little.

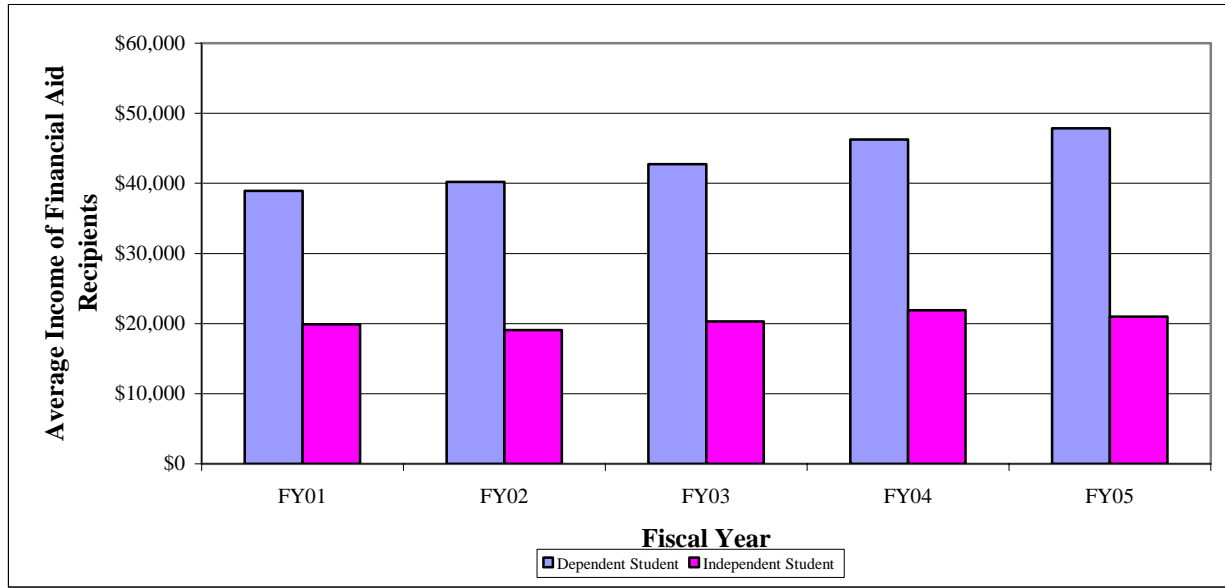


Chart 28: Average Family Income

## Unduplicated Enrollments (Full-Time and Part-Time)

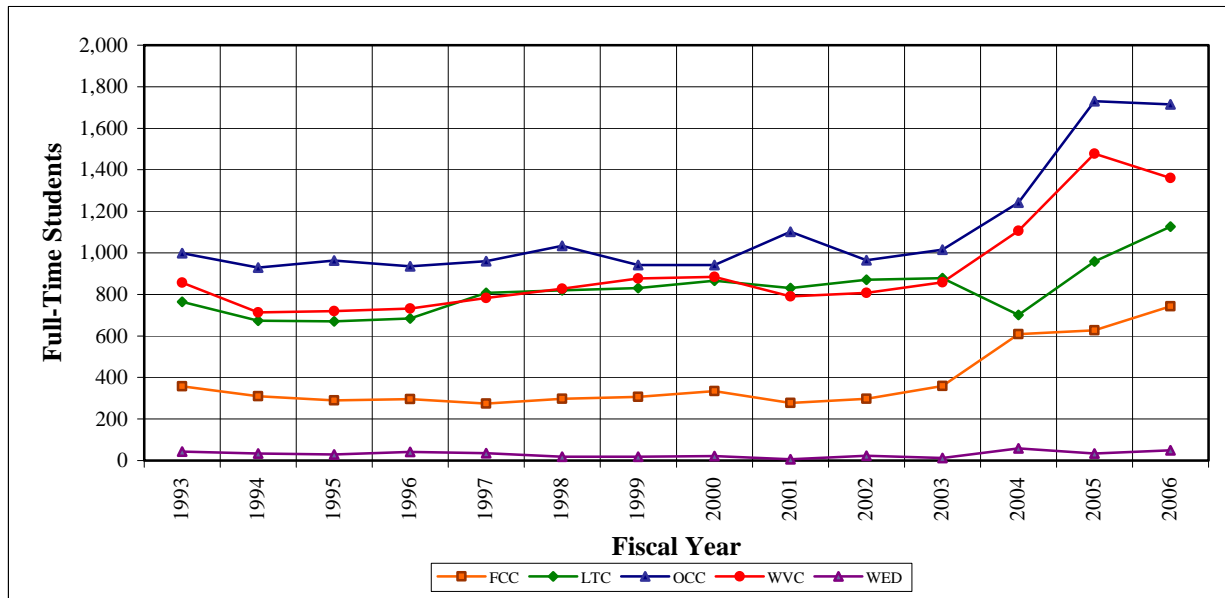


Chart 29 Full-Time Student Enrollments

Three of the five entities that generate reimbursable credit-hours experienced an increase in full-time student enrollments from 2005 to 2006. Full-time enrollment is based upon one student enrolled in at least 12 semester hours of credit in one or more of the three academic terms. Chart 29 shows that unduplicated full-time enrollments generally increased from 2005 to 2006.

Chart 30 shows that the unduplicated part-time enrollments increased at four of the five entities that generate reimbursable credit-hours. Workforce Ed has experienced a significant increase in part time enrollments over the last two years.

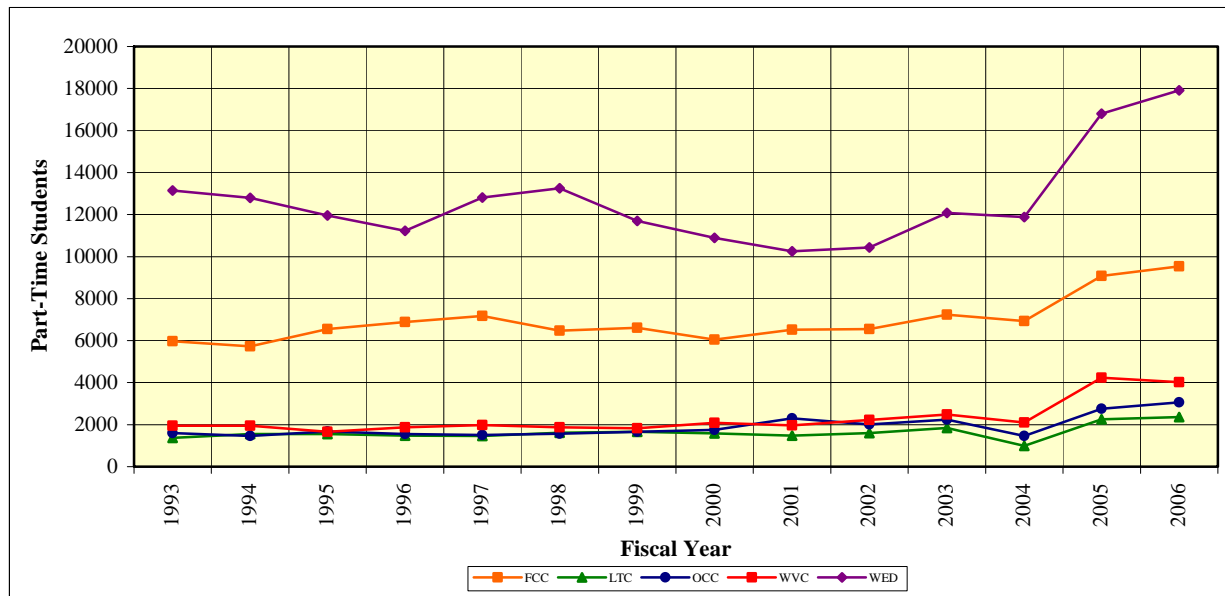


Chart 30: Part-Time Student Enrollments

### *Unduplicated Enrollments (Male and Female)*

Chart 31 clearly shows that male enrollments within District #529 have increased somewhat from fiscal year 2005 to fiscal year 2006. Moreover, both male and female students attending the four colleges have increased during this period. It is evident that student enrollments within District #529 continue to grow at a slow but steady rate.

What is most notable about these data is the simple fact that during the period of Fiscal Year 1993 to Fiscal Year 2005, male enrollments increased by 2.6% (Chart 31) while female enrollments increased by 51.8% (Chart 32). This represents a gross gender change of about 49.2%. The four colleges and Workforce Education should keep this data in mind when conducting annual program reviews. Moreover, this information should be evaluated more closely by college student support services departments to determine if this change in the gender of our enrollments will require changes to existing services and support programs.

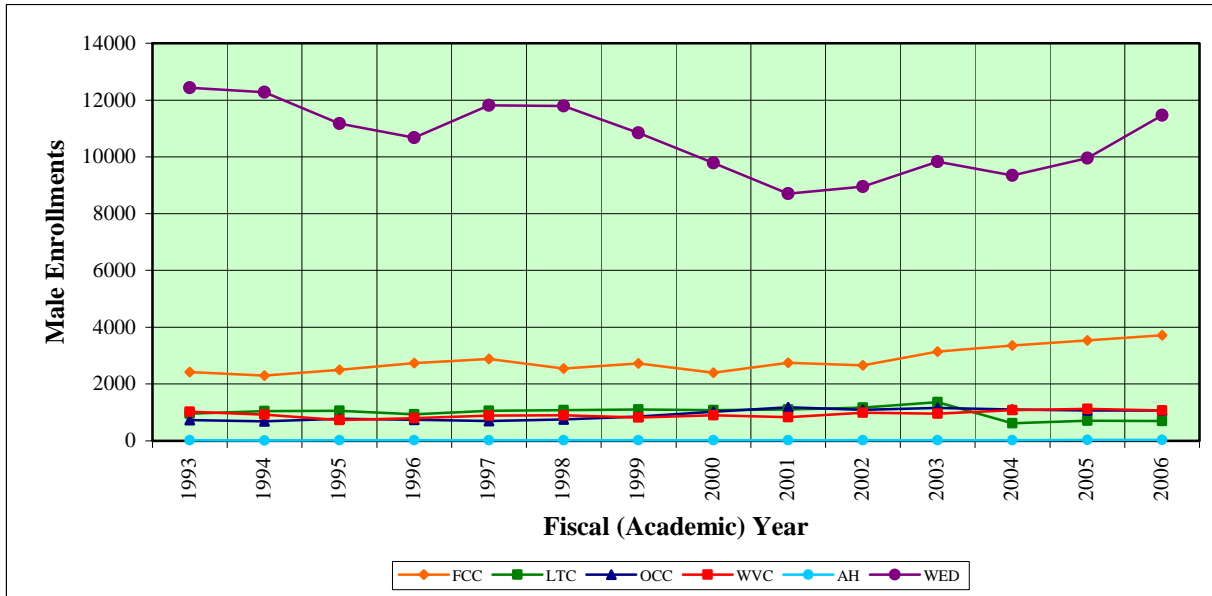


Chart 31: Male Enrollment

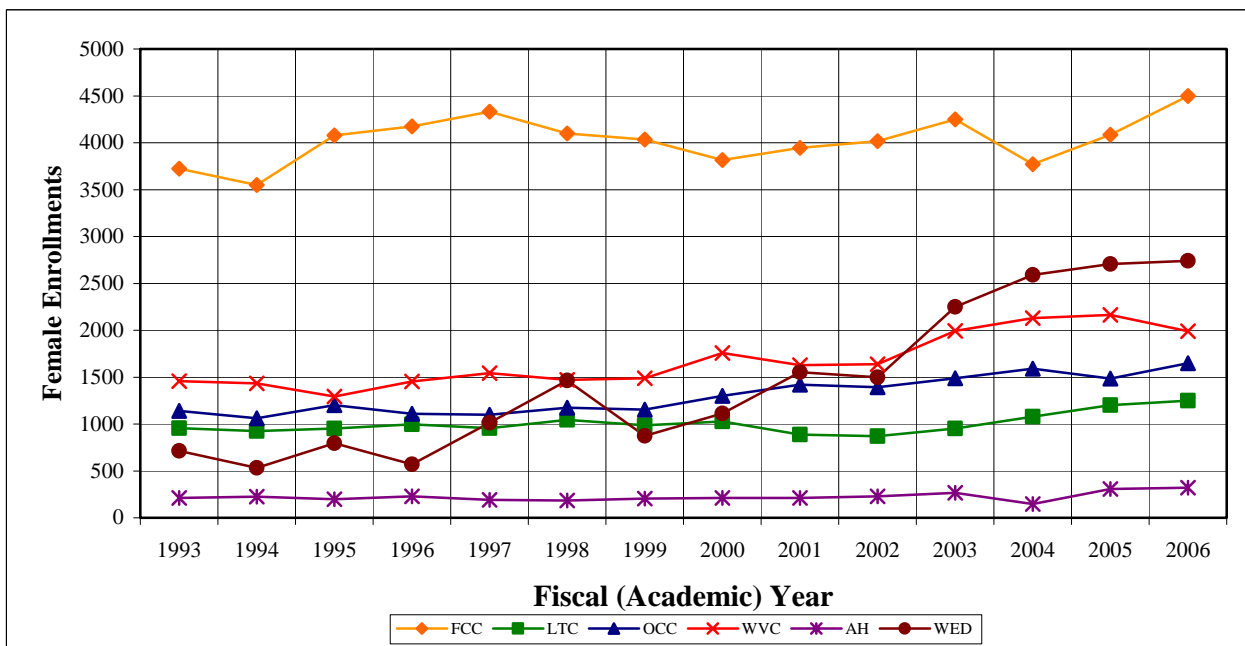


Chart 32: Female Enrollment

### *Student Age Ranges*

Charts 33, 34, 35, and 36 show that student age ranges in fiscal year 2005 have changed significantly since fiscal year 1992. In most cases, significant enrollment increases are evident in the 16 and under and 17-20 age ranges with corresponding decreases in the over 55 age range. Much of the increase in the two youngest age ranges can likely be attributed to increases in the number of credit hours generated by dual credit and the increase of recent high school graduates choosing one

of the four colleges for their first enrollment as opposed to selecting a four-year college or university.

Chart 37 shows the increases and decreases similar to those of the four colleges. Enrollments in the 17-20 age range have increased somewhat whereas there is a noticeable decrease in enrollments in the 16 and under age range.

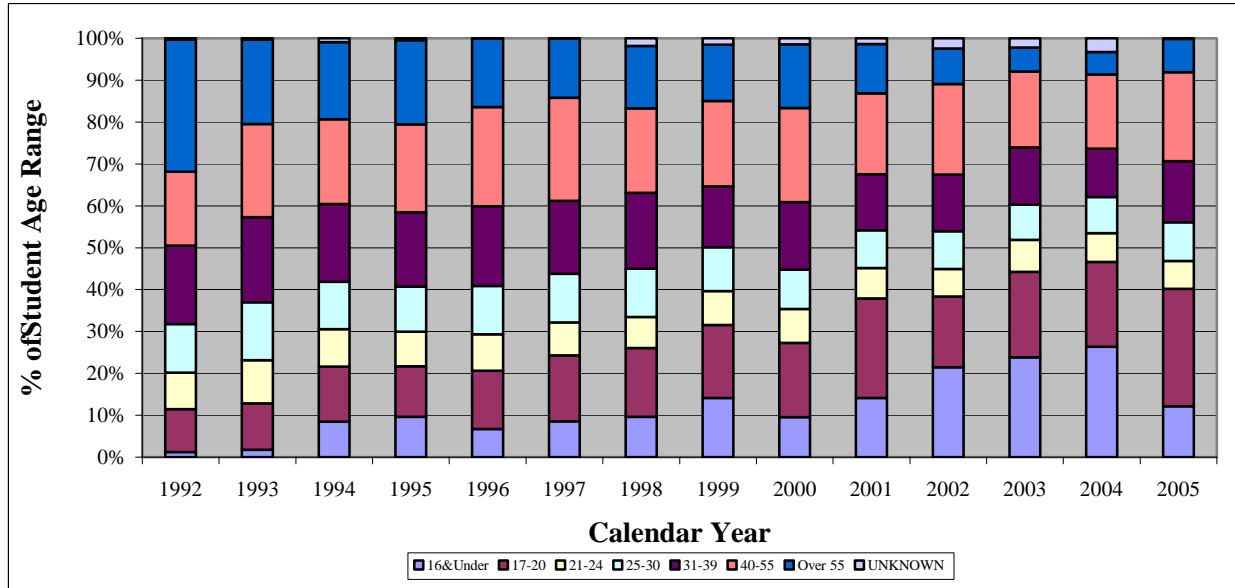


Chart 33: FCC Student Age Ranges

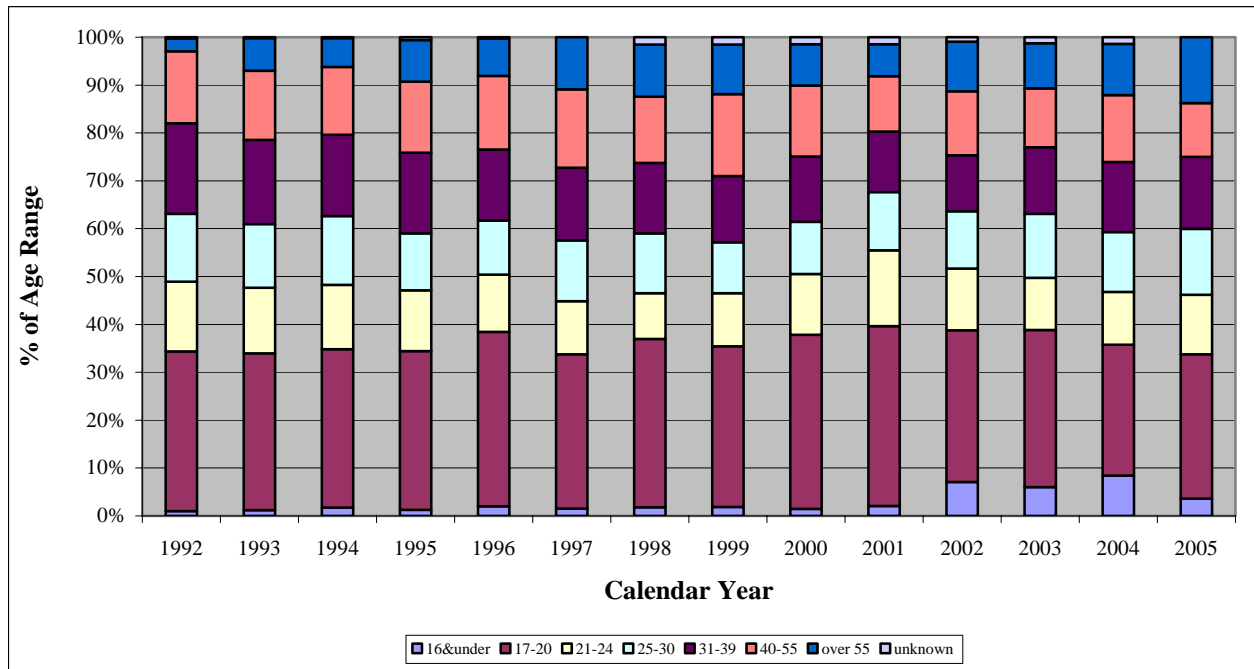


Chart 34: LTC Student Age Ranges

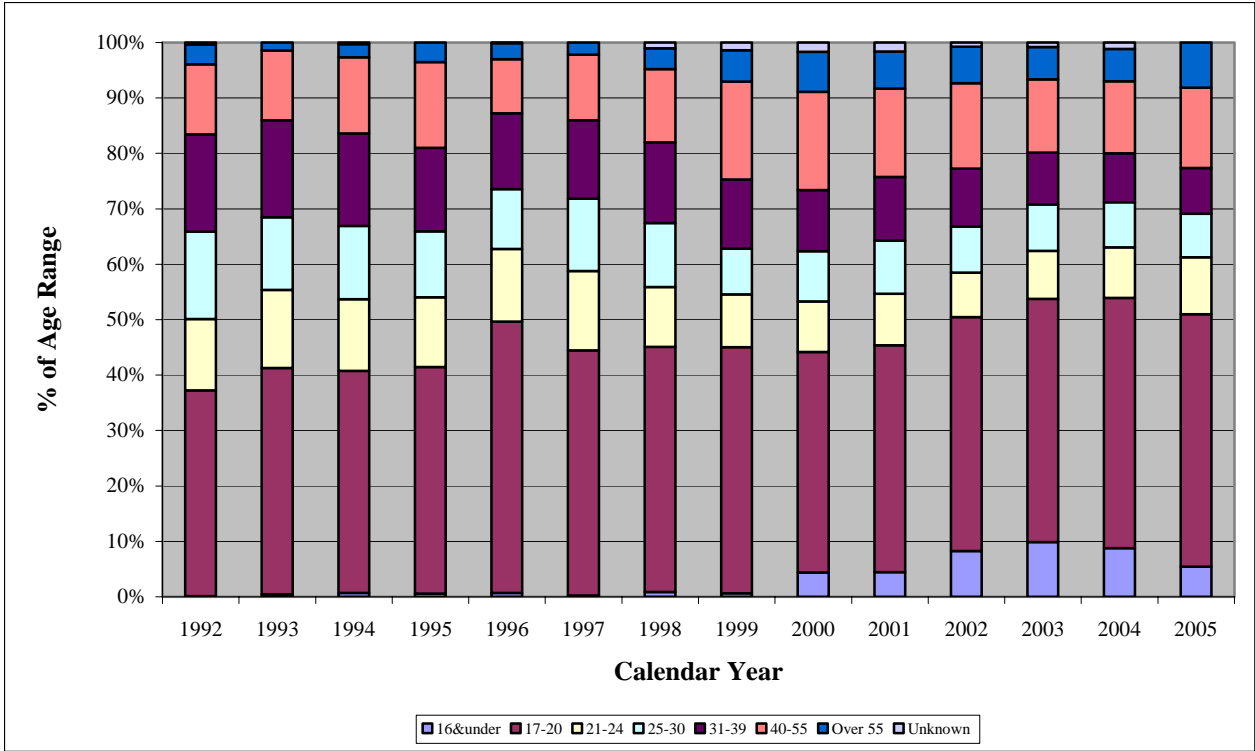


Chart 35: OCC Student Age Ranges

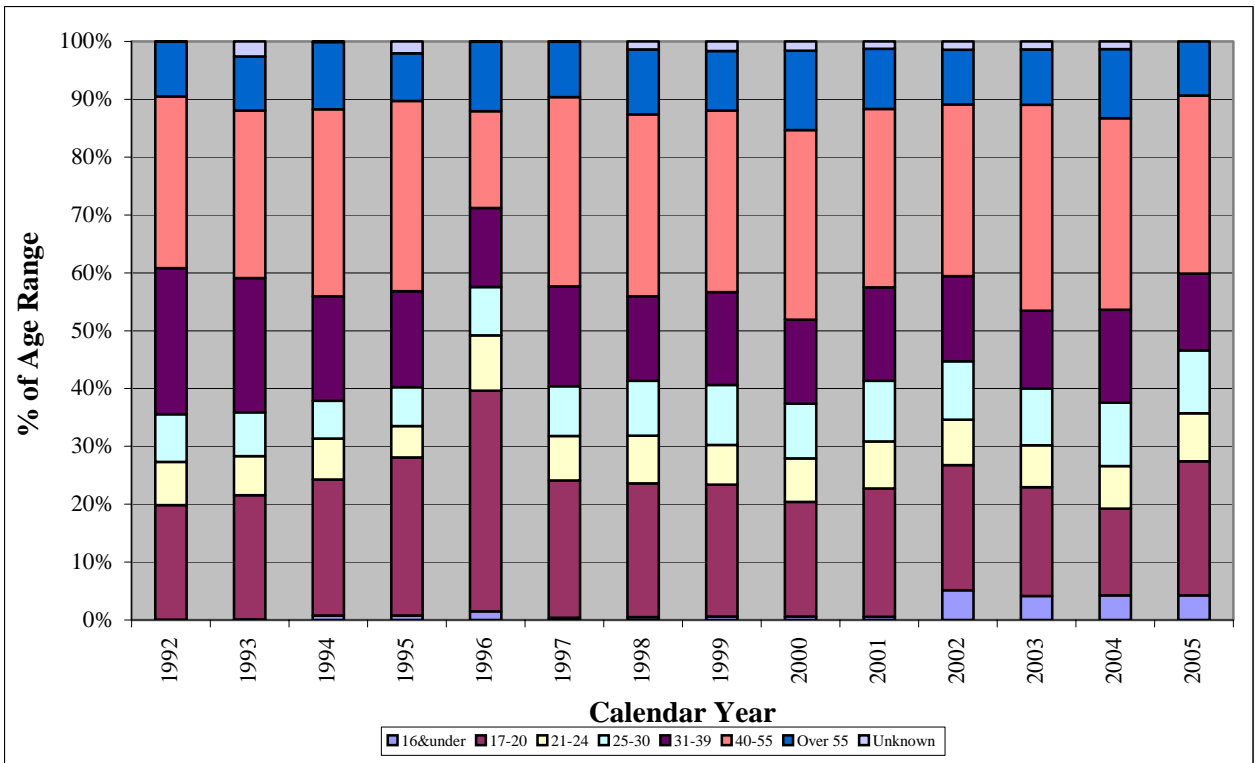


Chart 36: WVC Student Age Ranges

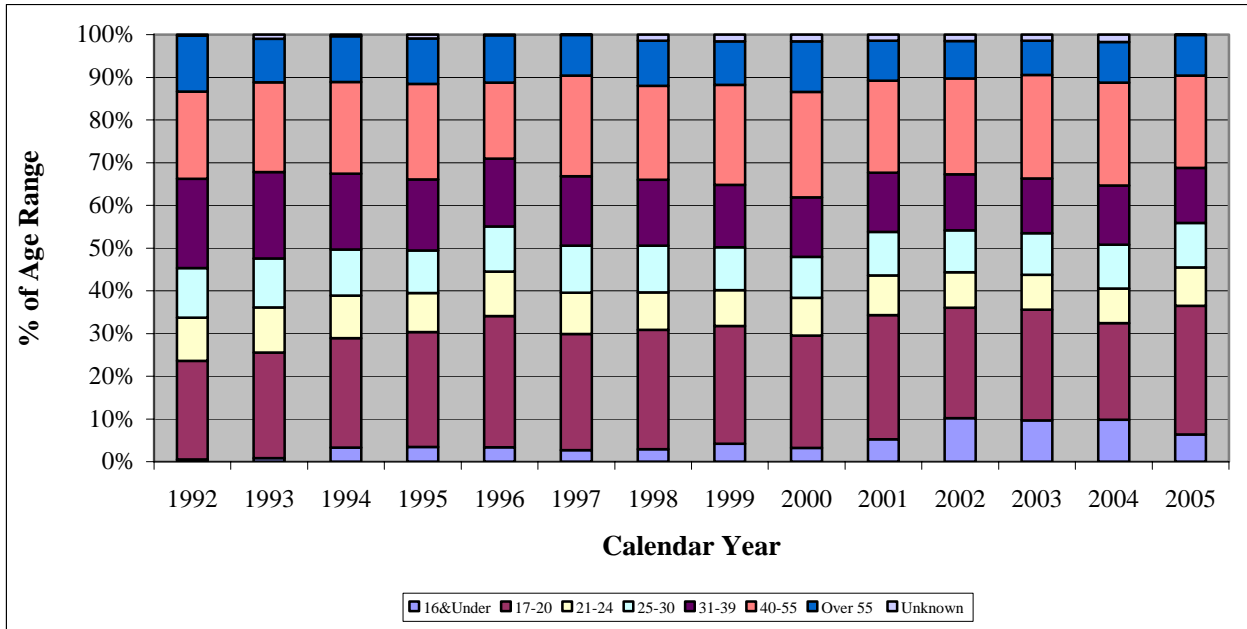


Chart 37: Districtwide Age Ranges

### Online Enrollment

Chart 38 shows that online enrollments at three of the four colleges have steadily increased since fiscal year 2002. Chart 39 shows that Districtwide online enrollments have steadily increased since fiscal year 2002. Colleges should continue to review online enrollments, especially during annual program reviews, to determine if the demand for additional online coursework will better enable students to achieve their educational goals.

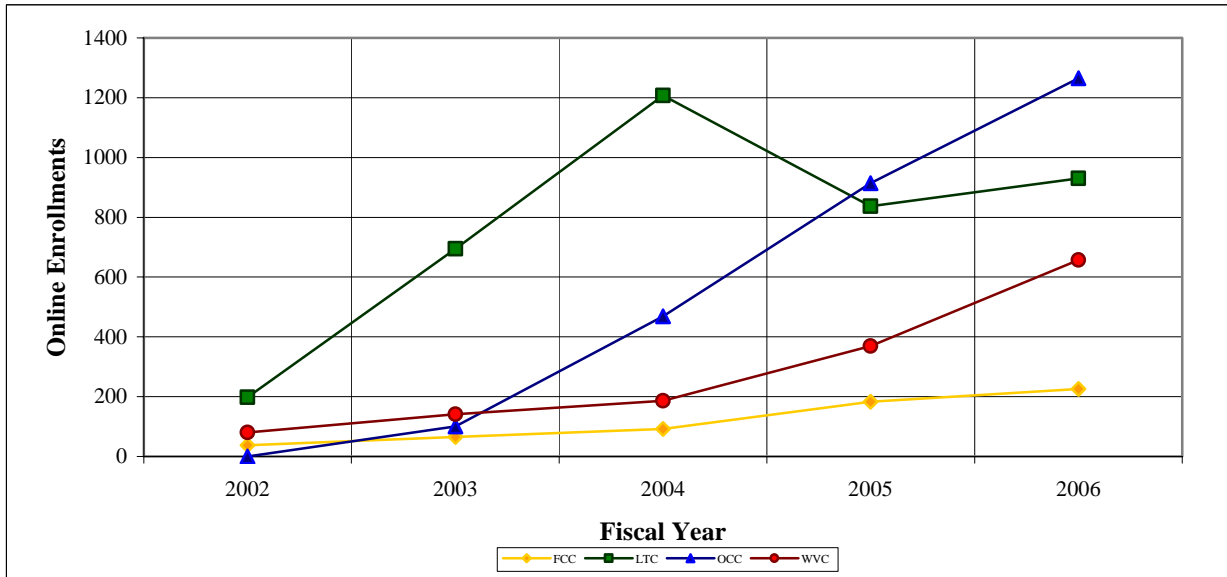


Chart 38: College Online Enrollment

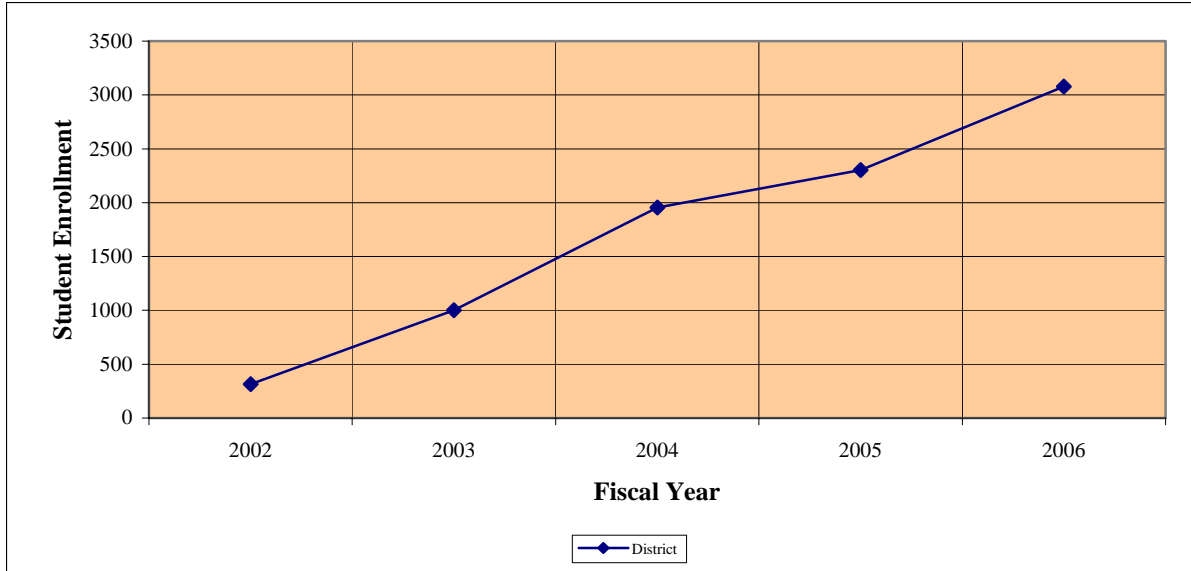


Chart 39: Districtwide Online Enrollment

## PROGRAM COMPLETERS AND ENROLLMENT

### *Transfer Programs*

The data for all degree completers throughout District #529 exists from Fiscal Year 1963 to the present date.

Chart 40 shows that, although the number of A.S. degree completers has declined somewhat since Fiscal Year 1999, there was an increase in A.S. degree completers in 2006 at FCC and a decrease at LTC while WVC and OCC remained fairly steady.

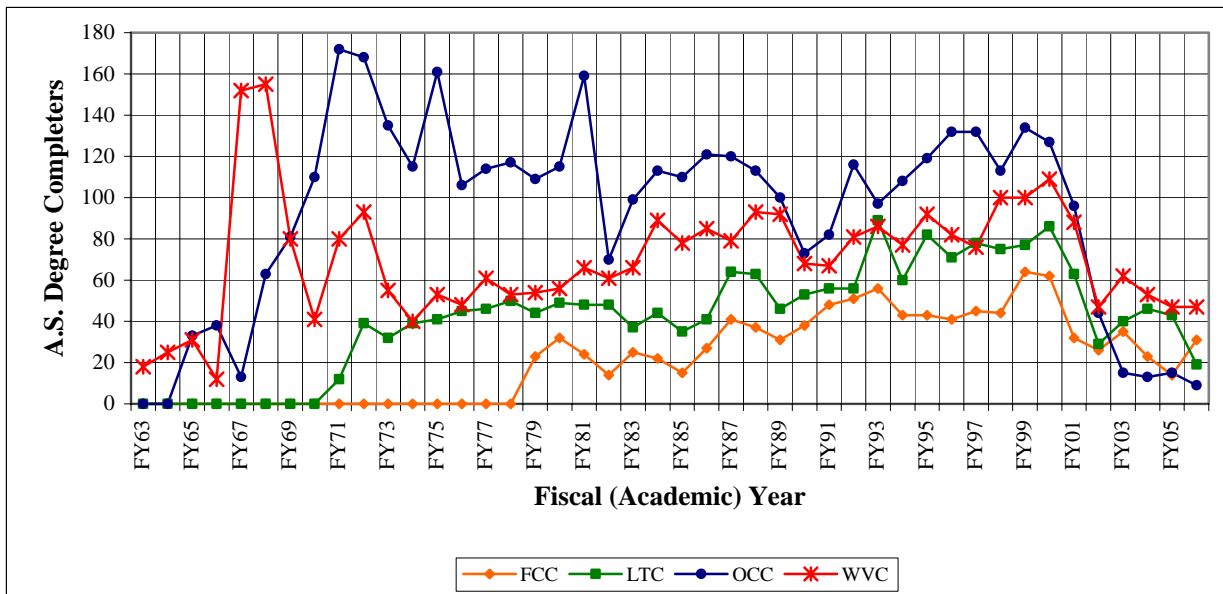


Chart 40: A.S. Degree Completers



Chart 41 shows that the numbers of students completing A.A. degrees changes very little from year to year but the trend inclines or declines very little. Since the inception of the A.S.A. degree in 2001, the number of students completing the A.A. degree has declined dramatically.

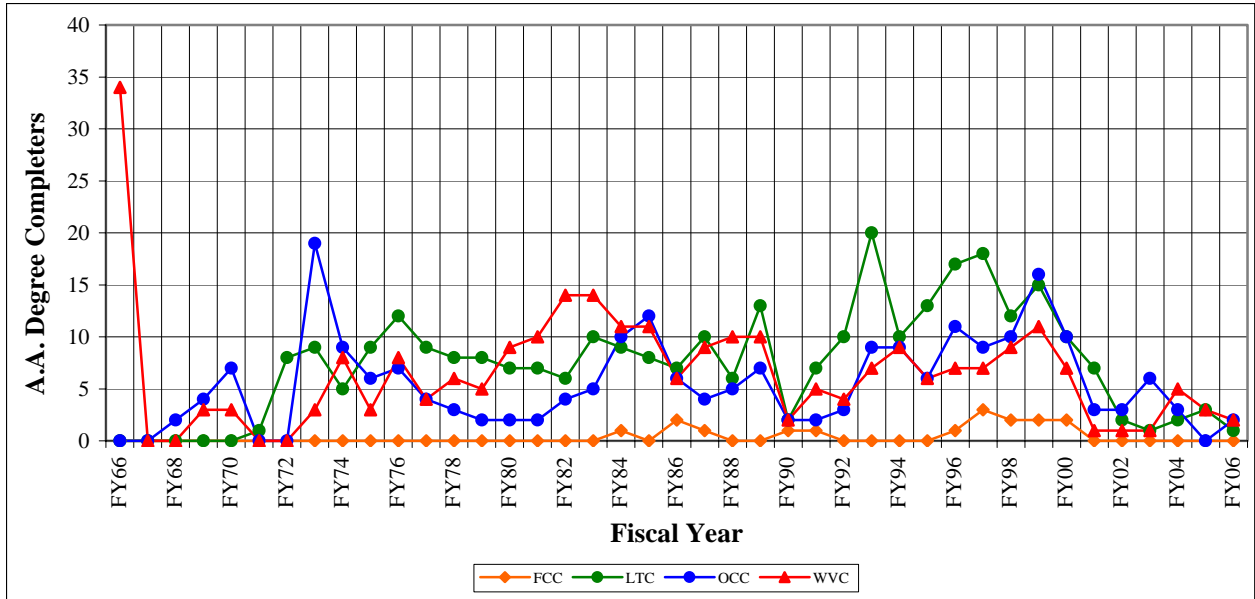


Chart 41: A.A. Degree Completers

Chart 42 shows that the A.S.A. degree, available only since Fiscal Year 2001, has had an increasing number of completers. More and more students each year may be opting for the A.S.A. degree because it appears to provide a more general fit for certain types of transferring students, especially math and engineering majors.

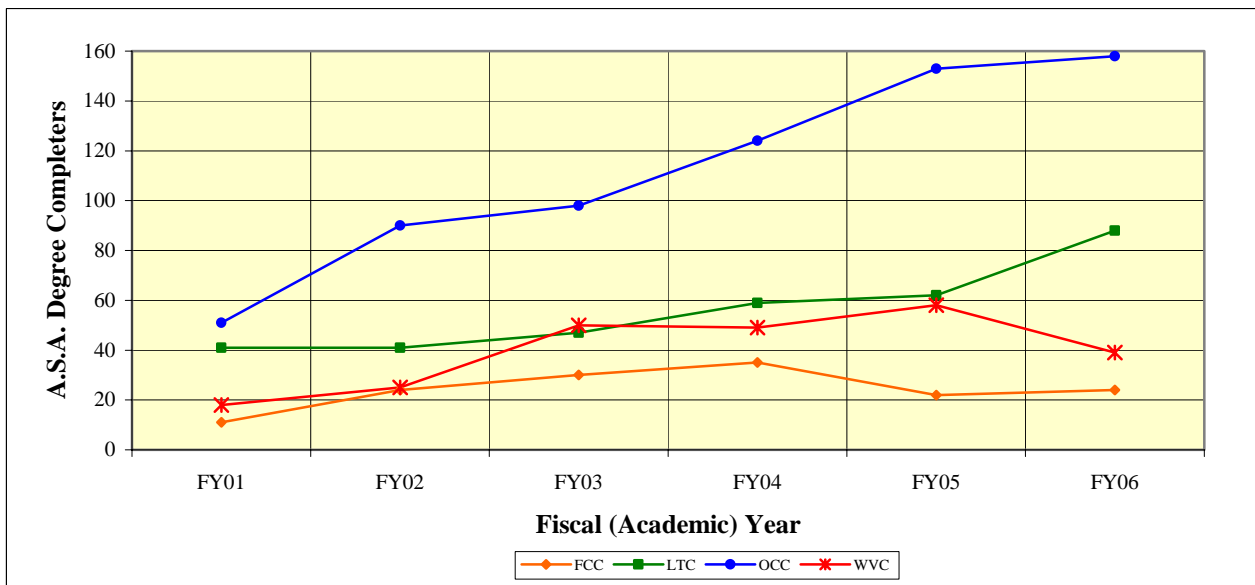


Chart 42: A.S.A. Degree Completers

Chart 43 shows that, although the trend line declines slightly, the number of transfer-type associate degree completers (A.A./A.S./A.S.A.) has been relatively stable since fiscal year 2000.

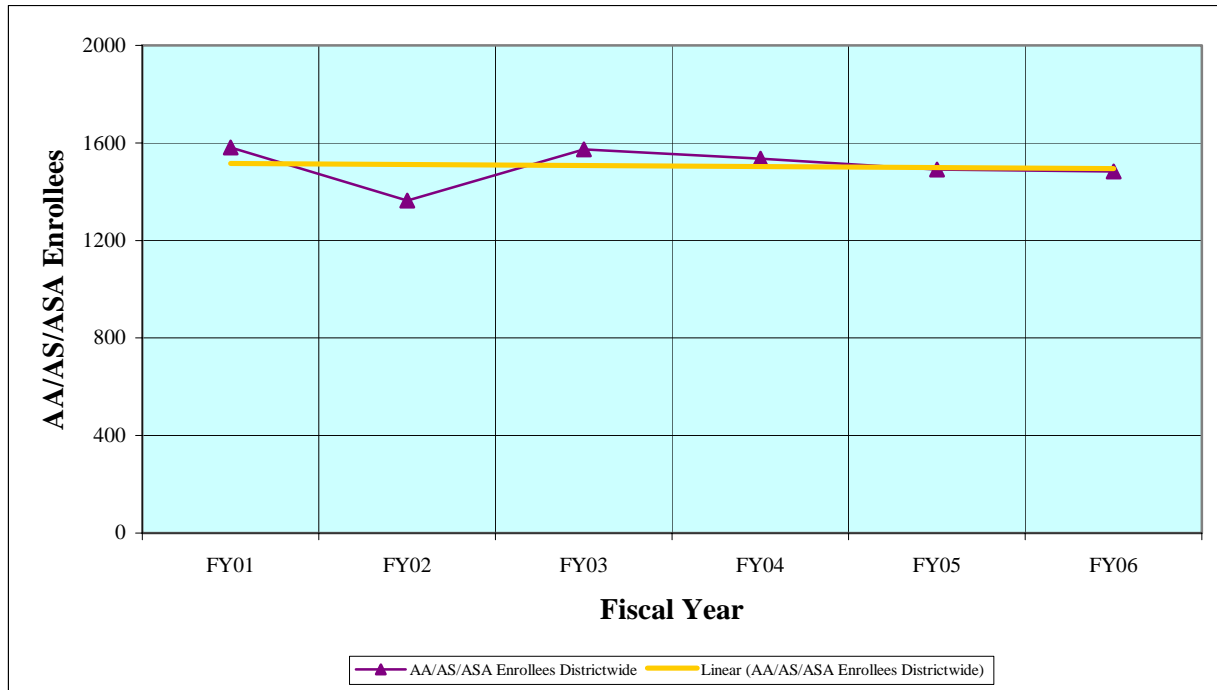


Chart 43: A.A./A.S./A.S.A. Degree Enrollees

Chart 44 indicates that the number of A.L.S. and A.G.S. degree completers has increased at FCC and LTC but has remained remain fairly level at OCC and decreased at WVC.

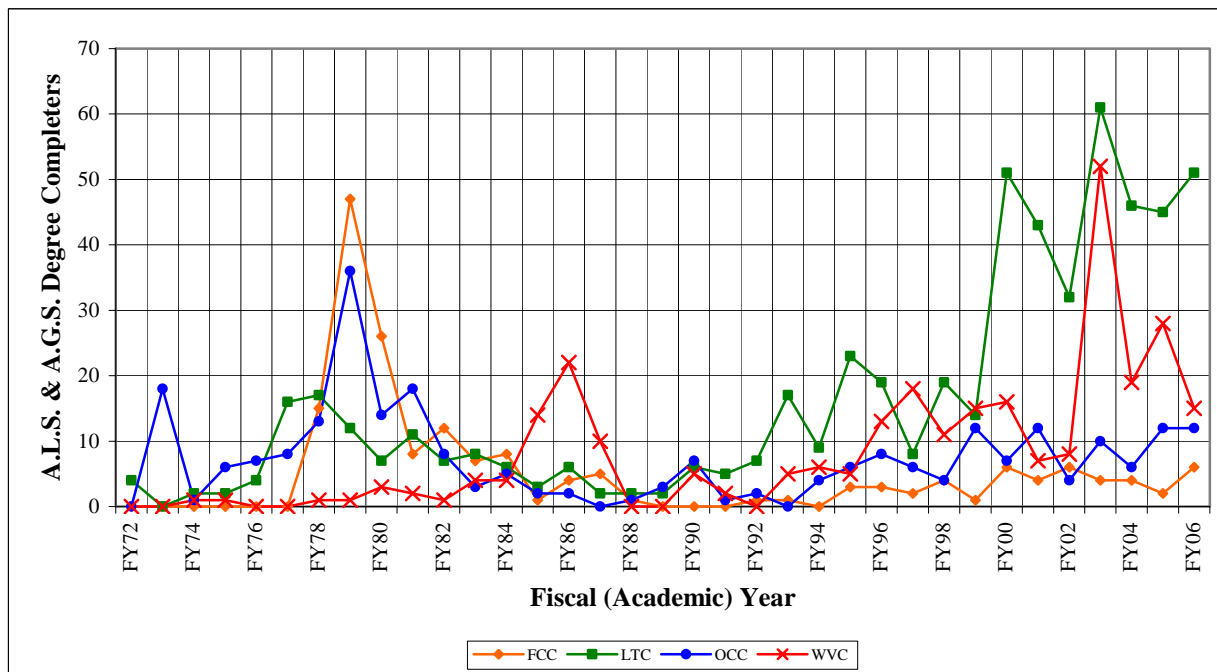


Chart 44: A.L.S. and A.G.S. Degree Completers

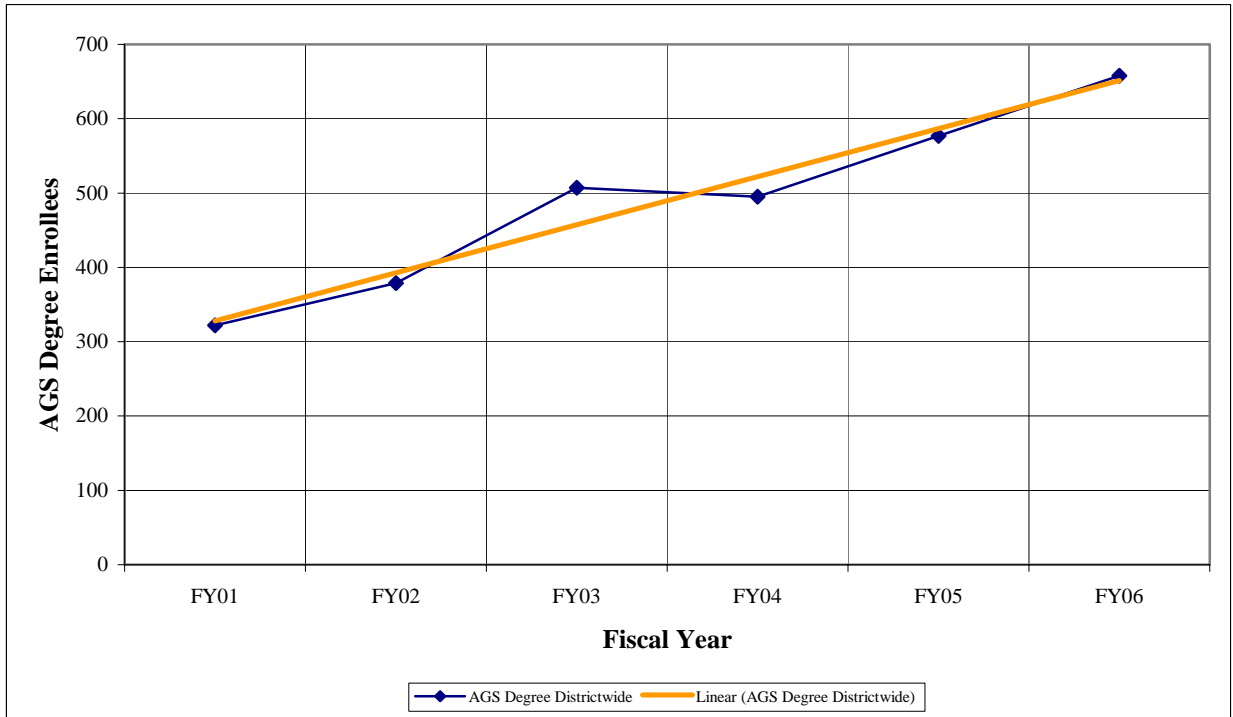


Chart 45: A.G.S. Degree Enrollees

Chart 45, with a trend line drawn for Districtwide, shows that the trend for A.L.S. and A.G.S. degree enrollees is clearly on the rise. The A.L. S. degree was discontinued after FY 1987.

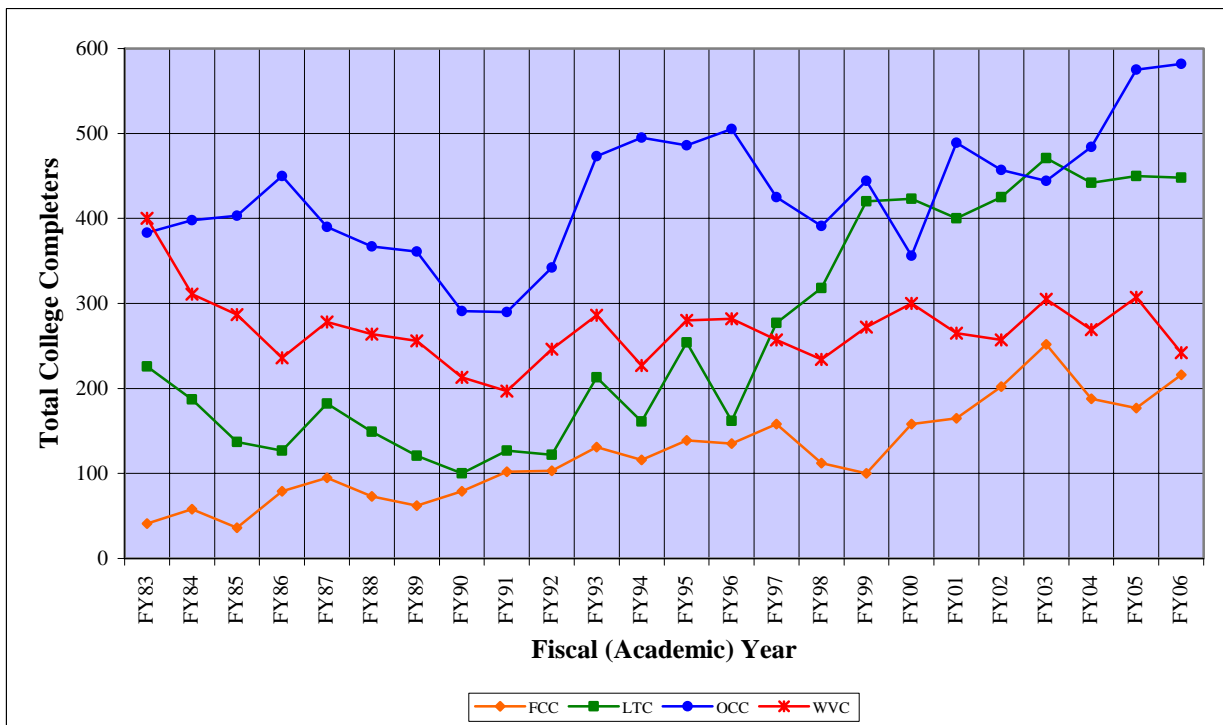


Chart 46: Total College Completers

Chart 46 shows that total college completers for the four colleges are on a gradual increase since fiscal year 1983. Chart 47 shows that the Districtwide trend for total degree completers has significantly increased since fiscal year 1983, going from 1,100 completers in FY 1983 to 1,488 completers in FY 2006, a 35% increase.

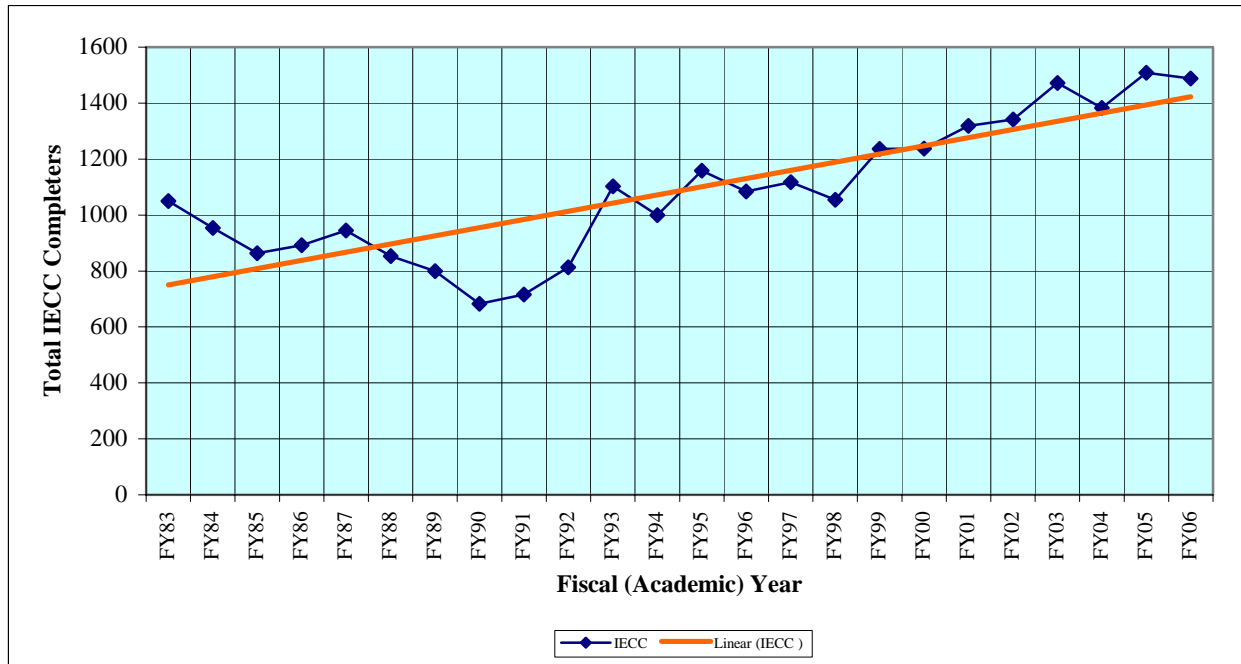


Chart 47: Total IECC Completers

### ***Technical Programs***

Although historically we have analyzed the trends in transfer degrees each year, we have tended to analyze the trends in career and technical degree and certificate programs on a rotating five-year basis. That is, each year, one-fifth of all career and technical programs are evaluated to determine if they are meeting the needs of those communities we serve. Data on degree completers were collected on those programs undergoing program review in fiscal year 2007.

Based on the District’s analysis of the degree and certificate programs listed herein, and as required by the Illinois Community College Board’s Accountability and Productivity guidelines, the colleges can determine if they wish to: (a) continue programs with minor improvements; (b) continue programs with significant improvements; (c) discontinue or eliminate programs; or (d) schedule programs for further review.

The over-arching goal of the District #529 accountability and program review cycle and processes is to improve the viability of degree and certificate programs offered by the colleges. That is, accountability and program review helps answer questions related to whether the colleges are providing educational programs for which employment for completers is available or forecasted to be available.

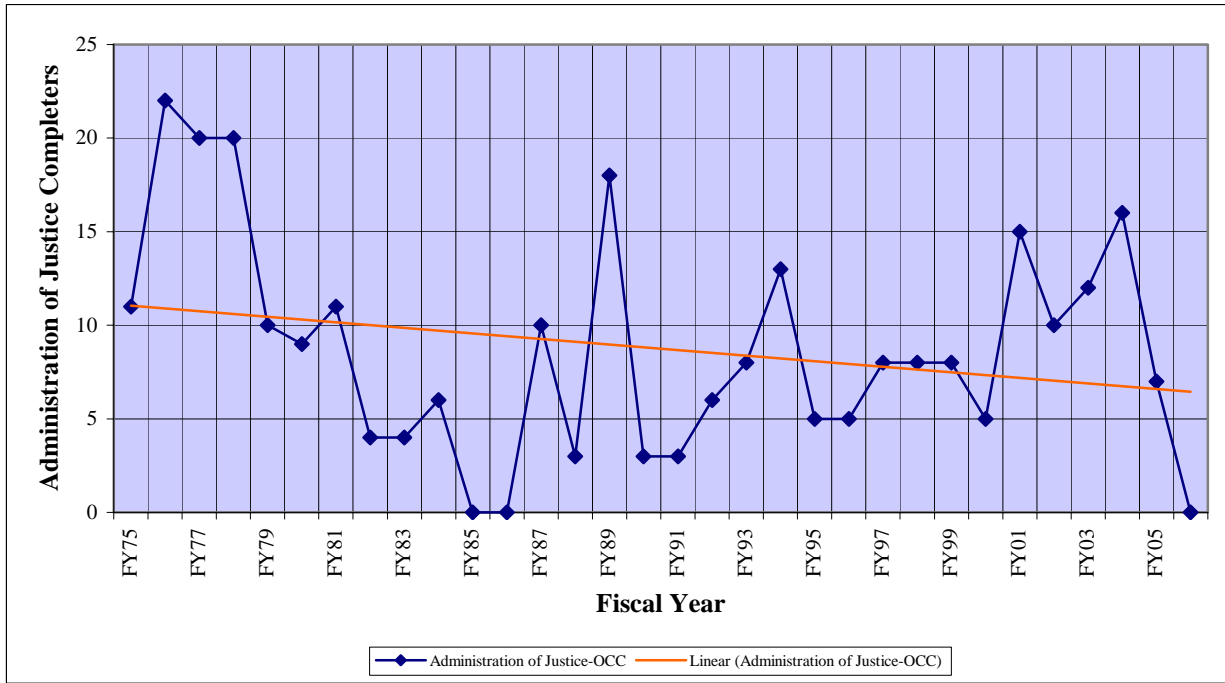


Chart 48: Administration of Justice Program Completers

Chart 49 shows there is a slightly declining trend for enrollees in the Administration of Justice Program.

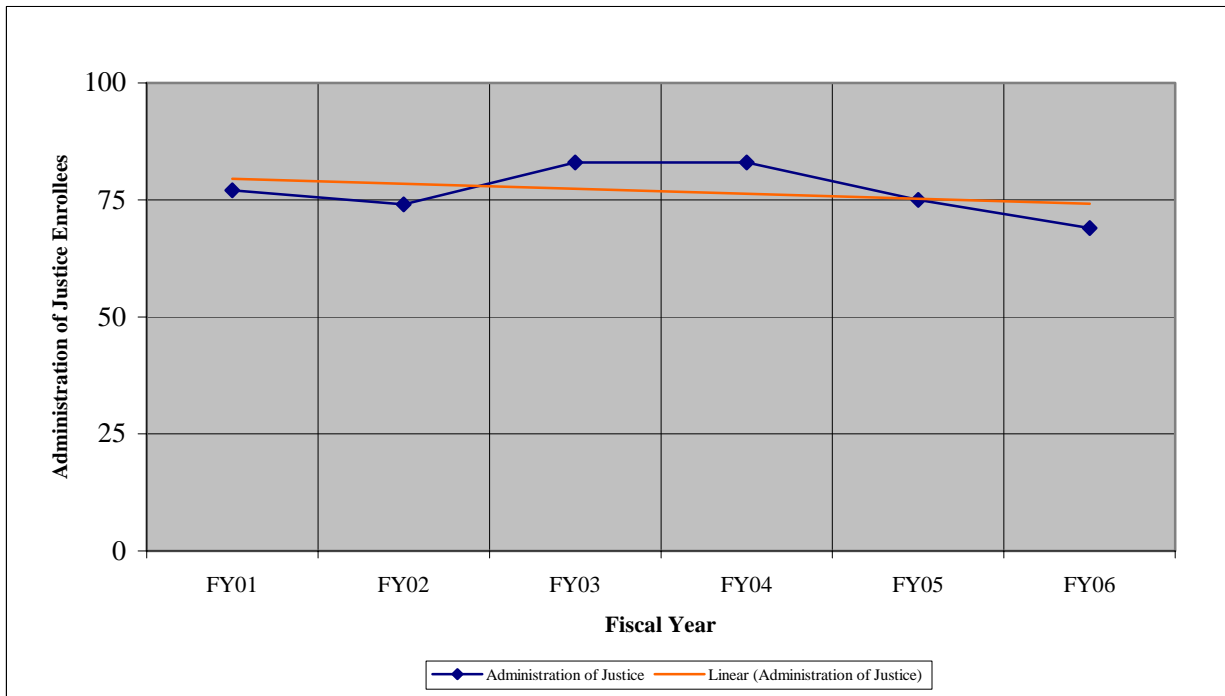


Chart 49: Administration of Justice Program Enrollees

Chart 50 shows that Computer Network Specialist Degree completers peaked in FY 2002 and 2003 but have significantly declined in FY 2004 and FY 2005.

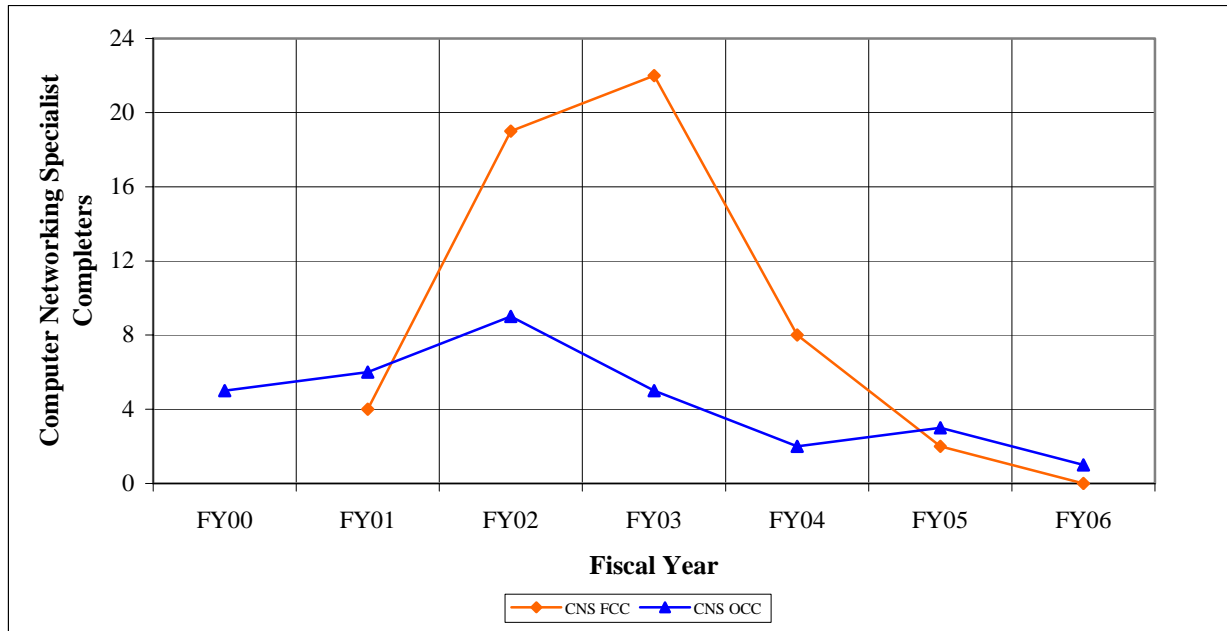


Chart 50: CNS Program Completers

Chart 51 shows that Computer Network Specialist Program enrollees have steadily declined since FY 2001.

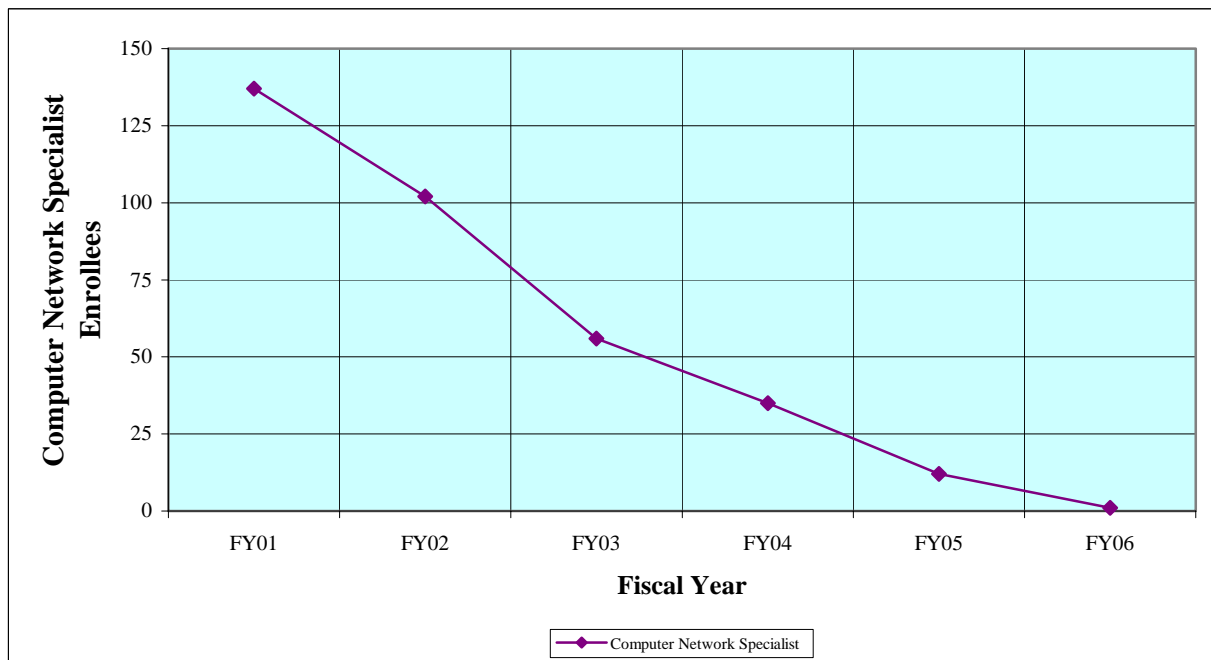


Chart 51: CNS Program Enrollees

Chart 52 shows that the trend for Emergency Prep-Auxiliary Police Program completers has been low since 1995.

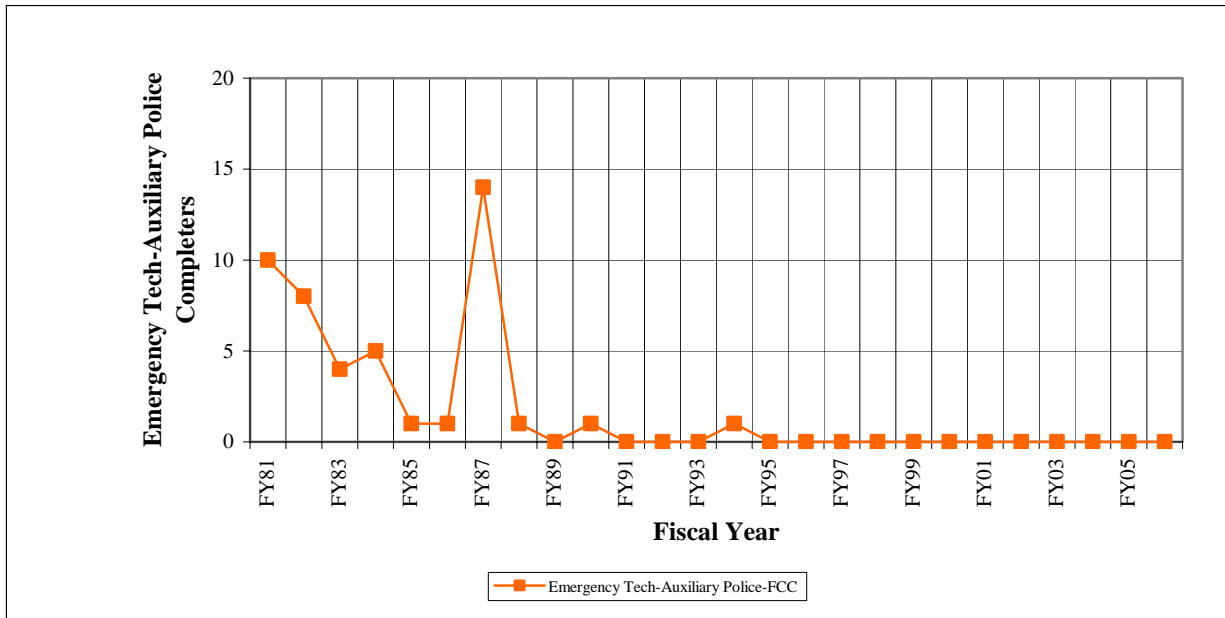


Chart 52: Emergency Tech-Auxiliary Police Completers

Chart 53 shows that Emergency Tech-Auxiliary Police Program enrollees increased in FY 2006.

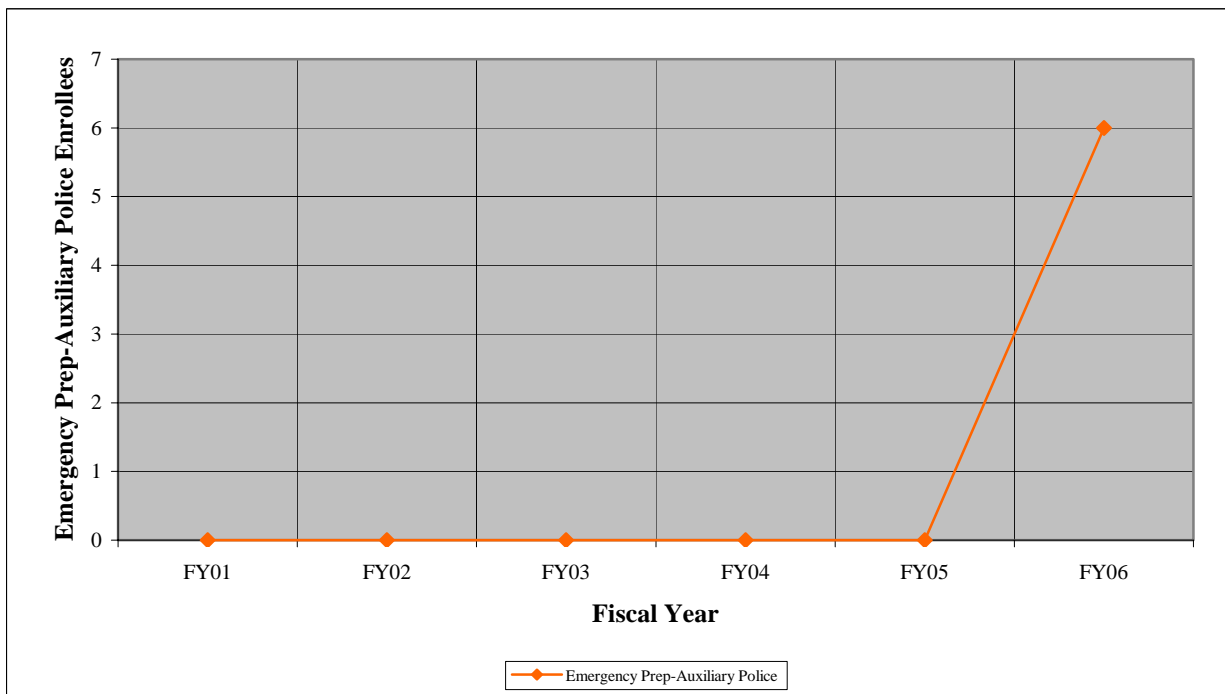


Chart 53: Emergency Prep-Auxiliary Police Program Enrollees

Chart 54 shows that the trend for Telecommunications Technology Program completers has continued to increase since FY 1977, although there has been a decrease in completers since FY03.

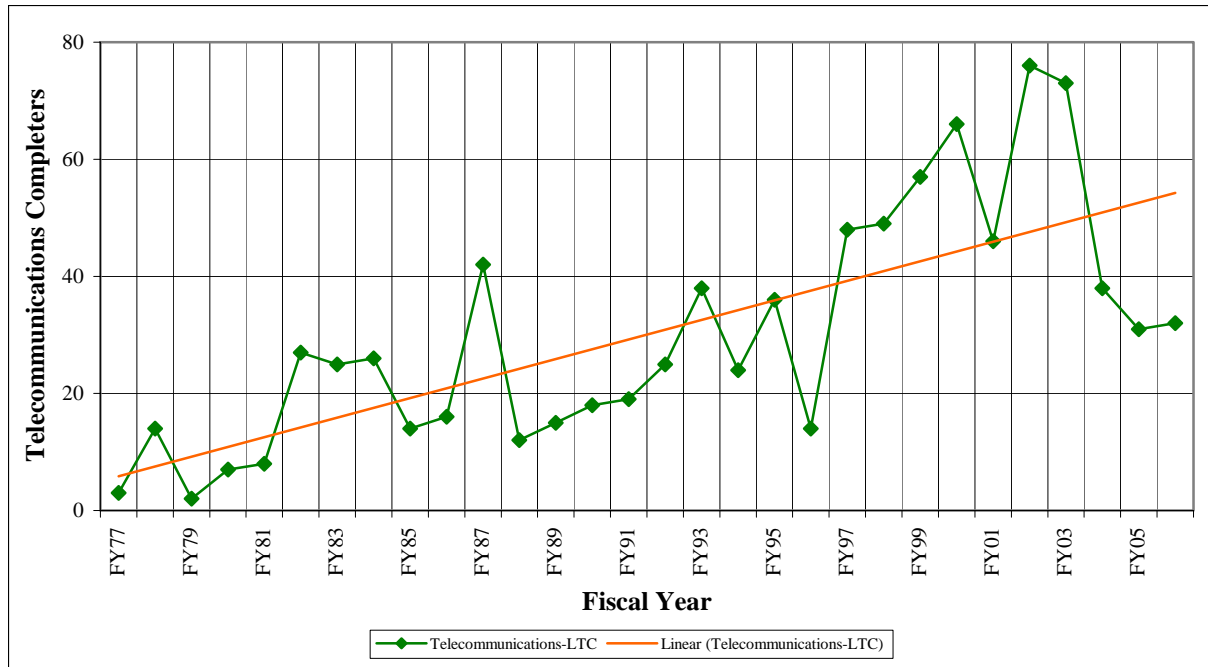


Chart 54: Telecommunications Technology Completers

Chart 55 shows that the trend for Telecommunications Technology Program enrollees has been on a slight decrease since FY 2002, but has experienced an increase in FY 2006.

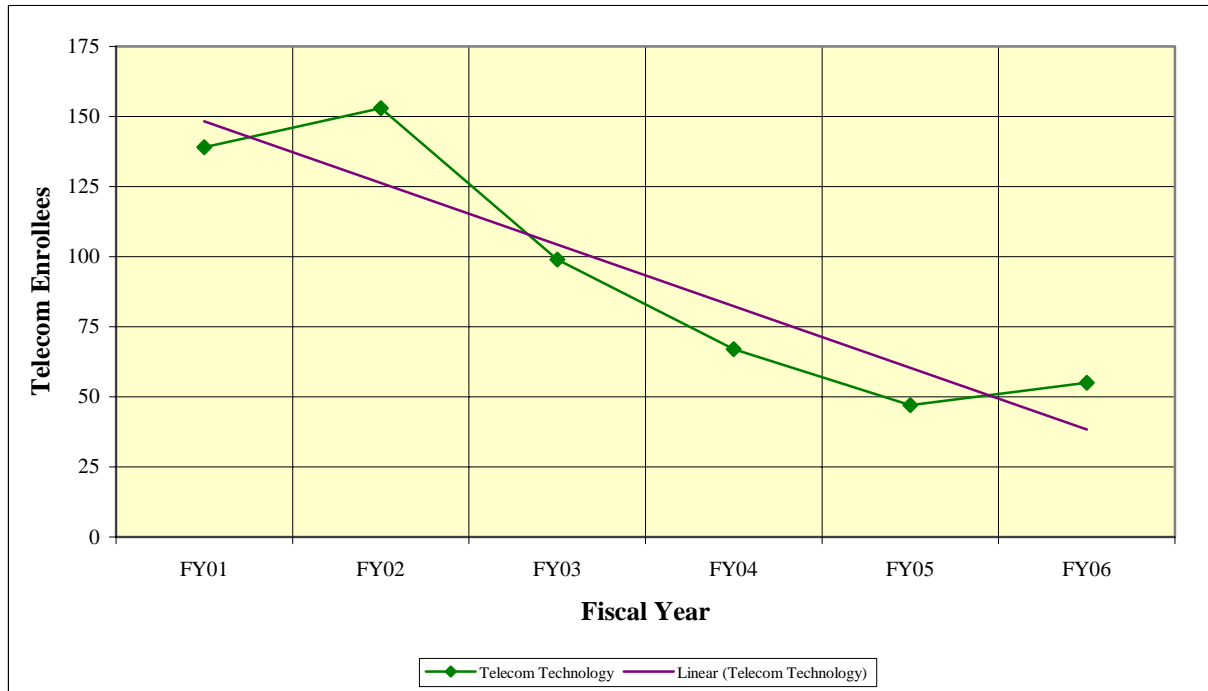


Chart 55: Telecommunication Technology Program Enrollees



Chart 56 shows Electronics Technology Program completers spiked in FY 1992 and again in FY 1995. However, in FY 2004 and 2005, there were very few completers. The number of completers rose slightly in FY 2006.

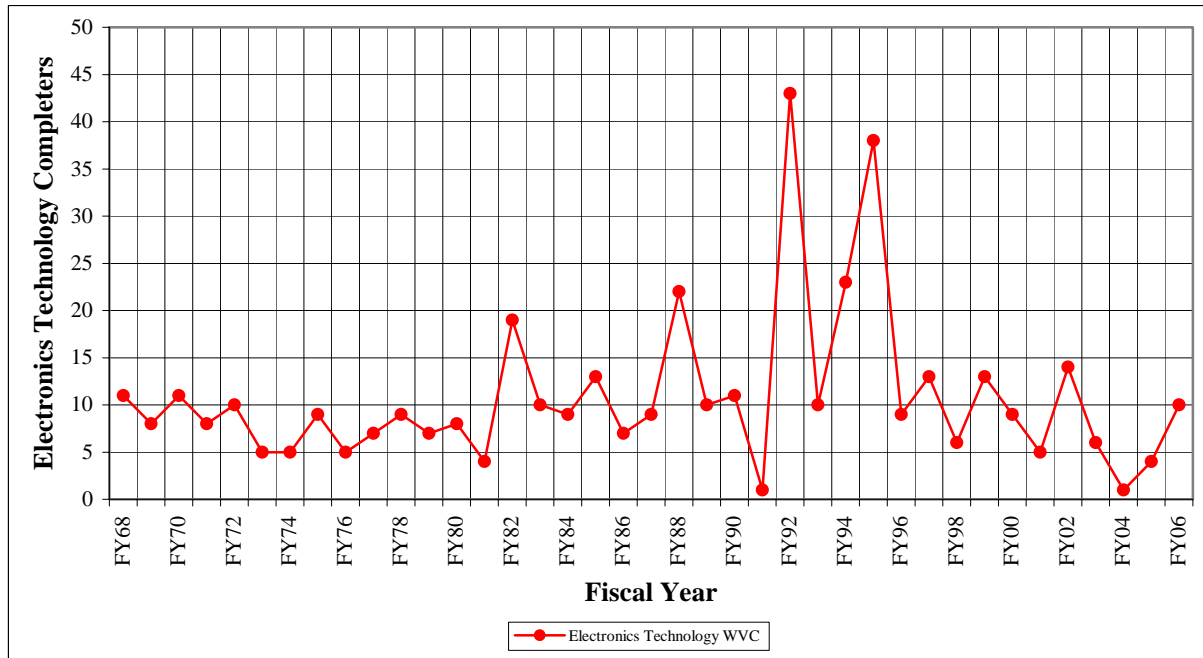


Chart 56: Electronics Technology Completers

Chart 57 shows that the trend for Electronics Technology Program enrollees has been on a steady decline since FY 2000, but began to rebound slightly starting in FY 2005.

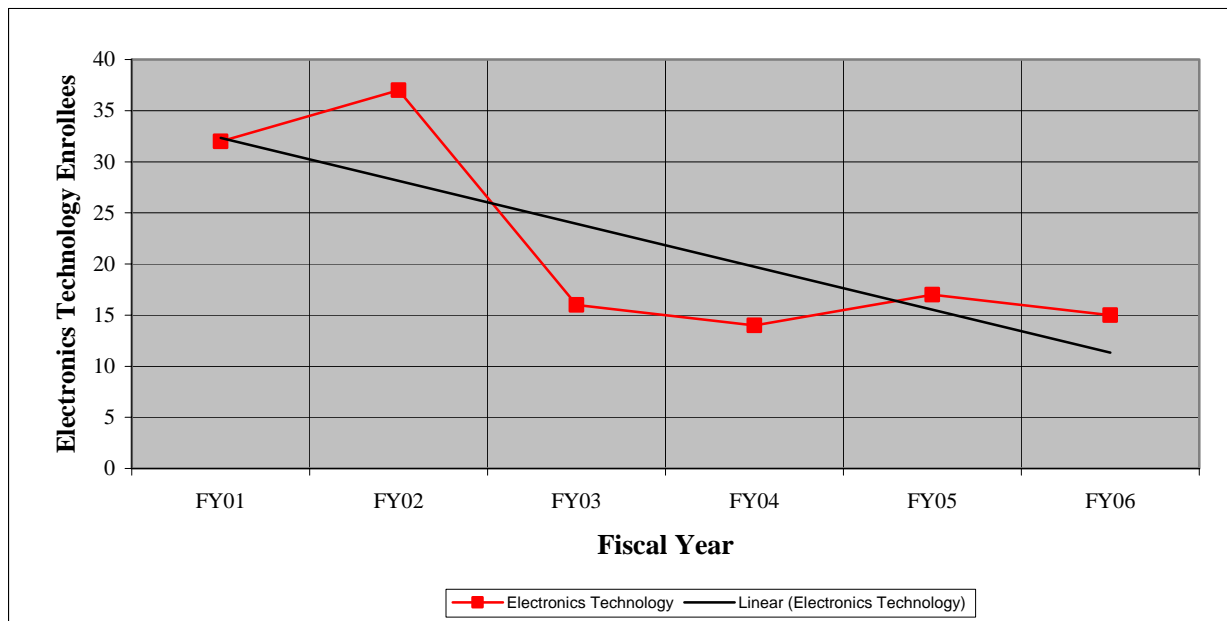


Chart 57: Electronics Technology Program Enrollees

Chart 58 shows that Medical Office Assistant Program completers have been increasing since FY 1974.

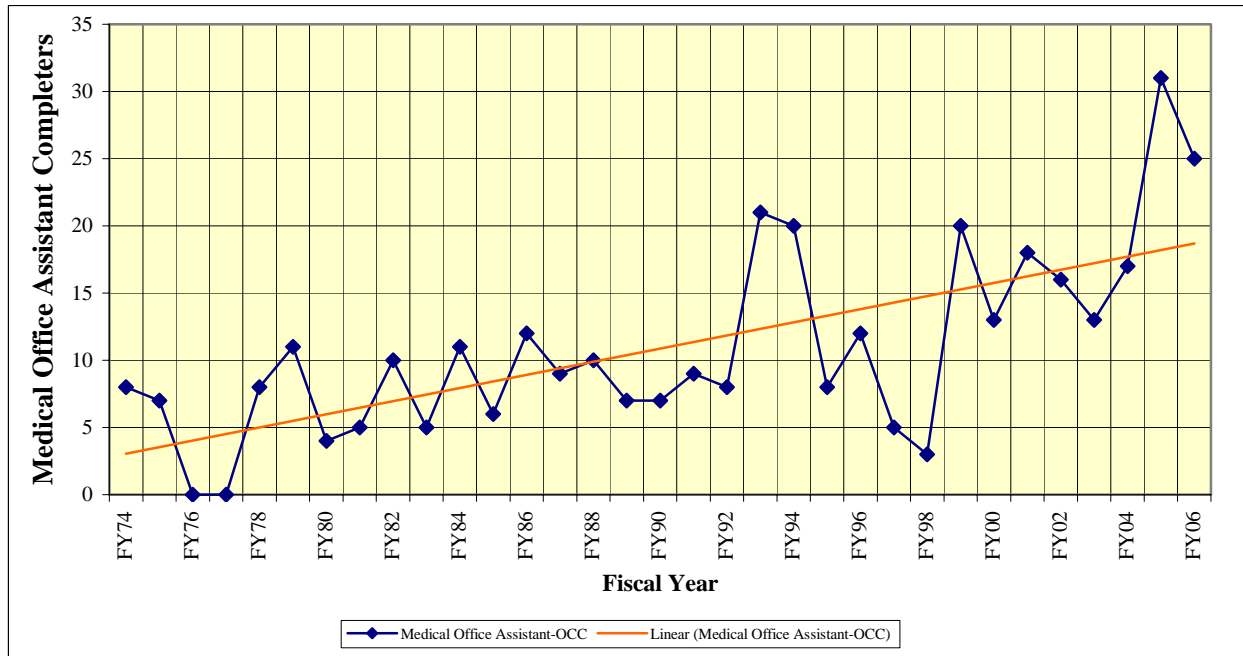


Chart 58: Medical Office Assistant Completers

Chart 59 shows that the trend for Medical Office Assistant Program enrollees has been on a slight incline since FY 2001.

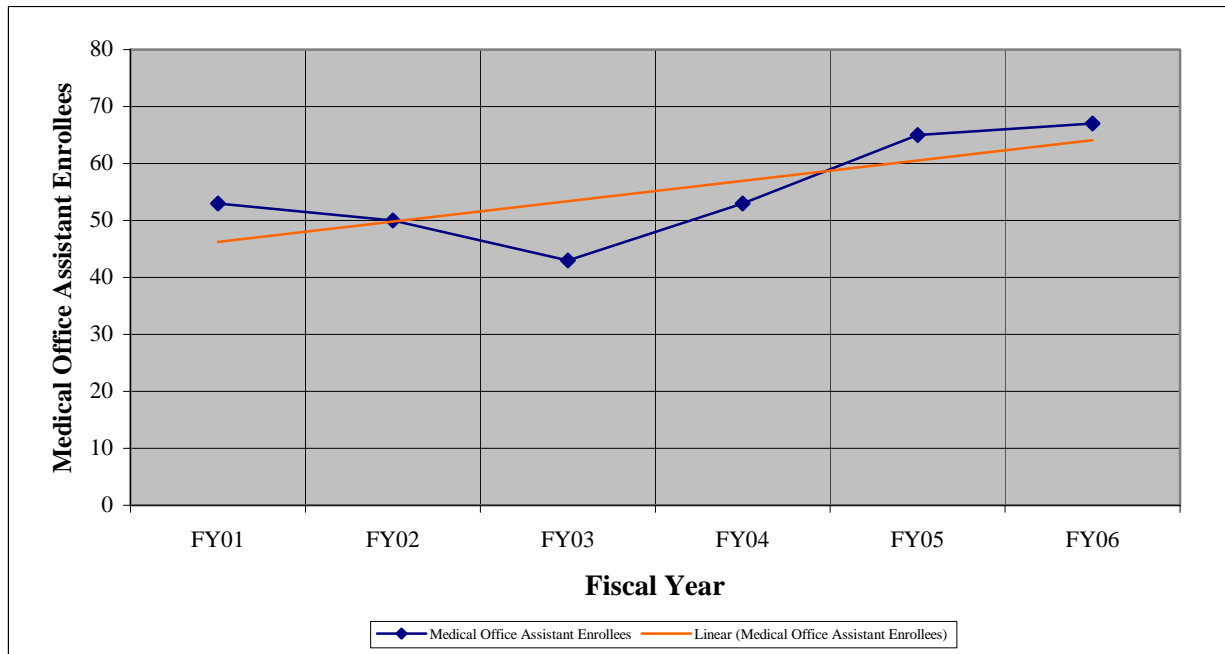


Chart 59: Medical Office Assistant Program Enrollees

Chart 60 shows the Network Support Specialist Program completers. With only two years of data, not much significance can be placed on this data.

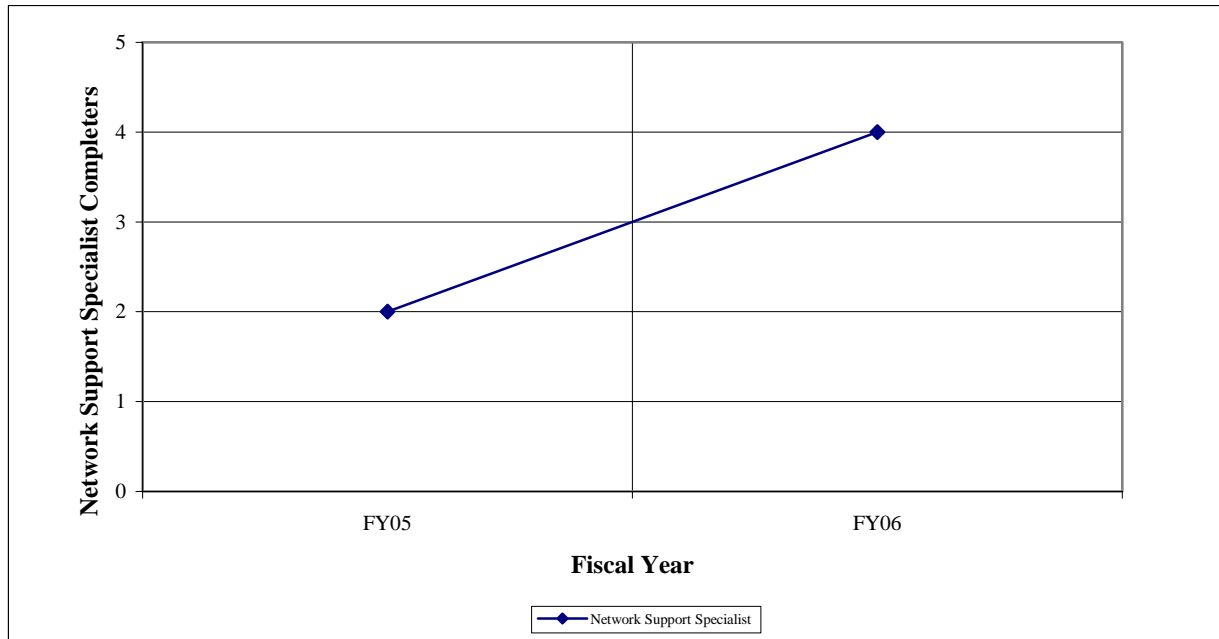


Chart 60: Network Support Specialist Completers

Chart 61 shows that the trend for enrollees in the Network Support Specialist Program is increasing, with enrollment gains in FY2005 and again in FY2006.

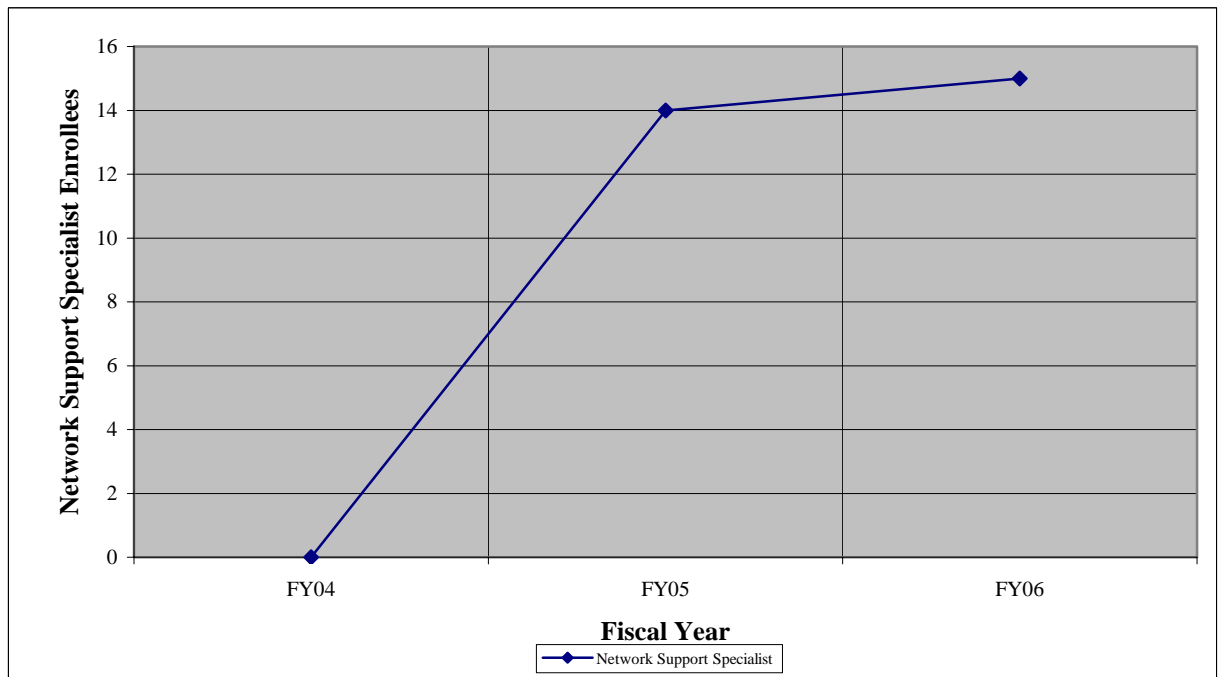


Chart 61: Network Support Specialist Program Enrollees

Chart 62 shows that Microcomputer Services Specialist Program completers, although on somewhat of a decline, experienced an increase in FY2006.

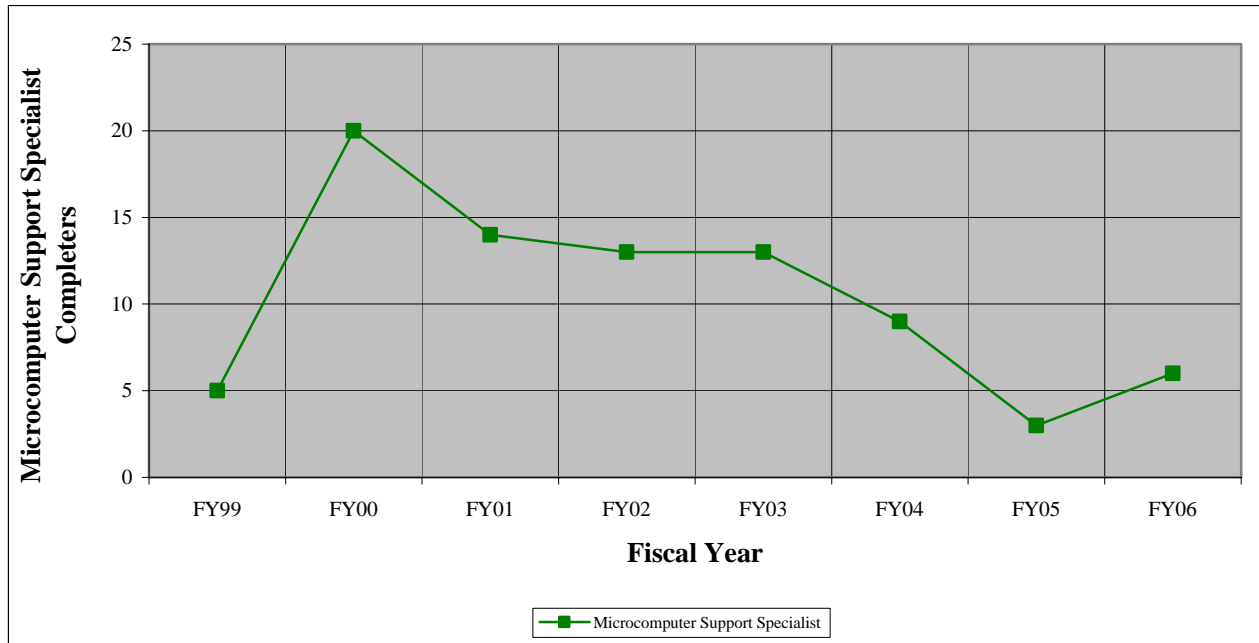


Chart 62: Microcomputer Support Specialist Program Completers

Chart 63 shows that the trend for Microcomputer Support Specialist Program enrollees has been on a slight decline since FY 2001.

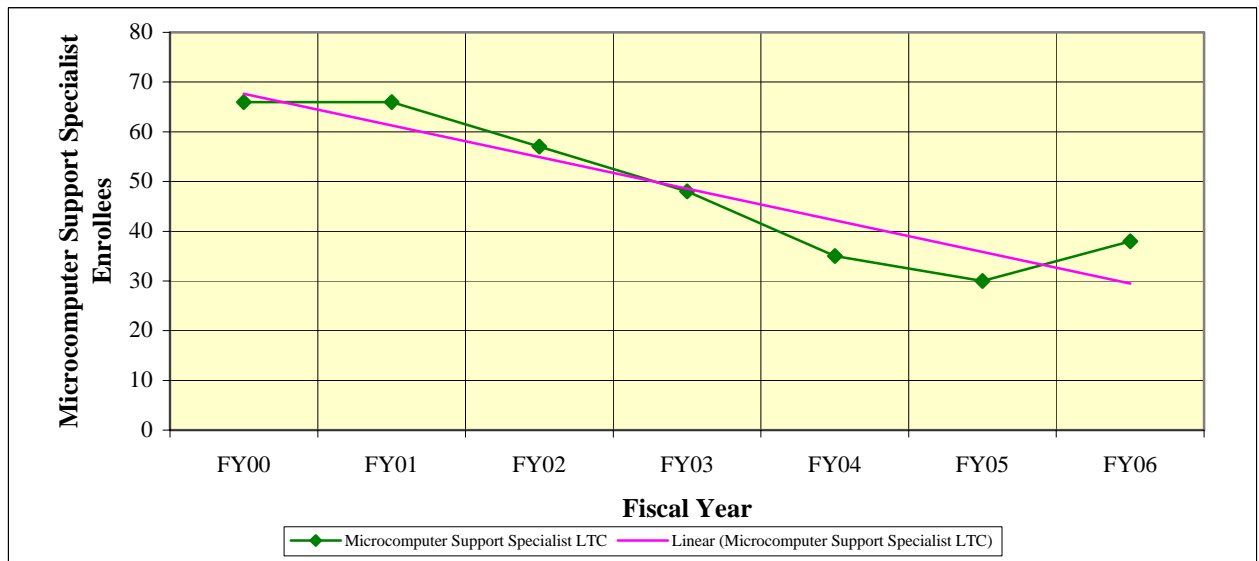


Chart 63: Microcomputer Support Specialist Program Enrollees

Chart 64 shows that the trend for Radio-TV Broadcasting Program completers has increased slightly since 1968.

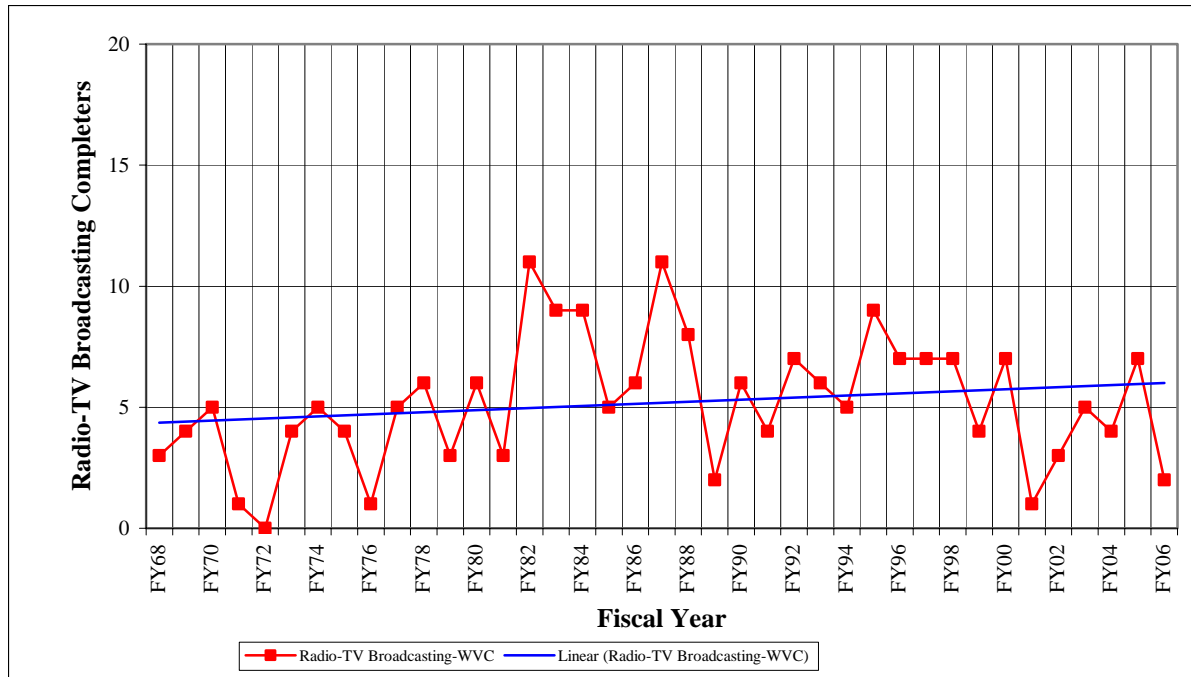


Chart 64: Radio-TV Broadcasting Program Completers

Chart 65 shows that the trend for Radio-TV Broadcasting Program enrollees is remaining level with a slight decline in FY2006.

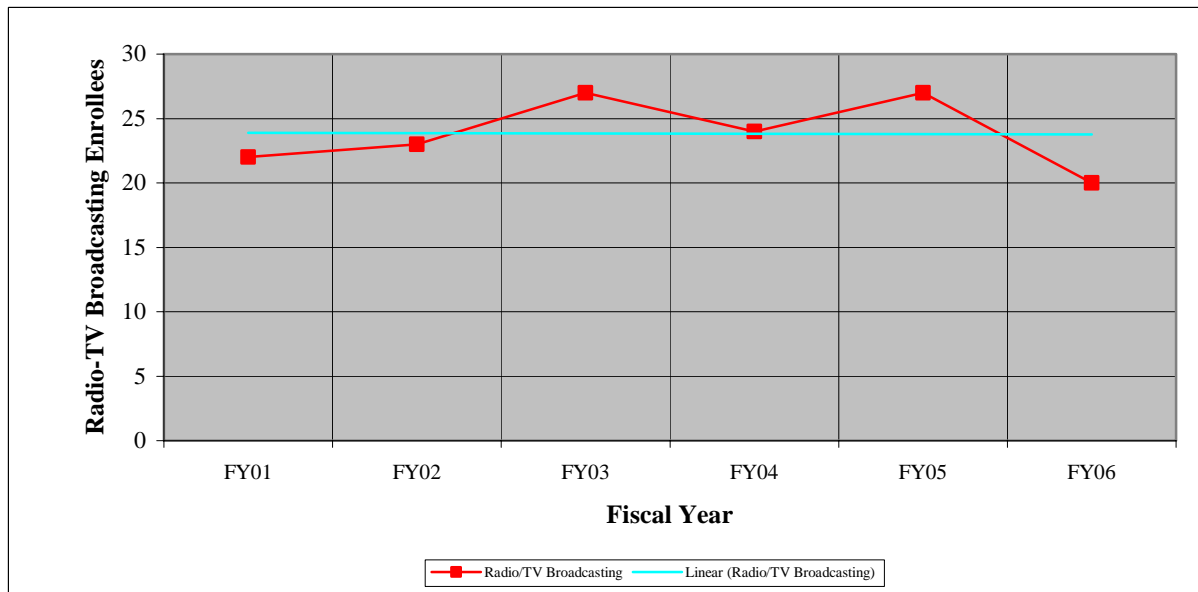


Chart 65: Radio-TV Broadcasting Program Enrollees

Chart 66 shows that the trend for Welding and Cutting Technology Program completers since 1971 indicates a slow increase.

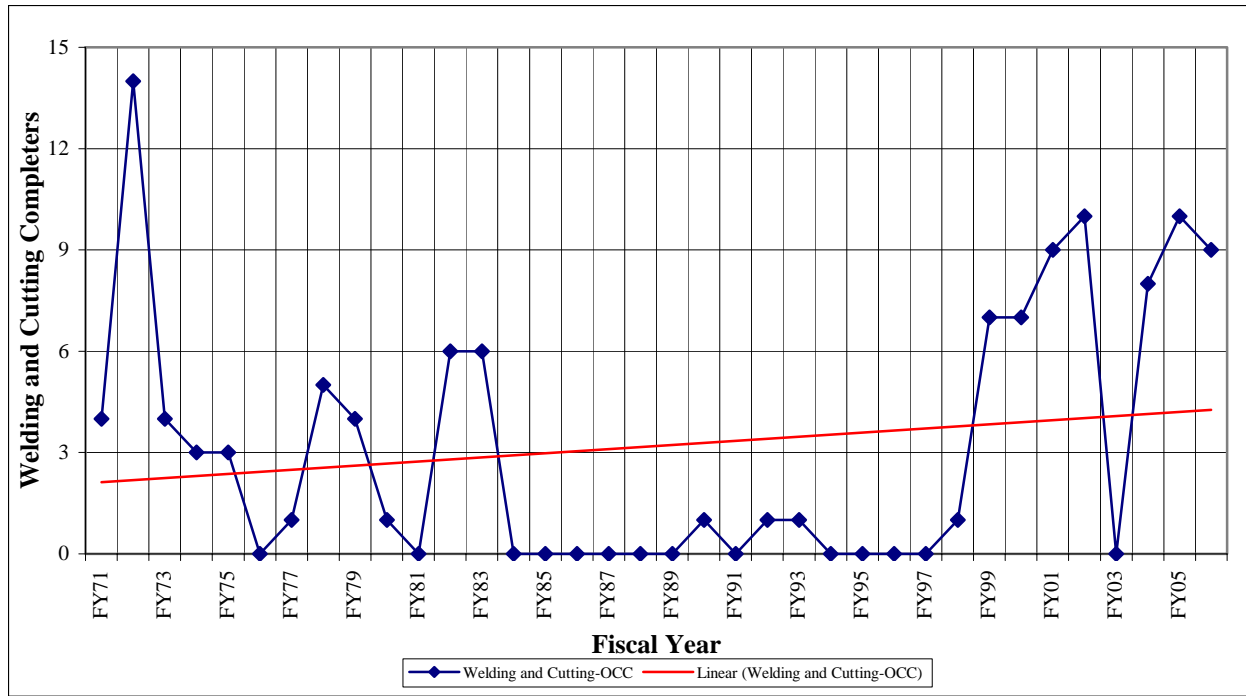


Chart 66: Welding and Cutting Program Completers

Chart 67 shows that the trend for Welding and Cutting Program enrollees has, over a six-year period, been on a slight incline.

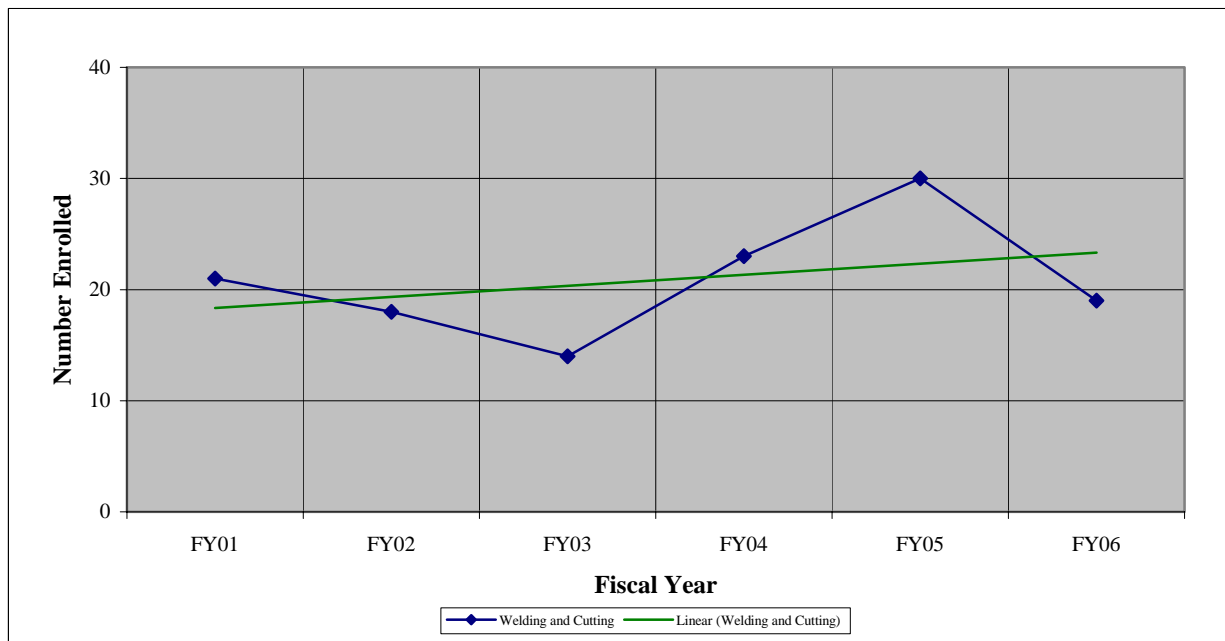


Chart 67: Welding and Cutting Program

The Corrections Parole Officer and Corrections/Youth Supervisor Degree were approved by the state in FY2005. Chart 68 shows that LTC has had completers for the Corrections Parole Officer Program both years. These programs were designed by the state so that students could transfer from one correctional program within the state to another without the loss of credit. So for these two programs, enrollments and completion information will not necessarily track with each other.

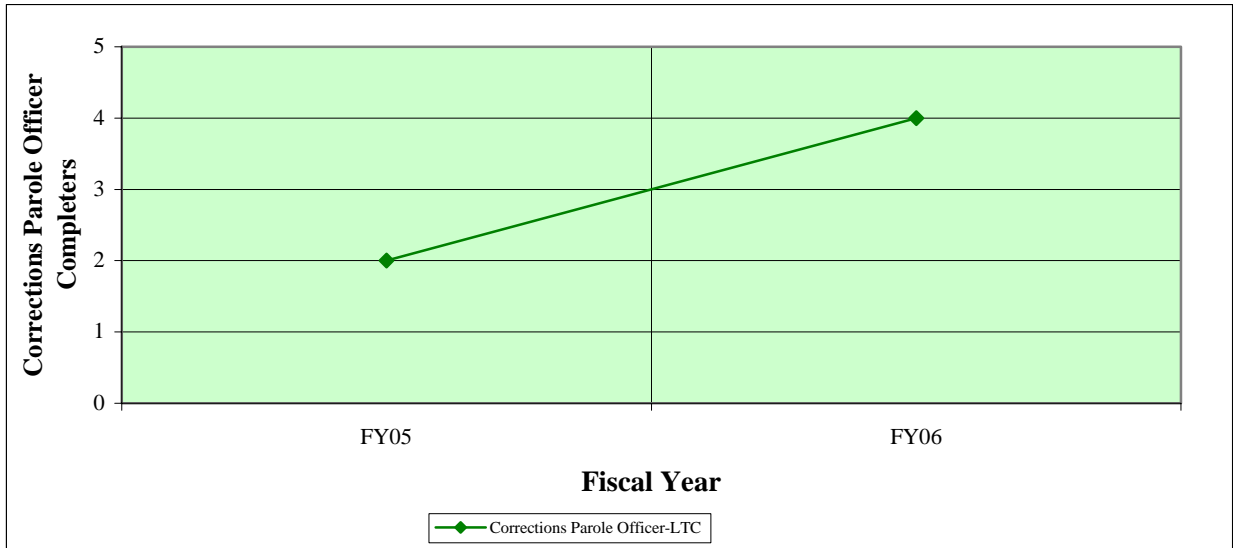


Chart 68: Corrections Parole Officer Program Completers

Chart 69 shows that the trend for the Corrections Parole Officer Program enrollees has been increasing since FY 2004 when the Program was started. This enrollment is Districtwide.

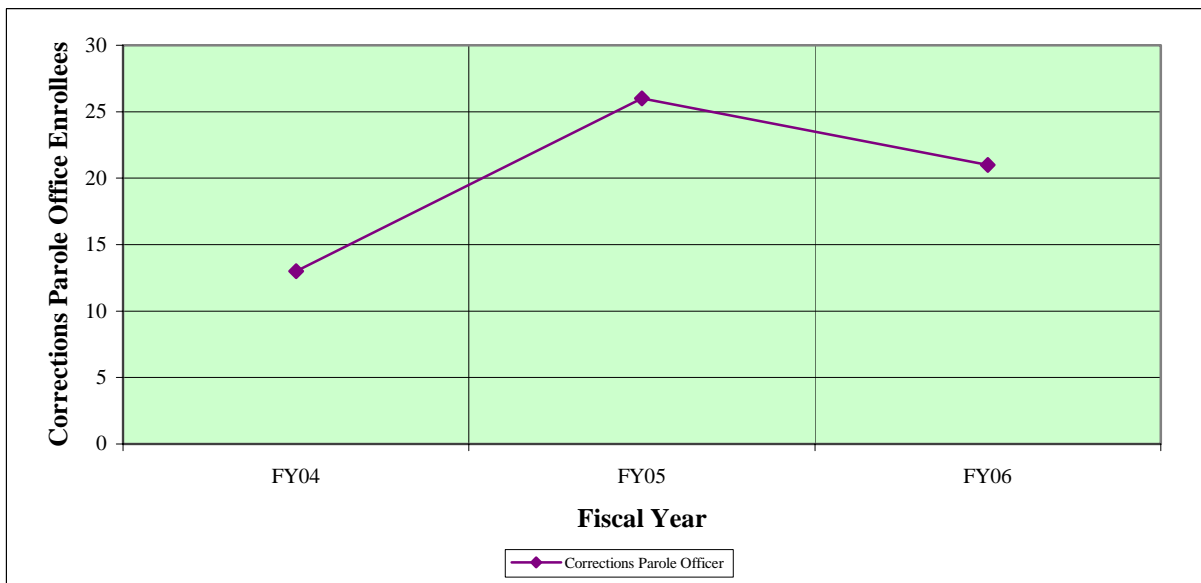


Chart 69: Corrections Parole Officer Program Enrollees

Chart 70 shows that Corrections/Youth Supervisor enrollments have increased since FY 2003. There have been 2 completions in this program. They were both in FY 2006.

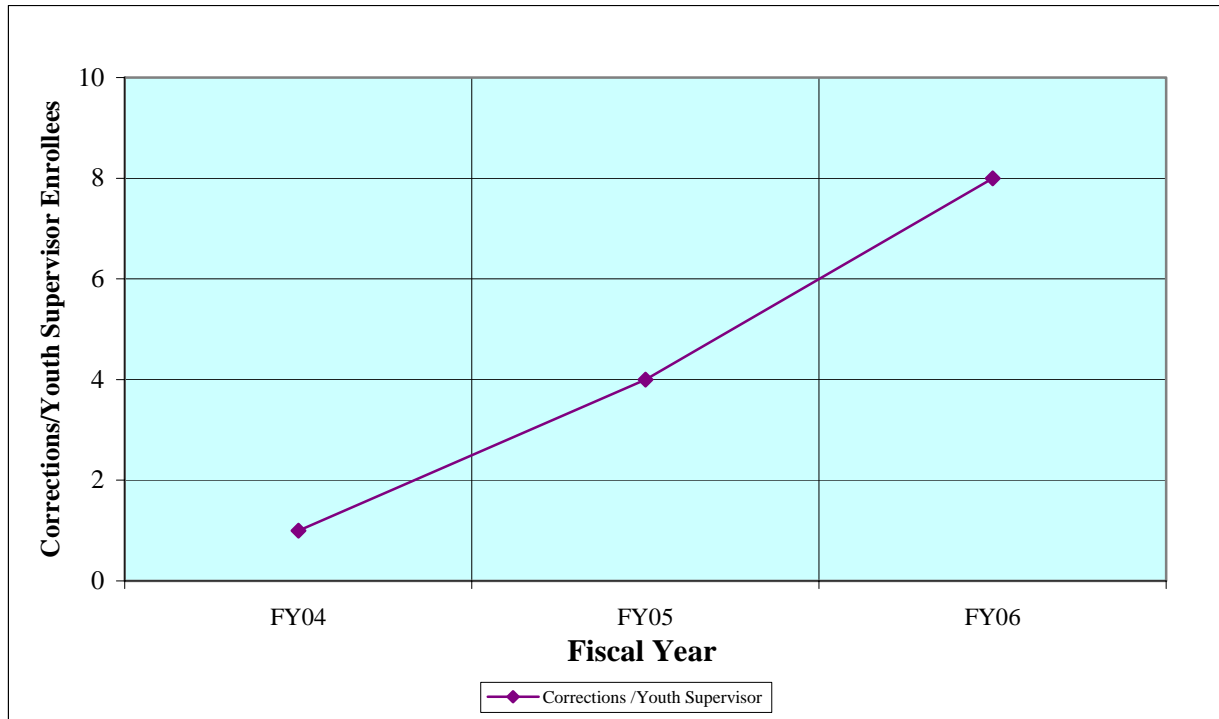


Chart 70: Corrections/Youth Supervisor Program Enrollees

Chart 71 shows Program Completions in Web Design Certificate. This certificate is available for all four colleges to offer. Both WVC and FCC have had completers in this program.

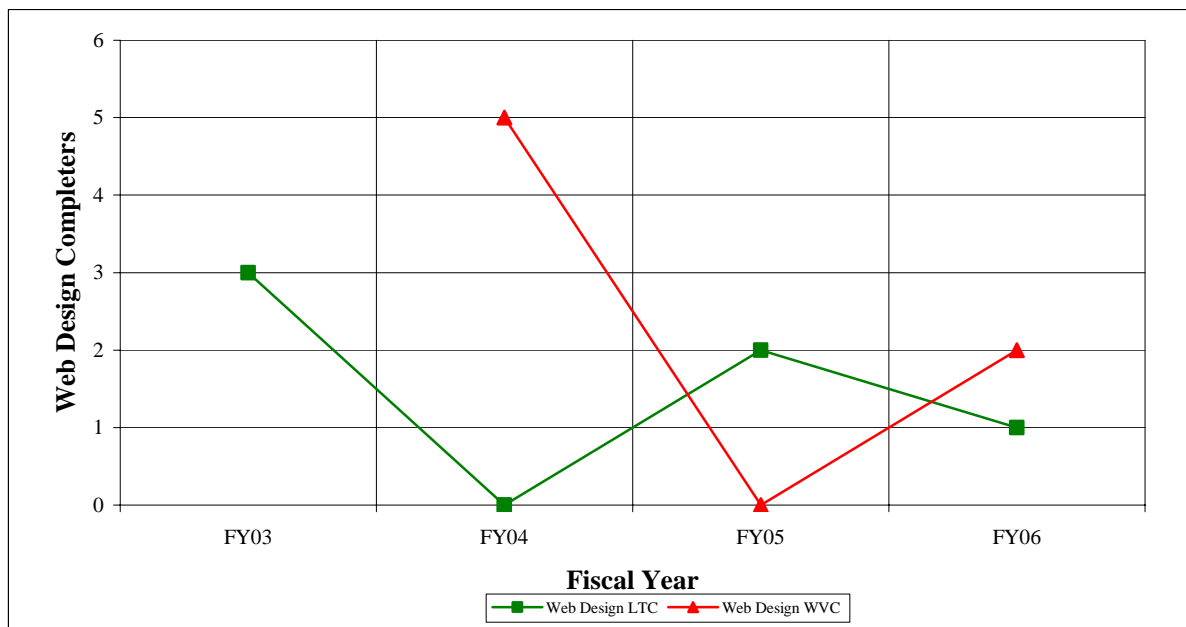


Chart 71: Web Design Program Completers



Chart 72 shows Web Design Program enrollees. These enrollments represent enrollments at all four colleges. There has been an increase in these enrollments over the last four years.

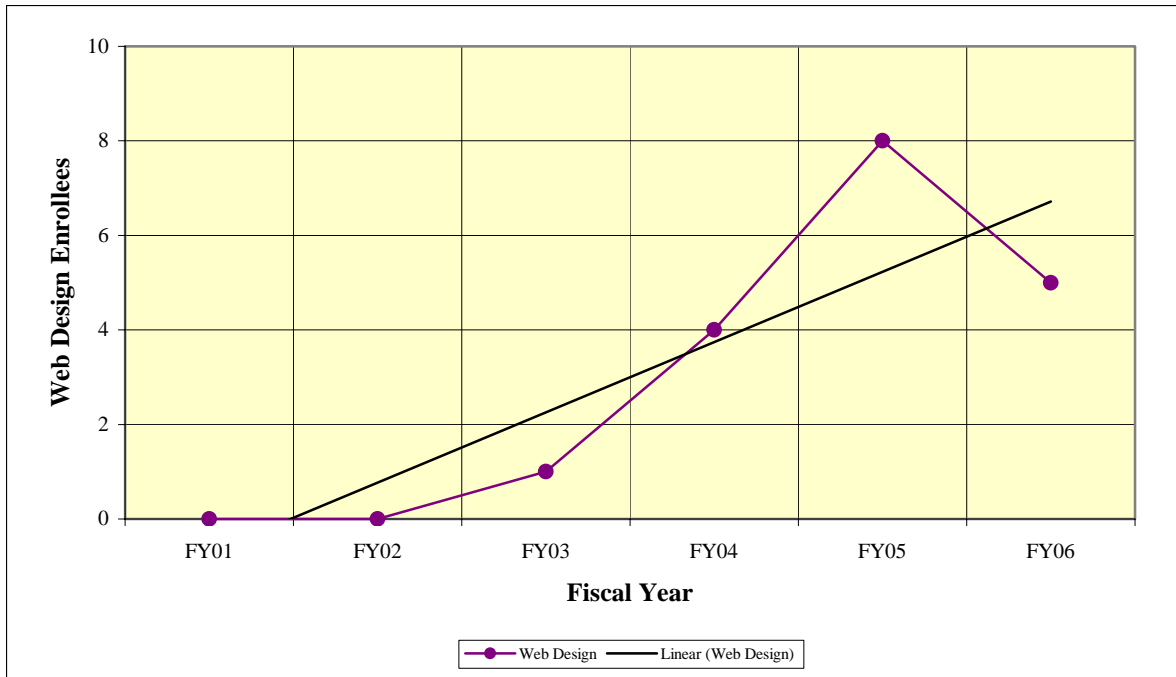


Chart 72: Web Design Program Enrollees

Chart 73 shows that the trend for Crime Scene Investigations Program enrollees has been on a slight incline since FY 2004 when the program was started. There have been no program completers.

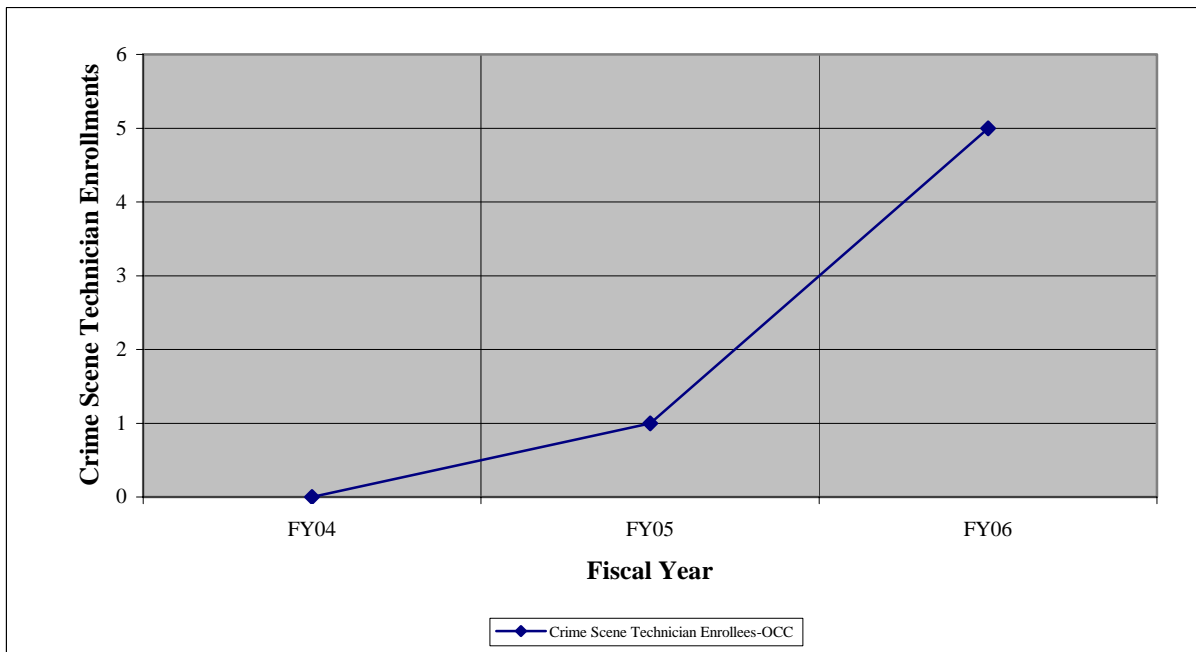


Chart 73: Crime Scene Technician Program Enrollees

Chart 74 shows that Microsoft Computer System Engineering enrollments. There were two program completions in FY2006. Again, there is not enough data to support any trends in this program as of yet.

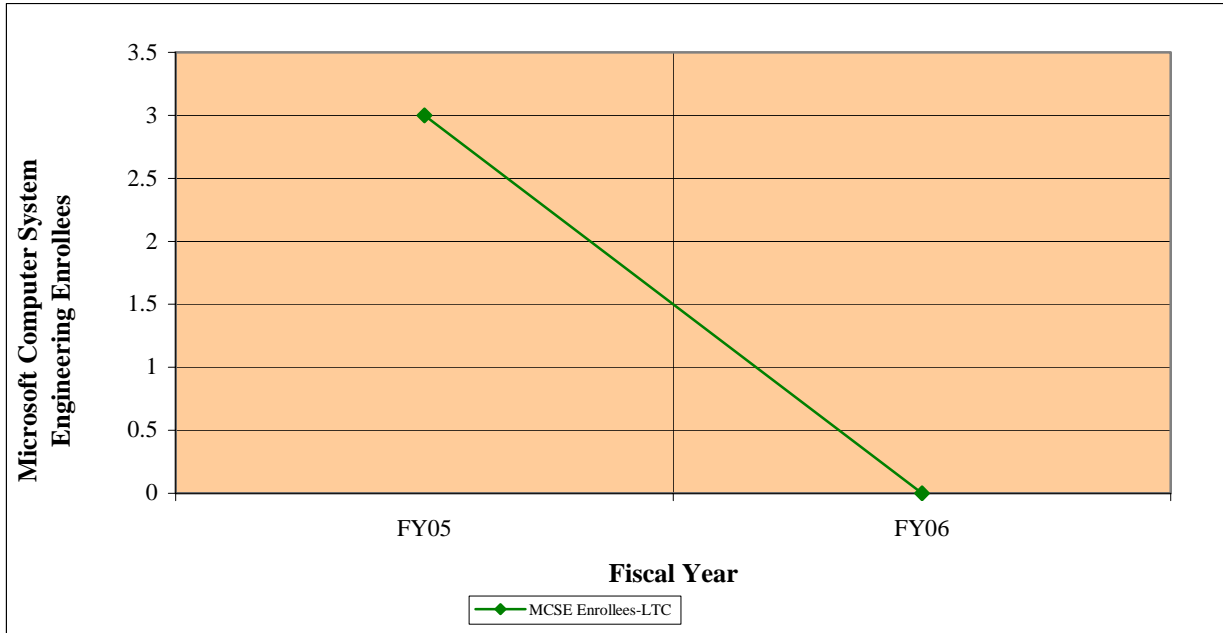


Chart 74: Microsoft Computer System Engineering Program Enrollees

Chart 75 shows completers for the Hardware (A+) program at LTC. This program has no enrollees. Because of the way the certificates are set up, it is possible for someone to be enrolled in a degree program and complete the one of the certificates.

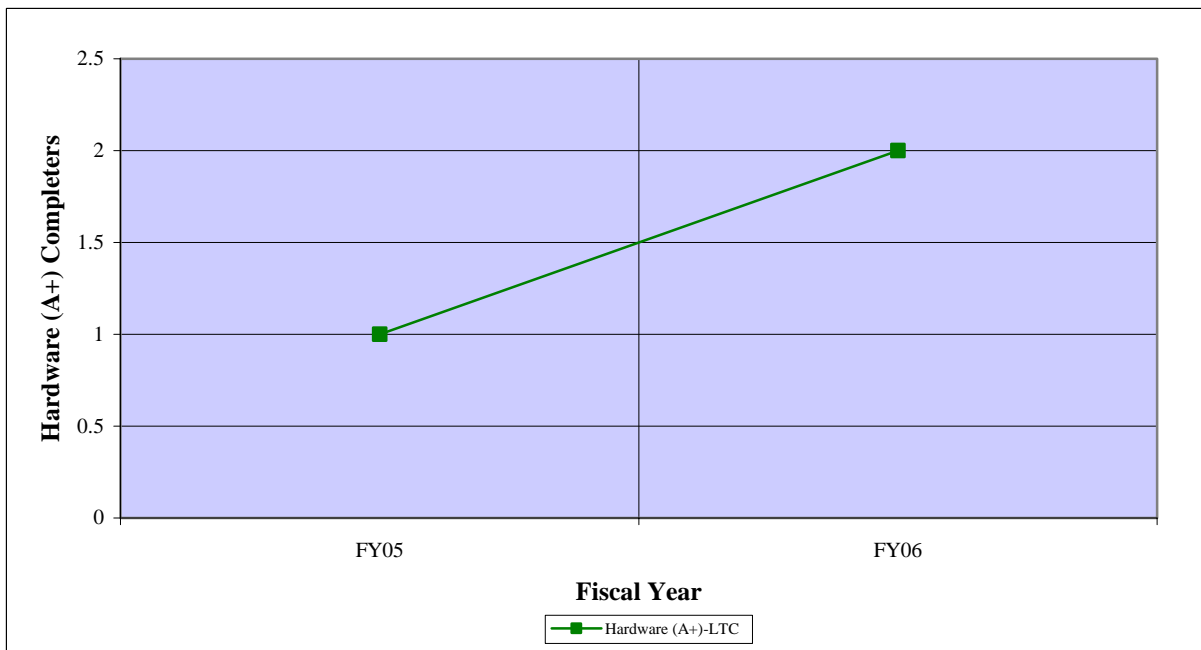


Chart 75: Hardware (A+) Program Completers

### ***Other Programs Up for Review in FY2007***

Some programs up for program review in fiscal year 2007 had no program enrollees or completers. In most cases this is because the program has just been started. The programs with no enrollees and no completers are:

Electrical Distribution Systems  
Advanced Network Specialist  
Welding Certificate (inactive since Fiscal Year 2006)  
Information Systems Management  
Programming  
System Networking  
Computer Security

## SUMMARY AND RECOMMENDATIONS

This environmental scan is designed to provide the District and the colleges with a snapshot of the specified environmental demographic items that can be used by decision-makers to plan for the future. The conclusions reached in this environmental scan, when combined with local information and community input, will assist the District in developing the annual Strategic Plan, in completing the Program Review process, in developing the Institutional Effectiveness Plan, Career and Technical Education Plan, and the Online Education Plan.

The analysis of the historical data indicates that the District's population, including the number of high school graduates, is declining. High school graduates in Indiana border counties are relatively stable and, with reciprocity agreements, more efforts to capture this population of students should be made. Online student enrollments have increased steadily since the District began offering courses in this format in fiscal year 2002. Online courses are not limited to times or distance. Increasing the number of online offerings, especially a complete two-year degree program, could provide an untapped source of student population for the District. Additional dual credit offerings at area high schools can provide another source of student enrollments.

Equalized Assessed Valuation is decreasing, and may decrease significantly in the next few years. State reimbursement is decreasing. Unemployment rates have decreased slightly, but the average per capita income of District 529 has not increased at a rate comparable to other Illinois residents. Reimbursable credit hour grant generation is forecast to remain steady within the next several years. It would appear that future revenue increases will need to come from two sources; student tuition increases and state funding.

Given that the residents of District #529 are less well off than the average Illinoisan and the average American, it would appear that increases in student tuition will need to continue to be both incremental and small. Increasing the number of online offerings as well as raising the tuition for these types of courses for Out-of-District and Out-of-State students could be an untapped source of revenue for the District. With more and more students relying more and more on financial aid to meet college expenses, the District's financial aid offices should do everything possible to help students gain their maximum benefits to keep students in college. Generating more reimbursable credit hours continues to be a way that the District can receive more state funding, even though the rate of this funding is generally declining. Absent an increase in state funding, the District will simply have to become more efficient with existing resources.

The analysis of the employment data and career/technical program data provide much food for thought. While farm employments within the District are steadily declining, the District may want to consider developing and providing instructional programs and training in agriculture and associated areas to stem the loss of jobs. According to the "National Profile of Community Colleges Trends and Statistics 2005", the largest decline in the number of jobs available in the U.S. projected through 2012 includes farmers at 21%. Providing instructional opportunities for displaced farm workers should be a priority for the District.

Although the forecast for manufacturing employments indicates relatively level employment, manufacturing employments represent the largest single block of employments within the District. The District should continue to support local manufacturing entities through programs and courses offered through the colleges as well as the District's Workforce Education and Business and Industry Training departments. Educational Services employments from District #529 and ROE #12 both indicate steady increases. The District should consider what programs and services could be provided to these two groups.

District enrollment data indicates that both full and part time enrollments increased last year. What is notable about the male and female enrollment patterns is that from 1993 to 2006 male enrollments have decreased while female enrollments have increased with a gross gender change of about 49%. Student age range information should be evaluated by each college to determine marketing strategies as well as additional course offerings. Student support services departments should evaluate enrollment information to determine if the noted above changes may require changes to existing services and support programs. Completer data from the District indicates an increase of 35% in the total number of degree completers in 2006 compared to 1983.

The analysis of career/technical program data indicates only slight increases or decreases in enrollment and completion trends. The exception to this is the Computer Network Specialist Degree and Network Support Specialist Certificate Program. Both enrollees and completers have declined. The continuation of both the degree and certificate programs for the Network Support Specialist should be closely examined. Personnel involved in the program review process should analyze the completion and enrollment data for their programs. Programs that have no enrollees or completers should be closely examined to determine if they are feasible offerings. All degree and certificate program data includes both degree and certificate enrollers and completers.

Other factors that come into consideration when interpreting the data in this report include the employment needs in neighboring Indiana counties, as well as national statistics, and a report from the Center for Tax and Budget Accountability. Several of District #529 residents commute to jobs in Indiana. This would suggest that the colleges should continue efforts to reach students by offering programs that are in demand relative to our southwestern Indiana neighbors as well as within the District.

Additional statistics gathered from the "National Profile of Community Colleges Trends and Statistics 2005" indicate the fastest growing occupations in the United States projected from 2002 to 2012 include Medical Assistant (59%), Network Analyst (57%), Physician Assistant (49%). The largest growth in the number of jobs available in the United States includes Registered Nurse (27%), Food Service (23%), and Nurse's Aide (25%). Expansion of our current programs in these areas might be considered.

The FY 2007 environmental scan indicates that, although the District's base population is declining, District #529 colleges must continue to offer educational programs and services that prepare students to meet demands of an ever-changing job market. By doing so, the District will benefit the local economy, which, in turn, will better serve the residents of District #529.

## **DATA SOURCES**

The data for this environmental scan were extracted, in whole or in part, from one or more of the following sources:

Federal Reserve Bank of Minneapolis  
Illinois Bureau of Economic Analysis  
Illinois Community College Board  
Illinois Department of Employment Security  
Illinois Eastern Community Colleges' Administrative Databases  
National Profile of Community Colleges: Trends & Statistics (2005), 4<sup>th</sup> Ed.  
ROE #12 Databases  
United States Census Bureau  
United States Bureau of Economic Analysis

**Agenda Item #8G**

**Certification of Equalization Eligibility**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 17, 2006  
RE: Certification of Equalization Eligibility

The Illinois Community College Board (ICCB) is required by the Public Community College Act to certify community colleges that are eligible to receive equalization grants. The ICCB, in accordance with Sections 3-14.3 of the Act, must also certify those districts eligible to levy a combined educational and operations and maintenance levy up to the most recently reported state-wide average actual levy rate in cents per \$100 of equalized assessed valuation (EAV).

The ICCB has certified that the most recently reported statewide average actual levy rate is 25.63 cents per \$100 of EAV. Since IECC's combined maximum authorized tax rate is 25.00 cents, the ICCB has certified that IECC is eligible to levy an additional tax in the amount of .63 cents. The levy of this additional .63 cents would generate an estimated additional \$65,056 in tax revenue.

The District's current education and operations and maintenance tax levy of 25 cents has been in effect since voter approval of the District. This levy amount is currently sufficient for the operation of the District and I would recommend that the Board not levy the additional tax for which the District is eligible.

TLB/rs



**Agenda Item #9**

**Bid Committee Report**

BID COMMITTEE REPORT

October 17, 2006

Frontier Community College

1. Two (2) Used 2004 or Newer Mini-Vans

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Two (2) Used 2004 or Newer Mini-Vans  
DATE: October 17, 2006

The Bid Committee recommends acceptance of the bid received that meets all specifications from Max Dye Inc., in Salem, Illinois for a 2006 Dodge Caravan with 17,700 miles for a total bid of \$12,500.00 plus license and title. The third lowest bidder is recommended because this van has approximately the same mileage as the second lowest and is one year newer for a difference of \$225. The lowest bid is over mileage specifications.

The Bid Committee recommends acceptance of the low bid received that meets all specifications from Eagleson's in Olney, Illinois for a 2006 Chevrolet Uplander with 10,000 miles for a total bid of \$11,196.00.

Respectfully submitted,

Terry Bruce  
Michael Dreith  
Harry Hillis, Jr.  
LaVonna Miller

Source of Funds: Education Fund

Department: Staff and Faculty

Rationale for Purchase: Vans are needed to upgrade fleet. A 1998 Ford Taurus with 115,000 miles and a 1999 Oldsmobile Intrigue with 96,000 miles is being traded in on the purchase. Vans will be used by faculty and staff.

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

**Frontier Community College  
2004 or Newer Mini-Van with Trade-in of 1998 Ford Taurus  
BID TABULATION**

<b>Company</b>	<b>Make/Model</b>	<b>Mileage</b>	<b>Bid</b>	<b>Less Trade-in</b>	<b>Total Bid</b>
Eagleson's Olney, IL	2006 Chevrolet Uplander	31,000	17,495	6,824	\$10,761.00
Kenny Shreve Ford-Mercury, Inc. McLeansboro, IL	2005 Ford Freesia	17,000	13,200	1,000	12,275.00
Max Dye, Inc. Salem, IL	2006 Dodge Grand Caravan	17,700	15,995	3,495	12,500.00 + title/license
Lemond's Chrysler Center Fairfield, IL	2006 Dodge Gr Caravan	19,930	16,995	4,117	12,878.00
Lemond's Chrysler Center Fairfield, IL	2005 Dodge Gr. Caravan	22,816	16,995	3,417	13,578.00
Robinson, Ford & Chrysler Robinson, IL	2005 Chrysler Town Country	24,312	18,500	3,600	15,017.50
Hoffee Bros., Inc. Albion, IL	2006 Pontiac Montana	19,000	21,000	5,000	16,075.00
Louis Ochs Chevrolet Buick Newton, IL	2006 Chevrolet Uplander "LT"	9,426	18,300	1,200	17,100.00

**Frontier Community College  
2004 or Newer Mini-Van with Trade-in of 1999 Oldsmobile Intrigue  
BID TABULATION**

<b>Company</b>	<b>Make/Model</b>	<b>Mileage</b>	<b>Bid</b>	<b>Less Trade-in</b>	<b>Total Bid</b>
Eagleson's Olney, IL	2006 Chevrolet Uplander	10,000	17,495	6,389	\$11,196.00
Lemond's Chrysler Center Fairfield, IL	2006 Dodge Gr. Caravan	19,930	16,995	5,617	11,378.00
Lemond's Chrysler Center Fairfield, IL	2005 Dodge Gr. Caravan	22,816	16,995	4,917	12,078.00
Max Dye, Inc. Salem, IL	2006 Dodge Gr. Caravan	23,500	15,995	3,695	12,300.00
Kenny Shreve Ford-Mercury, Inc. McLeansboro, IL	2005 Ford Freesia	22,000	14,200	1,300	12,975.00
Louis Ochs Chevrolet Buick Newton, IL	2006 Chevrolet Uplander "LT"	9,426	18,300	4,100	14,200.00
Eagleson's Olney, IL	2006 Pontiac Montana	11,000	19,995	5,405	14,590.00
Robinson, Ford & Chrysler Robinson, IL	2005 Chrysler Town Country	24,385	18,500	3,945	14,672.50
Hoffe Bros., Inc. Albion, IL	2006 Pontiac Montana	19,000	21,000	6,000	15,075.00

**Used 2004 or newer mini-van** meeting the following specifications: **(In stock)**

- Less than 30,000 miles
- Remainder of original factory warranty
- Body-on-frame type construction preferred
- Removable center and rear seats
- V-6 engine
- Automatic transmission
- Power brakes
- Front and rear heat and air conditioning
- Cruise control
- Power steering
- Tilt steering wheel
- AM/FM radio
- Power locks
- Floor mats front and rear
- Body and interior to be in excellent condition
- To include trade-in of 1998 Ford Taurus with 115,000 miles

NOTE: Following Board approval, bid will be awarded on **October 17, 2006.**

All freight, delivery, municipal license and title charges **are included in bid.**

VAN  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ MILEAGE \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ BID\$ \_\_\_\_\_

—

LESS TRADE-IN \$ \_\_\_\_\_ TOTAL BID  
\$ \_\_\_\_\_

DELIVERY  
DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO \_\_\_\_\_

FAX NO \_\_\_\_\_

DATE \_\_\_\_\_

*Note: Please submit bid in duplicate.*

**Used 2004 or newer mini-van** meeting the following specifications: **(In stock)**

- Less than 30,000 miles
- Remainder of original factory warranty
- Body-on-frame type construction preferred
- Removable center and rear seats
- V-6 engine
- Automatic transmission
- Power brakes
- Front and rear heat and air conditioning
- Cruise control
- Power steering
- Tilt steering wheel
- AM/FM radio
- Power locks
- Floor mats front and rear
- Body and interior to be in excellent condition
- To include trade-in of 1999 Oldsmobile Intrigue with 96,000 miles

NOTE: Following Board approval, bid will be awarded on **October 17, 2006**.

All freight, delivery, municipal license and title charges **are included in bid.**

VAN  
YEAR \_\_\_\_\_ COLOR \_\_\_\_\_ MILEAGE \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ BID\$ \_\_\_\_\_

—

LESS TRADE-IN \$ \_\_\_\_\_ TOTAL BID  
\$ \_\_\_\_\_

DELIVERY  
DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO \_\_\_\_\_



FAX NO \_\_\_\_\_

DATE \_\_\_\_\_

*Note: Please submit bid in duplicate.*

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT September 30, 2006**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,190,319.01
Operations & Maintenance	\$1,003,104.69
Operations & Maintenance (Restricted)	\$483,284.52
Bond & Interest	\$961,344.03
Auxiliary	\$384,834.07
Restricted Purposes	(\$20,654.62)
Working Cash	\$0.00
Trust & Agency	\$203,130.30
Audit	\$54,807.95
Liability, Protection & Settlement	\$331,811.39
<b>TOTAL ALL FUNDS</b>	<b>\$7,591,981.34</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**September 30, 2006**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2006</b>
<b>ASSETS:</b>	
CASH	7,591,981
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	8,390,000
RECEIVABLES	2,816,301
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	481,046
OTHER ASSETS	446,276
TOTAL ASSETS AND OTHER DEBITS:	19,759,104
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	173,803
ACCOUNTS PAYABLE	14,153
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	163,207
TOTAL LIABILITIES:	491,113
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,646,662
PR YR BDGTED CHANGE TO FUND BALANCE	(350,914)
 <b>FUND BALANCES:</b>	
FUND BALANCE	4,518,434
RESERVE FOR ENCUMBRANCES	13,453,809
TOTAL EQUITY AND OTHER CREDITS	19,267,991
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 19,759,104

ILLINOIS EASTERN COMMUNITY COLLEGES  
Combined Statement of Revenues, Expenses,  
and Changes in Net Assets  
AS OF September 30, 2006

ALL FUNDS

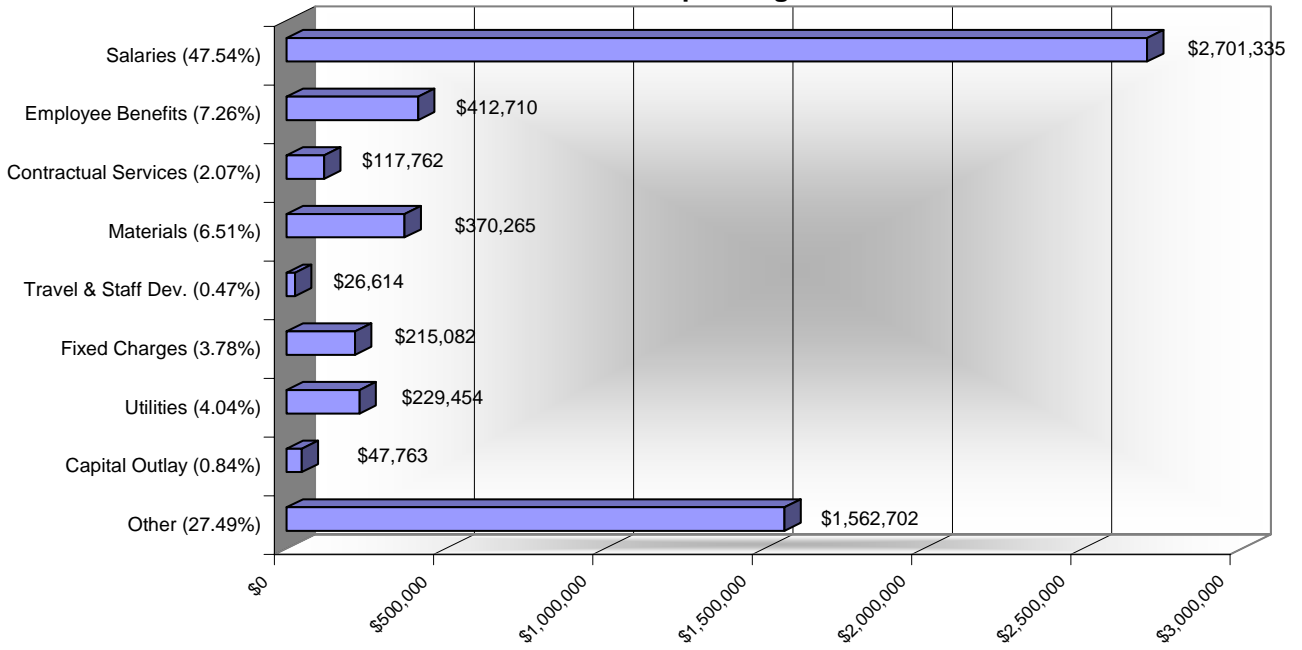
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	2,834,286
STATE GOVT SOURCES	3,518,742
STUDENT TUITION & FEES	5,003,998
SALES & SERVICE FEES	993,927
FACILITIES REVENUE	19,415
INVESTMENT REVENUE	22,400
OTHER REVENUES	6,503
TOTAL REVENUES:	<u>12,399,271</u>
EXPENDITURES:	
INSTRUCTION	1,980,399
ACADEMIC SUPPORT	105,050
STUDENT SERVICES	276,299
PUBLIC SERV/CONT ED	11,070
OPER & MAINT PLANT	655,433
INSTITUTIONAL SUPPORT	2,191,694
SCH/STUDENT GRNT/WAIVERS	1,549,881
AUXILIARY SERVICES	1,374,348
TOTAL EXPENDITURES:	<u>8,144,174</u>
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	<u>4,255,097</u>

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY05-07

College	Category	FISCAL YEAR 2005			FISCAL YEAR 2006			FISCAL YEAR 2007				
		Annual Budget	Spent Thru September	% of Bdgt	Annual Budget	Spent Thru September	% of Bdgt	Annual Budget	Spent Thru September	% of Bdgt	% of Year	
Frontier	Bills		\$444,459			\$449,482			\$489,628			
	Payroll		443,976			475,114			398,179			
	Totals	\$2,491,765	888,435	36%	\$2,860,383	924,596	32%	\$2,697,122	887,807	33%	25%	
Lincoln Trail	Bills		420,608			342,188			341,024			
	Payroll		474,845			481,499			406,394			
	Totals	2,752,170	895,453	33%	3,069,113	823,687	27%	3,106,026	747,418	24%	25%	
Olney Central	Bills		609,608			591,254			629,024			
	Payroll		780,312			857,021			804,812			
	Totals	4,571,385	1,389,920	30%	5,244,545	1,448,275	28%	5,359,686	1,433,836	27%	25%	
Wabash Valley	Bills		392,412			437,381			577,325			
	Payroll		614,954			617,554			535,411			
	Totals	3,152,801	1,007,366	32%	3,614,699	1,054,935	29%	3,680,372	1,112,736	30%	25%	
Workforce Educ.	Bills		258,832			336,643			372,919			
	Payroll		239,653			242,767			220,048			
	Totals	1,790,210	498,485	28%	1,930,872	579,410	30%	1,832,797	592,967	32%	25%	
District Office	Bills		53,271			52,719			53,296			
	Payroll		209,086			218,472			189,073			
	Totals	1,146,422	262,357	23%	1,258,704	271,191	22%	1,248,404	242,369	19%	25%	
District Wide	Bills		603,365			347,296			519,136			
	Payroll		144,133			155,788			147,418			
	Totals	8,519,060	747,498	9%	7,239,816	503,084	7%	8,436,101	666,554	8%	25%	
O & M	Bills											
	Payroll											
	Totals											
<b>GRAND TOTALS</b>		\$24,423,813	\$5,689,514	23%	\$25,218,132	\$5,605,178	22%	\$26,360,508	\$5,683,687	22%	25%	

Excludes DOC

**Illinois Eastern Community Colleges  
FY2006  
Operating Funds**



Illinois Eastern Community Colleges Dist. #529  
■ As of September 30, 2006 - \$5,683,687

**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:** October 13, 2006

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.3. and 400.4. will be mailed under separate cover.

# **INDEX**

**400.1. Employment of Personnel**

**400.2. Leave of Absence approved by CEO since September 19, 2006**

**400.3. Resignation**

**400.4. Retirement**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Classified**

1. Sherrie Hemrich, Groundskeeper, OCC, effective October 19, 2006.

## **400.2. Leave of Absence approved by CEO since August 15, 2006 (External Report)**

### **A. None**

## **400.3. Resignation**

### **A. Professional / Non-Faculty**

1. Greg Goldman, Bookstore Manager, WVC, effective October 13, 2006.
2. Ida McVaigh, Youthful Offender Counselor, LTC/RCC, effective December 1, 2006.

## **400.4. Retirement**

### **A. Professional / Non-Faculty**

1. Judy Burroughs, Director of Cosmetology, OCC, effective November 1, 2006.

**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 VIII**

	Estimated Budget											
Repair Stairways & Elevators	\$121,460											
Combustible Wall Panel Replacement	\$178,291											
Bleacher Repair & Replacement	\$179,850											
Floor Tile Repair & Replacement	\$38,400											
Replacement of Greenhouse Glass	\$51,400											
ADA - Natatorium Renovations	\$245,000											
Tuckpointing of Exterior Walls	\$37,200											
Other ADA Compliance Work	\$287,400											
Roof Repair and Replacement	\$1,013,755											
Asbestos Survey and Potential Abatement	\$529,507											
Districtwide Upgrade of Plumbing	\$67,200											
HVAC Supplement and Upgrade	\$593,505											
Upgrade of Lighting & Firealarm System	\$154,600											
<b>GRAND TOTAL</b>	<b>\$3,497,568</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

9/30/2006