

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**September 19, 2006**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**September 19, 2006  
7:00 p.m.  
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. Assessment Policy
  - B. Board Electronic Meetings
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Multi-Year Financial Planning Document.....Browning
  - B. Certification of Chargeback .....Browning

|   |          |
|---|----------|
| C. FY2006 Audit.....  | Browning |
| D. FY2007 Budget.....   | Browning |
| E. 2006 Estimated Tax Levy Resolution .....                                   | Browning |
| F. Resolution Establishing Tax Levy Hearing.....                              | Browning |
| G. Institutional Fact Book.....   | Cantwell |
| H. Self-Evaluation and Application for Recognition.....                       | Cantwell |
| I. Cooperative Agreement with John A. Logan College.....                      | Cantwell |
| J. Cooperative Agreement with Southwestern Illinois College.....              | Cantwell |
| K. Online Education Plan 2006 .....   | Cantwell |
| L. Affiliation Agreement with the Office of Dr. Theertham – Terre Haute ..... | Bruce    |
| M. Affiliation Agreement with Newton Rest Haven .....                         | Bruce    |
| N. Preceptor Agreement with the Office of Dr. Theertham – Terre Haute .....   | Bruce    |
| O. Affiliation Agreement with Wellum Chiropractic .....                       | Bruce    |
| P. Academic Calendar 2007-2009 .....  | Bruce    |
| Q. Emergency Repairs Requiring a ¾ Vote.....                                  | Bruce    |
| 9. Bid Committee Report.....  | Bruce    |
| A. Self Contained Breathing Apparatus   |          |
| 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 Foundation Hall, at Frontier Community College, Frontier Drive, Fairfield, Illinois, Tuesday, August 15, 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. and directed the Board Secretary, Mr. Harry Hillis, Jr., to call the roll.

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was 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.

Mr. Roger Browning, Chief Finance Officer & Treasurer.

Mr. Alex Cline, Director of Information & Communications Technology.

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

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

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, July 18, 2006, were presented for disposition.

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

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

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

**#3-B. IECCEA Representative:** Mr. Dan Tahtinen addressed the trustees relative to concerns of the Illinois Eastern Community Colleges Education Association.

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

**AGENDA #5 – “Reports”** –

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

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

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

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

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

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

**#8-A. 2007-2009 Academic Calendar:** Ms. Schwartz reviewed the academic calendars covering the period from Fall Semester 2007 through Summer Semester 2009, inclusive. The CEO recommended approval with the CEO to be given leave to make appropriate changes as needed.

**Board Action:** Mr. Williams made a motion to approve the 2007-2009 academic calendar as presented, subject to CEO-approved changes. 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-B. FY07 Tentative Budget:** The CFO reviewed the tentative budget for IECC for fiscal year 2007. The tentative budget projects receipts and expenditures of \$26,234,043 for the Education and the Operations and Maintenance funds. The tentative budget represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2007. A public hearing on the tentative budget will be held on September 19, 2006, and subsequently a final budget will be presented to the Board of Trustees for adoption.

The CEO recommended that the tentative budget for fiscal year 2007 be accepted as presented.

**Board Action:** Dr. Fischer made a motion to accept the tentative budget for fiscal year 2007 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-C. Eagle Country Water Works Waiver of Real Estate Tax:** Eagle Country Water Works Inc. (ECWW) is a tax-exempt not-for-profit charitable organization which donates all income, after expenses, to other non-profit groups. ECWW purchased the old IGA property in Newton, but failed to apply in time for an exemption from the 2005 real estate taxes for which they would have qualified. The 2006 real estate tax exemption has been timely filed. ECWW has requested that the Board waive the District’s portion of the 2005 real estate taxes assessed against the property in the amount of \$235.36. In that ECWW would have qualified for an exemption from taxation had their application been properly filed, the CEO recommended that the Board waive the taxes that have been assessed in 2005 and due and collectable in 2006.

**Board Action:** Mr. Williams made a motion to approve the Eagle Country Water Works Waiver of Real Estate Tax as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-D. Van Lease with Wabash Valley College Foundation:** Wabash Valley College Foundation has agreed to purchase two vans that will be leased to the International Program. The vehicles are described as follows: One 2005 GMC Silver 15 Passenger Van, 9,586 miles, VIN# 1GJHG39UO51232128, \$19,475, including License and Title. One 2006 GMC Red 15 Passenger Van, 12,332 miles, VIN# 1GJHG39UX61214642, \$20,975, including License and Title. The consideration to be paid for the lease shall be \$40,450, plus 6% simple interest to reflect a total lease amount, including interest, of \$44,174.92, payable as follows:

1. An initial payment of \$10,000 to be paid on August 18, 2006.
2. Two payments of \$11,391.64, to be due and payable on the 15<sup>th</sup> day of August, 2007 and 2008. A final payment of \$11,391.64 shall be due and payable on the 15<sup>th</sup> day of August, 2009. The final payment, due August 15, 2009, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional ten dollars (\$10.00) to be paid with the final payment.

The CEO recommended approval of the lease agreement as presented.

**Board Action:** Mr. Williams made a motion approve the van lease with the Wabash Valley College Foundation 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-E. Acceptance of HLC Offer to Join Academy for Assessment of Student Learning:** The District applied to the Higher Learning Commission for acceptance into the new Academy for Assessment of Student Learning. On August 4, 2006 the HLC unanimously recommended the acceptance of Illinois Eastern into the Commission's Academy for Assessment of Student Learning for 2006-2007. More than three times the number of institutions that could be accommodated applied for admission. The Assessment Academy can provide excellent guidance to IECC in its development of a realistic strategy to engage our faculty, staff, and administration in the assessment of student learning at all levels. The Academy fee for the first year is \$7,000 and \$4,000 for each of the three remaining years that IECC would remain in the Academy. Additional costs could include travel to conferences, workshops, and roundtables for IECC representatives. The Academy will provide a Planning and Design Workshop that will provide IECC an in-depth view of how the academy works, develop on-site experiences, provide publications showcasing academy projects, and provide on-site consultation and institutional coaching. The Academy will assist IECC in mapping out assessment goals,



developing a timeline, providing approaches to assessment, and helping in event planning for the four years that IECC will be in the Academy. Acceptance into the Academy also fulfills any Commission required follow-up material to its Accreditation Visit, including the Monitoring Report on Assessment of Student Learning due on October 1, 2008.

Recommendation: The CEO recommended acceptance of the HLC offer to join the Academy for Assessment of Student Learning.

Board Action: Dr. Rost made a motion to accept the HLC offer to join the Academy for Assessment of Student Learning 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. Acceptance of Bridger Opportunity Assessment Report:** In the spring of 2006 the Board of Trustees retained The Bridger Corporation to make an evaluation of possible operational improvements and cost savings at the District's four colleges. Bridger conducted an on-site survey of the District's facilities, asked for and received a large amount of written information, and then spent six weeks analyzing the on-site information and the data that the District submitted. Bridger identified a total of \$254,318 in annual savings opportunities for the District. Bridger noted in its study that for the past five years, IECC has been ranked either the lowest or second to the lowest in per capita cost when compared to all other colleges in the Illinois Community College System. It was further noted that IECC's per capita costs are approximately 55% lower than the community college with the highest per capita cost and 28% lower than the state-wide average for all community colleges.

Recommendation: The CEO recommended that the Board of Trustees accept the Bridger report, with the understanding that the district will not necessarily implement all of the recommendations contained in the report and will not be eliminating any custodial positions.

Board Action: Mr. Williams made a motion to accept the Bridger Study as recommended, with the understanding that the district will not necessarily implement all of the recommendations contained in the report and will not be eliminating any custodial positions. 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-G. After-School Program and Summer Success at LTC:** Since 1997 the Project Success local governing board has operated an After-School Program and a Summer Success Program. The initiative began as an entitlement program from the Department of Agriculture and the Illinois State Board of Education to provide breakfast and lunches to children from 0-18 years of age. The program was expanded from providing nutrition to a summer project dealing with life skills, academic assistance, and the provision of learning and growing environment called the Summer Success Program. Since the program's beginning, it has served more than 1,000 area children and served more than 100,000 meals. A letter was presented from Jolie Finkbiner, Director, which sets forth in more detail the operation of both the After-School Program and the

Summer Success Program. After 13 years of being located in a local church, the program found it necessary to move and the programs are looking for both a new place to meet and a new partner. Lincoln Trail College is uniquely positioned to partner with the current After-School Program and the Summer Success Program. Both programs would meet at times that facilities at Lincoln Trail College are available. The After-School Program would convene following the completion of most classes at LTC and the Summer Success Program of 8 weeks would come during a lull in LTC activities.

**Recommendation:** The CEO recommended that the Board agree to house the After-School and Summer Success programs from August 21, 2006 through August 3, 2007 and develop a partnership that will be mutually beneficial to both the college and Project Success.

**Board Action:** Mr. Williams made a motion to approve the foregoing recommendation relative to housing the two Project Success programs and develop a partnership that will be mutually beneficial as outlined. 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 #9 – “Bid Committee Report”** – None.

**AGENDA #10 – “District Finance”** – The following District financial matters were presented:

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$6,487,487.06, as of July 31, 2006.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for August 2006, totaling \$1,537,525.26, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of district financial obligations for August 2006, in the amounts listed, and payments from the revolving fund for July 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”** – None.

**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, July 18, 2006.

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

**400.1. Employment of Personnel**

A. Classified

1. Trina Dunkel, Office Assistant, WVC, effective August 17, 2006.

**400.2. FY06-07 Staff Salaries**

Following are Fiscal Year 2006-2007 Guidelines for Full-Time Employee Wage Increases:

1. Full-time employees working before April 1, 2006, are eligible for a wage increase. Employees with hire dates of April 1, 2006 to June 30, 2006, will be eligible for an increase at the six-month anniversary date.
2. Increases will be based on an overall percent with a higher percentage to lower paid employees as follows:  
4.00% for employees with base wages below \$40,000 (4.00%).  
3.00% for employees with base wages of \$40,000 and above (3.00%).
3. All increases are effective September 1, 2006, unless otherwise noted.
4. Entry-level amounts for full-time positions will be adjusted by 3.00%.

**400.3. FY06-07 Educational Level Changes**

A. Faculty

Shasta Bennett, from B to B+16, \$1,000.  
Jeff Cutchin, from B+16 to M, \$1,000.  
Carole Fusco, from M+24 to M+36, \$1,000.  
John Kendall, from M+36 to M+48, \$1,000.  
Rob Mason, from M+36 to M+48, \$1,000.  
Christian Mathews, from M to M+24, \$2,000.  
Cathy Robb, from M+36 to M+48, \$1,000.

#### **400.4. Leaves of Absence approved by CEO since July 18, 2006**

A. Classified

1. Deb Rister, SEHC Grant Program Coordinator, OCC, Leave of Absence, effective November 3, 2006 through November 6, 2006. The requested leave is unpaid, with benefits, with allowance for substitution of paid leave time.

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

A. Faculty

Carole Fusco, Union Hospital, Terre Haute, IN, approximate time 36 days/360 hours.  
Amie Mayhall, McKendree College, 72 days/576 hours.

#### **400.6. Special Assignments**

A. Wabash Valley College – Academic

Kyle Peach, Director of Broadcasting, 2006-07, \$8,000.

B. Workforce Education – Administrative

Diane Lutes, Coordinator, Coal Mining Grant, 2006-07, \$3,400.

#### **400.7. Resignation**

A. Professional/Non-Faculty

1. Toby Madison, Head Men's Basketball Coach, WVC, effective August 25, 2006.

B. Classified

1. Tiffany Keller, Program Advisor, ETS, DO, effective August 1, 2006.

#### **400.8. Retirement**

A. Faculty

1. Sharon Welty, Faculty, Allied Health, effective September 1, 2006.

## **Personnel Report Addendum**

### **400.9. Employment of Personnel**

#### A. Professional/Non-Faculty

1. Daniel Sparks, Men's Basketball Coach, WVC, effective August 17, 2006.

### **400.10 Resignation**

#### A. Classified

1. Julie Robinson, Student Advisor, Upward Bound, DO, effective September 12, 2006.

### **400.11. Amendment to WED Instructors Salaries**

Workforce Education salary increases are to be the same as those granted to other employees.

**#14-A. Board Action to Amend Personnel Report:** Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.9, 400.10, and 400.11 as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion carried.

**#14-B. Board Action to Approve Personnel Report:** Mrs. Culver made a motion to approve the foregoing amended Personnel Report 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.

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

**AGENDA #16 – "Litigation"** – None.

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

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

**AGENDA #19 – “Adjournment”** – Ms. Lowe made a motion to adjourn. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion carried, and the meeting adjourned at 8:10 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)**

**Agenda Item #6A**

**Assessment Policy**

**Agenda Item #6A**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: Assessment Policy 800.4

Prior to our 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.

I ask the Board's approval of this assessment policy.

TLB/rs



## **Instruction - 800**

### **Assessment Policy (800.4)**

Date Adopted:

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.



**Agenda Item #6B**

**Board Electronic Meetings**

**Agenda Item #6B**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: 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 and I ask the Board's approval for this policy change.

TLB/rs

## **Board of Trustees -100**

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

Date Adopted:

#### 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.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Multi-Year Financial Planning Document**

**Agenda Item #8A**

**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 19, 2006

RE: 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.

I ask the Board's approval of this multi-year financial planning document.

TLB/rs

**IECC Financial Planning Model FY 2007 - FY 2011  
EDUCATION FUND**

| <b>8/17/2006</b>                                 | Estimated<br>FY07 Revenues | Estimated<br>FY08 Revenues | Estimated<br>FY09 Revenues | Estimated<br>FY10 Revenues | Estimated<br>FY11 Revenues |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>51 LOCAL GOVERNMENT</b>                       |                            |                            |                            |                            |                            |
| Taxes – 101000                                   | 1,850,000                  | 1,868,500                  | 1,887,185                  | 1,906,057                  | 1,925,117                  |
| Back Taxes – 102000                              | -                          | -                          | -                          | -                          | -                          |
| Other Local Govt Src - 109000                    | -                          | -                          | -                          | -                          | -                          |
| <b>Total Local Government</b>                    | <b>1,850,000</b>           | <b>1,868,500</b>           | <b>1,887,185</b>           | <b>1,906,057</b>           | <b>1,925,117</b>           |
| <b>52 STATE GOVERNMENT</b>                       |                            |                            |                            |                            |                            |
| ICCB Grants – 201001                             | 4,344,584                  | 4,431,476                  | 4,520,105                  | 4,610,507                  | 4,702,717                  |
| ICCB Equalization – 201002                       | 6,935,910                  | 7,074,628                  | 7,216,121                  | 7,360,443                  | 7,507,652                  |
| ICCB Performance Based Grant                     | -                          | -                          | -                          | -                          | -                          |
| Career & Technical (DAVTE) Allocation - 201030   | 387,011                    | 394,751                    | 402,646                    | 410,699                    | 418,913                    |
| Corporate Taxes – 206000                         | 325,000                    | 331,500                    | 338,130                    | 344,893                    | 351,790                    |
| ISAC – 207000                                    | -                          | -                          | -                          | -                          | -                          |
| <b>Total State Government</b>                    | <b>11,992,505</b>          | <b>12,232,355</b>          | <b>12,477,002</b>          | <b>12,726,542</b>          | <b>12,981,073</b>          |
| <b>54 TUITION &amp; FEES</b>                     |                            |                            |                            |                            |                            |
| Resident Tuition – 401000                        | 5,833,480                  | 6,125,154                  | 6,247,657                  | 6,403,849                  | 6,563,945                  |
| Resident Refunds&Transfers-401002,04,06,08       | (125,000)                  | (131,250)                  | (132,563)                  | (135,877)                  | (139,273)                  |
| Out-of-District Tuition – 401002                 | 1,800,000                  | 1,836,000                  | 1,854,360                  | 1,872,904                  | 1,891,633                  |
| Out-of-State Tuition – 401003                    | 200,000                    | 204,000                    | 206,040                    | 208,100                    | 210,181                    |
| International Tuition – 401004                   | 800,000                    | 816,000                    | 824,160                    | 832,402                    | 840,726                    |
| On-line Learning Tuition                         | 400,000                    | 460,000                    | 529,000                    | 608,350                    | 699,603                    |
| Laboratory Fees – 402001                         | 175,000                    | 178,500                    | 180,285                    | 182,088                    | 183,909                    |
| Application Fees – 402002                        | 25,000                     | 25,500                     | 25,755                     | 26,013                     | 26,273                     |
| Other Fees – 402009                              | 30,000                     | 30,600                     | 30,906                     | 31,215                     | 31,527                     |
| Late Registration Fees – 40209L                  | -                          | -                          | -                          | -                          | -                          |
| Schedule Change Fees – 40209S                    | -                          | -                          | -                          | -                          | -                          |
| Transcript Fees – 40209T                         | 12,000                     | 12,240                     | 12,362                     | 12,486                     | 12,611                     |
| International Transportation – 409006            | 15,000                     | 15,300                     | 15,453                     | 15,608                     | 15,764                     |
| Technology Fee 40209K                            | 275,000                    | 280,500                    | 283,305                    | 286,138                    | 288,999                    |
| <b>Total Tuition &amp; Fees</b>                  | <b>9,440,480</b>           | <b>9,852,544</b>           | <b>10,076,721</b>          | <b>10,343,275</b>          | <b>10,625,896</b>          |
| <b>Waivers</b>                                   | <b>4,750,000</b>           | <b>4,926,272</b>           | <b>5,038,360</b>           | <b>5,171,637</b>           | <b>5,312,948</b>           |
| <b>OTHER REVENUE</b>                             |                            |                            |                            |                            |                            |
| 55 Sales & Service/Industry Training             | 20,000                     | 20,200                     | 20,402                     | 20,606                     | 20,812                     |
| 57 Time Deposits & Now Accounts - 702000         | 100,000                    | 101,000                    | 102,010                    | 103,030                    | 104,060                    |
| 59 Misc.Rev – 909000/Prov for Contingency 990C   | 75,000                     | 75,750                     | 76,508                     | 77,273                     | 78,045                     |
| <b>Total Other Revenue</b>                       | <b>195,000</b>             | <b>196,950</b>             | <b>198,920</b>             | <b>200,909</b>             | <b>202,918</b>             |
| <b>TOTAL EDUCATION FUND REVENUE</b>              | <b>23,477,985</b>          | <b>24,150,349</b>          | <b>24,639,828</b>          | <b>25,176,782</b>          | <b>25,735,004</b>          |
| <b>Total Education Fund Revenue Less Waivers</b> | <b>18,727,985</b>          | <b>19,224,077</b>          | <b>19,601,467</b>          | <b>20,005,145</b>          | <b>20,422,056</b>          |



**IECC Financial Planning Model FY 2007 - FY 2011  
OPERATIONS & MAINTENANCE FUND**

| 8/17/2006                           | Estimated<br>FY07 Revenues | Estimated<br>FY08 Revenues | Estimated<br>FY09 Revenues | Estimated<br>FY10 Revenues | Estimated<br>FY11 Revenues |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>51 LOCAL GOVERNMENT</b>          |                            |                            |                            |                            |                            |
| Taxes – 101001                      | 725,000                    | 732,250                    | 739,573                    | 746,968                    | 754,438                    |
| Back Taxes – 102000                 | -                          | -                          | -                          | -                          | -                          |
| <b>Total Local Government</b>       | <b>725,000</b>             | <b>732,250</b>             | <b>739,573</b>             | <b>746,968</b>             | <b>754,438</b>             |
| <b>52 STATE GOVERNMENT</b>          |                            |                            |                            |                            |                            |
| ICCB Grants – 201001                | 1,841,058                  | 1,877,879                  | 1,915,437                  | 1,953,745                  | 1,992,820                  |
| CPP Replace Tax – 206000            | 140,000                    | 141,400                    | 142,814                    | 144,242                    | 145,685                    |
| <b>Total State Government</b>       | <b>1,981,058</b>           | <b>2,019,279</b>           | <b>2,058,251</b>           | <b>2,097,988</b>           | <b>2,138,505</b>           |
| <b>OTHER REVENUE</b>                |                            |                            |                            |                            |                            |
| 56 Building Rentals – 601000        | 30,000                     | 30,600                     | 31,212                     | 31,836                     | 32,473                     |
| 57 Time Deposits – 702000           | 20,000                     | 20,400                     | 20,808                     | 21,224                     | 21,649                     |
| 59 Miscellaneous Revenue – 909000   | -                          | -                          | -                          | -                          | -                          |
| <b>Total Other Revenue</b>          | <b>50,000</b>              | <b>51,000</b>              | <b>52,020</b>              | <b>53,060</b>              | <b>54,122</b>              |
| <b>TOTAL O &amp; M FUND REVENUE</b> | <b>2,756,058</b>           | <b>2,802,529</b>           | <b>2,849,843</b>           | <b>2,898,016</b>           | <b>2,947,064</b>           |

FILE: Multi-year financial planning document FY2007 - FY2011

**Agenda Item #8B**

**Certification of Chargeback**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: Certification of Chargeback

The District must annually submit to the Illinois Community College Board its Certification of Chargeback.

The FY07 certificate shows that:

The out-of-district cost per credit hour is \$182.77.

The chargeback reimbursement per credit hour is \$87.72.

The cost per credit hour for out-of-state and international students is \$226.83.

I ask the Board's approval of this certification of chargeback reimbursement.

TLB/rs

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
FOR FISCAL YEAR 2007**

ALL FISCAL YEAR 2006 NONCAPITAL AUDITED OPERATING EXPENDITURES FROM THE FOLLOWING FUNDS:

|    |  |               |                      |
|----|--|---------------|----------------------|
| 1  | Education Fund   | \$ 22,642,781 |                      |
| 2  | Operations and Maintenance Fund  | \$ 2,305,770  |                      |
| 3  | Public Building Commission Operation and Maintenance Fund  | \$ -          |                      |
| 4  | Bond and Interest Fund   | \$ 1,372,029  |                      |
| 5  | Public Building Commission Rental Fund   | \$ -          |                      |
| 6  | Restricted Purposes Fund   | \$ 8,239,624  |                      |
| 7  | Audit Fund   | \$ 29,344     |                      |
| 8  | Liability, Protection, and Settlement Fund   | \$ 509,324    |                      |
| 9  | Auxiliary Enterprises Fund (subsidy only)  | \$ 706,001    |                      |
| 10 | <b>TOTAL NONCAPITAL EXPENDITURES (sum of lines 1-9)</b>  |               | <b>\$ 35,804,873</b> |
| 11 | Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds | \$ 2,186,040  |                      |
| 12 | <b>TOTAL COSTS INCLUDED (line 10 plus line 11)</b>   |               | <b>\$ 37,990,913</b> |
| 13 | Total certified semester credit hours for FY 2006  | \$ 167,489    |                      |
| 14 | <b>PER CAPITA COST (line 12 divided by line 13)</b>  |               | <b>\$ 226.83</b>     |
| 15 | All FY 2006 state and federal operating grants for noncapital expenditures<br>DO NOT INCLUDE ICCB GRANTS                                     | \$ 7,379,269  |                      |
| 16 | FY 2006 state and federal grants per semester credit hour (line 15 divided by line 13)   |               | \$ 44.06             |
| 17 | District's average ICCB grant rate (excluding equalization grants) for FY 2007   |               | \$ 42.05             |
| 18 | District's student tuition and fee rate per semester credit hour for FY 2007   |               | \$ 53.00             |
| 19 | Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)  |               | \$ 87.72             |

Approved: Roger Browning 9/12/06  
Chief Fiscal Officer / Date

Approved: Jerry L. Bruce 9/12/06  
Chief Executive Officer / Date

**Agenda Item #8C**

**FY2006 Audit**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: FY2006 Annual Audit

The Illinois Community College Act requires that the Board of Trustees have an annual audit performed, that it be reviewed and accepted by the Board and that the audit be filed with the Illinois Community College Board.

The annual audit was reviewed by the Audit Committee comprised of Ms. Wolfe and Mr. Williams. They will report the committee's review of the audit.

Following the audit committee review and discussion of the audit, I recommend that the Board pass the attached resolution to accept the audit and authorize that it be forwarded to the Illinois Community College Board.

TLB/rs

RESOLUTION OF THE BOARD OF TRUSTEES

ANNUAL AUDIT

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.

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
DATE

**Agenda Item #8D**

**FY2007 Budget**



**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: FY2007 Budget

I am pleased to present the FY2007 Budget for Illinois Eastern Community College District #529 to the Board of Trustees for approval. The District has complied with all legal notices and has conducted a budget hearing as required by law.

A tentative budget was submitted to the Board of Trustees at the last meeting and there have been no material changes from that tentative budget.

I ask that the Board approve the FY2007 Budget.

TLB/rs

**Agenda Item #8E**

**2006 Estimated Tax Levy Resolution**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: 2006 Estimated Tax Levy Resolution

Each year the Board of Trustees must certify the District's estimated tax levy for the upcoming year. The estimated tax levy resolution for FY2008 follows this memo.

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, our certificate of tax levy will carry a statement that an additional levy must be made for each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, unemployment and other insurance.

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

TLB/rs

**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 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.

ADOPTED this 19th day of September 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 #8F**

**Resolution Establishing Tax Levy Hearing**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: 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.

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 October 17, 2006, and notify the public that a tax levy would be adopted by the Board on October 17, 2006.

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

TLB/rs



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 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.

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

---

Chairman, Board of Trustees Date

---

Secretary, Board of Trustees Date

**Agenda Item #8G**

**Institutional Fact Book**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: 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.

I ask Board approval of the Fact Book 2006.

TLB/rs



# Illinois Eastern Community Colleges

Frontier Community College



Lincoln Trail College

Olney Central College



Wabash Valley College

**Fact Book**  
**2006**

[www.iecc.edu](http://www.iecc.edu)

## TABLE OF CONTENTS

|   |    |
|---|----|
| Institutional Information .....                 | 2  |
| Fast Facts .....                                | 3  |
| Student Demographics and Enrollment             |    |
| Illinois Eastern Community Colleges .....       | 4  |
| Frontier Community College.....                 | 5  |
| Lincoln Trail College.....                      | 6  |
| Olney Central College .....                     | 7  |
| Wabash Valley College .....                     | 8  |
| Correctional Centers .....                      | 9  |
| Wabash Valley College-Workforce Education ..... | 10 |
| Enrollment                                      |    |
| Instructional Program Enrollment .....          | 11 |
| Online Course Enrollment .....                  | 13 |
| Dual Credit Enrollment .....                    | 14 |
| High School Graduate Enrollment.....            | 15 |
| Non-Credit Enrollment.....                      | 16 |
| Degrees and Certificates.....                   | 17 |
| Licensure Pass Rates .....                      | 18 |
| Transfer Rates .....                            | 18 |
| Graduated, Transferred, Still Enrolled .....    | 19 |
| Financial Aid .....                             | 20 |
| Budget and Operations .....                     | 21 |

### **Purpose of the Fact Book**

The 2006 Institutional Fact Book has been developed to provide an annual compilation of information and data about Illinois Eastern Community Colleges District 529 to support strategic planning, institutional effectiveness, and policy-making processes.

This is a working document with data displays which are designed to make the information understandable and meaningful and provide the reader with trend information. Every effort has been made to ensure the accuracy of this publication. In most cases, the time period of statistical data covered by the Fact Book is 2005-2006.

---

## Institutional Information

---

|                            |   |
|----------------------------|---|
| <b>Address:</b>            | <b>Illinois Eastern Community Colleges</b><br>District Office<br>233 E. Chestnut Street<br>Olney, IL 62450-2298<br>618-393-2982<br>Toll Free: 866-529-4322  |
| <b>College Addresses:</b>  | <b>Frontier Community College</b><br>2 Frontier Drive<br>Fairfield, IL 62837-2601<br>618-842-3711<br>Toll Free: 877-464-3687<br><br><b>Lincoln Trail College</b><br>11220 State Highway 1<br>Robinson, IL 62454-5707<br>618-544-8657<br>Toll Free: 866-582-4322<br><br><b>Olney Central College</b><br>305 North West Street<br>Olney, IL 62450-1099<br>618-395-7777<br>Toll Free: 866-622-4322<br><br><b>Wabash Valley College</b><br>2200 College Drive<br>Mt. Carmel, IL 62863-2699<br>618-262-8641<br>Toll Free: 866-982-4322 |
| <b>Website:</b>            | <a href="http://www.iecc.edu">www.iecc.edu</a>  |
| <b>Institutional Type:</b> | Two year public community college   |
| <b>Accreditation:</b>      | Higher Learning Commission of North Central<br>Association of Colleges and Secondary Schools  |
| <b>District 529:</b>       | Supported by local and state revenue, Illinois Eastern<br>Community Colleges is one of 39 community college districts<br>in the State of Illinois recognized by the Illinois Community<br>College Board. The Illinois Eastern Community Colleges<br>District 529 covers most of eight counties and parts of four  |

others and includes eighteen local school districts. The counties are Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White counties.

---

## Fast Facts

---

### Annual Enrollment FY2006

|                     |        |
|---------------------|--------|
| Credit Students     | 31,354 |
| Average Class Size  | 13     |
| Average Student Age | 27     |

### Credit Hours 2005-2006

|              |         |
|--------------|---------|
| Summer, 2005 | 20,111  |
| Fall, 2005   | 71,243  |
| Spring, 2006 | 82,418  |
| Total        | 173,772 |

### Student Residency

|                           |       |
|---------------------------|-------|
| In-District               | 55%   |
| Out-of-District           | 41%   |
| State Correctional Center | 3%    |
| Out-of-State              | 1%    |
| Foreign                   | 0.50% |

### Faculty and Staff

|         |                 |                 |
|---------|-----------------|-----------------|
| Faculty | 117 (full-time) | 505 (part-time) |
| Staff   | 216 (full-time) | 320 (part-time) |
| Total   | 333 (full-time) | 825 (part-time) |

### Tuition

|  |          |
|--|----------|
| In-District                                  | \$ 53.00 |
| In-State, Out-of District                    | \$184.63 |
| Out-of-State                                 | \$228.55 |
| International Students                       | \$239.34 |
| International Students, 2 <sup>nd</sup> Year | \$175.00 |

### Finances

Total FY2006 Operating Funds: \$25,218,132

### Financial Aid

FY2005 Federal and State Financial Aid to Students: \$6,984,417

### Degrees and Certificates Awarded 2005

- 357 Associate Degrees in Transfer Programs



- 308 Associate Degrees in Career and Technical Education Programs
- 372 Certificates

---



---

**Student Demographics and Enrollment**

---

**Illinois Eastern Community Colleges  
Student Demographics and Enrollment**

|                          | Fall 2001 |     | Fall 2002 |     | Fall 2003 |     | Fall 2004 |     | Fall 2005 |     |
|--------------------------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| <b>Student Headcount</b> | 7,273     |     | 8,653     |     | 9,069     |     | 10,317    |     | 8,552     |     |
| Full-time                | 2,124     |     | 2,121     |     | 2,150     |     | 2,080     |     | 2,143     |     |
| Part-time                | 5,149     |     | 6,532     |     | 6,919     |     | 8,237     |     | 6,409     |     |
| <b>Gender</b>            |           |     |           |     |           |     |           |     |           |     |
| Male                     | 3,382     | 47% | 3,509     | 41% | 4,095     | 45% | 4,936     | 48% | 4,184     | 49% |
| Female                   | 3,891     | 53% | 5,144     | 59% | 4,974     | 55% | 5,381     | 52% | 4,368     | 51% |
| <b>Ethnicity</b>         |           |     |           |     |           |     |           |     |           |     |
| White                    | 6,929     | 95% | 8,178     | 95% | 8,542     | 94% | 9,771     | 95% | 7,976     | 93% |
| Black                    | 186       | 3%  | 245       | 3%  | 290       | 3%  | 321       | 3%  | 334       | 4%  |
| Hispanic                 | 62        | 1%  | 87        | 1%  | 101       | 1%  | 98        | 1%  | 111       | 1%  |
| Asian/Pacific Isl.       | 70        | 1%  | 106       | 1%  | 116       | 1%  | 104       | 1%  | 109       | 1%  |
| Am. Indian/Alaska Native | 12        | 0%  | 16        | 0%  | 11        | 0%  | 18        | 0%  | 13        | 0%  |
| Other/Unknown            | 15        | 0%  | 21        | 0%  | 9         | 0%  | 5         | 0%  | 9         | 0%  |
| <b>Age</b>               |           |     |           |     |           |     |           |     |           |     |
| 17 and under             | 316       | 4%  | 934       | 11% | 588       | 6%  | 1,082     | 10% | 675       | 8%  |
| 18-19                    | 1,000     | 14% | 1,526     | 18% | 1,577     | 17% | 1,543     | 15% | 1,521     | 18% |
| 20-24                    | 1,728     | 24% | 1,269     | 15% | 1,609     | 18% | 1,464     | 14% | 1,539     | 18% |
| 25-34                    | 1,290     | 18% | 1,481     | 17% | 1,547     | 17% | 1,780     | 17% | 1,463     | 17% |
| 35-39                    | 530       | 7%  | 584       | 7%  | 619       | 7%  | 758       | 7%  | 601       | 7%  |
| 40-44                    | 558       | 8%  | 692       | 8%  | 679       | 7%  | 829       | 8%  | 527       | 6%  |
| 45-55                    | 1,083     | 15% | 1,332     | 15% | 1,578     | 17% | 1,740     | 17% | 1,319     | 15% |
| 56 and over              | 769       | 11% | 835       | 10% | 872       | 10% | 1,121     | 11% | 907       | 11% |

Source: E1 Reports-Fall

**Illinois Eastern Community Colleges  
Annual Enrollment, Credit Hours, and Full-Time Enrollment**

|                          | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|--------------------------|---------|---------|---------|---------|---------|
| <b>Annual Enrollment</b> | 24,522  | 27,689  | 27,866  | 29,094  | 31,354  |

|                                   |         |         |         |         |         |
|-----------------------------------|---------|---------|---------|---------|---------|
| <b>Annual Credit Hours</b>        | 147,770 | 156,830 | 161,499 | 164,838 | 173,773 |
| <b>Full-time Equivalent (FTE)</b> | 4,926   | 5,229   | 5,398   | 5,496   | 5,792   |

Source: A1 Report, ICCB Data & Characteristics, and IECC FTE Reports

## Student Demographics and Enrollment

### Frontier Community College Student Demographics and Enrollment

|                          | Fall 2001 |     | Fall 2002 |     | Fall 2003 |     | Fall 2004 |     | Fall 2005 |     |
|--------------------------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| <b>Student Headcount</b> | 1,913     |     | 2,177     |     | 1,907     |     | 1,957     |     | 2,164     |     |
| Full-time                | 192       |     | 221       |     | 209       |     | 229       |     | 249       |     |
| Part-time                | 1,721     |     | 1,956     |     | 1,698     |     | 1,728     |     | 1,915     |     |
| <b>Gender</b>            |           |     |           |     |           |     |           |     |           |     |
| Male                     | 649       | 34% | 714       | 33% | 711       | 37% | 760       | 39% | 744       | 34% |
| Female                   | 1,264     | 66% | 1,463     | 67% | 1,196     | 63% | 1,197     | 61% | 1,420     | 66% |
| <b>Ethnicity</b>         |           |     |           |     |           |     |           |     |           |     |
| White                    | 1,882     | 99% | 2,136     | 98% | 1,872     | 98% | 1,920     | 98% | 2,127     | 98% |
| Black                    | 2         | 0%  | 1         | 0%  | 5         | 0%  | 5         | 0%  | 5         | 0%  |
| Hispanic                 | 4         | 0%  | 11        | 1%  | 10        | 1%  | 7         | 1%  | 7         | 0%  |
| Asian/Pacific Isl.       | 24        | 1%  | 28        | 1%  | 19        | 1%  | 24        | 1%  | 23        | 2%  |
| Am. Indian/Alaska Native | 1         | 0%  | 1         | 0%  | 1         | 0%  | 1         | 0%  | 2         | 0%  |
| Other/Unknown            | 0         | 0%  | 0         | 0%  | 0         | 0%  | 0         | 0%  | 0         | 0%  |
| <b>Age</b>               |           |     |           |     |           |     |           |     |           |     |
| 17 and under             | 230       | 12% | 502       | 23% | 324       | 17% | 572       | 29% | 314       | 15% |
| 18-19                    | 352       | 18% | 265       | 12% | 415       | 22% | 297       | 15% | 437       | 20% |
| 20-24                    | 252       | 13% | 212       | 10% | 232       | 12% | 199       | 10% | 229       | 11% |
| 25-34                    | 306       | 16% | 343       | 16% | 300       | 16% | 277       | 14% | 347       | 16% |
| 35-39                    | 139       | 7%  | 159       | 7%  | 142       | 7%  | 121       | 6%  | 181       | 8%  |
| 40-44                    | 143       | 7%  | 179       | 8%  | 137       | 7%  | 151       | 8%  | 147       | 7%  |
| 45-55                    | 245       | 13% | 318       | 15% | 222       | 12% | 215       | 11% | 313       | 14% |
| 56 and over              | 246       | 13% | 199       | 9%  | 135       | 7%  | 125       | 6%  | 196       | 9%  |

Source: E1 Reports-Fall

### Frontier Community College Annual Enrollment, Credit Hours and Full-Time Enrollment

|                            | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|----------------------------|---------|---------|---------|---------|---------|
| <b>Annual Enrollment</b>   | 6,703   | 7,436   | 7,542   | 7,667   | 8,297   |
| <b>Annual Credit Hours</b> | 26,310  | 28,883  | 26,443  | 27,109  | 29,567  |

|                                       |     |     |     |     |     |
|---------------------------------------|-----|-----|-----|-----|-----|
| <b>Full-time<br/>Equivalent (FTE)</b> | 877 | 963 | 881 | 904 | 986 |
|---------------------------------------|-----|-----|-----|-----|-----|

Source: A1 Report, ICCB Data & Characteristics, and IECC FTE Reports

---



---

## Student Demographics and Enrollment

---

### Lincoln Trail College Student Demographics and Enrollment

|                          | Fall 2001 |     | Fall 2002 |     | Fall 2003 |     | Fall 2004 |     | Fall 2005 |     |
|--------------------------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| <b>Student Headcount</b> | 933       |     | 1,100     |     | 1,029     |     | 1,126     |     | 1,136     |     |
| Full-time                | 542       |     | 471       |     | 433       |     | 390       |     | 474       |     |
| Part-time                | 391       |     | 629       |     | 596       |     | 736       |     | 662       |     |
| <b>Gender</b>            |           |     |           |     |           |     |           |     |           |     |
| Male                     | 452       | 48% | 462       | 42% | 408       | 40% | 411       | 37% | 393       | 35% |
| Female                   | 481       | 52% | 638       | 58% | 621       | 60% | 715       | 63% | 743       | 65% |
| <b>Ethnicity</b>         |           |     |           |     |           |     |           |     |           |     |
| White                    | 879       | 94% | 1,040     | 95% | 970       | 95% | 1,070     | 95% | 1,064     | 94% |
| Black                    | 29        | 3%  | 27        | 2%  | 23        | 2%  | 26        | 2%  | 31        | 3%  |
| Hispanic                 | 11        | 1%  | 7         | 1%  | 11        | 1%  | 8         | 1%  | 10        | 1%  |
| Asian/Pacific Isl.       | 13        | 1%  | 23        | 2%  | 21        | 2%  | 17        | 2%  | 24        | 2%  |
| Am. Indian/Alaska Native | 0         | 0%  | 1         | 0%  | 3         | 0%  | 2         | 0%  | 3         | 0%  |
| Other/Unknown            | 1         | 0%  | 2         | 0%  | 1         | 0%  | 3         | 0%  | 4         | 0%  |
| <b>Age</b>               |           |     |           |     |           |     |           |     |           |     |
| 17 and under             | 19        | 2%  | 102       | 9%  | 53        | 5%  | 131       | 12% | 73        | 6%  |
| 18-19                    | 151       | 16% | 266       | 24% | 233       | 23% | 247       | 22% | 241       | 21% |
| 20-24                    | 369       | 40% | 229       | 21% | 291       | 28% | 218       | 19% | 305       | 27% |
| 25-34                    | 163       | 17% | 152       | 14% | 120       | 12% | 135       | 12% | 124       | 11% |
| 35-39                    | 43        | 5%  | 51        | 5%  | 61        | 6%  | 55        | 5%  | 57        | 5%  |
| 40-44                    | 38        | 4%  | 49        | 4%  | 57        | 6%  | 65        | 6%  | 39        | 3%  |
| 45-55                    | 72        | 8%  | 108       | 10% | 79        | 8%  | 101       | 9%  | 86        | 8%  |
| 56 and over              | 78        | 8%  | 143       | 13% | 135       | 13% | 174       | 15% | 211       | 19% |

Source: E1 Reports-Fall

Note: Corrections listed separately on page 9

### Lincoln Trail College Annual Enrollment, Credit Hours and Full-Time Enrollment

|                            | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|----------------------------|---------|---------|---------|---------|---------|
| <b>Annual Enrollment</b>   | 1,659   | 1,714   | 1,693   | 1,956   | 2,025   |
| <b>Annual Credit Hours</b> | 23,227  | 19,817  | 20,489  | 19,618  | 22,873  |

|                                       |     |     |     |     |     |
|---------------------------------------|-----|-----|-----|-----|-----|
| <b>Full-time<br/>Equivalent (FTE)</b> | 774 | 661 | 683 | 654 | 762 |
|---------------------------------------|-----|-----|-----|-----|-----|

Source: A1 Report, ICCB Data & Characteristics, and IECC FTE Reports

---



---

**Student Demographics and Enrollment**

---

**Olney Central College  
Student Demographics and Enrollment**

|                          | Fall 2001 |     | Fall 2002 |     | Fall 2003 |     | Fall 2004 |     | Fall 2005 |     |
|--------------------------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| <b>Student Headcount</b> | 1,617     |     | 1,631     |     | 1,707     |     | 1,669     |     | 1,701     |     |
| Full-time                | 769       |     | 732       |     | 845       |     | 812       |     | 758       |     |
| Part-time                | 848       |     | 899       |     | 862       |     | 857       |     | 943       |     |
| <b>Gender</b>            |           |     |           |     |           |     |           |     |           |     |
| Male                     | 686       | 42% | 693       | 42% | 709       | 42% | 701       | 42% | 727       | 43% |
| Female                   | 931       | 58% | 938       | 58% | 998       | 58% | 968       | 58% | 974       | 57% |
| <b>Ethnicity</b>         |           |     |           |     |           |     |           |     |           |     |
| White                    | 1,578     | 98% | 1,586     | 97% | 1,669     | 98% | 1,633     | 98% | 1,654     | 97% |
| Black                    | 10        | 1%  | 13        | 1%  | 12        | 1%  | 13        | 1%  | 13        | 1%  |
| Hispanic                 | 5         | 0%  | 4         | 0%  | 3         | 0%  | 5         | 0%  | 11        | 1%  |
| Asian/Pacific Isl.       | 8         | 0%  | 10        | 1%  | 15        | 1%  | 15        | 1%  | 19        | 1%  |
| Am. Indian/Alaska Native | 3         | 0%  | 1         | 0%  | 0         | 0%  | 1         | 0%  | 2         | 0%  |
| Other/Unknown            | 13        | 1%  | 17        | 1%  | 8         | 0%  | 2         | 0%  | 2         | 0%  |
| <b>Age</b>               |           |     |           |     |           |     |           |     |           |     |
| 17 and under             | 54        | 3%  | 141       | 9%  | 99        | 6%  | 154       | 9%  | 124       | 7%  |
| 18-19                    | 286       | 18% | 469       | 29% | 469       | 27% | 505       | 30% | 426       | 25% |
| 20-24                    | 530       | 33% | 329       | 20% | 459       | 27% | 379       | 23% | 470       | 28% |
| 25-34                    | 250       | 15% | 228       | 14% | 244       | 14% | 211       | 13% | 206       | 12% |
| 35-39                    | 103       | 6%  | 85        | 5%  | 85        | 5%  | 84        | 5%  | 78        | 5%  |
| 40-44                    | 103       | 6%  | 97        | 6%  | 74        | 4%  | 75        | 4%  | 73        | 4%  |
| 45-55                    | 169       | 10% | 164       | 10% | 164       | 10% | 148       | 9%  | 176       | 10% |
| 56 and over              | 122       | 8%  | 118       | 7%  | 113       | 7%  | 113       | 7%  | 148       | 9%  |

Source: E1 Reports-Fall

**Olney Central College  
Annual Enrollment, Credit Hours and Full-Time Enrollment**

|                            | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|----------------------------|---------|---------|---------|---------|---------|
| <b>Annual Enrollment</b>   | 2,552   | 2,732   | 2,700   | 2,597   | 2,824   |
| <b>Annual Credit Hours</b> | 36,156  | 37,053  | 39,998  | 41,087  | 41,226  |



|                                       |       |       |       |       |       |
|---------------------------------------|-------|-------|-------|-------|-------|
| <b>Full-time<br/>Equivalent (FTE)</b> | 1,205 | 1,235 | 1,333 | 1,370 | 1,374 |
|---------------------------------------|-------|-------|-------|-------|-------|

Source: A1 Report, ICCB Data & Characteristics, and IECC FTE Reports

---



---

**Student Demographics and Enrollment**

---

**Wabash Valley College  
Student Demographics and Enrollment**

|                          | Fall 2001 |     | Fall 2002 |     | Fall 2003 |     | Fall 2004 |     | Fall 2005 |     |
|--------------------------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| <b>Student Headcount</b> | 1,365     |     | 1,675     |     | 1,661     |     | 1,692     |     | 1,709     |     |
| Full-time                | 602       |     | 675       |     | 652       |     | 623       |     | 622       |     |
| Part-time                | 763       |     | 1,000     |     | 1,009     |     | 1069      |     | 1,087     |     |
| <b>Gender</b>            |           |     |           |     |           |     |           |     |           |     |
| Male                     | 482       | 35% | 565       | 34% | 547       | 33% | 557       | 33% | 613       | 36% |
| Female                   | 883       | 65% | 1,110     | 66% | 1,114     | 67% | 1,135     | 67% | 1,096     | 64% |
| <b>Ethnicity</b>         |           |     |           |     |           |     |           |     |           |     |
| White                    | 1,294     | 95% | 1,586     | 95% | 1,555     | 94% | 1,601     | 95% | 1,584     | 94% |
| Black                    | 30        | 2%  | 31        | 2%  | 34        | 2%  | 40        | 2%  | 55        | 3%  |
| Hispanic                 | 19        | 1%  | 16        | 1%  | 18        | 1%  | 18        | 1%  | 24        | 1%  |
| Asian/Pacific Isl.       | 21        | 2%  | 39        | 2%  | 53        | 3%  | 30        | 2%  | 41        | 2%  |
| Am. Indian/Alaska Native | 0         | 0%  | 1         | 0%  | 1         | 0%  | 3         | 0%  | 2         | 0%  |
| Other/Unknown            | 1         | 0%  | 2         | 0%  | 0         | 0%  | 0         | 0%  | 3         | 0%  |
| <b>Age</b>               |           |     |           |     |           |     |           |     |           |     |
| 17 and under             | 13        | 1%  | 169       | 10% | 102       | 6%  | 211       | 12% | 163       | 10% |
| 18-19                    | 196       | 14% | 461       | 28% | 405       | 24% | 386       | 23% | 400       | 23% |
| 20-24                    | 442       | 32% | 265       | 16% | 362       | 22% | 287       | 17% | 347       | 20% |
| 25-34                    | 178       | 13% | 220       | 13% | 211       | 13% | 203       | 12% | 242       | 14% |
| 35-39                    | 85        | 6%  | 94        | 6%  | 82        | 5%  | 76        | 4%  | 89        | 5%  |
| 40-44                    | 91        | 7%  | 89        | 5%  | 110       | 7%  | 88        | 5%  | 96        | 6%  |
| 45-55                    | 185       | 14% | 191       | 11% | 233       | 14% | 220       | 13% | 209       | 12% |
| 56 and over              | 175       | 13% | 186       | 11% | 156       | 9%  | 221       | 13% | 163       | 10% |

Source: E1 Reports-Fall

Note: WED listed separately on page 10

**Wabash Valley College  
Annual Enrollment, Credit Hours and Full-Time Enrollment**

|                          | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|--------------------------|---------|---------|---------|---------|---------|
| <b>Annual Enrollment</b> | 2,687   | 3,025   | 3,209   | 3,351   | 3,142   |

|                                   |        |        |        |        |        |
|-----------------------------------|--------|--------|--------|--------|--------|
| <b>Annual Credit Hours</b>        | 29,747 | 33,827 | 34,729 | 33,556 | 33,632 |
| <b>Full-time Equivalent (FTE)</b> | 992    | 1,128  | 1,158  | 1,119  | 1,121  |

Source: A1 Report, ICCB Data & Characteristics, and IECC FTE Reports

## Student Demographics and Enrollment

### Corrections Student Demographics and Enrollment

|                          | Fall 2001 |      | Fall 2002 |      | Fall 2003 |      | Fall 2004 |      | Fall 2005 |      |
|--------------------------|-----------|------|-----------|------|-----------|------|-----------|------|-----------|------|
| <b>Student Headcount</b> | 167       |      | 255       |      | 328       |      | 373       |      | 396       |      |
| Full-time                | 15        |      | 18        |      | 10        |      | 21        |      | 31        |      |
| Part-time                | 152       |      | 237       |      | 318       |      | 352       |      | 365       |      |
| <b>Gender</b>            |           |      |           |      |           |      |           |      |           |      |
| Male                     | 167       | 100% | 255       | 100% | 328       | 100% | 373       | 100% | 396       | 100% |
| Female                   | 0         | 0%   | 0         | 0%   | 0         | 0%   | 0         | 0%   | 0         | 0%   |
| <b>Ethnicity</b>         |           |      |           |      |           |      |           |      |           |      |
| White                    | 50        | 30%  | 76        | 30%  | 94        | 29%  | 116       | 31%  | 141       | 36%  |
| Black                    | 99        | 59%  | 138       | 54%  | 186       | 57%  | 205       | 55%  | 199       | 50%  |
| Hispanic                 | 17        | 10%  | 39        | 15%  | 43        | 13%  | 46        | 12%  | 54        | 14%  |
| Asian/Pacific Isl.       | 1         | 1%   | 0         | 0%   | 3         | 1%   | 4         | 1%   | 2         | 1%   |
| Am. Indian/Alaska Native | 1         | 1%   | 2         | 1%   | 2         | 1%   | 2         | 1%   | 0         | 0%   |
| Other/Unknown            | 0         | 0%   | 0         | 0%   | 0         | 0%   | 0         | 0%   | 0         | 0%   |
| <b>Age</b>               |           |      |           |      |           |      |           |      |           |      |
| 17 and under             | 0         | 0%   | 0         | 0%   | 0         | 0%   | 0         | 0%   | 1         | 0%   |
| 18-19                    | 0         | 0%   | 6         | 2%   | 0         | 0%   | 2         | 1%   | 0         | 0%   |
| 20-24                    | 30        | 18%  | 53        | 21%  | 55        | 17%  | 62        | 17%  | 50        | 13%  |
| 25-34                    | 89        | 53%  | 133       | 52%  | 182       | 55%  | 190       | 51%  | 218       | 55%  |
| 35-39                    | 20        | 12%  | 23        | 9%   | 40        | 12%  | 53        | 14%  | 64        | 16%  |
| 40-44                    | 15        | 9%   | 26        | 10%  | 26        | 8%   | 34        | 9%   | 35        | 9%   |
| 45-55                    | 11        | 7%   | 13        | 5%   | 23        | 7%   | 31        | 8%   | 26        | 7%   |
| 56 and over              | 3         | 2%   | 1         | 0%   | 2         | 1%   | 1         | 0%   | 2         | 1%   |

Source: E1 Reports-Fall

### Corrections Annual Enrollment, Credit Hours and Full-Time Enrollment

|                            | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|----------------------------|---------|---------|---------|---------|---------|
| <b>Annual Enrollment</b>   | 470     | 692     | 778     | 862     | 862     |
| <b>Annual Credit Hours</b> | 5,945   | 10,534  | 11,724  | 12,413  | 12,333  |

|                                       |     |     |     |     |     |
|---------------------------------------|-----|-----|-----|-----|-----|
| <b>Full-time<br/>Equivalent (FTE)</b> | 198 | 351 | 391 | 414 | 411 |
|---------------------------------------|-----|-----|-----|-----|-----|

Source: A1 Report, ICCB Data & Characteristics, and IECC FTE Reports

---



---

**Student Demographics and Enrollment**

---

**Wabash Valley College – Workforce Education  
Student Demographics Enrollment**

|                          | Fall 2001 |     | Fall 2002 |     | Fall 2003 |     | Fall 2004 |     | Fall 2005 |     |
|--------------------------|-----------|-----|-----------|-----|-----------|-----|-----------|-----|-----------|-----|
| <b>Student Headcount</b> | 1,278     |     | 1,815     |     | 2,437     |     | 3,500     |     | 1,446     |     |
| Full-time                | 4         |     | 4         |     | 1         |     | 5         |     | 9         |     |
| Part-time                | 1,274     |     | 1,811     |     | 2,436     |     | 3,495     |     | 1,437     |     |
| <b>Gender</b>            |           |     |           |     |           |     |           |     |           |     |
| Male                     | 946       | 74% | 820       | 45% | 1,392     | 57% | 2,134     | 61% | 1,311     | 91% |
| Female                   | 332       | 26% | 995       | 55% | 1,045     | 43% | 1,366     | 39% | 135       | 9%  |
| <b>Ethnicity</b>         |           |     |           |     |           |     |           |     |           |     |
| White                    | 1,246     | 96% | 1,754     | 96% | 2,382     | 98% | 3,431     | 97% | 1,406     | 97% |
| Black                    | 16        | 2%  | 35        | 2%  | 30        | 1%  | 32        | 1%  | 31        | 2%  |
| Hispanic                 | 6         | 1%  | 10        | 1%  | 16        | 1%  | 14        | 1%  | 5         | 1%  |
| Asian/Pacific Isl.       | 3         | 1%  | 6         | 1%  | 5         | 0%  | 14        | 1%  | 0         | 0%  |
| Am. Indian/Alaska Native | 7         | 0%  | 10        | 0%  | 4         | 0%  | 9         | 0%  | 4         | 0%  |
| Other/Unknown            | 0         | 0%  | 0         | 0%  | 0         | 0%  | 0         | 0%  | 0         | 0%  |
| <b>Age</b>               |           |     |           |     |           |     |           |     |           |     |
| 17 and under             | 0         | 0%  | 20        | 1%  | 10        | 0%  | 14        | 0%  | 0         | 0%  |
| 18-19                    | 15        | 1%  | 59        | 3%  | 55        | 2%  | 106       | 3%  | 17        | 1%  |
| 20-24                    | 105       | 8%  | 181       | 10% | 210       | 9%  | 319       | 9%  | 138       | 10% |
| 25-34                    | 304       | 24% | 405       | 22% | 490       | 20% | 764       | 22% | 326       | 23% |
| 35-39                    | 140       | 11% | 172       | 9%  | 209       | 9%  | 369       | 11% | 132       | 9%  |
| 40-44                    | 168       | 13% | 252       | 14% | 275       | 11% | 416       | 12% | 137       | 9%  |
| 45-55                    | 401       | 31% | 538       | 30% | 857       | 35% | 1,025     | 29% | 509       | 35% |
| 56 and over              | 145       | 11% | 188       | 10% | 331       | 14% | 487       | 14% | 187       | 13% |

Source: E1 Reports-Fall

**Wabash Valley College – Workforce Education  
Annual Enrollment, Credit Hours and Full-Time Enrollment**

|                          | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
|--------------------------|---------|---------|---------|---------|---------|
| <b>Annual Enrollment</b> | 2,687   | 3,025   | 3,209   | 12,661  | 14,204  |

|                                       |        |        |        |        |        |
|---------------------------------------|--------|--------|--------|--------|--------|
| <b>Annual Credit Hours</b>            | 26,385 | 26,716 | 28,566 | 31,055 | 34,142 |
| <b>Full-time<br/>Equivalent (FTE)</b> | 880    | 891    | 952    | 1,035  | 1,138  |

Source: A1 Report, ICCB Data & Characteristics, and IECC FTE Reports

---



---

## Instructional Program Enrollment

---

| <b>Illinois Eastern Community Colleges<br/>Instructional Program Enrollment</b> |              |              |              |              |               |
|---|--------------|--------------|--------------|--------------|---------------|
|   | FY 2000      | FY 2001      | FY 2002      | FY 2003      | FY 2004       |
| General Associates  | 317          | 346          | 457          | 611          | 637           |
| Bacc/Transfer   | 2,811        | 2,750        | 3,512        | 3,328        | 3,278         |
| Occupational  | 3,797        | 3,096        | 3,515        | 4,128        | 5,258         |
| General Studies   | 2            | 0            | 0            | 0            | 0             |
| Vocational Skills   | 722          | 891          | 897          | 658          | 841           |
| Adult Basic Education   | 115          | 80           | 152          | 224          | 193           |
| Adult Secondary Education   | 72           | 82           | 84           | 81           | 72            |
| English as a Second Language  | 31           | 28           | 36           | 39           | 38            |
| <b>Total</b>  | <b>7,867</b> | <b>7,273</b> | <b>8,653</b> | <b>9,069</b> | <b>10,317</b> |

| <b>Frontier Community College<br/>Instructional Program Enrollment</b> |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|
|  | FY 2000      | FY 2001      | FY 2002      | FY 2003      | FY 2004      |
| General Associates   | 33           | 32           | 46           | 52           | 76           |
| Bacc/Transfer  | 750          | 830          | 1,107        | 918          | 857          |
| Occupational   | 301          | 328          | 313          | 341          | 342          |
| General Studies  | 0            | 0            | 0            | 0            | 0            |
| Vocational Skills  | 349          | 626          | 632          | 510          | 581          |
| Adult Basic Education  | 43           | 24           | 23           | 48           | 56           |
| Adult Secondary Education  | 32           | 50           | 31           | 19           | 29           |
| English as a Second Language   | 11           | 25           | 25           | 19           | 19           |
| <b>Total</b>   | <b>1,519</b> | <b>1,915</b> | <b>2,177</b> | <b>1,907</b> | <b>1,960</b> |

| <b>Lincoln Trail College<br/>Instructional Program Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
|   | FY 2000 | FY 2001 | FY 2002 | FY 2003 | FY 2004 |
| General Associates  | 142     | 148     | 202     | 275     | 307     |
| Bacc/Transfer   | 577     | 484     | 638     | 630     | 768     |
| Occupational  | 501     | 449     | 434     | 377     | 370     |
| General Studies   | 0       | 0       | 0       | 0       | 0       |
| Vocational Skills   | 14      | 0       | 22      | 0       | 0       |
| Adult Basic Education   | 44      | 19      | 59      | 75      | 49      |
| Adult Secondary Education   | 1       | 0       | 0       | 0       | 2       |
| English as a Second Language                                      | 0       | 1       | 0       | 0       | 0       |



|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| Total | 1,279 | 1,101 | 1,355 | 1,357 | 1,496 |
|-------|-------|-------|-------|-------|-------|

Source: ICCB Data & Characteristics, Table I-2, 2000-2005

---

## Instructional Program Enrollment

---

| <b>Olney Central College<br/>Instructional Program Enrollment</b> |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|
|   | FY 2000      | FY 2001      | FY 2002      | FY 2003      | FY 2004      |
| General Associates  | 48           | 68           | 96           | 158          | 121          |
| Bacc/Transfer   | 865          | 824          | 848          | 829          | 790          |
| Occupational  | 677          | 605          | 562          | 549          | 613          |
| General Studies   | 1            | 0            | 0            | 0            | 0            |
| Vocational Skills   | 1            | 57           | 11           | 25           | 30           |
| Adult Basic Education   | 26           | 37           | 70           | 100          | 87           |
| Adult Secondary Education   | 29           | 26           | 44           | 46           | 29           |
| English as a Second Language                                      | 1            | 0            | 0            | 0            | 0            |
| <b>Total</b>  | <b>1,648</b> | <b>1,617</b> | <b>1,631</b> | <b>1,707</b> | <b>1,670</b> |

| <b>Wabash Valley College<br/>Instructional Program Enrollment</b> |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|
|   | FY 2000      | FY 2001      | FY 2002      | FY 2003      | FY 2004      |
| General Associates  | 94           | 98           | 113          | 126          | 133          |
| Bacc/Transfer   | 619          | 612          | 919          | 951          | 863          |
| Occupational  | 2,318        | 1,715        | 2,206        | 2,861        | 3,933        |
| General Studies   | 1            | 0            | 0            | 0            | 0            |
| Vocational Skills   | 358          | 208          | 232          | 123          | 230          |
| Adult Basic Education   | 2            | 0            | 0            | 1            | 1            |
| Adult Secondary Education   | 10           | 6            | 9            | 16           | 12           |
| English as a Second Language                                      | 19           | 4            | 11           | 20           | 19           |
| <b>Total</b>  | <b>3,421</b> | <b>2,643</b> | <b>3,490</b> | <b>4,098</b> | <b>5,191</b> |

Source: ICCB Data & Characteristics, Table I-2, 2000-2005

---



---

## Online Course Enrollment

---

| <b>Illinois Eastern Community Colleges<br/>Online Course Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Summer  | 61      | 278     | 614     | 594     | 824     |
| Fall  | 108     | 306     | 767     | 861     | 1026    |
| Spring  | 172     | 632     | 792     | 1114    | 1506    |
| Total   | 341     | 1216    | 2173    | 2569    | 3356    |

| <b>Frontier Community College<br/>Online Course Enrollment</b> |         |         |         |         |         |
|--|---------|---------|---------|---------|---------|
| Term   | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Summer   | 4       | 21      | 32      | 41      | 49      |
| Fall   | 22      | 13      | 37      | 49      | 62      |
| Spring   | 19      | 70      | 53      | 124     | 156     |
| Total  | 45      | 104     | 122     | 214     | 267     |

| <b>Lincoln Trail College<br/>Online Course Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Summer  | 57      | 163     | 404     | 244     | 214     |
| Fall  | 65      | 245     | 493     | 372     | 408     |
| Spring  | 109     | 372     | 389     | 290     | 397     |
| Total   | 231     | 780     | 1286    | 906     | 1019    |

| <b>Olney Central College<br/>Online Course Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Summer  | 0       | 10      | 78      | 198     | 346     |
| Fall  | 0       | 9       | 180     | 331     | 354     |
| Spring  | 13      | 134     | 285     | 484     | 656     |
| Total   | 13      | 153     | 543     | 1013    | 1356    |

| <b>Wabash Valley College<br/>Online Course Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Summer  | 0       | 84      | 100     | 111     | 215     |
| Fall  | 21      | 39      | 57      | 109     | 202     |
| Spring  | 31      | 56      | 65      | 216     | 297     |
| Total   | 52      | 179     | 222     | 436     | 714     |

Source: IECC Online Course Reports



---



---

## Dual Credit Enrollment

---

| <b>Illinois Eastern Community Colleges<br/>Dual Credit Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Fall  | 727     | 1536    | 1368    | 1662    | 2140    |
| Spring  | 920     | 2099    | 2230    | 2357    | 2741    |
| Total   | 1647    | 3635    | 3598    | 4019    | 4881    |

| <b>Frontier Community College<br/>Dual Credit Enrollment</b> |         |         |         |         |         |
|--|---------|---------|---------|---------|---------|
| Term   | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Fall   | 253     | 766     | 673     | 826     | 927     |
| Spring   | 232     | 1101    | 1112    | 1310    | 1499    |
| Total  | 485     | 1867    | 1785    | 2136    | 2426    |

| <b>Lincoln Trail College<br/>Dual Credit Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Fall  | 30      | 64      | 106     | 101     | 288     |
| Spring  | 53      | 72      | 157     | 139     | 290     |
| Total   | 83      | 136     | 263     | 240     | 578     |

| <b>Olney Central College<br/>Dual Credit Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Fall  | 328     | 325     | 295     | 263     | 328     |
| Spring  | 251     | 465     | 374     | 268     | 325     |
| Total   | 579     | 790     | 669     | 531     | 653     |

| <b>Wabash Valley College<br/>Dual Credit Enrollment</b> |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Term  | FY 2002 | FY 2003 | FY 2004 | FY 2005 | FY 2006 |
| Fall  | 116     | 381     | 294     | 472     | 597     |
| Spring  | 384     | 461     | 587     | 640     | 627     |
| Total   | 500     | 842     | 881     | 1112    | 1224    |

Source: IECC Dual Credit Reports

## High School Graduate Enrollment

| <b>Illinois Eastern Community Colleges<br/>High School Graduate Enrollment</b> |             |                |            |             |                |            |             |                |            |             |                |            |
|--|-------------|----------------|------------|-------------|----------------|------------|-------------|----------------|------------|-------------|----------------|------------|
| High School  | 2001        |                |            | 2002        |                |            | 2003        |                |            | 2004        |                |            |
|  | HS Grads    | Attending IECC | %          | HS Grads    | Attending IECC | %          | HS Grads    | Attending IECC | %          | HS Grads    | Attending IECC | %          |
| Carmi  | 91          | 7              | 8%         | 105         | 14             | 13%        | 121         | 13             | 11%        | 120         | 3              | 3%         |
| Clay City  | 39          | 9              | 23%        | 29          | 3              | 10%        | 31          | 17             | 55%        | 25          | 12             | 48%        |
| East Richland  | 145         | 68             | 47%        | 146         | 76             | 52%        | 182         | 98             | 54%        | 165         | 86             | 52%        |
| Edwards Cnty.  | 60          | 31             | 52%        | 65          | 42             | 65%        | 77          | 49             | 64%        | 65          | 32             | 49%        |
| Fairfield  | 123         | 48             | 39%        | 102         | 41             | 40%        | 120         | 47             | 39%        | 117         | 44             | 38%        |
| Flora  | 100         | 36             | 36%        | 98          | 69             | 70%        | 78          | 35             | 45%        | 110         | 48             | 44%        |
| Grayville  | 15          | 7              | 47%        | 18          | 5              | 28%        | 32          | 12             | 38%        | 20          | 8              | 40%        |
| Hutsonville  | 32          | 11             | 34%        | 29          | 14             | 48%        | 25          | 12             | 48%        | 31          | 6              | 19%        |
| Lawrenceville  | 85          | 36             | 42%        | 86          | 33             | 38%        | 81          | 36             | 44%        | 74          | 18             | 24%        |
| Mt. Carmel   | 170         | 76             | 45%        | 155         | 74             | 48%        | 164         | 81             | 49%        | 133         | 59             | 44%        |
| Newton   | 143         | 46             | 32%        | 123         | 32             | 26%        | 163         | 45             | 28%        | 127         | 37             | 29%        |
| North Clay   | 47          | 6              | 13%        | 52          | 4              | 8%         | 50          | 9              | 18%        | 40          | 6              | 15%        |
| North Wayne  | 20          | 8              | 40%        | 35          | 14             | 40%        | 34          | 16             | 47%        | 29          | 17             | 59%        |
| Oblong   | 54          | 29             | 54%        | 47          | 26             | 55%        | 65          | 29             | 45%        | 56          | 26             | 46%        |
| Palestine  | 29          | 12             | 41%        | 30          | 9              | 30%        | 25          | 5              | 20%        | 35          | 20             | 57%        |
| Red Hill   | 64          | 29             | 45%        | 53          | 24             | 45%        | 86          | 38             | 44%        | 80          | 39             | 49%        |
| Robinson   | 134         | 51             | 38%        | 109         | 39             | 36%        | 160         | 66             | 41%        | 121         | 40             | 33%        |
| West Richland  | 33          | 19             | 58%        | 35          | 23             | 66%        | 36          | 23             | 64%        | 30          | 16             | 53%        |
| <b>Totals/Avgs.</b>  | <b>1384</b> | <b>529</b>     | <b>38%</b> | <b>1317</b> | <b>542</b>     | <b>41%</b> | <b>1530</b> | <b>631</b>     | <b>41%</b> | <b>1378</b> | <b>517</b>     | <b>38%</b> |

Source: High School Graduate Report: College Support Services

---



---

## Non-Credit Enrollment

---

| <b>Illinois Eastern Community Colleges<br/>Non-Credit Enrollment</b> |            |            |            |            |            |       |
|--|------------|------------|------------|------------|------------|-------|
|  | FY<br>2002 | FY<br>2003 | FY<br>2004 | FY<br>2005 | FY<br>2006 | Total |
| Number of Classes  | 152        | 148        | 117        | 159        | 124        | 700   |
| Duplicated Headcount   | 1,943      | 1,700      | 1,500      | 1,616      | 1,665      | 8,424 |
| Unduplicated Headcount   | 1,410      | 1,218      | 1,179      | 1,286      | 1,283      | 6,376 |

| <b>Frontier Community College<br/>Non-Credit Enrollment</b> |            |            |            |            |            |       |
|---|------------|------------|------------|------------|------------|-------|
|   | FY<br>2002 | FY<br>2003 | FY<br>2004 | FY<br>2005 | FY<br>2006 | Total |
| Number of Classes   | 43         | 35         | 33         | 38         | 35         | 184   |
| Duplicated Headcount  | 523        | 417        | 429        | 462        | 548        | 2,379 |
| Unduplicated Headcount                                      | 387        | 308        | 312        | 340        | 363        | 1,710 |

| <b>Lincoln Trail College<br/>Non-Credit Enrollment</b> |            |            |            |            |            |       |
|--|------------|------------|------------|------------|------------|-------|
|  | FY<br>2002 | FY<br>2003 | FY<br>2004 | FY<br>2005 | FY<br>2006 | Total |
| Number of Classes                                      | 66         | 68         | 30         | 37         | 36         | 237   |
| Duplicated Headcount                                   | 843        | 730        | 397        | 424        | 565        | 2,959 |
| Unduplicated Headcount                                 | 588        | 435        | 326        | 366        | 454        | 2,169 |

| <b>Olney Central College<br/>Non-Credit Enrollment</b> |            |            |            |            |            |       |
|--|------------|------------|------------|------------|------------|-------|
|  | FY<br>2002 | FY<br>2003 | FY<br>2004 | FY<br>2005 | FY<br>2006 | Total |
| Number of Classes                                      | 28         | 27         | 32         | 62         | 34         | 183   |
| Duplicated Headcount                                   | 485        | 487        | 554        | 634        | 502        | 2,662 |
| Unduplicated Headcount                                 | 384        | 432        | 484        | 517        | 442        | 2,259 |

| <b>Wabash Valley College<br/>Non-Credit Enrollment</b> |            |            |            |            |            |       |
|--|------------|------------|------------|------------|------------|-------|
|  | FY<br>2002 | FY<br>2003 | FY<br>2004 | FY<br>2005 | FY<br>2006 | Total |
| Number of Classes                                      | 15         | 18         | 22         | 22         | 19         | 96    |
| Duplicated Headcount                                   | 92         | 66         | 120        | 96         | 50         | 424   |
| Unduplicated Headcount                                 | 51         | 43         | 57         | 63         | 24         | 238   |

Source: ICCB N1

---



---

## Degrees and Certificates

---

### Illinois Eastern Community Colleges Degrees and Certificates Awarded

|   | FY 2002 | FY 2003 | FY 2004 | FY 2005 |
|---|---------|---------|---------|---------|
| Associate Degrees, Transfer             | 344     | 405     | 405     | 357     |
| Associate Degrees, Career and Technical | 366     | 285     | 260     | 308     |
| Certificates                            | 334     | 319     | 345     | 372     |
| Total                                   | 1,044   | 1,009   | 1,010   | 1,037   |

### Frontier Community College Degrees and Certificates Awarded

|   | FY 2002 | FY 2003 | FY 2004 | FY 2005 |
|---|---------|---------|---------|---------|
| Associate Degrees, Transfer             | 62      | 67      | 58      | 37      |
| Associate Degrees, Career and Technical | 13      | 12      | 6       | 18      |
| Certificates                            | 129     | 122     | 105     | 86      |
| Total                                   | 204     | 201     | 169     | 141     |

### Lincoln Trail College Degrees and Certificates Awarded

|   | FY 2002 | FY 2003 | FY 2004 | FY 2005 |
|---|---------|---------|---------|---------|
| Associate Degrees, Transfer             | 75      | 76      | 81      | 61      |
| Associate Degrees, Career and Technical | 92      | 67      | 41      | 29      |
| Certificates                            | 50      | 46      | 56      | 65      |
| Total                                   | 217     | 189     | 178     | 155     |

### Olney Central College Degrees and Certificates Awarded

|   | FY 2002 | FY 2003 | FY 2004 | FY 2005 |
|---|---------|---------|---------|---------|
| Associate Degrees, Transfer             | 131     | 121     | 147     | 160     |
| Associate Degrees, Career and Technical | 152     | 134     | 128     | 144     |
| Certificates                            | 113     | 104     | 140     | 171     |
| Total                                   | 396     | 359     | 415     | 475     |

### Wabash Valley College Degrees and Certificates Awarded

|   | FY 2002 | FY 2003 | FY 2004 | FY 2005 |
|---|---------|---------|---------|---------|
| Associate Degrees, Transfer             | 76      | 141     | 119     | 99      |
| Associate Degrees, Career and Technical | 109     | 72      | 85      | 117     |
| Certificates                            | 42      | 47      | 44      | 50      |
| Total                                   | 227     | 260     | 248     | 266     |

Source: A1 Primary Graduate Reports

---



---

## Licensure Pass Rates

---

### Illinois Eastern Community Colleges Licensure Pass Rates

|                            | 2003-2004 |                             |     | 2004-2005 |                          |      |
|----------------------------|-----------|-----------------------------|-----|-----------|--------------------------|------|
|                            | # Stds    | Passed<br>Licensure<br>Exam |     | # Stds    | Passed<br>Licensure Exam |      |
| #                          |           | %                           | #   |           | %                        |      |
| Nursing (RN/ADN)-<br>NCLEX | 96        | 81                          | 84% | 94        | 79                       | 84%  |
| Radiography Technology     | 14        | 13                          | 93% | 14        | 13                       | 93%  |
| Cosmetology                | 16        | 15                          | 94% | 21        | 21                       | 100% |

Source: 2006 Performance Report and Cosmetology Program

---



---

## Transfer Rates

---

### Illinois Eastern Community Colleges Transfer Rates FY2003-2006

| College    | FY2003<br>Fall 1997 entrants<br>completed or<br>transferred by Fall<br>2001 | FY2004<br>Fall 1998 entrants<br>completed or<br>transferred by Fall<br>2002 | FY2005<br>Fall 1999 entrants<br>completed or<br>transferred by Fall<br>2003 | FY2006<br>Fall 2000 entrants<br>completed or<br>transferred by Fall<br>2004 |
|------------|---|---|---|---|
| FCC        | 9.7%  | 18.9%   | 26.3%   | 10.7%   |
| LTC        | 12.4%   | 12.8%   | 23.7%   | 25%   |
| OCC        | 28.2%   | 27.6%   | 40%   | 33.8%   |
| WVC        | 13.5%   | 17.8%   | 30%   | 19.4%   |
| IECC Avg.  | 17.5%   | 18.7%   | 30.9%   | 24.1%   |
| State Avg. | 22.6%   | 21%   | 28.9%   | 29%   |

Source: ICCB: Fall Enrollment (E1), Annual Enrollment and Completion (A1), and Community College and University Shared Data



---



---

**Graduated, Transferred or Still Enrolled**

---



---

**Illinois Eastern Community Colleges  
Full-Time First Time Entering Cohort Percent Graduated, Transferred or Still Enrolled  
At 150 Percent of Program Length**

|            | First-Time Full Time Entering Cohort <b>Fall 1998</b> through <b>Summer 2001</b> , Percent Graduated, Transferred or Still Enrolled | First-Time Full Time Entering Cohort <b>Fall 1999</b> through <b>Summer 2002</b> , Percent Graduated, Transferred or Still Enrolled | First-Time Full Time Entering Cohort <b>Fall 2000</b> through <b>Summer 2003</b> , Percent Graduated, Transferred or Still Enrolled | First-Time Full Time Entering Cohort <b>Fall 2001</b> through <b>Summer 2004</b> , Percent Graduated, Transferred or Still Enrolled | First-Time Full Time Entering Cohort <b>Fall 2002</b> through <b>Summer 2005</b> , Percent Graduated, Transferred or Still Enrolled |
|------------|---|---|---|---|---|
|            | Percent   | Percent   | Percent   | Percent   | Percent   |
| <b>FCC</b> | 52.4%   | 90.9%   | 64.3%   | 75.0%   | 77.8%   |
| <b>LTC</b> | 61.9%   | 65.7%   | 68.0%   | 71.7%   | 74.8%   |
| <b>OCC</b> | 68.3%   | 74.9%   | 67.5%   | 79.6%   | 76.3%   |
| <b>WVC</b> | 64.9%   | 66.2%   | 65.7%   | 78.3%   | 75.4%   |
| <b>ECC</b> | 64.3%   | 69.1%   | 66.9%   | 76.0%   | 75.5%   |

Source: ICCB Measure 6C3-Fall Enrollment (E1), Annual Enrollment and Completion (A1) and Shared Data Files

## Financial Aid

| <b>Illinois Eastern Community Colleges<br/>Federal and State Financial Aid<br/>Fiscal Year 2005</b> |                    |                          |
|---|--------------------|--------------------------|
| <b>Federal Programs</b>   | <b>Award Value</b> | <b>No. of Recipients</b> |
| Pell  | \$3,760,323        | 1,613                    |
| Supplemental Ed. Opportunity Grants (SEOG)  | 297,029            | 412                      |
| Federal Work Study  | 325,638            | 240                      |
| Perkins Loans   | 57,000             | 27                       |
| Other Scholarships, Employment  | 209,737            | 633                      |
| <b>Total Federal Programs</b>   | <b>\$4,649,727</b> | <b>2,925</b>             |
|   |                    |                          |
| <b>State Programs</b>   | <b>Award Value</b> | <b>No. of Recipients</b> |
| Monetary Award Program (MAP)  | \$983,730          | 1,137                    |
| Merit Scholarship   | 17,000             | 18                       |
| Ill. Student Assistance Commission (ISAC/Stafford Loans)  | 537,342            | 246                      |
| Ill. Incentive for Access (IIA)   | 72,250             | 225                      |
| Senior Citizen Waivers  | 69,647             | 643                      |
| Voc. Rehabilitation Grants (DORS)   | 52,299             | 39                       |
| National Guard Grants   | 10,848             | 13                       |
| Illinois Veteran Grants   | 68,178             | 70                       |
| Workforce Incentive Grand (WIA)   | 195,338            | 381                      |
| Other Scholarships and Tuition & Fee Waivers  | 328,058            | 1,807                    |
| <b>Total State Programs</b>   | <b>\$2,334,690</b> | <b>4,579</b>             |
|   |                    |                          |
| <b>Total Federal and State Programs</b>   | <b>\$6,984,417</b> | <b>7,504</b>             |

Source: FY05 Financial Aid Survey

| <b>Illinois Eastern Community Colleges<br/>Financial Aid by Fiscal Year</b> |           |           |           |           |           |
|---|-----------|-----------|-----------|-----------|-----------|
| Program   | FY2001    | FY2002    | FY2003    | FY2004    | FY2005    |
| Federal   | 3,837,272 | 4,167,714 | 4,289,827 | 4,627,853 | 4,649,727 |
| State   | 2,139,905 | 2,167,480 | 2,490,367 | 2,220,127 | 2,334,690 |
| Total   | 5,977,177 | 6,335,194 | 6,780,194 | 6,847,980 | 6,984,417 |

Source: IBHE Financial Aid Surveys

---



---

**Budget and Operations**

---



---

**Illinois Eastern Community Colleges  
Budgeted Revenue and Expenditures  
FY 2005 and FY2006**

| Total Operating Funds               | FY 2005      |        | FY 2006      |        |
|-------------------------------------|--------------|--------|--------------|--------|
| Revenues                            | \$24,423,813 |        | \$25,218,132 |        |
| Expenditures                        | \$24,423,813 |        | \$25,218,132 |        |
| Revenues                            |              |        |              |        |
| % Tuition & Fees                    | 8,273,691    | 34%    | 9,005,509    | 36%    |
| % State Appropriation               | 13,385,122   | 55%    | 13,452,623   | 53%    |
| % Local Government                  | 2,560,000    | 10%    | 2,545,000    | 10%    |
| %Other                              | 205,000      | 1%     | 215,000      | 1%     |
| Expenditures                        |              |        |              |        |
| % Instruction                       | 10,390,133   | 42.54% | 11,053,131   | 43.83% |
| % Academic Support                  | 446,965      | 1.83%  | 462,608      | 1.83%  |
| % Student Services                  | 1,127,778    | 4.62%  | 1,127,857    | 4.47%  |
| % PS/Continuing Education           | 75,463       | 0.31%  | 48,052       | 0.19%  |
| % Operation & Maintenance (Ed Fund) | 132,000      | 0.54%  | 122,000      | 0.48%  |
| % General Administration            | 1,875,926    | 7.68%  | 1,915,349    | 7.60%  |
| % Institutional Support             | 3,445,862    | 14.11% | 3,496,761    | 13.87% |
| % Scholarships, Grants, & Waivers   | 4,320,000    | 17.69% | 4,410,000    | 17.49% |
| % Operation & Maintenance           | 2,609,686    | 10.68% | 2,582,374    | 10.24% |

Source: IECC FY05 Budget and IECC FY06 Budget

**Agenda Item #8H**

**Self-Evaluation and Application for Recognition**

**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 19, 2006

RE: Self-Evaluation and Recognition Application

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<sup>st</sup> and the ICCB will conduct an on-site visit to the District in the Spring of 2007.

I recommend the Board's approval of the District's Self-Evaluation and Recognition Application.

TLB/rs

**Agenda Item #8I**

**Cooperative Agreement with John A. Logan College**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: Cooperative Agreement with John A. Logan College

The District's cooperative agreement with John A. Logan is subject to renewal at this time. Courses are added and deleted as shown below:

John A. Logan added:

|  |             |
|--|-------------|
| Architecture Technology                      | AAS         |
| Educational Interpreting Professional/Online | Certificate |
| Graphics Design                              | Certificate |

IECC removed:

|             |     |
|-------------|-----|
| Radiography | AAS |
|-------------|-----|

I ask the Board's of this cooperative agreement.

TLB/rs

**A JOINT AGREEMENT FOR EDUCATION COOPERATION  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
AND  
JOHN A. LOGAN COLLEGE, DISTRICT #530**

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2006 and entered into between **Illinois Eastern Community Colleges, District #529**, and **John A. Logan College, District #530**, 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.

**1. INSTITUTIONAL IDENTIFICATION**

For the purpose 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".

**2. EDUCATIONAL PROGRAMS**

**Illinois Eastern Community Colleges, District #529** agrees to accept students from **John A. Logan College, District #530**, in the following programs:

|                                    |                           |
|------------------------------------|---------------------------|
| Agricultural Technology/Production | AAS Degree                |
| Diesel Equipment Technology        | AAS Degree                |
| Radio-TV Broadcasting              | AAS Degree                |
| Telecommunications Technology      | AAS<br>Degree/Certificate |

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

**John A. Logan College, District #530**, agrees to accept students from **Illinois Eastern Community Colleges, District #529** in the following programs:

|                         |     |
|-------------------------|-----|
| Architecture Technology | AAS |
|-------------------------|-----|



|  |                 |
|--|-----------------|
| Cardiac Medical Sonography                     | Certificate     |
| Construction Management Technology             | AAS             |
| Dental Assisting                               | Certificate     |
| Dental Hygiene                                 | AAS             |
| Educational Interpreting Professional (Online) | Certificate     |
| Graphics Design                                | AAS/Certificate |
| Interpreter Preparation                        | AGS/Certificate |

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

**3. 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.

**4. 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.

**5. 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 not pay charge-back to the Receiving College for any programs contained in this agreement.

**6. PUBLICITY AND CATALOG**

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will a be coordinated effort with prior arrangements being made.

**7. AMENDMENTS TO AGREEMENT**

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

8. **TERMINATION**

This agreement shall be terminated at any time by **Illinois Eastern Community Colleges, District #529**, or **John A. Logan College, District #530**. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529**

\_\_\_\_\_  
Chief Executive Officer Date

\_\_\_\_\_  
Chairman, Board of Trustees Date

\_\_\_\_\_  
Secretary, Board of Trustees Date

**JOHN A. LOGAN COLLEGE, DISTRICT #530**

\_\_\_\_\_  
President Date

\_\_\_\_\_  
Chairman, Board of Trustees Date

\_\_\_\_\_  
Secretary, Board of Trustees Date

**Agenda Item #8J**

**Cooperative Agreement with Southwestern Illinois College**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: Cooperative Agreement with Southwestern Illinois College

The District's cooperative agreement with John A. Logan is subject to renewal at this time. Courses are added and deleted as shown below:

Southwestern Illinois College removed:

|                               |                 |
|-------------------------------|-----------------|
| Chemical Technology           | Certificate     |
| Horticulture                  | Certificate/AAS |
| Process Operations Technology | Certificate     |

IECC removed:

|                          |     |
|--------------------------|-----|
| Manufacturing Technology | AAS |
|--------------------------|-----|

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

TLB/rs

A JOINT AGREEMENT FOR EDUCATION COOPERATION  
between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522

This agreement is made this 19th day of September, 2006 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, 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.

I. 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".

II. EDUCATIONAL PROGRAMS

SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

|                                    |                         |
|------------------------------------|-------------------------|
| Aviation Maintenance Technology    | AAS Degree              |
| Aviation Pilot Training            | AAS Degree/Certificates |
| Construction Management Technology | 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 |

ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agree to accept students from SOUTHWESTERN ILLINOIS COLLEGE, District 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 |

### III. 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.

### IV. 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.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

VI. PUBLICITY AND CATALOG

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will be a coordinated effort with prior arrangements being made.

VII. AMENDMENTS TO AGREEMENT

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.



The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY  
COLLEGES  
District #529

SOUTHWESTERN  
ILLINOIS COLLEGE  
District #522

\_\_\_\_\_  
Chairman, Board of Trustees    Date

\_\_\_\_\_  
Chairman, Board of Trustees    Date

\_\_\_\_\_  
Secretary, Board of Trustees    Date

\_\_\_\_\_  
Secretary, Board of Trustees    Date

Illinois Eastern Community Colleges and Southwestern Illinois College do not discriminate on the basis of race, color, religion, sex, age, disability, or national origin.

**Agenda Item #8K**

**Online Education Plan 2006**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: 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. The District has shown impressive growth in student enrollment in online courses.

While the District has made great progress 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.

I ask the Board's approval of the Online Education Plan.

TLB/rs

# **Illinois Eastern Community Colleges**



## **Online Education Plan 2006**

**Approved by Cabinet: August 2, 2006**  
**Approved by Board of Trustees:**

---

---

**ILLINOIS EASTERN COMMUNITY COLLEGES  
ONLINE EDUCATION PLAN**

**August 2006**

---

---

**TABLE OF CONTENTS**

|   |              |
|---|--------------|
| <b>I. OVERVIEW.....</b>                           | <b>3-7</b>   |
| A. Introduction.....                              | 3            |
| B. Vision.....                                    | 3            |
| C. Definitions.....                               | 3            |
| D. Goals and Objectives .....                     | 4            |
| E. Target Population .....                        | 6            |
| F. Funding .....                                  | 7            |
| <b>II. SUPPORT SERVICES.....</b>                  | <b>8-10</b>  |
| A. Faculty Support .....                          | 8            |
| B. Student Support .....                          | 9            |
| C. Learning Resources and Services.....           | 9            |
| <b>III. PROCEDURES.....</b>                       | <b>11-16</b> |
| A. Online Course Development Process.....         | 11           |
| B. Online Course Development Compensation .....   | 11           |
| C. Criteria for Online Course.....                | 12           |
| D. Quality of Online Instruction .....            | 12           |
| E. Review and Course Approval .....               | 13           |
| F. Online Course Ownership .....                  | 14           |
| G. Course Scheduling and Multiple Offerings ..... | 14           |
| H. Class Size and Loads.....                      | 14           |
| I. Student Complaint Policy .....                 | 14           |
| J. Student Survey.....                            | 14           |
| K. Student Step-by-Step Process .....             | 15           |
| L. Registration Deadline .....                    | 15           |
| M. Online Course Instructions by Faculty .....    | 16           |
| N. WebCT Accounts, Courses and Backup .....       | 16           |
| <b>IV. EVALUATION AND ASSESSMENT .....</b>        | <b>17</b>    |
| A. Evaluation of Online Faculty.....              | 17           |
| B. Assessment of Student Learning .....           | 17           |

---

---

## I. OVERVIEW

---

---

### A. Introduction

Illinois Eastern Community Colleges have been offering online courses since 1997. Currently, IECC offers approximately 105 online courses taught by 70 full-time and part-time faculty. The tables below show the impressive growth of student enrollment in online courses.

**Summary of Total Enrollment  
IECC Online Classes by  
Academic Year**

Excluding CIS 1104

|        | 2000-01 | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 | 2006-07 |
|--------|---------|---------|---------|---------|---------|---------|---------|
| Summer |         | 61      | 165     | 312     | 460     | 540     | 665     |
| Fall   | 72      | 108     | 178     | 378     | 593     | 784     |         |
| Spring | 87      | 108     | 402     | 529     | 875     | 784     |         |
| Total  | 159     | 277     | 745     | 1219    | 1928    | 2108    |         |

Including CIS 1104

|        | 2000-01 | 2001-02 | 2002-03 | 2003-04 | 2004-05 | 2005-06 | 2006-07 |
|--------|---------|---------|---------|---------|---------|---------|---------|
| Summer |         |         | 278     | 614     | 594     | 718     | 795     |
| Fall   |         |         | 306     | 767     | 861     | 1026    |         |
| Spring |         | 172     | 632     | 792     | 1114    | 1284    |         |
| Total  |         | 172     | 1216    | 2173    | 2569    | 3028    |         |

While IECC has made great progress 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 the 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 vision of IECC's Online Education Program.

### B. Vision

IECC's Online Education Plan will provide high quality online courses, programs and services that respond to the needs of students who desire an alternative delivery method for learning.

### **C. Definitions**

Online instruction at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online, employing technology to facilitate the educational experience between instructors and learners. Online instruction responds to the needs and goals of students for flexible, accessible programs and courses, and takes place in the form of online courses via the Internet and hybrid courses. Academic, learning resources, student services, and technical and administrative support are provided for all forms of online programs and courses.

#### Online Courses

An online course has been specifically approved for delivery via the internet, and is taught predominantly utilizing asynchronous instructional methods. Courses are 100% online; there are no scheduled face-to-face meetings and all interaction is via online communications and services.

#### Hybrid Courses

A hybrid course combines online and traditional face-to-face classroom instruction to promote student learning. A designated percentage of the course is delivered on campus and the remaining percentage is delivered in the online environment. The online based portion of the course reduces the number of face-to-face contact hours. These face-to-face hours are instead replaced by online activities and assignments. The distribution of face-to-face and online requirements will vary based upon to the demands of a given curriculum. The college dean will define the predetermined percentage in consultation with the instructor.

### **D. Goals and Objectives**

In order to achieve IECC's Online Education Plan vision, measurable goals and objectives are necessary. The vision is to provide high quality online courses, programs and services that respond to the needs of students who desire an alternative delivery method for instruction. The goals noted below identify a broad category of tasks supporting the vision, and the objectives are measurable tasks that support the achievement of each goal.

---

#### **Goal 1: Develop a fully functional Web site with clear and easy access to all institutional courses, programs, and support services.**

---

Objective 1.1                      Identify and implement a course management system that is financially sustainable and supports current investment in online courses.

- Objective 1.2      Establish a realistic baseline level of access to computers for students, faculty and staff including a plan to upgrade and replace computers and related equipment on a regular cycle.
- Objective 1.3      Provide technology that is universally accessible to all persons and web-based assistive technologies to ensure compliance with the Americans with Disabilities Act.
- Objective 1.4      Establish an appropriate level of technical support for students, faculty and staff.
- Objective 1.5      Provide access to comprehensive online student support services including college orientation, admissions and registration, financial aid, bookstore, WebCT, grades and other online support services.



---

**Goal 2: Develop and deliver high-quality, online degree and certificate programs to expand learning opportunities that respond to the global education marketplace.**

---

- Objective 2.1      Orient faculty to online education and provide adequate support services for faculty to develop and deliver online courses.
- Objective 2.2      Reward faculty for the development of quality online courses, programs, and/or certificates.
- Objective 2.3      Establish standards and criteria for online courses to ensure quality and consistency.
- Objective 2.4      Establish an online course review and approval process to evaluate course content, usability, and quality.
- Objective 2.5      Organize a Copyright and Intellectual Property Committee to monitor copyright and intellectual property issues of current importance to online instructors and staff.
- Objective 2.6      Provide online courses, programs and certificates that respond to student needs in order to balance work and personal and professional development pursuits.
- Objective 2.7      Develop a survey instrument to measure student satisfaction with course content and presentation.
- Objective 2.8      Facilitate assessment of student learning in courses and programs delivered online and at off-campus sites.
- Objective 2.9      Receive Higher Learning Commission approval to offer online degrees and certificates.
- Objective 2.10      Establish IECC academic and faculty partnerships with high schools, colleges, and businesses for team teaching, shared programming, dual credit and 2 + 2 agreements.

---

**Goal 3: Develop innovative and flexible online programs, training, and services that meet the needs of industry and workforce development.**

---

- Objective 3.1      Develop and implement a plan to revitalize programs, certificates and courses that respond to workforce needs.
- Objective 3.2      Obtain resources to develop online career and continuing education offerings that provide workforce skills needed for emerging jobs statewide, nationally, and internationally.

- Objective 3.3 Identify online courses and resources that meet industry-specific training requirements.
- Objective 3.4 Establish and sustain mutually beneficial partnerships with businesses and industries to maximize the use of technology to expand, retrain, and strengthen the industrial base of southeastern Illinois.
- Objective 3.5 Upgrade and retain learners for the workplace through flexible, accessible, customized training and educational programs.

---

**Goal 4: Provide services and access to support the lifelong learning needs of diverse populations.**

---

- Objective 4.1 Expand IECC's online community to include adult and continuing education offerings which respond to the needs of the adult learner for the development of the essential skills necessary for lifelong learning.
- Objective 4.2 Provide specialized educational access online for individuals interested in refining their skills through professional development and continuing education.
- Objective 4.3 Establish and build partnerships between IECC and high schools, colleges, businesses, and governmental agencies to share information and to support online education and career development.
- Objective 4.4 Build strategic alliances and partnerships for the provision of online education at the institutional, state, and national level.
- Objective 4.5 Design and implement an Online Education Marketing Plan to promote awareness of IECC's online education, increase enrollments, and develop new markets for online education.

---

**Goal 5: Establish and define funding strategies and policies to assist IECC's Online Education Plan to provide high quality online instruction and support for both students and faculty.**

---

- Objective 5.1 Develop a means to measure cost and effectiveness of online delivery.
- Objective 5.2 Regularly monitor and adjust online course tuition and fees and adjust as necessary.
- Objective 5.3 Incorporate staffing and resources requirements into the District's strategic plan.

Objective 5.4                      Assure that allocation of resources and other efforts related to online education are aligned with the District's strategic plan.

### **E. Target Population**

Currently, the majority of the online students are from within the local area. IECC will continue to develop and provide additional online courses to accommodate scheduling and transportation needs of students within the IECC service area. However, declining local populations, social and economic changes, and student demand for online courses are requiring IECC to re-shape the delivery of education in ways that reflect the needs of the community and the broader education marketplace and working environment.

### **F. Funding**

Funding strategies and policies will be developed to assist IECC's Online Education Plan to provide high quality online instruction and support for both students and faculty. The District will regularly monitor and adjust online course tuition and fees to assist with the cost and effectiveness of online delivery. Staffing and resource requirements for online education will be incorporated into the District's strategic plan. Funding issues and factors include, but are not limited to, those listed below.

- online course development compensation
- staffing for Help Desk extended hours
- services for special needs students
- course management system upgrade/change
- T1, server and other technology expansion needs

---

---

## II. SUPPORT SERVICES

---

---

### A. Faculty Support

Faculty support and training are provided at the college locations and online as identified below.

- WebCT instruction and workshops
- Title III Faculty and Staff Development Component, including technology training, online course development, and online instructional techniques training
- assistance from the Coordinator of Web and Online Learning Services
- assistance from the IT Help Desk for server and other support-related issues

### B. Student Support

Students new to online courses are required to complete an introductory course, CIS 1104, Introduction to Online Learning, which prepares them for online course delivery. Once enrolled in an online course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, helpdesk, email, registration, transcripts, WebCT, grades, online documentation, and other online student support services.

The following elements and information are included on the IECC website, [www.iecc.edu/online](http://www.iecc.edu/online), including the portal, for online students.

- Online course schedules
- Course material requirements and acquisition options with contact information
- Student Services contact information for each college campus
- Learning Resources Center(s) online resources
- CIS 1104 Introduction to Online Learning information
- Definition of online courses and how to be successful
- Online instructors and technical support contacts
- Computer system requirements
- Frequently asked questions
- Course management system detail on WebCT
- Directions to obtain support:
  - Course content questions are directed to the instructor
  - Login and technical problems are directed to the IT Department

### CIS 1104 Introduction to Online Learning

CIS 1104 Introduction to Online learning is a course specially designed for students to determine if online learning is for them. The course is fully online and takes a student through a wide variety of areas of online learning areas. CIS1104 is an assessment of a student's skill and ability to effectively learn via course(s) instructed online. Topics include evaluating a student's learning style, basic computer and web browsing skills, and web based learning tools. Emphasis will be placed on using computer hardware and software to access online resources and programs. In addition, various learning methods will be presented to assist the student in evaluating if online learning is right for

them. The course transitions a student into WebCT, the course management system used by IECC.

The course is free and is offered at a variety of times for student convenience. Students are awarded .5 credit hours upon successful completion of all course requirements. All students new to online learning are required to complete the course for two reasons: 1) to help prepare the student for online course work and 2) to determine if online learning is an appropriate instructional delivery method for the student.

Students are not required to complete CIS1104 prior to enrollment into courses designated as “hybrid”. Students who have completed online courses at other institutions may receive a waiver from the CIS1104 requirement, based on student records verification. Business and Industry online programs, training, and services may also waive the CIS 1104 requirement based on the recommendation of the Career Education Associate Dean.

## **C. Learning Resources and Services**

### Library Services

The online library services offer a wide variety of resources that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain primary websites, participate in the “AskAway” Illinois Online system, and provide online access to subscription services. The “AskAway” service is available 24/7 and is a virtual library online, including co-browsing abilities to assist patrons.

### Bookstores

A consistent approach for course material acquisition by students is set to ensure that all students regardless of location, courses, etc., are provided the same method for obtaining books and/or related material required for a course(s). An online book ordering system has been established for each bookstore to provide convenient access to textbooks and other materials.

- Each bookstore will keep its online book ordering site up to date with book listings for the current and upcoming term(s). Any special requirements or extra material needed for specific courses will also be noted.
- Each bookstore will list bookstore contact information for students and steps for using the online book ordering system.
- Bookstores will clearly list all pertinent book details such as title, author, ISBN, and price.
- Students will be responsible to initiate contact with the providing college’s bookstore to obtain required course material.
- Students will be able to access the website to identify the materials and texts required by instructors for a particular course.
- Students will be required to make arrangements using one of the three options each bookstore offers for obtaining course material.
- Students will be required to obtain course material in a timely manner, in relationship to the start date of each course.

### Student Services

Student Services information regarding all courses including those online is accessible via the IECC website and Entrata portal as listed below.

- course schedules
- program requirements and outlines
- registration, tuition and fees
- calendar
- admission policies

Student Services contact information is readily available from all webpages. Support is offered via face-to-face, phone, online request, email, and online chat.

### Financial Aid

Financial Aid information regarding all courses, including those online, is accessible via the IECC website and Entrata portal as listed below.

- FASFA online application
- Frequently Asked Questions (FAQ)
- policies and standards
- loans, grants, and scholarship details and applications
- college contacts
- student rights

### Advising

Advising information regarding all courses including those online is accessible via the IECC website and Entrata portal as listed below.

- IECC catalog
- transfer options
- adviser contacts
- testing

---

---

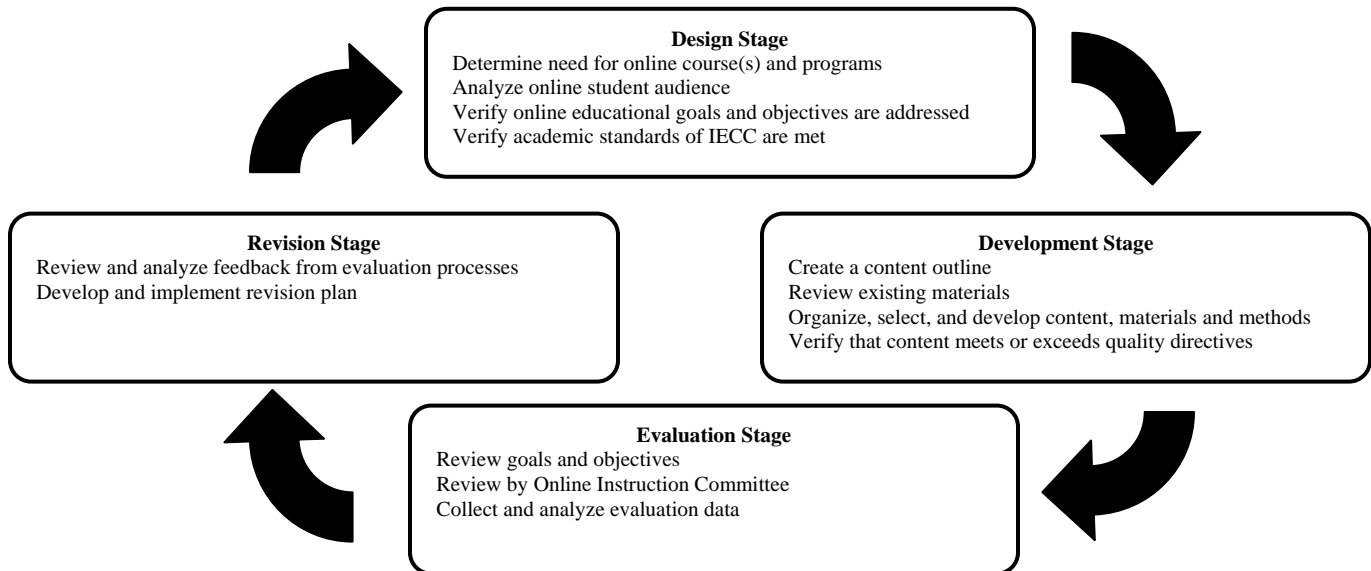
### III. PROCEDURES

---

---

#### A. Online Course Development Process

IECC's Online Course Development Process provides a framework for systematically planning, developing, and adapting courses, instruction, and programs based on student learning needs and requirements. The Online Course Development Process has four basic stages:



Instructors interested in teaching online courses need to evaluate their ability to instruct online based on the quality directives listed in Section D. Instructors who meet the quality directives need to complete the Online Course Approval Form for Internet Courses and submit to their college Dean. Advanced approval by the CEO is required to receive compensation for developing and teaching online courses. The approval form is located on the IECC Intranet.

#### B. Online Course Development Compensation

The current Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District 529 ("Board") and the Illinois Eastern Colleges Education Association, IEC-NEA ("Association"). The Board and the Association hereby agree to the following Internet Course Compensation on 8/31/01:

To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, then a one-time stipend of Three Hundred Fifty Dollars (\$350.00) per load hour, in addition to the faculty member's regular salary, will be paid to such faculty member the first time he or she teaches the course. When the same faculty member teaches the course on subsequent occasions, then no stipend or additional compensation shall be paid.

### **C. Criteria for Online Courses**

A course will be considered an “Online Course” when it meets or exceeds the following criteria.

1. 100% of the course content is online, including tests, handouts, and presentations, excluding textbooks and/or other physical materials and requires students to log in and complete online assignments at least 3-4 times per week.
2. The course has been reviewed at least one month prior to the start date. Review will assess content and usability by college Deans, peers and/or selected person from the Online Instruction Committee. Courses not containing the required elements or minimal content will not be approved as an acceptable online course. Courses not meeting the criteria can be resubmitted for subsequent review and evaluation. The college Dean will determine when the course is acceptable to offer online.
3. The course is developed and maintained on IECC servers, when possible. WebCT is the supported online instructional platform of the IECC District.
4. Content not on an IECC server will not be supported by IECC staff and administration. Support will become the responsibility of the individual faculty member.
5. Tools and content necessary for an online course are listed below.
  - email
  - syllabus
  - discussion board or other communication tools
  - content module or other resources
  - assignments posted in some manner
  - clearly defined goals, if not specified in syllabus
  - quizzes and tests, if used, should be done online via quiz tools or proctored
  - HTML is the primary format for file distribution to ensure accessibility;
  - instructor contact information
  - technical support contacts
6. Online instruction utilizes the learning methods listed below.
  - Reciprocal teaching through a dialogue between teachers and students regarding segments of course content. The dialogue is structured by the use of four strategies: summarizing, question generating, clarifying, and predicting.
  - The Learner-Centered atmosphere facilitates the exploration of meaning. Learners must feel safe and accepted. They need to understand both the risks and rewards of seeking new knowledge and understanding. New meaning should be acquired through a process of personal discovery.
  - Active learning encourages active participation for the construction of knowledge. Placing students in situations which compel them to read,



speaking, listening, thinking deeply, and writing. Active learning puts the responsibility of organizing what is to be learned in the hands of the learners themselves, and ideally lends itself to a more diverse range of learning styles.

- Higher level thinking skills are emphasized including: analysis, synthesis, and evaluation.
- Promotion of group collaboration and cooperative learning is encouraged.

#### **D. Quality of Online Instruction**

Online instruction requires dedication to detail and quality content. Instructors should evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems.

An online course should:

- provide for reciprocal teaching,
- be learner-centered,
- encourage active participation and knowledge construction,
- be based on higher level thinking skills of analysis, synthesis, and evaluation,
- promote active learning,
- allow group collaboration and cooperative learning,
- provide multiple levels of interaction, and,
- focus on real-world, problem solving.

Quality of online instruction will adhere to the criteria noted below.

- Courses offered online will adhere to the same high quality standards as are required by courses offered in the traditional face-to-face classroom.
- Online courses will be reviewed prior to student participation for quality, content, and to verify core standards as identified in the above section have been met.
- Online course instructors will satisfy the Illinois State Board of Education requirements and the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, and Illinois Eastern Community Colleges.
- Online instructors should have at least one semester of teaching experience traditional face-to-face classroom or hybrid course prior to developing and implementing an online course.
- Online instructors are encouraged to register for CIS 1104, Introduction to Online Learning, to experience online learning from the student perspective.
- Online instructors are encouraged to participate in WebCT training offered by the district or other institutions providing formal training.
- Problems, concerns, and other issues shall be handled in accordance to policies and standards in place for traditional courses.

#### **E. Review and Course Approval**

To ensure that an online course meets IECC's definition, content, and quality, a review process has been developed. Online courses will be reviewed at least one month prior to the course start date. The review will assess content and usability by College Deans, peers and/or selected person(s) from the Online Instruction Committee. Courses not

containing the required elements or low content will not be approved as acceptable online courses. Courses not meeting the criteria can be resubmitted for subsequent review and evaluation. Courses will be evaluated at various stages as noted below.

- Design stage
  - determine need for online courses and programs
  - analyze student audience
  - need/value evaluated against face to face course
- Development (pre-student)
  - outline content
  - ensure course meets or exceeds Definition and Quality directives
  - course is reviewed by peer and/or Online Instruction Committee for approval
- Post student
  - content /value evaluation based on student post evaluation survey

#### **F. Online Course Ownership**

College or joint ownership of inventions and/or materials developed or prepared by an employee exists when any one, or a combination, of the following conditions applies:

- A. When the invention and/or material bear a direct relationship to, or is made or developed in connection with the employee's duties and responsibilities as an employee of the Board.
- B. When the invention and/or material is made or developed with a contribution of College facilities, equipment (owned and rented), materials, funds, information, or of time and services of full-time faculty members and/or students on College and related duties.
- C. When the invention and/or material is made or developed in performance of College commissioned projects including private and government sponsored grants by the College.

Online courses developed by faculty meet all three conditions above and therefore are owned by the College.

#### **G. Course Scheduling and Multiple Offerings**

The College deans will develop a two year schedule of online course offerings to provide students with the information they need to plan and accomplish their academic and personal goals within a specific timeframe. Multiple offerings of online courses, additional online course sections, and the online course schedule will be discussed and approved during the Deans Meetings.

#### **H. Class Size and Loads**

Class size and instructional load is determined by the College dean, in consultation with

the providing instructor. Additionally, decisions about the number of online sections an individual faculty member may teach each term are made by the College deans.

### **I. Student Complaint Policy**

The Student Complaint Policy located in the college catalog on pages 30-31 ([www.iecc.edu/catalog](http://www.iecc.edu/catalog)) applies to all formal student complaints at Illinois Eastern Community Colleges, except for complaints regarding sexual harassment or student readmission petitions (see Appendix B in college catalog). This policy applies to all students. Traditional face-to-face and online students must follow the steps outlined in the catalog for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect a student.

### **J. Student Survey**

Two weeks prior to finals week each semester an online survey will be activated for each online course which a student is enrolled. This survey will address a wide range of issues regarding the student's online experience. The results from this survey will be collected and presented at the next scheduled Online Instruction Committee meeting. The purpose of the survey is to gauge student experience and comments regarding overall and specific areas. The results will be made available to deans and faculty. Faculty will receive the results of the surveys four weeks after the completion of the semester and in anonymous form.

### **K. Student Step-by-Step Process**

Step-by-Step process to take an online course is listed below.

1. Assess if a desired course is offered online.
2. Assess personal and technical abilities and time commitments to online education.
3. Fill out the online application form and include email contact information (\$10 admission fee).
4. Receive notification from Student Services via email or mail within one week, at which time:
  - a. Student may need to send more information regarding SAT or ASSET testing.
  - b. Student may be required to take placement testing.
  - c. Student may need to meet prerequisites for particular courses.
  - d. New online students will be required to take *CIS 1104 Intro to Online Learning*.
5. Student may register for course(s) by calling Student Services once the conditions above are met.
6. Student will be required to pay tuition payment within seven days of course registration, prior to being entered into a course, or student may be entered into course and billed. Student electing the second option will have a specified number of days to make payments or other arrangements. Student must adhere to the registering colleges' tuition and fee payment policies. Payment may be made in person, by mail, or over the phone by credit card.

7. Student should contact the offering colleges' bookstore to acquire, if any, course materials for a particular course. If more than one course is being taken, the student is responsible for contacting each of the offering institutions bookstores for course material. Course material requirements will be provided on the website.
8. A student, once on a course roster, will be contacted by email or mailed letter with directions on how to proceed with each registered course. Online instructors for each registered course will be responsible for posting course information on the Student Information System - Entrata. Students, in general will be contacted one week prior to the start date of the online course. CIS 1104 students will be contacted within a week of registration in the course.
9. Students in CIS 1104 will be notified online or via email of their completion of the course or additional requirements needed for completion. CIS 1104 is to be completed PRIOR to the start date of any other online course and by the specified date sent via letter notification or email. Students who do not complete CIS 1104 will be dropped from CIS 1104 and all other online courses. Final class grades must be accessed online via the IECC Entrata portal as are grades for traditional face-to-face classes.

#### **L. Registration Deadline**

Online courses must be approached in a district-wide, consistent manner in order to ensure that students have a positive online experience. Registration deadlines for online courses, which will be administered at each college, will be one day prior to the first day of classes. Any registrations made after the first day of classes require the permission of the online instructor offering the particular course. Extension of the registration period, without online instructors consent, would require all four College deans to be in agreement with the extension. If an extension were agreed upon, the College deans would be responsible for notifying their colleges' bookstore and Student Services offices.

#### **M. Online Course Instructions by Faculty**

- Online instructors will be responsible for posting the following course information online.
  - a. course prefix/number, title, and CRN
  - b. instructor name, contact address, email address, and phone number
  - c. course materials requirements,
  - d. login directions and credentials, if needed.
- Online instructors will be responsible for maintenance of the course content to ensure it continues to meet identified standards.
- Online instructors are to address all issues concerning content questions and redirect all technical issues to District Office Information Technology Department.

## **N. WebCT Accounts, Courses, and Backup**

- The District Office Information Technology Department (IT) is responsible for setting up all WebCT accounts for students and faculty.
- Upon request of an instructor, the IT Department is responsible for creating course areas for course development and/or practice.
- Instructors may backup their course, when desired, but the IT Department will also perform daily system-wide backup.

---

---

## **IV. Evaluation and Assessment**

---

---

### **A. Evaluation of Online Faculty**

The evaluation of online faculty will follow the same process as currently established by IECC for face-to-face instruction. Any faculty member's class/course may be visited unannounced by the administration. A Faculty Evaluation Form is located on the intranet on the forms page. The form contains the instructions for the evaluation process.

### **B. Assessment of Student Learning**

IECC is committed to high academic standards and to the assessment of student learning outcomes and academic achievement. Assessment of student learning in online courses does not differ substantially from traditionally taught courses and will be integrated into IECC's overall assessment of student learning.

**Agenda Item #8L**

**Affiliation Agreement with the Office of Dr. Theertham – Terre Haute**

**Agenda Item #8L**

**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 19, 2006

RE: Affiliation Agreement with The Office of Dr. Theertham – Terre Haute

I ask the Board's approval of the following Associate Degree Nursing Affiliation Agreement with the office of Dr. Theertham of Terre Haute, Indiana.

TLB/rs



**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 9<sup>th</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 Dr. Meghasyamarao Theertham, Terre Haute,  
IN  
(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

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

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

\_\_\_\_\_  
Department Head of Nursing, ADN

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

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

\_\_\_\_\_  
Chairman, Board of Trustees,  
Illinois Eastern Comm. 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.

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 #8M**

**Affiliation Agreement with Newton Rest Haven**

**Agenda Item #8M**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: Affiliation Agreement with Newton Rest Haven

I ask the Board's approval of an affiliation agreement with Newton Rest Haven for the Basic Nurse Assistant Program.

TLB/rs

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Newton Rest Haven Newton, IL (hereinafter referred to as AGENCY). *Agency City State*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical nursing assistant laboratory practice by students of the Basic Nurse Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant students and faculty of LTC 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 LTC'S Basic Nurse Assistant 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 Dean of the College on behalf of Lincoln Trail College 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. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and

supervision of the nursing assistant 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 Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant 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 LTC, and will comply with the policies of the health AGENCY.

Nursing assistant students and Nursing Assistant 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.

Students who have physical or emotional disabilities which may negate success in nursing assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in nursing assistant practice may participate in the contemplated program if approved by the AGENCY.

Prior to the use of any AGENCY facilities, under the contemplated program, LTC 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 LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC 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 Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. 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 Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
  
10. 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.
  
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Director of Nursing Services

\_\_\_\_\_  
Nursing Assistant Faculty Member

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

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community  
Colleges

**Agenda Item #8N**

**Preceptor Agreement with the Office of Dr. Theertham – Terre Haute**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: Preceptor Agreement with the Office of Dr. Theertham – Terre Haute

I ask the Board's approval of a Preceptor Agreement for the Associate Degree Nurse Program with the Office of Dr. Theertham of Terre Haute, Indiana.

TLB/rs

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

**PRECEPTOR AGREEMENT**

**AMENDMENT TO AGENCY AFFILIATION AGREEMENT**

This Amendment to Agency Affiliation Agreement is entered into this 9<sup>th</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 sometimes referred to as "District #529) and Dr. Meghasyamarao Theertham, of Terre Haute, IN, (hereinafter sometimes referred to as "Agency")

Whereas, the parties have previously entered into an Agency Affiliation Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and agreements contained herein, the parties agree to the following terms and conditions for a Preceptorship Program.

1. DEFINITION OF TERMS FOR:

A. Preceptorship: A teaching/learning method in which a student is assigned to a preceptor for the purpose of experiencing individualized clinical supervision.

B. Preceptor: A registered nurse with greater than or equal to two years clinical experience with demonstrated competency who has been recommended by the supervisor nurse manager. A preceptor uses the title "Voluntary Clinical Teaching Associate for Olney Central College Associate Degree Nursing Program." The preceptor retains ultimate responsibility for the comprehensive care of assigned clients and functions as a role model for professional practice.

C. Preceptee: A student responsible for providing nursing care to assigned clients under the supervision of an approved preceptor.

D. Faculty Liaison: A nursing instructor who collaborates with a preceptor to facilitate and evaluate student learning in clinical experiences. The nursing instructor assumes ultimate accountability for application of theory, evaluates overall student learning experience, and assigns the student's final grade.

E. Preceptor Setting: The environment in which nursing care is delivered during preceptorship experiences.

F. Preceptorship Clinical Objectives: Desired student outcomes for a clinical experience. Clinical objectives are specified in each student's course module.

G. Educational Outcomes: The knowledge, skill, and attitudes demonstrated by the associate degree nurse as the result of associate degree nursing education. Educational outcomes encompass those competencies expected at the time of graduation as well as those anticipated after six months of practice as a registered nurse.

APPROVED BY THE BOARD OF TRUSTEES  
July 16, 1996

2. PRECEPTOR SELECTION: The nurse preceptor should be:
  - A. Licensed as a RN with greater than or equal to two years clinical experience with demonstrated competency.
  - B. Recommended by supervisor/nurse manager.
  - C. Willing to serve as a preceptor to students.
  - D. Supportive of the philosophy of the OCC-ADN Program.
3. PRECEPTOR RESPONSIBILITIES: Each preceptor shall have the following responsibilities:
  - A. Complete orientation as provided by District #529.
  - B. Supervise patient care according to clinical objectives.
  - C. Choose the preceptee's patient assignment based on clinical objectives.
  - D. Review his or her daily assignments and confer periodically with the faculty liaison regarding the complexity of nursing tasks assigned.
  - E. Review preceptee's daily objectives and facilitate his/her learning through selection of increasingly complex duties in order to meet clinical objectives.
  - F. Supervise and guide the student in the clinical area.
  - G. Teach patient-centered care to the preceptee.
  - H. Act as a role model for the preceptee by adhering to nursing policies and procedures when giving patient care.
  - I. Assist the preceptee in organizing and prioritizing daily patient care routines.
  - J. Provide feedback to the preceptee and evaluate the preceptee's progress toward fulfilling designated clinical objectives on a weekly basis.
  - K. Collaborate with the faculty liaison as necessary to evaluate progress and address any additional educational issues.
  - L. Provide written evaluation to the preceptee at mid-rotation and the end of the experience.
4. PRECEPTOR TITLE:

*Voluntary Clinical Teaching Associate for*  
Olney Central College  
Associate Degree Nursing Program

5. PRECEPTORSHIP: District #529 will ensure that its faculty will serve as liaison to Agency nurse preceptors and will:

- A. Provide guidance and support to the preceptor.
- B. Be responsible for student learning experiences.

6. PRECEPTOR ASSISTANCE: District #529 Nursing Faculty will:

- A. Help to identify learning experiences needed for the individual student.
- B. Meet with the preceptor on a regularly scheduled basis to discuss the student's progress.
- C. Be available by telephone for consultation during times agreed to by the instructor and the preceptor.
- D. Help with student evaluation process.
- E. Be a resource and support person in guiding the preceptor in his/her role.
- F. Assign on a weekly clinical rotation, no more than TWO STUDENTS in a clinical group to preceptors. Preceptors and students will be assigned on a 1:1 ratio.
- G. Assign the same clinical objectives as for other students.
- H. Recruit preceptors for this experience.
- I. Orient preceptors to the OCC-ADN philosophy; objectives, roles, and responsibilities.
- J. Be available to the preceptor when preceptor is working directly with the student.
- K. Be responsible for the final determination of the student's successful completion of the objectives.
- L. Collaborate with the preceptor in evaluation of the student's clinical experience.
- M. Faculty is responsible for providing the preceptor with his/her telephone number and information about where to be contacted.
- N. Student hours with preceptorship shall be no more than ten (10) hours per week.
- O. Ask students to apply for clinical areas of interest.

7. PRECEPTEE (STUDENT) RESPONSIBILITIES: Each student who enters the preceptorship program shall have the following responsibilities:

- A. Confer daily with preceptor for mutual evaluation of daily patient care activities.

- B. Accept accountability for nursing judgment and care of patient.
  - C. Achieve clinical objectives at a predetermined satisfactory level.
  - D. Work under the supervision of an approved preceptor with faculty functioning in a liaison role.
  - E. Share clinical objectives with preceptor. Failure to present and share clinical objectives indicates that the student is not prepared for clinical.
  - F. Ask for feedback regarding clinical performance.
  - G. Self-evaluate clinical experiences.
  - H. Present to the preceptor skills performance check-off list from OCC-ADN program at each clinical. Failure to present this list indicates that student is not prepared for clinical.
  - I. Students will be allowed to implement with a preceptor only nursing skills that have been satisfactorily checked off on in the campus lab. These skills will be noted on a check-off sheet that was previously signed by the nursing instructor. Students will be responsible for taking this check-off sheet with them when working with the preceptor.
  - J. Student must have the clinical instructor's telephone number and be able to contact them should the need arise
  - K. Notify instructor if assigned to a preceptor where student is also employed.
8. *INSURANCE: Nursing students assigned to a preceptor will be covered by the insurance applicable to the current Agency Affiliation Agreement.*
9. **LIABILITY:** Liability will be the same as written in the current Agency Affiliation Agreement.



In Witness Whereof, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the day and year first above written.

AGENCY:

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

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

\_\_\_\_\_  
Department Head of Nursing, ADN

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

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

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

\_\_\_\_\_  
Chairman, 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.

**Agenda Item #80**

**Affiliation Agreement with Wellum Chiropractic**

**Agenda Item #80**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: Affiliation Agreement with The Wellum Chiropractic Office

I ask the Board's approval of an affiliation agreement with The Wellum Chiropractic Office for the Medical Assistant Program.

TLB/rs

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Medical Assistant Program (hereinafter referred to as LTC) and THE WELLUM CHIROPRACTIC OFFICE (hereinafter referred to as AGENCY).

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the Medical Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant students of LTC 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 of LTC'S Medical Assistant 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 Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor 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. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Medical Assistant Faculty on behalf of LTC, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the medical assistant 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 Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to medical assistant students.
5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

Students who have physical or emotional disabilities which may negate success in medical assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in medical assistant practice may participate in the contemplated program if approved by the AGENCY.

Prior to the use of any AGENCY facilities, under the contemplated program, LTC 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 LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. 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. Medical Assistant Faculty and medical assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing or other personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Medical Assistant Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

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

**Agenda Item #8P**

**Academic Calendar 2007-2009**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 19, 2006  
RE: 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<sup>th</sup> in 2008 and on March 9<sup>th</sup> 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<sup>th</sup>, which implemented the changes described above.

I ask the Board's approval of this Revised Academic Calendar.

TLB/rs



**ACADEMIC CALENDAR  
2007 - 2009**

**2007 Fall Semester**

|                 |           |   |
|-----------------|-----------|---|
| August .....    | 15-16     | Faculty Workshop  |
| August .....    | 17, 20-21 | Registration, Testing   |
| August .....    | 22        | First Day of Classes  |
| September ..... | 3         | Colleges Closed. Labor Day                                      |
| September ..... | 17        | Constitution Observance Day. Classes in Session                 |
| October .....   | 2         | No Classes. District Faculty/Staff Professional Development Day |
| October .....   | 8         | Colleges Closed. Columbus Day                                   |
| October .....   | 18        | Midterm   |
| November .....  | 12        | Colleges Closed. Veterans' Day Observed                         |
| November .....  | 22-23     | Colleges Closed. Thanksgiving                                   |
| December.....   | 12        | Last Day of Classes   |
| December.....   | 13-14     | Final Exams   |
| December.....   | 17-18     | Final Exams   |
| December.....   | 19        | Last Day of Semester  |

**(Colleges closed December 20 – January 2, 2008. Winter Break)**

**2008 Spring Semester**

|                |       |  |
|----------------|-------|--|
| January .....  | 3     | Colleges Open                                |
| January .....  | 7     | Faculty Workshop                             |
| January .....  | 8-9   | Registration, Testing                        |
| January .....  | 10    | First Day of Classes                         |
| January .....  | 21    | Colleges Closed. Martin Luther King, Jr. Day |
| February ..... | 18    | Colleges Closed. Presidents' Day             |
| March .....    | 7     | Midterm                                      |
| March .....    | 10    | No Classes. Pulaski Day Observed             |
| March .....    | 11-14 | No Classes. Spring Break                     |
| March .....    | 21    | Colleges Closed. Spring Holiday              |
| May .....      | 8     | Last Day of Classes                          |
| May .....      | 9     | Final Exams                                  |
| May .....      | 12-14 | Final Exams                                  |
| May .....      | 16    | Graduation                                   |

**2008 Summer Intersession**

|            |    |                               |
|------------|----|-------------------------------|
| May .....  | 19 | First Day of Classes          |
| May .....  | 26 | Colleges Closed. Memorial Day |
| May .....  | 28 | Midterm                       |
| June ..... | 6  | Last Day of Intersession      |

**2008 Summer Semester**

|              |     |                                   |
|--------------|-----|-----------------------------------|
| June .....   | 9   | Faculty Workshop                  |
| June .....   | 10  | First Day of Classes              |
| July .....   | 4   | Colleges Closed. Independence Day |
| July .....   | 7   | Midterm                           |
| August ..... | 1   | Last Day of Classes               |
| August ..... | 4-5 | Final Exams                       |

**2008 Fall Semester**

|                 |       |   |
|-----------------|-------|---|
| August .....    | 14-15 | Faculty Workshop  |
| August .....    | 18-20 | Registration, Testing   |
| August .....    | 21    | First Day of Classes  |
| September ..... | 1     | Colleges Closed. Labor Day                                      |
| September ..... | 17    | Constitution Observance Day. Classes in Session                 |
| October .....   | 7     | No Classes. District Faculty/Staff Professional Development Day |
| October .....   | 13    | Colleges Closed. Columbus Day                                   |
| October .....   | 16    | Midterm   |
| November .....  | 11    | Colleges Closed. Veterans' Day                                  |
| November .....  | 27-28 | Colleges Closed. Thanksgiving                                   |
| December .....  | 12    | Last Day of Classes   |
| December .....  | 15-18 | Final Exams   |
| December .....  | 19    | Last Day of Semester  |

**(Colleges closed December 22 – January 2, 2009. Winter Break)**

**2009 Spring Semester**

|                |       |  |
|----------------|-------|--|
| January .....  | 5     | Colleges Open                                |
| January .....  | 7     | Faculty Workshop                             |
| January .....  | 8-9   | Registration, Testing                        |
| January .....  | 12    | First Day of Classes                         |
| January .....  | 19    | Colleges Closed. Martin Luther King, Jr. Day |
| February ..... | 16    | Colleges Closed. Presidents' Day             |
| March .....    | 6     | Midterm                                      |
| March .....    | 9     | No Classes. Pulaski Day Observed             |
| March .....    | 10-13 | No Classes. Spring Break                     |
| April .....    | 10    | Colleges Closed. Spring Holiday              |
| May .....      | 8     | Last Day of Classes                          |
| May .....      | 11-14 | Final Exams                                  |
| May .....      | 15    | Graduation                                   |

**2009 Summer Intersession**

May ..... 18 First Day of Classes  
May ..... 25 Colleges Closed. Memorial Day  
May ..... 27 Midterm  
June ..... 5 Last Day of Intersession

**2009 Summer Semester**

June ..... 8 Faculty Workshop  
June ..... 9 First Day of Classes  
July ..... 3 Colleges Closed. Independence Day Observed  
July ..... 6 Midterm  
July ..... 31 Last Day of Classes  
August ..... 3-4 Final Exams

**Agenda Item #8Q**

**Emergency Repairs  $\frac{3}{4}$  Vote Required**

**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 19, 2006

RE: Emergency Repairs  $\frac{3}{4}$  Vote Required

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). I am 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 problem started after water to the AA building had been shut off at an underground valve outside the building to allow the replacement of plumbing in the pool area. After being shut off, and then the valve reopened, the water would not come back on and it was determined that the valve was bad. It was decided to call a plumber to fix the valve problem. The plumber replaced the underground valve, but when the new valve was opened, the water would still not come back on in the AA building. It was then discovered that there was another underground valve that no one knew existed. It was located under asphalt that had deteriorated. That second valve was removed and replaced and the asphalt was removed and replaced with concrete.

After these two valves were replaced and the water was turned back on, it became apparent that the second valve had been nearly corroded to a closed position and when both valves were replaced and the water restored, the water pressure was so great that leaks developed in numerous places. The higher water pressure created leaks because the pipes were corroded. The replacement of the two valves increased the water pressure and caused leaks inside the building. It was not feasible to try to locate and patch each leak (through concrete). All of this occurred about August 10, just prior to the opening of the Fall Semester.

The system was not designed to turn off the water to only a portion of the building. For that reason, we could not get water to the front of the AA building because this would cause leaks in the shower area and pool area in the rear of the building. It was decided to put a series of valves inside the building in order to be able to have water in the front of the building at the start of the Fall Semester. The installation of these valves required cutting into the concrete floor in several locations. Although the installation of these valves was not part of the planned original work or

part of the original problem, there was no way to have water in the AA building unless the valves were installed. The shut-off system has been redesigned so that it now allows water to be turned on or off separately for the front of the building, the shower rooms, and the pool itself.

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.

Here are the costs incurred:

|  |                 |
|--|-----------------|
| Plumbing Materials                       | \$1,906.05      |
| Backhoe, Jackhammer, Concrete Saw Rental | 3,407.00        |
| Concrete & Gravel                        | 1,149.00        |
| Labor                                    | <u>9,920.00</u> |
|  | \$16,382.05     |

A further problem remains. The 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.

I am asking the Board 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. The approval of the already expended funds and the new expenditure will require a  $\frac{3}{4}$  vote of the Board of Trustees.

TLB/rs

**Agenda Item #9**

**Bid Committee Report**

**Self-Contained Breathing Apparatus**

BID COMMITTEE REPORT

SEPTEMBER 2006

Workforce Education

1. Self Contained Breathing Apparatus



TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Self Contained Breathing Apparatus (10 Units)  
DATE: September 19, 2006

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the only bid received that meets all specifications from **CSE Corporation in Monroeville, Pennsylvania** for a total of **\$35,996.50**.

Respectfully submitted,

Terry Bruce  
Diane Lutes  
George Woods  
Harry Hillis, Jr.

Source of Funds: DCEO Grant

Department: Workforce Education/Coal Mining Technology

Rationale for Purchase: Equipment is needed to teach SCBA

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

## **Self Contained Breathing Apparatus Bid Specifications**

**Quantity (10 units)  
(2 air cylinders for each unit)**

These specifications are intended to define the minimum features, requirements, and attributes for Self-Contained Breathing Apparatus (SCBA).

It is intended that the Breathing Apparatus system and components purchased as a result of this ITB shall meet or exceed the requirements of NIOSH Approved High Heat Fire Fighting SCBA.

All Components of the SCBA shall be arranged to minimize interference when maneuvering in confined spaces and when passing through small openings. Components of the SCBA shall be easily removed for routine service and maintenance.

### **1. Facepiece**

- A. The facepiece shall be a full coverage type that covers the users nose, mouth and eyes.
- B. The facepiece shall provide the maximum amount of comfort for the wearer.
- C. The facepiece shall utilize two independent revert seals.
- D. The facepiece body shall have a large chin support complete with a drainport to facilitate the draining of sweat from the facepiece sealing edge. Sweat shall then be expelled via the exhalation valve.
- E. While wearing the SCBA, the wearer must be able to breathe ambient air without the removal of the facepiece.
- F. To prevent the cross-infection of successive SCBA wearers, the facepiece and second stage regulator shall be designed such that exhaled air, body fluids, and any particulate or substances suspended in the air cannot be contacted or inhaled by the next wearer of the SCBA after the facepiece is removed and replaced with another facepiece. The use of check valves to prevent the wearer from inhaling contaminants shall be acceptable.
- G. NOSE CUP. A nose cup shall be provided and installed in each facepiece. The nose cup shall be easily removed or replaced without the use of tools, for ease of cleaning and disinfecting.
- H. The facepiece shall be designed so that air from the cylinder passes over the facepiece lens prior to inhalation to prevent fogging on the inside of the lens.
- I. Spectacle Kit. The facepiece shall be capable of accepting and accommodating spectacles within the facepiece without interfering with the sealing capability of the facepiece.

Self Contained Breathing Apparatus Bid Specifications Continued:

## **2. Backplate and Harness Assembly**

- A. The backplate shall be a single piece, anti-static carbon fiber composite construction with orthopedic design so as to evenly distribute the weight of the SCBA over the user's hips. The backplate shall have cut out for use as handles when carrying the unit or for ease of donning.
- B. When 4500 psi unites is specified, the backplate shall accommodate a 30, 45 and 60-minute cylinder.
- C. The backplate shall extend below the cylinder valve to afford additional protection to valve and regulator, and also to protect the wearer's tailbone in the event the user falls backward.
- D. The internal padding of both shoulder and waist pads shall be of a closed cell construction to eliminate water absorption.
- E. The harnessing shall be constructed of a heavy duty, high temperature Kevlar/Nomex/PBI material.
- F. The harness shall be equipped with comfort style shoulder pads and waist belt padding to insure user comfort. The shoulder pads shall be at least 2.5 inches wide and the waist belt padding shall be at least 4.5 inches wide for optimal support. Shoulder and waist belt harnessing shall be independently adjustable.
- G. The cylinder strap shall accommodate all types and sizes of cylinders without the use of tools.

## **3. Mask Mounted Regulator**

- A. The SCBA shall utilize a mask-mounted regulator, which connects to the facepiece by a simple push-in snap connection. When connected to the facepiece, the regulator shall be capable of turning 360 degrees without being disconnected. The regulator shall be capable of being reset to the donning mode while connected to the facepiece to allow the wearer to keep the mask in a ready position as all times (i.e. when utilizing the neck strap). The mask-mounted regulator shall have a swivel at the medium pressure hose connection to provide easier head movement.
- B. When attached to the facepiece, the regulator shall not begin the flow of air until the wearer inhales.
- C. The flow of air from the regulator shall be capable of being interrupted when the facepiece is removed without the need to detach the regulator from the facepiece. The means to interrupt the flow of air from the regulator shall be integral to the facepiece or the second stage regulator.

Self Contained Breathing Apparatus Bid Specifications Continued:

**4. Cylinder Valve and First Stage Pressure Reducer**

- A. A large diameter hand wheel shall be installed on a CGA 347 threaded connection between the cylinder and the high-pressure connection (CGA 347).
- B. The first stage pressure reducer shall be located in a protected location on the breathing apparatus.

**5. Pressure Cylinder and Valve Assembly**

- A. An pressure cylinder and valve assembly shall be rated by N.I.O.S.H. as a nominal 60-minute duration and a pressure of 4500 psi and shall be approved for handling and use by the “United States Department of Transportation.” (D.O.T.). Quantity of 2
- B. The cylinder must be a carbon fiber material.

**6. Second Stage-Lung Demand Regulator**

- A. The second stage regulator shall mount to the facepiece with a “quick-connection which shall be capable of being connected with one hand and can not be accidentally disconnected.
- B. The second stage regulator shall provide a constant positive pressure in the facepiece to preclude the entry of external gasses and shall maintain pressures with in the performance as prescribed by N.I.O.S.H.
- C. When the breathing apparatus is in an operational mode, positive pressure shall be maintained inside the facepiece without any conscious election of the user.
- D. A second stage by-pass feature shall be provided to supply either pulse flow or continuous flow at a minimum flow rate of at least one-hundred (100) liters per minute and shall be easily operated with a gloved hand.

**7. Warranty information**

- A. The SCBA shall have a minimum of 5 years warranty on the complete unit.
- B. The First Stage Regulator shall have a minimum of 15 years warranty.
- C. All electronics shall have a minimum of one-year warranty.

Self Contained Breathing Apparatus Bid Specifications Continued:

ON SITE USER TRAINING MUST BE PROVIDED AT NO CHARGE.

Delivery must be made no later than October 20<sup>th</sup>, 2006.

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

TOTAL BID \$ \_\_\_\_\_  
(for 10 Units & 20 air cylinders)

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

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

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

**Agenda Item #10**

**District Finance**

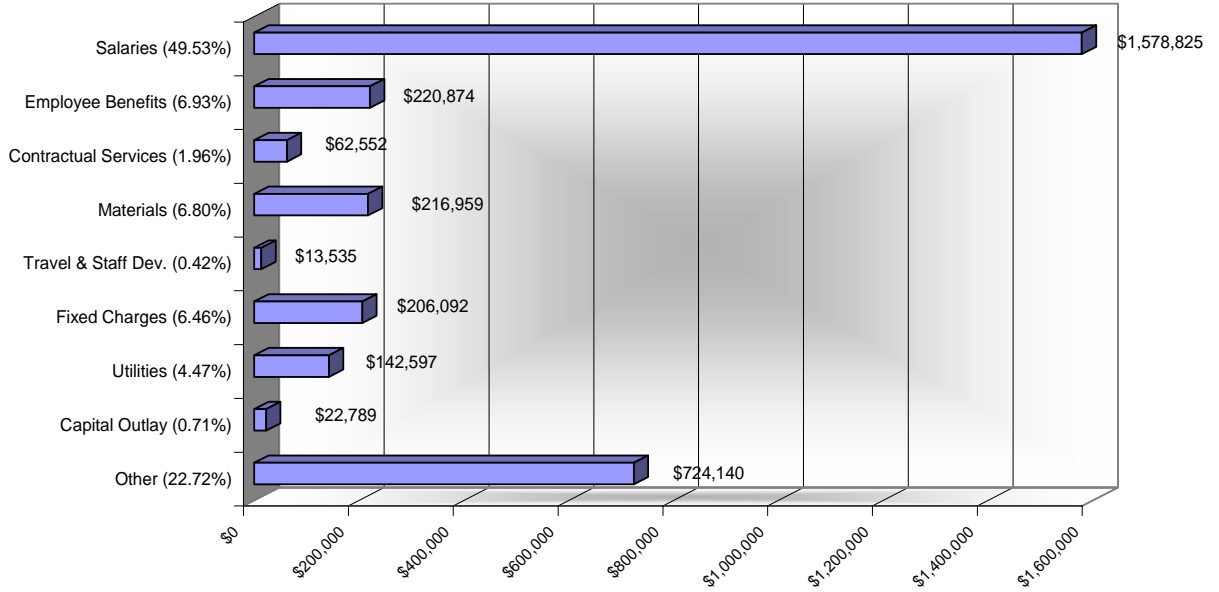
**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**August 31, 2006**

|   | <b>ALL FUNDS</b>                |
|---|---------------------------------|
|   | <b>Fiscal<br/>Year<br/>2006</b> |
| <b>ASSETS:</b>  |                                 |
| CASH  | 4,470,875                       |
| IMPREST FUND  | 21,500                          |
| CHECK CLEARING  | 12,000                          |
| INVESTMENTS   | 8,390,000                       |
| RECEIVABLES   | 3,440,051                       |
| ACCRUED REVENUE   | -                               |
| INTERFUND RECEIVABLES                                   | -                               |
| INVENTORY   | 481,046                         |
| OTHER ASSETS  | 446,276                         |
| <b>TOTAL ASSETS AND OTHER DEBITS:</b>                   | <b>17,261,748</b>               |
| <br><b>LIABILITIES:</b>                                 |                                 |
| PAYROLL DEDUCTIONS PAYABLE                              | 111,355                         |
| ACCOUNTS PAYABLE  | 46,546                          |
| ACCRUED EXPENSES  | -                               |
| INTERFUND PAYABLES                                      | 139,950                         |
| DEFERRED REVENUE  | -                               |
| OTHER LIABILITIES                                       | 54,296                          |
| <b>TOTAL LIABILITIES:</b>                               | <b>352,147</b>                  |
| <br><b>EQUITY AND OTHER CREDITS:</b>                    |                                 |
| INVESTMENT IN PLANT                                     | 1,646,268                       |
| PR YR BDGTD CHANGE TO FUND BALANCE                      | (418,270)                       |
| <br><b>FUND BALANCES:</b>                               |                                 |
| FUND BALANCE  | 2,031,197                       |
| RESERVE FOR ENCUMBRANCES                                | 13,650,406                      |
| <b>TOTAL EQUITY AND OTHER CREDITS</b>                   | <b>16,909,601</b>               |
| <br><b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b> | <b>17,261,748</b>               |

**Illinois Eastern Community Colleges  
FY2006  
Operating Funds**



Illinois Eastern Community Colleges Dist. #529  
■ As of August 31, 2006 - \$3,188,363



ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS

FISCAL YEAR 2007

| College             | Category | Tentative<br>Budget | Spent Thru<br>August | % of Bdgt  | % of Year  |
|---------------------|----------|---------------------|----------------------|------------|------------|
| Frontier            | Bills    |                     | \$320,147            |            |            |
|                     | Payroll  |                     | 243,115              |            |            |
|                     | Totals   | \$2,547,122         | 563,262              | 22%        | 17%        |
| Lincoln Trail       | Bills    |                     | 199,700              |            |            |
|                     | Payroll  |                     | 233,969              |            |            |
|                     | Totals   | 2,956,026           | 433,669              | 15%        | 17%        |
| Olney Central       | Bills    |                     | 272,046              |            |            |
|                     | Payroll  |                     | 443,658              |            |            |
|                     | Totals   | 5,209,686           | 715,704              | 14%        | 17%        |
| Wabash Valley       | Bills    |                     | 201,159              |            |            |
|                     | Payroll  |                     | 308,892              |            |            |
|                     | Totals   | 3,530,372           | 510,051              | 14%        | 17%        |
| Workforce Educ.     | Bills    |                     | 297,321              |            |            |
|                     | Payroll  |                     | 140,388              |            |            |
|                     | Totals   | 1,682,797           | 437,709              | 26%        | 17%        |
| District Office     | Bills    |                     | 33,709               |            |            |
|                     | Payroll  |                     | 120,546              |            |            |
|                     | Totals   | 1,248,404           | 154,255              | 12%        | 17%        |
| District Wide       | Bills    |                     | 285,456              |            |            |
|                     | Payroll  |                     | 88,257               |            |            |
|                     | Totals   | 9,186,101           | 373,713              | 4%         | 17%        |
| <b>GRAND TOTALS</b> |          | <b>26,360,508</b>   | <b>3,188,363</b>     | <b>12%</b> | <b>17%</b> |

Excludes DOC

**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:** September 14, 2006

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.3, 400.4., 400.5., 400.6., 400.8. and 400.9. will be mailed under separate cover.

# **INDEX**

**400.1. Employment of Personnel**

**400.2. Change in Status**

**400.3. Temporary Employment**

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

**400.5. Amended Leave of Absence (External Report)**

**400.6. Approval of Proposed Non-College Employment (External Report)**

**400.7. Special Assignment**

**400.8. Resignation**

**400.9. Retirement**

# PERSONNEL REPORT

## 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 '06-'07 Academic year only, effective September 25, 2006

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

## 400.5. Amended Leave of Absence (External Report)

## 400.6. Approval of Non-College Employment (External Report)

## 400.7. Special Assignment

### A. Lincoln Trail

#### 1. Extra-Curricular

Susan Polgar

Phi Theta Kappa Advisor

**Recommended  
2006-07**

\$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

**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 |

8/31/2006