

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**September 18, 2007**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**September 18, 2007  
7:00 p.m.  
Olney Central College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Phase 9 Project Applications and Resolutions..... Browning
  - B. Certification of Chargeback ..... Browning
  - C. 2007 Estimated Tax Levy Resolution ..... Browning
  - D. Resolution Establishing Tax Levy Hearing ..... Browning
  - E. FY2007 Audit..... Bruce
  - F. FY2008 Budget..... Bruce
  - G. IECC/LTC Vans Lease ..... Bruce
  - H. Real Estate Broker Course Fee ..... Bruce
  - I. International Student Application Fee Increase..... Bruce
  - J. IECC/CEFS Sublease ..... Bruce
  - K. Termination of Lease ..... Bruce
  - L. Affiliation Agreement – ACE After School Program ..... Bruce
  - M. Observation Agreement – ACE After School Program ..... Bruce
  - N. IECC Fact Book..... Cantwell
  - O. Transfer Agreement with Eastern Illinois University ..... Cantwell
  - P. Joint Agreement with Southwestern Illinois College ..... Cantwell

- Q. Joint Agreement with John A. Logan College..... Cantwell
- R. Articulation Agreement between IECC/WVC & ISU (Agri-Business).....Pampe
- S. 2+2 Articulation Agreement with Indiana State University (Human Resource Dev.) .....Pampe
- T. 2+2 Articulation Agreement with Indiana State University (Career & Technical Ed.).....Pampe
- U. 2+2 Articulation Agreement with Indiana State University (Administration of Justice) .....Pampe
  
- 9. Bid Committee Report ..... Bruce
  - Phase 8 Carryover -
    - Sidewalk Repairs - FCC, OCC, WVC
    - Plumbing & Ventilation Upgrades - LTC, OCC, WVC
- 10. District Finance
  - A. Financial Report.....Browning
  - B. Approval of Financial Obligations.....Browning
- 11. Chief Executive Officer’s Report ..... Bruce
- 12. Executive Session ..... Bruce
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes..... Bruce
- 14. Approval of Personnel Report ..... Bruce
- 15. Collective Bargaining ..... Bruce
- 16. Litigation..... Bruce
- 17. Acquisition and Disposition of Property..... Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, August 21, 2007.

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

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

John D. Brooks, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Trustees absent: Brenda K. Culver, Randi Scott (student trustee). There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

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

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, Tuesday, July 17, 2007, were presented for disposition.

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

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

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

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

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

**AGENDA #5 – “Reports”** –

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

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

**#5-C. Report from Cabinet:** George Woods, Dean of Workforce Education, presented an informational report on Coal Mining Technology. Penny Quinn, Dean of Instruction, reported that enrollment at LTC was up 30% during the recent Summer Term.

**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. Tentative FY08 Budget:** The CEO reviewed the tentative budget for the fiscal year beginning July 1, 2007, which was made available to the public on August 10 and remains available for public inspection through the scheduled September 18, 2007 Budget Hearing and Board meeting. Publication of the budget’s availability and notice of the public hearing was made in district newspapers. The tentative fiscal year 2008 budget projects operating revenues of \$27,995,428 for the Education Fund and the Operations and Maintenance Fund. The document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2008, based on information available to date. The CEO recommended acceptance of the tentative budget as presented.

**Board Action:** Trustee Walter Koertge made a motion to accept the FY08 tentative budget as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Lincolnland Agri Energy Appraisal Contract:** The taxing bodies in Crawford County, the Supervisor of Assessment, and the Board of Review are engaged in a dispute over the proper assessment of property owned by Lincolnland Agri Energy, an ethanol processing plant located in

Crawford County. To settle the dispute over the proper assessment, the taxing bodies have agreed to hire a professional appraiser - Integra Realty Resources at a fee of \$30,000. The taxing bodies have agreed to pay the fee in the same proportion as the collection of taxes in Crawford County. Illinois Eastern Community Colleges collects 4.4% of the taxes and therefore would be responsible for \$1,335.31 of this fee amount.

**Recommendation:** The CEO recommended that IECC pay its fair share of the cost of an appraisal of Lincolnland Agri Energy property, if the Crawford County taxing bodies agree to do an appraisal.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the recommendation of the CEO relative to assessment of property owned by Lincolnland Agri Energy, that IECC pay its fair share of the cost of an appraisal if the Crawford County taxing bodies agree to do an appraisal. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Jasper County Tax Abatement for Evapco:** Jasper County has an opportunity to attract a new plant to the City of Newton and has asked the assistance of Illinois Eastern Community Colleges. Evapco now operates a facility in Greenup, Illinois and has planned an expansion into Newton. Currently available is a building formerly occupied by E.R. Moore. To attract Evapco, all taxing bodies in Jasper County have agreed to abate 100% of the real estate taxes due for a period of five consecutive years from 2007 to 2012. Assurance has been given that there will be no request for an extension of this tax abatement after the five year period.

**Recommendation:** The CEO recommended adoption of the ordinance presented, titled "Ordinance Abating Real Estate Taxes on Real Estate Property Owned by Evapco, Inc. Located in the City of Newton, Illinois," and that the ordinance be made a part of the records of this community college district.

**Board Action:** Trustee Walter Koertge made a motion approve the tax abatement for the Evapco Building in Newton, Illinois as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Jasper County Eagle Country Water Works Waiver of Taxes Due:** Eagle Country Water Works is a not-for-profit entity located in Newton, Illinois. They make substantial contributions each year to Jasper County Community Unit No. 1, Jasper County Boys and Girls Park, Jasper County Chamber of Commerce, local softball and baseball programs, and others. One year ago the Board of Trustees approved an abatement of taxes on the building occupied by Eagle Country for 2006. However, the tax exemption form filed by Eagle Country Water Works was not approved by the Illinois Department of Revenue in time to avoid 2006 taxes due and payable in 2007. Eagle Country Water Works has requested that the Board of Trustees waive collection of its taxes of \$259.58 due for the year 2006. The CEO recommended that the Board approve the waiver of taxes due for Eagle Country Water Works, Inc., for the year 2006.

**Board Action:** Trustee William Hudson made a motion to approve the waiver of taxes due for Eagle Country Water Works, Inc. for the year 2006 as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and

Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Naming of Dennis Conley Field:** Jack Davis, President of Olney Central College, has asked that the Baseball Field at Olney Central College be named for Dennis Conley. Mr. Conley has been Baseball Coach and Athletic Director at OCC for the past 28 years. During his tenure more than 180 students have had the opportunity to receive the benefits of higher education and the fine instruction he has given on the baseball field. Mr. Conley was recently recognized as Citizen of the Year by the Olney Chamber of Commerce. In presenting the award, it was noted that Mr. Conley has been very involved in the Olney community, especially in conducting summer recreational programs and being actively involved in Little League Baseball.

OCC President Jack Davis has stated that, “Mr. Conley’s integrity is impeccable and he is an excellent role model for all students at Olney Central College.” The CEO recommended approval to name the baseball field at Olney Central College, “Dennis Conley Field.”

**Board Action:** Trustee Walter Koertge made a motion to approve naming the baseball field at OCC “Dennis Conley Field” as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Affiliation Agreement – Pharmacy Technician – Fayette County Hospital – Vandalia:** IECC wishes to enter into a new affiliation agreement with Heartland Health System Inc., located at Fayette County Hospital, Vandalia, Illinois. This affiliation agreement is for the Pharmacy Technician Program at Lincoln Trail College and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Larry Rost made a motion to approve the affiliation agreement with Heartland Health System Inc., located at Fayette County Hospital for the Pharmacy Technician Program as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Affiliation Agreement – Phlebotomy – Clay County Hospital – Flora:** IECC wishes to enter into a new affiliation agreement with Clay County Hospital, Flora, Illinois. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Larry Rost made a motion to approve an affiliation agreement with Clay County Hospital for the Phlebotomy Program as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Affiliation Agreement – Phlebotomy – Crawford Memorial Hospital – Robinson:** IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital, Robinson, Illinois. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Larry Rost made a motion to approve an affiliation agreement with Crawford Memorial Hospital for the Phlebotomy Program as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Affiliation Agreement – Phlebotomy – Fairfield Memorial Hospital:** IECC wishes to enter into a new affiliation agreement with Fairfield Memorial Hospital, Fairfield, Illinois. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Larry Rost made a motion to approve an affiliation agreement with Fairfield Memorial Hospital for the Phlebotomy Program as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-J. Affiliation Agreement – Phlebotomy – St. Mary’s Hospital – Centralia:** IECC wishes to enter into a new affiliation agreement with St. Mary’s Hospital, Centralia, Illinois. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Larry Rost made a motion to approve an affiliation agreement with St. Mary’s Hospital, Centralia, for the Phlebotomy Program as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-K. Affiliation Agreement – Phlebotomy – Good Samaritan Hospital – Mt. Vernon:** IECC wishes to enter into a new affiliation agreement with Good Samaritan Hospital, Mt. Vernon, Illinois. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Larry Rost made a motion to approve an affiliation agreement with Good Samaritan Hospital, Mt. Vernon, for the Phlebotomy Program as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report” –**

**#9-A. OCC – Rebuild Steinway Grand Piano:** The CFO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications, from Horine’s Pianos Plus, Bloomington, IL, for a total of \$41,025.00 to rebuild the Steinway Grand Piano #450028B at Olney Central College. All rebuilding work is backed by a Steinway warranty. For future investment appraisal or sale, a dated certification record on all services performed will be provided by the Steinway and Sons Restoration Department.



Source of Funds: Education Fund/Private Donations. Department: Music and Theater.

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

**Board Action:** Trustee Marilyn Wolfe made a motion to accept the bid of Horine's Pianos Plus for rebuilding the Steinway Grand Piano at OCC as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$4,449,957.18, as of July 31, 2007.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for August 2007, totaling \$1,306,211.47, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for August 2007, in the amounts listed, and payments from the revolving fund for July 2007. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Umbrella Liability – IECC coverage reviewed.
2. IRS Audit – No changes were made by Internal Revenue Service auditors.
3. Single Parent Program – Complimentary letter was received.
4. Shelter at OCC.
5. Proposed Assessment Change in Wabash County – Former Snap-On Tool Property.
6. Student Satisfaction Survey Results – 93.3 of those surveyed expressed no dissatisfaction with education or services received at IECC.
7. State of Illinois Budget – Update on status of state budget.
8. Enrollment Report – Total District up 1% for summer term.

**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 on Tuesday, July 17, 2007.

**AGENDA #14 – "Approval of Personnel Report"** – The CEO presented the following Personnel Report and recommended approval:

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

A. Faculty

1. Kimberley Stevens, Math Instructor, effective August 15, 2007.
2. Penny Truitt, Massage Therapy Instructor, effective August 15, 2007.

B. Classified

1. Megan Briner, Assistant to President, WVC, effective September 4, 2007.
2. Ashley Bussard, Counselor, Upward Bound, DO/OCC, effective September 4, 2007, contingent upon continued grant funding.
3. Julie Crawford, Program Advisor, Allied Health, OCC/FCC, effective September 4, 2007.
4. Sheri Diaz, Office Assistant, Upward Bound, DO/LTC, effective September 4, 2007, contingent upon continued grant funding.
5. Misti Hinterscher, Counselor, Upward Bound, DO/OCC, effective September 4, 2007, contingent upon continued grant funding.
6. Amanda Sharp, Academic Coordinator, Upward Bound, DO/LTC, effective September 4, 2007, contingent upon continued grant funding.
7. Brandon Weger, Counselor, Upward Bound, DO/LTC, effective September 4, 2007, contingent upon continued grant funding.

**400.2. Change in Status**

A. Professional/Non-Faculty

1. LeAnn Hartleroad, Director, Upward Bound, DO, to Program Director, Upward Bound, DO, effective September 1, 2007, contingent upon continued grant funding.
2. Amy Loss, Director of Admissions/Career Advisor, FCC, to Director of Recruitment & Advisement, FCC, effective September 1, 2007.

B. Classified

1. Ryan Herdes, Student Advisor, Upward Bound, DO, to Academic Coordinator, Upward Bound, DO/OCC, effective September 1, 2007, contingent upon continued grant funding.
2. Rebekkah Hixon, Student Advisor, DO, to Counselor, Upward Bound, DO/LTC, effective September 1, 2007, contingent upon continued grant funding.

**400.3. FY07-08 Educational Level Changes**

A. Faculty

Travis Matthews, from B +16 to M, \$1,000.  
Janet Kinkade, from M to M+24, \$2,000.  
Ruby Houldson, from M+36 to M+48, \$1,000.

**400.4. Special Assignment**

A. Olney Central College – Academic

1. Penny Truitt, Lead Inst – Massage Therapy, \$450.

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

A. Faculty

1. Angelia Williams, Terre Haute Regional Hospital, Terre Haute, IN, approximate time per academic year 240 hours.
2. Angelia Williams, Indiana Wesleyan University, Marion, IN, approximate time per academic year 240 hours.
3. Judith Puckett, Wayne County Press, Fairfield, IL, approximate time per academic year, 60 hours.

#### **400.6. Leave of Absence Approved by CEO since July 17, 2007**

A. None.

#### **400.7. Leave Request**

A. Classified

1. Dana Hart, DO, Family Medical Leave, effective September 24, 2007 through November 19, 2007. The requested leave is unpaid, with benefits, with allowance for substitution of paid leave time.

#### **400.8. Resignations**

A. Faculty

1. Cindy Lord, Nursing Instructor, Allied Health, effective August 15, 2007.

B. Classified

1. Kimberly Frisz, Program Advisor, Educational Talent Search, DO, effective August 27, 2007.

**Board Action to Approve Personnel Report:** Trustee Walter Koertge made a motion to approve the foregoing Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Absent were Trustee Culver and Student Trustee Scott. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – “Litigation” –**

**A. Communication from William C. Hudson:** The CEO presented the following communication from Trustee William C. Hudson, dated August 10, 2007:

**Law Offices of George W. Woodcock, Attorneys at Law, Mt. Carmel, Illinois**

Illinois Eastern Community Colleges  
233 E. Chestnut Street  
Olney, Illinois 62450

Attn: Mr. Harry Hillis

RE: John J. Reburn  
Accident of September 7, 2005

Dear Mr. Secretary:

This is to inform you, the Board, and the general public of a situation of which you should be aware.

I am an attorney, licensed to practice law in the great State of Illinois since November of 2004. I have been employed by the Law Offices of George W. Woodcock, in Mount Carmel, Illinois from at least November of 2004 to present. Our practice includes the field of personal injury, but very rarely any worker's compensation matters.

On September 7, 2005, an employee of Illinois Eastern Community College District 529, John J. Reburn, was driving an IECC vehicle when a third party struck the IECC vehicle. Mr. Reburn was injured and immediately sought the employ of Mr. Woodcock. Recent developments in the representation of Mr. Reburn by Mr. Woodcock had made it clear that Mr. Reburn, by Mr. Woodcock, must file a worker's compensation claim against IECC District 529. Mr. Woodcock has handled this matter in its entirety.

On April 17, 2007, I was elected to serve as a member of the IECC Board of Trustees and took my oath of office on May 15, 2007. I have been seated on no committee which in any way has had any involvement in Mr. Reburn's matter, nor to my knowledge, have I, as a Board member, voted or acted on anything that would relate to Mr. Reburn's matter.

I will not be involved in any way with this client on this matter. I have also asked Mr. Woodcock that he not involve me in any discussion, research, drafting or preparation in any manner for this client and any claims he may file. Further, I ask that I not be involved in any future vote, discussion or any other Board action which relates to Mr. Reburn's matter.

Finally, I ask that this letter be either read or distributed to the Board when it meets at its next session, and that this letter be made a part of the minutes.

Your very truly,  
S/William C. Hudson

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

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

**AGENDA #19 – “Adjournment”** – Trustee Marilyn Wolfe made a motion to adjourn. Trustee John Brooks seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:20 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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



**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #6**

**Policy First Reading (and Possible Approval)**

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Phase 9 Project Applications and Resolutions**

**Agenda Item #8A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: Phase 9 Project Applications and Resolutions

Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board has \$4.5 million bond issuance authority.

Roger Browning, the Presidents, and Marion Poggas have prepared a list of projects that could be completed within this bond authority. A summary of those projects is attached. The actual project applications and related Board resolutions are being sent by separate e-mail because of the length of the documents.

Subject to the Board's approval of these projects, they will be submitted to the Illinois Community College Board to see if they meet the Protection, Health, and Safety bond criteria established by statute. If the list of projects is approved by the ICCB, the Board could then issue the bonds, bid, and complete the construction of these projects.

I ask that the Board approve each of the Capital Project Application Forms for the respective projects outlined in the summary.

Additionally, I ask that the Board approve each of the related Resolution to Approve PHS Construction Projects so that they may be included with the appropriate application for that particular project.

TLB/cr

Attachment

Phase 9 PHS Projects Summary

<u>Project:</u>	<u>Budget:</u>
Storm Water Remediation	\$ 121,000
Plumbing and Electrical Surveys	38,500
ADA Compliance Work	467,800
HVAC Replacements & Upgrades	1,149,500
Roof Replacements	471,800
Combustible Wall Panel Replacement	150,300
New/Upgrade Toilets	90,800
Asbestos Abatement/Replacement	515,900
Site Lighting Upgrade	198,500
Door & Window Replacement/Repair	219,900
Carpet Replacement	32,700
Install/Expand Energy Management Systems	<u>173,700</u>
	<u>\$3,630,400</u>



**Agenda Item #8B**

**Certification of Chargeback**

**Agenda Item #8B**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY08 is attached. The out-of-district cost per semester hour is \$187.52. The chargeback reimbursement per semester credit hour figure is \$84.08. The cost per semester credit hour for out-of-state and international students is \$234.34.

I recommend that the ICCB Certification of Chargeback be approved by the Board of Trustees as presented.

TLB/cr

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT # 529  
 CERTIFICATION OF CHARGEBACK REIMBURSEMENT FOR FISCAL YEAR 2008

ALL FISCAL YEAR 2007 NONCAPITAL AUDITED OPERATING  
 EXPENDITURES FROM THE FOLLOWING FUNDS:

1	Education Fund	\$ <u>23,699,200</u>
2	Operations and Maintenance Fund	\$ <u>2,510,683</u>
3	Public Building Commission Operation and Maintenance Fund	\$
4	Bond and Interest Fund	\$ <u>1,558,386</u>
5	Public Building Commission Rental Fund	\$
6	Restricted Purposes Fund	\$ <u>7,995,159</u>
7	Audit Fund	\$ <u>38,162</u>
8	Liability, Protection, and Settlement Fund	\$ <u>447,846</u>
9	Auxiliary Enterprises Fund (subsidy only)	\$ <u>912,886</u>
<b>10</b>	<b>TOTAL NONCAPITAL EXPENDITURES</b> (sum of lines 1-9)	<b>\$ <u>37,162,322</u></b>
11	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	\$ <u>2,136,225</u>
<b>12</b>	<b>TOTAL COSTS INCLUDED</b> (line 10 plus line 11)	<b>\$ <u>39,298,547</u></b>
13	Total certified semester credit hours for FY 2007	<u>167,702</u>
<b>14</b>	<b>PER CAPITA COST</b> (line 12 divided by line 13)	<b>\$ <u>234.34</u></b>
15	All FY 2007 state and federal operating grants for noncapital expenditures. DO NOT INCLUDE ICCB GRANTS	\$ <u>7,852,055</u>
16	FY 2007 state and federal grants per semester credit hour (line 15 divided by line 13)	\$ <u>46.82</u>
17	District's average ICCB grant rate (excluding equalization grants) for FY 2008	\$ <u>43.44</u>
18	District's student tuition and fee rate per semester credit hour for FY 2008	\$ <u>60.00</u>
19	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)	\$ <u>84.08</u>

Approved: \_\_\_\_\_  
 Chief Fiscal Officer                      Date

Approved: \_\_\_\_\_  
 Chief Executive Officer                      Date

**Agenda Item #8C**

**2007 Estimated Tax Levy Resolution**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
SUBJECT: 2007 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 FY2009 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 by 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

Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2007**

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 2006 was:

Education Purposes	\$1,916,619
Operations and Maintenance Purposes	821,405
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	519,207
Audit	19,814
Other	0
 Total	 \$3,277,045

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2007 is as follows:

Education Purposes	\$2,135,000
Operations and Maintenance Purposes	915,000
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	450,000
Audit	30,000
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 2006 was \$1,456,830; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2007 is \$764,063.

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 2007 is \$3,530,000.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2007 does exceed 105% of the taxes extended by the district in the year 2006.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2007 for debt service is a 47% decrease over the taxes extended for debt service for 2006.

**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 2007 will be held on October 16, 2007 at 6:00 p.m. at Wabash Valley College, Mt. Carmel, Illinois.

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

- II. The corporate and special purpose property taxes extended or abated for the year 2006 were \$3,277,045.

The proposed corporate and special purpose property taxes to be levied for 2007 are \$3,530,000. This represents a 7.7% increase over the previous year extension.

- III. The property taxes extended for debt service for 2006 were \$1,456,830.

The estimated property taxes to be levied for debt service and public building commission leases for 2007 are \$764,063. This represents a 47% decrease over the previous year.

- IV. The total property taxes extended or abated for 2006 were \$4,733,875.

The estimated total property taxes to be levied for 2007 are \$4,294,063. This represents a 9% decrease over the previous year extension.

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

ADOPTED this 18th day of September 2007.

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 #8D**

**Resolution Establishing Tax Levy Hearing**

**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
SUBJECT: Resolution Establishing Tax Levy Hearing

The Board of Trustees must annually adopt a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would establish a fiscal year of July 1, 2008 – June 30, 2009, require the publication of a public notice of a hearing on the tax levy, require the conducting of a hearing on October 16, 2007, and notify the public that a tax levy would be adopted by the Board on October 16, 2007.

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

TLB/rs

Attachment

RESOLUTION

ESTIMATED 2007 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 2008-2009 fiscal year:

1. Date of Fiscal Year: July 1, 2008 - June 30, 2009
2. Publication of Notice of Public Hearing on Tax Levy: After October 2, 2007 and before October 9, 2007.
3. Public Hearing on Tax Levy: October 16, 2007, at the hour of 6:00 p.m. to 6:30 p.m., local time, Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois.
4. Adoption of Tax Levy: October 16, 2007, following the Public Hearing.

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

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Chairman, Board of Trustees Date

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Secretary, Board of Trustees Date

**Agenda Item #8E**

**FY 2007 Audit**

**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: FY2007 Audit

Statute requires that the Board of Trustees accept the annual audit and that it be forwarded to the Illinois Community College Board for filing. The audit was sent to the Board of Trustees under separate cover.

The Audit Committee comprised of Ms. Wolfe and Mr. Rost met with the Chief Executive Officer and the Chief Finance Officer and the independent auditors on September 7, 2007. The Audit Committee will report on its review of the audit and its meeting with the auditors.

I ask that the Board pass a resolution to accept the audit and authorize it to be forwarded to the Illinois Community College Board.

TLB//rs

Attachment

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 LLP.

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 #8F**

**FY2008 Budget**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: FY2008 Budget

The FY2008 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member under separate cover.

The District has complied with all the notice and budget hearing requirements. The preliminary budget was provided to the Board of Trustees at its last regular meeting.

I ask that the Board approve the FY2008 Budget for Illinois Eastern Community Colleges.

TLB/rs



**Agenda Item #8G**

**IECC/LTC Vans Lease**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: Lease for Two Vans with Lincoln Trail College Foundation

The Lincoln Trail College Foundation has agreed to purchase two vans that will be leased to Illinois Eastern Community Colleges/Lincoln Trail College under the terms of the lease agreement which follows.

I ask the Board's approval of the lease agreement.

TLB/rs

Attachment

LEASE WITH OPTION TO PURCHASE

This agreement entered into the \_\_\_\_ day of September, 2007, by and between the Lincoln Trail College Foundation, Robinson, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2007 Ford E-350 12 Passenger Van, 24,093 miles, VIN IFBNE31L77DA54100  
2006 Ford E-350 12 Passenger Van, 25,387 miles, VIN IFBNE31L26DB27825

The consideration to be paid for the lease shall be \$35,000, plus 4.5% simple interest to reflect a total lease amount, including interest, of \$38,625, payable as follows:

1. Five payments of \$7,725, to be due and payable on the 16<sup>th</sup> day of September 2008, 2009, 2010, 2011 and 2012.
2. The final payment, due September 16, 2012, 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 vehicles for an additional one dollar (\$1.00) to be paid with the final payment.
3. For and during the term of the lease, title to the above referenced vehicles shall be reflected in the name of the Lessor.
4. During the term of the lease, the Lessee takes full responsibility for the following obligations:
  - a. To provide and pay for all necessary expenses to operate the leased vehicle.
  - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
  - c. To maintain proper insurance on said vehicle.

LESSOR:

LINCOLN TRAIL COLLEGE FOUNDATION

BY: \_\_\_\_\_

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: \_\_\_\_\_

**Agenda Item #8H**

**Real Estate Broker Course Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: Real Estate Broker Course Fee

The District teaches a course which allows Real Estate Brokers to comply with a statutory requirement for continuing education that applies to both new and currently licensed brokers.

Students who complete the course are required to take and pass a State developed exam. The State requires that the fee must be submitted within 48 hours after completing the exam. To meet this requirement, the District will charge a \$65 fee for the license and shipping and handling.

I ask the Board's approval of this \$65 fee for our Real Estate Brokers continuing education course.

TLB/rs

**Agenda Item #8I**

**International Student Application Fee Increase**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: International Student Application Fee Increase

International students currently pay a \$35 fee to submit an application for admission to IECC. Because of increased costs to ship the application overseas, it is necessary that this application fee be increased to \$50.

I ask approval of the Board to increase the International Student Application Fee to \$50 effective for Spring Semester 2008.

TLB/rs

**Agenda Item #8J**

**IECC/CEFS Sublease**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: IECC/CEFS Sublease

Attached is the amendment to sublease with CEFS Economic Opportunity Corporation for property located at 216 East Main Street in Olney, Illinois. This action extends the sublease to June 20, 2008, and the monthly rent will be increased by \$100 per month from \$200 to a monthly rent of \$300.

I recommend approval of this sublease.

TLB/rs

Attachment

**AMENDMENT TO SUBLEASE  
IECC/CEFS Economic Opportunity Corporation**

This Amendment to Sublease is entered into this 19th day of June 2007, by and between Illinois Eastern Community Colleges, District #529, Olney, IL, hereinafter called "Landlord" and CEFS Economic Opportunity Corporation of PO Box 928, Effingham, IL 62401, hereinafter called "Tenant".

Whereas, the parties hereto entered into Sublease dated July 1, 1998, and an Amendment to Sublease Agreement dated May 18, 1999, pertaining to the leasing of:

Premises consisting of 256 square feet located at 216 East Main Street, Olney, IL, to be used by Tenant for an office facility, with non-exclusive access to restrooms and conference room.

Whereas, the original Sublease commenced on July 1, 1998;

Whereas, both parties desire to extend said Sublease;

Now, therefore, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

Tenant desires to extend the current lease agreement through June 30, 2008.

The Tenant agrees to pay to Landlord the sum of Three Hundred Dollars (\$300.00) per month as the rent for the period from July 1, 2007, through and including June 30, 2008. Said payment shall be made on the 1<sup>st</sup> day of each month beginning July 1, 2007.

The parties hereto agree that in all other respects, paragraphs 1 through 15 shall remain in fully force and effect.

ILLINOIS EASTERN COMMUNITY COLLEGE  
DISTRICT #529

By \_\_\_\_\_

CEFS ECONOMIC OPPORTUNITY  
CORPORATION

By \_\_\_\_\_

**Agenda Item #8K**

**Termination of Lease**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: Termination of CEFS Lease

The District currently operates a facility at Lincoln Trail College for Clay Effingham Fayette Shelby Economic Development Corporation (CEFS). The space allotted to this endeavor has decreased dramatically in recent months.

Therefore, the District and CEFS have agreed to terminate the lease and provide the space at no cost to CEFS. The Board should also note that CEFS has agreed to increase by \$100 its lease payment to the District at the current facility located in Olney, Illinois.

I ask the approval of this lease termination.

TLB/rs

**Agenda Item #8L**

**Affiliation Agreement – ACE After School Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: ACE After School Program Affiliation Agreement

IECC wishes to enter into an affiliation agreement with the After School Community Enrichment (ACE) After School Program located in Robinson, Illinois.

This affiliation agreement is our standard affiliation agreement utilized by the District for its Associate Degree in Nursing Program.

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

TLB/rs

Attachment

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

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 29<sup>th</sup> day of August, 2007,

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 ACE After School Program, Robinson, IL  
(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 29<sup>th</sup> day of August, 2007.

AGENCY: **ACE After School Program**

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE

**LINCOLN TRAIL COLLEGE**

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

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

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

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

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

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

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

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

**Agenda Item #8M**

**Observation Agreement – ACE After School Program**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: ACE After School Program Observation Agreement

IECC wishes to enter into an observation agreement with the After School Community Enrichment (ACE) After School Program located in Robinson, Illinois.

This observation agreement is our standard observation agreement utilized by the District for its Associate Degree in Nursing Program.

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

TLB/rs

Attachment

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

**OBSERVATION EXPERIENCE AGREEMENT**

Agreement made this 29<sup>th</sup> day of August, 2007, between ACE After School Program of Robinson, IL, hereinafter referred to as AGENCY, and Illinois Eastern Community Colleges, District 529, Olney Central College Associate Degree Nursing Program, hereinafter referred to as COLLEGE.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency at a designated time to observe the functions of health team and the common well defined health problems of the client treated by said agency.

**COLLEGE AGREES TO:**

1. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
2. Provide the AGENCY with written objectives for each observation experience.
3. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
4. Insure that students are covered by liability insurance.
5. Retain responsibility for student education.
6. Evaluate total clinical experience received by students from AGENCY.

**AGENCY AGREES TO:**

1. Retain responsibility for client care.
2. Encourage student learning experiences by providing opportunity for student to interact with staff.

3. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
4. Evaluate total student observation experience.
5. The AGENCY will determine the number of students allowed for each assignment.
6. The AGENCY will determine what nursing functions the student may perform.

AGENCY:  
**ACE After School Program**

\_\_\_\_\_

By \_\_\_\_\_

COLLEGE: **Lincoln Trail College**  
 ILLINOIS EASTERN COMMUNITY  
 COLLEGES DISTRICT 529,  
 OLNEY CENTRAL COLLEGE  
 ASSOCIATE DEGREE NURSING  
 PROGRAM

By \_\_\_\_\_  
 Department Head

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

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

By: \_\_\_\_\_  
 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.

Approved: 12/14/87 by Dept. Heads  
 Revised: 08/27/92; 10/05/94; 10/2000; 7/04  
 Reviewed: 04/28/97

**Agenda Item #8N**

**IECC Fact Book**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: 2007 IECC Fact Book

The IECC Fact Book has been developed to provide an annual compilation of data about Illinois Eastern Community Colleges including 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 operations. The 2007 IECC Fact Book will be used for strategic planning, institutional effectiveness, and policy-making processes. In most cases, the time period of the statistical data covered by the Fact Book is 2006-2007.

The Fact Book has been sent to you by First Class mail.

I ask the Board's approval of the 2007 IECC Fact Book.

TLB/rs



**Agenda Item #80**

**Transfer Agreement with Eastern Illinois University**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 18, 2007

RE: Transfer Agreement between IECC and the Bachelors of Arts in General Studies Degree Program at Eastern Illinois University

In October of 2003, IECC and the Board of EIU approved a transfer agreement to allow a smooth transfer of students into Eastern Illinois University's Board of Trustees Bachelor of Arts Degree.

In August 2007, EIU asked to revise this Transfer Agreement to reflect the new degree -- the Bachelors of Arts in General Studies Degree. This agreement will minimize duplication of instruction and build on community college and university learning experiences.

I ask the Board's approval of this new agreement between IECC and Eastern Illinois University.

TLB/rs

Attachment

**Transfer Agreement**  
Between  
**Eastern Illinois University**  
And  
**Illinois Eastern Community Colleges**  
**September 2007**

**Illinois Eastern Community Colleges and the Bachelor of Arts in General Studies Degree Program at Eastern Illinois University** form a cooperative relationship through this transfer agreement to better serve our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any Illinois Eastern Community Colleges' (IECC) student who has:
  - A ) completed an Associate in Applied Science (A.A.S.) degree at Illinois Eastern Community Colleges, with the required 2.0 G.P.A., and
  - B) completed the hours specified for fulfillment of the Bachelor of Arts in General Studies degree general education requirements, and
  - C) submitted required application and supporting documentation, may be admitted to the Eastern Illinois University Bachelor of Arts in General Studies degree program at the junior level and will be deemed to have met the Bachelor of Arts in General Studies degree lower division general education requirements.
2. Acceptance into the Eastern Illinois University Bachelor of Arts in General Studies Degree Program is based on the individual transferring student meeting the conditions and considerations required for admission to the program.
3. All credits earned at Illinois Eastern Community Colleges or other regionally accredited institutions, with the exception of remedial courses, which meet graduation requirements of an IECC A.A.S. degree will be accepted as transfer to the Bachelor of Arts in General Studies Degree Program at Eastern Illinois University.
4. If Illinois Eastern Community Colleges graduation requirements for a particular A.A.S. degree do not meet or exceed the number of hours necessary to fulfill the general education requirements for the Eastern Illinois University Bachelor of Arts in General Studies degree, students may need to take additional courses to fulfill Bachelor of Arts in General Studies general education requirements (see list below). These additional hours, either lower division credits from Illinois Eastern Community Colleges or upper division credits from Eastern Illinois University, will apply toward

the 120 total semester hours required for the Eastern Illinois University Bachelor of Arts in General Studies degree.

General education requirements for the Eastern Illinois University Bachelor of Arts in General Studies degree include:

- 12 semester hours of math/natural sciences
- 12 semester hours of social and/or behavioral sciences
- 12 semester hours of humanities and/or fine arts
- 6 semester hours of communications/language

5. Relationships between Illinois Eastern Community Colleges and Eastern Illinois University faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
6. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
7. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
8. Appropriate publications and promotional materials regarding this agreement will be made available to all Illinois Eastern Community Colleges' students.
9. Either Eastern Illinois University or Illinois Eastern Community Colleges may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice president.
10. This agreement is effective with the 2007 academic year and is subject to renewal in 2011.

**Eastern Illinois University**

**Illinois Eastern Community  
Colleges**

\_\_\_\_\_  
William L. Perry, President      Date

\_\_\_\_\_  
Terry L. Bruce, CEO              Date

\_\_\_\_\_  
Blair M. Lord, Provost and  
Vice President for Academic Affairs

\_\_\_\_\_  
Date

**Agenda Item #8P**

**Joint Agreement with Southwestern Illinois College**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: Joint Agreement with Southwestern Illinois College

Attached is the Joint Agreement between Illinois Eastern and Southwestern Illinois College located Belleville, Illinois. Changes and updates to this agreement from last year's are:

Illinois Eastern Community Colleges added:	
Automotive Service Technology	AAS Degree/Certificate
Automotive Service Tech II	Certificate

I request Board approval of the joint agreement with Southwestern Illinois College.

TLB/rs

Attachment

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

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2007 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
Automotive Service Technology	AAS Degree/Certificate
Automotive Service Tech II	Certificate
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 #8Q**

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



**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 \_\_\_\_\_, 2007 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
Horticulture	AAS Degree/Certificate
Radio-TV Broadcasting	AAS Degree
Telecommunications Technology	AAS Degree/Certificate

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

**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 be a 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 either **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**

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Chief Executive Officer

Date

---

Chairman, Board of Trustees

Date

---

Secretary, Board of Trustees

Date

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

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President

Date

---

Chairman, Board of Trustees

Date

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Secretary, Board of Trustees

Date



**Agenda Item #8R**

**Articulation Agreement between IECC/WVC & ISU  
(Agri-Business)**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 18, 2007  
RE: Articulation Agreement between IECC/WVC & ISU  
(Agri-Business)

IECC wishes to enter into an articulation agreement with Illinois State University located in Normal, Illinois in the Agri-Business area.

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

TLB/rs

Attachment

**An Articulation Agreement  
Between  
Wabash Valley College  
And Illinois State University**

If a student completes the Agri-Business and all other appropriate requirements for Applied Science Degree at Wabash Valley College and is admitted to Illinois State University that student shall be eligible for this Articulation Agreement.

1. This Articulation Agreement is only appropriate for students who transfer from Wabash Valley College with an Applied Science Degree in Agri-Business and pursue Bachelor of Science Degree in Agri-Business from Illinois State University.
2. These students must complete the following course requirements Wabash Valley College.

**First and Second Year**

**First Semester**

AGR 1111	Introduction to Soil Science	4
AGR 1112	Introduction to Agronomy	4
AGR 1121	Introduction Animal Science	4
AGR 1200	Agriculture Occupations	1
ENG 1111	Composition I	3
<hr/>		
Total		16

**Second Semester**

AGR 1201	Ag Business Seminar I	1
AGR 1213	Soil and Fertility and Fertilizers	3
AGR 1214	Agri-Chemicals	3
AGR 1231	Agri-Business Records and Analysis	3
AGR 1261	Supervised Occupational Experience I	2
MTH 1102	College Algebra	4
<hr/>		
Total		16

**Third Semester**

AGR 1132	Intro. To Ag Economics	3
AGR 1233	Agriculture Law	3
AGR 1262	Supervised Occupational Experience II	2
AGR 2202	Ag Business Seminar II	1
<hr/>		
Total		9

**Fourth Semester**

AGR 2203	Ag Business Seminar III	1
AGR 2221	Animal Nutrition	3
AGR 2234	Agriculture Finance	3
AGR 2241	Agriculture Salesmanship	2

AGR 2242	Ag Marketing	3
AGR 2263	Supervised Occupational Experience III	2
	Computer Elective	2
<hr/>		
Total		16

**Fifth Semester**

AGR 2204	Ag Business Seminar IV	1
AGR 2235	Agribusiness Management	3
AGR 2264	Supervised Occupational Experience IV	2
AGR 2292	Mach. Repair, Adjust, Safety	3
EDU 1108	Standard Red Cross First	2
	Ag Elective	2
<hr/>		
Total		13

Subtotal Credit Hours – 70 (A student may transfer with a minimum of 61 credit hours.)

3. These students must satisfactorily complete the following course requirements at Illinois State University to complete a Bachelors of Science Degree in Agriculture.

**Third and Fourth Year**

**First Semester**

ACC 131	Financial Accounting	3
AGR 109	Introduction to Ag Industry	1
AGR 130	Intro. To Ag Engineering and Tech	3
	Ag Business Senior Level Elective	3
	Ag Business Senior Level Elective	3
	IAI Humanities	3
	Senior Level Business/Economics	3
<hr/>		
Total		19

**Second Semester**

CHE 110/112	Fundamentals of Chem. & Lab.	5
ECO 105	Principles of Economics	4
English 145	Language and Composition II	3
	Ag Business Senior Level Elective	3
	Senior Level Business/Economics	3
	Ag Business Senior Level Elective	3
<hr/>		
Total		21

**Third Semester**

	IAI Social or Behavior Sciences	3
	IAI Life Science	3
AGR 203	Ag and the Environment	3
COM 110	Fundamentals of Speech	3

Ag Senior Elective	3
Ag Senior Elective	3
Senior Level Business/Economics	3
<hr/>	
Total	21

**Fourth Semester**

IAI Humanities or Fine Arts	3
IAI Fine Arts	3
Ag Senior Level Elective	3
Ag Senior Level Elective	3
Ag Senior Level Elective	3
Senior Level Business/Economics	3
<hr/>	

Total 18

Subtotal Credit Hours – 79

- Must take a Global Studies either IAI transferable to ISU or while at ISU
- Constitution requirements must be completed by taking POL 105 at ISU or transfer the equivalent or by passing an exam on the US and Illinois Constitutions. POL 105 is a Social Science course for IAI general education.
- Finite Mathematics (MAT 120 at ISU) is required in this program. It must be completed at Wabash Valley or ISU. MAT 120 also completes the Math requirement for the IAI general education.
- Used from Illinois State University 2006-2007 Catalog

**Summary of Totals:**

First and Second Year – 69 (A student may transfer with a minimum of 61 credit hours.)

Third and Fourth Year – 79

**Grand Total – 148 or a minimum of 140 credit hours.)**

4. Students under this Articulation Agreement must meet all other graduation requirements\*, as listed in the student’s undergraduate catalog at Illinois State University.
5. If either Wabash Valley College or Illinois State University changes major program requirements, general education requirements, or graduation requirements, this articulation agreement is subject to renegotiation. This agreement is subject to renewal biannually.

\_\_\_\_\_  
Dr. C. Al Bowman, President  
Illinois State University

\_\_\_\_\_  
Matt Fowler, President  
Wabash Valley College

\_\_\_\_\_  
Terry L. Bruce, CEO  
Illinois Eastern Community  
Colleges

**Agenda Item #8S**

**2+2 Articulation Agreement with Indiana State University  
(Human Resource Development)**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 18, 2007

RE: 2+2 Articulation Agreement between IECC and the Human Resource  
Development Program at Indiana State University

I ask the Board's approval of this 2+2 Articulation Agreement between IECC and the Human Resource Development Program at Indiana State University which is located in Terre Haute, Indiana.

TLB/rs

Attachment

**INDIANA STATE UNIVERSITY**  
*College of Technology*  
**PROGRAM ARTICULATION**  
**AGREEMENT**

**Illinois Eastern Community  
College A.A.S. in any technology  
related field**  
**to**  
**Indiana State University**  
**B. S. in Human Resource  
Development**

**Statement of Intent**

The purpose of this articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate of Applied Science (A.A.S.) in any technology related field from any of the approved campus (*es*) of Illinois Eastern Community College would be eligible to complete the requirements for the B.S. degree in Human Resource Development at Indiana State University. Such eligibility is subject to the conditions detailed below and in attachments to this agreement.

**Articulation Principles**

1. The articulation initiatives are consistent with the Commission of Higher Education's State Policy (effective July 1, 1996) on Associate Degree Programs Offered at Public Institutions.
2. Relationships between Illinois Eastern Community College and Indiana State University faculty and administration have been and will continue to be in spirit of cooperation which provides the basis for all articulation initiatives.
3. Recognizing that changes in curricula and course content are inevitable, each institution agrees to discuss with the other institution all curriculum changes affecting this agreement before the changes are implemented.
4. Graduates of the Illinois Eastern Community College A.A.S. Degree program in any technology related field who successfully complete the B.S. Degree program in Human Resource Development, meeting all transfer, retention and graduation requirements as stated in the Indiana State University catalog, will be awarded the degree of B. S. in Human Resource Development.



## **Specifics of Articulated Programs**

1. Associate of Applied Science degree
  - A. Illinois Eastern Community College will develop and offer an Associate of Applied Science degree in any technology related field at all Illinois Eastern Community College sites wishing to participate in this articulation agreement.
  - B. The A.A.S. degree will be designed as a transfer degree for students wishing to complete a baccalaureate degree at Indiana State University following the completion of the A.A.S. degree and the degree will consist entirely of course work transferable to Indiana State University.
2. Curriculum
  - A. The A.A.S. degree will generally range from 40-60% of course work which is the equivalent to freshman and sophomore level technical courses required for a B.S. degree in Human Resource Development.
  - B. The A.A.S. degree program will generally range from 40-60% of course work which is transferable to Indiana State University to satisfy the Basic Studies and Liberal Studies portion of the baccalaureate General Education program and additional hours toward graduation.
  - C. The maximum number of semester-hours to be transferred to Indiana State University is 94. However, the specifics as to how transfer courses apply to this specific degree are detailed in the attached matrix.
  - D. Course syllabi for the Illinois Eastern Community College courses which have been found to be equivalent are on file in the Office of Degree Audit and Transfer. Illinois Eastern Community College agrees to use these syllabi, or their updates, as the foundation for those courses.
  - E. All graduating students from Indiana State University must earn a minimum of 50 credit hours at the 300/400 level. These credits will be distributed between General Education and the major courses.
3. Faculty Credentials
  - A. Desired faculty credentials for the courses taught should become part of this articulation agreement and be documented in course syllabi.
  - B. Faculty qualifications should meet the following guidelines for Associate degree programs:

- 1) an adequate number of appropriately qualified full-time faculty,
  - 2) the qualifications should include, but not be limited to, emphasis upon: extent, recency, and pertinence of academic preparation; teaching as well as practical experience; and membership and participation in organizations that provide support for, and contribute to, the appropriate body of content, and
  - 3) normally at least substantial or continuing progress toward a masters degree is required in a discipline closely related to the instructor's assignment for regular faculty members with a goal to increase the number of faculty with masters degrees.
- C. These credential requirements apply to both full-time, regular faculty as well as temporary and/or adjunct faculty.
- D. Illinois Eastern Community College agrees to maintain an adequate number of qualified full-time faculty to provide a desirable mix of full-time/part-time faculty.
- E. Illinois Eastern Community College agrees and commits itself to work toward full implementation of the faculty credential requirements of the syllabi.
4. Program Articulation
- The course patterns and equivalencies inherent in this program articulation agreement are shown in the chart in Appendix A. It should be used as the guide for student advising and course transfer acceptance.
5. Course Transfer and Grandfathering
- A. Students who seek to transfer course credit from Illinois Eastern Community College into the Indiana State University College of Technology will have their transfer request evaluated on a course-by-course basis consistent with the prescribed policies and practices of the Indiana State University College of Technology.
- B. Students who have taken any technology related field course work at Illinois Eastern Community College before the implementation of this agreement may be allowed on a case-by-case and course-by-course basis, to transfer those courses into the B.S. program at Indiana State University.

- C. The program articulation agreement is null and void if a student does not complete the prescribed program with the appropriate course grades and overall gpa (2.00).
6. All students transferring course credit from Illinois Eastern Community College to Indiana State University whether following completion of the A.A.S. degree or for individual courses, will do so via official transcripts. Courses that are not included within the original articulation and/or transfer agreements will be reviewed on a course-by-course basis.
7. Program Review
- A. Indiana State University will maintain records of students transferring from Illinois Eastern Community College to the Indiana State University College of Technology. In the event that questions arise, Indiana State University reserves The right to review the A.A.S. degree in any technology related field at Illinois Eastern Community College at either state-wide, regional or campus levels.
  - B. Indiana State University reserves the right to disqualify any region or campus in which significant deviations from this agreement are found.
  - C. A review of the articulation agreement will commence after the second full year of implementation and every three years hence.
  - D. Annually a report will be prepared by Indiana State University regarding the success rate of Illinois Eastern Community College graduates who are completing a B.S. degree program at Indiana State University.

**Agenda Item #8T**

**2+2 Articulation Agreement with Indiana State University  
(Career & Technical Education – Non-Teaching)**

**Agenda Item #8T**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 18, 2007

RE: 2+2 Articulation Agreement between IECC and the Career and Technical Education Program at Indiana State University

I ask the Board's approval of this 2+2 Articulation Agreement between IECC and the Career and Technical Education – Non-Teaching Specialization Program at Indiana State University located in Terre Haute, Indiana.

TLB/rs

Attachment

**INDIANA STATE UNIVERSITY**  
*College of Technology*  
**PROGRAM ARTICULATION**  
**AGREEMENT**

**Illinois Eastern Community  
College A.A.S. in any technology  
related field**  
**to**  
**Indiana State University**  
**B. S. in Career and Technical Education**  
**(Non-Teaching Specialization)**

**Statement of Intent**

The purpose of this articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate of Applied Science (A.A.S.) in any technology related field from any of the approved campus (*es*) of Illinois Eastern Community College would be eligible to complete the requirements for the B.S. degree in Career and Technical Education (Non-Teaching Specialization) at Indiana State University. Such eligibility is subject to the conditions detailed below and in attachments to this agreement.

**Articulation Principles**

1. The articulation initiatives are consistent with the Commission of Higher Education's State Policy (effective July 1, 1996) on Associate Degree Programs Offered at Public Institutions.
2. Relationships between Illinois Eastern Community College and Indiana State University Faculty and administration have been and will continue to be in spirit of cooperation Which provides the basis for all articulation initiatives.
3. Recognizing that changes in curricula and course content are inevitable, each institution agrees to discuss with the other institution all curriculum changes affecting this agreement before the changes are implemented.
4. Graduates of the Illinois Eastern Community College A.A.S. Degree program in any technology related field who successfully complete the B.S. Degree program in Career and Technical Education (Non-Teaching Specialization), meeting all transfer, retention and graduation requirements as stated in the Indiana State University catalog, will be awarded the degree of B.S. In Career and Technical Education (Non-Teaching Specialization).

## Specifics of Articulated Programs

1. Associate of Applied Science degree
  - A. Illinois Eastern Community College will develop and offer an Associate of Applied Science degree in any technology related field at all Illinois Eastern Community College sites wishing to participate in this articulation agreement.
  - B. The A.A.S. degree will be designed as a transfer degree for students wishing to complete a baccalaureate degree at Indiana State University following the completion of the A.A.S. degree and the degree will consist entirely of course work transferable to Indiana State University.
  
2. Curriculum
  - A. The A.A.S. degree will generally range from 40-60% of course work which is the equivalent to freshman and sophomore level technical courses required for a B.S. Degree in Career and Technical Education (Non-Teaching Specialization).
  - B. The A.A.S. degree program will generally range from 40-60% of course work which is transferable to Indiana State University to satisfy the Basic Studies and Liberal Studies portion of the baccalaureate General Education program and additional hours toward graduation.
  - C. The maximum number of semester-hours to be transferred to Indiana State University is 94. However, the specifics as to how transfer courses apply to this specific degree are detailed in the attached matrix.
  - D. Course syllabi for the Illinois Eastern Community College courses which have been found to be equivalent are on file in the Office of Degree Audit and Transfer. Illinois Eastern Community College agrees to use these syllabi, or their updates, as the foundation for those courses.
  - E. All graduating students from Indiana State University must earn a minimum of 50 credit hours at the 300/400 level. These credits will be distributed between General Education and the major courses.
  
2. Faculty Credentials
  - A. Desired faculty credentials for the courses taught should become part of this articulation agreement and be documented in course syllabi.
  - B. Faculty qualifications should meet the following guidelines for Associate degree programs:

- 1) an adequate number of appropriately qualified full-time faculty,
    - 2) the qualifications should include, but not be limited to, emphasis upon: extent, recency, and pertinence of academic preparation; teaching as well as practical experience; and membership and participation in organizations that provide support for, and contribute to, the appropriate body of content, and
    - 3) normally at least substantial or continuing progress toward a masters degree is required in a discipline closely related to the instructor's assignment for regular faculty members with a goal to increase the number of faculty with masters degrees.
  - C. These credential requirements apply to both full-time, regular faculty as well as temporary and/or adjunct faculty.
  - D. Illinois Eastern Community College agrees to maintain an adequate number of qualified full-time faculty to provide a desirable mix of full-time/part-time faculty.
  - E. Illinois Eastern Community College agrees and commits itself to work toward full implementation of the faculty credential requirements of the syllabi.
4. Program Articulation
- The course patterns and equivalencies inherent in this program articulation agreement are shown in the chart in Appendix A. It should be used as the guide for student advising and course transfer acceptance.
5. Course Transfer and Grandfathering
- A. Students who seek to transfer course credit from Illinois Eastern Community College into the Indiana State University College of Technology will have their transfer request evaluated on a course-by-course basis consistent with the prescribed policies and practices of the Indiana State University College of Technology.
  - B. Students who have taken any technology related field course work at Illinois Eastern Community College before the implementation of this agreement may be allowed, on a case-by-case and course-by-course basis, to transfer those courses into the B.S. program at Indiana State University.



- C. The program articulation agreement is null and void if a student does not complete the prescribed program with the appropriate course grades and overall gpa (2.00).
6. All students transferring course credit from Illinois Eastern Community College to Indiana State University whether following completion of the A.A.S. degree or for individual courses, will do so via official transcripts. Courses that are not included within the original articulation and/or transfer agreements will be reviewed on a course-by-course basis.
7. Program Review
- A. Indiana State University will maintain records of students transferring from Illinois Eastern Community College to the Indiana State University College of Technology. In the event that questions arise, Indiana State University reserves the right to review the A.A.S. degree in any technology related field at Illinois Eastern Community College at either state-wide, regional or campus levels.
  - B. Indiana State University reserves the right to disqualify any region or campus in which significant deviations from this agreement are found.
  - C. A review of the articulation agreement will commence after the second full year of implementation and every three years hence.
  - D. Annually a report will be prepared by Indiana State University regarding the success rate of Illinois Eastern Community College graduates who are completing a B.S. degree program at Indiana State University.

**Agenda Item #8U**

**2+2 Articulation Agreement with Indiana State University  
(Administration of Justice)**

**Agenda Item #8U**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 18, 2007

RE: 2+2 Articulation Agreement between IECC and Administration of Justice  
Program at Indiana State University

I ask the Board's approval of this 2+2 Articulation Agreement between IECC and the Administration of Justice Program at Indiana State University located in Terre Haute, Indiana.

TLB/rs

Attachment

**INDIANA STATE UNIVERSITY**  
*College of Arts and Sciences*

**PROGRAM ARTICULATION AGREEMENT**

**Illinois Eastern Community Colleges**  
**A.A.S. in Administration of Justice**  
**Olney Central College**

**to**

**Indiana State University**  
**B.S. in Criminology**

**Statement of Intent**

The purpose of this articulation agreement is to provide a mechanism whereby individuals graduating with the degree of Associate of Applied Science Degree (A.A.S.) in Administration of Justice from Olney Central College, a campus within the Illinois Eastern Community Colleges District, would be eligible to complete the requirements for the B.S. degree in Criminology at Indiana State University. Such eligibility is subject to the conditions detailed below and in attachments to this agreement.

**Principles upon which Articulation is Based**

1. The articulation initiatives are consistent with the Commission of Higher Education's State Policy (effective July 1, 1996) on Associate Degree Programs Offered at Public Institutions.
2. Relationships between Olney Central College and Indiana State University faculty and administrations have been and will continue to be in the spirit of cooperation which provide the basis for all articulation initiatives.
3. Recognizing that changes in curricula and course content are inevitable, each institution agrees to discuss with the other institution all curriculum changes affecting this agreement before the changes are implemented.
4. Graduates of the Olney Central College campus A.A.S. degree program in Administration of Justice who successfully completes the B.S. Degree program in Criminology, meeting all transfer, retention and graduation requirements as stated in the Indiana State University catalog, will be awarded the degree of B.S. in Criminology.

## **Specifics of Articulated Programs**

1. Associate of Applied Science degree
  - A. Olney Central College offers an Associate of Applied Science degree in Administration of Justice at all Illinois Eastern Community College sites wishing to participate in this articulation agreement.
  - B. The A.A.S. degree will be designed as a transfer degree for students wishing to complete a baccalaureate degree at Indiana State University following the completion of the A.A.S. degree and the degree will consist entirely of course work transferable to Indiana State University.
2. Curriculum
  - A. The A.A.S. degree contains at least 40% of the course work which is the equivalent to freshman and sophomore level content courses required for a B.S. degree in Criminology.
  - B. The A.A.S. degree program contains at least 40% of course work which is transferable to Indiana State University to satisfy the Basic Studies and Liberal Studies portion of the baccalaureate General Education program and additional hours toward graduation. More than 124 hours may be required for graduation to satisfy the necessary 50 hours of upper division (300 and 400 level courses.).
  - C. The maximum number of semester-hours to be transferred to Indiana State University is 94, however, the specifics as to how transfer courses apply to this specific degree are detailed in the attached matrix.
  - D. Course syllabi for the Olney Central College campus courses which have been found to be equivalent are on file in the Office of Degree Audit and Transfer. Olney Central College agrees to use these syllabi, or their updates, as the foundation for those courses.
  - E. All graduating students from Indiana State University must earn a minimum of 50 credit hours at the 300/400 level. These credits will be distributed between General Education and the major courses.

### 3. Faculty Credentials

- A. Desired faculty credentials for the courses taught should become part of this articulation agreement and be documented in course syllabi.
- B. Faculty qualifications should meet the following guidelines for Associate degree programs:
  - 1. an adequate number of appropriately qualified full-time faculty,
  - 2. the qualifications should include, but not be limited to, emphasis upon: extent, recency, and pertinence of academic preparation; teaching as well as practical experience; and membership and participation in organizations that provide support for, and contribute to, the appropriate body of content, and
  - 3. normally at least substantial or continuing progress toward a masters degree is required in a discipline closely related to the instructor's assignment for regular faculty members with a goal to increase the number of faculty with masters degrees.
- B. These credential requirements apply to both full-time, regular faculty as well as temporary and/or adjunct faculty.
- C. Olney Central College agrees to maintain an adequate number of qualified full-time faculty to provide a desirable mix of full-time/part-time faculty.
- D. Olney Central College agrees and commits itself to work toward full implementation of the faculty credential requirements of the syllabi.

### 4. Program Articulation

The course patterns and equivalencies inherent in this 2+2 articulation agreement are shown in the chart in Appendix A. It should be used as a guide for student advising and course transfer acceptance.

### 5. Course Transfer and Grandfathering

- A. Students who seek to transfer course credit from Olney Central College into the ISU College of Arts and Sciences will have their transfer request evaluated on a course-by-course basis consistent with the prescribed policies and practices of Indiana State University and the College of Arts and Sciences.

- B. Students who have taken Administration of Justice course work at Illinois Eastern Community College before the implementation of this agreement may be allowed, on a case-by-case and course-by-course basis, to transfer those courses into the B.S. program at Indiana State University.
  - C. The program articulation agreement is null and void if a student does not complete the prescribed program with the appropriate course grades and overall gpa (2.00).
6. All students transferring course credit from Olney Central College to Indiana State University, whether following completion of the A.A.S. degree or for individual courses, will do so via official transcripts. Courses that are not included within the original articulation and/or transfer agreements will be reviewed on a course-by-course basis.
7. Program Review
- A. ISU will maintain records of students transferring from Olney Central College to the Indiana State University College of Arts and Sciences. In the event that questions arise, Indiana State University reserves the right to review the A.A.S. degree in Administration of Justice DI 11 at Olney Central College at either state-wide, regional or campus levels.
  - B. Indiana State University reserves the right to disqualify any region or campus in which significant deviations from this agreement are found.
  - C. A review of the articulation agreement will commence after the second full year of implementation and every three years hence.
  - D. Indiana State University will prepare an annual report regarding the success rate of Olney Central College graduates who are completing a B.S. degree program at Indiana State University.

**Agenda Item #9**

**Bid Committee Report**

**Phase 8 Carryover**

**Sidewalk Repairs - FCC, OCC, WVC**

**Plumbing & Ventilation Upgrades - LTC, OCC, WVC**



## BID COMMITTEE REPORT

SEPTEMBER 18, 2007

### IECC

1. Phase 8 Carryover -  
    Sidewalk Repairs - FCC, OCC, WVC  
    Plumbing & Ventilation Upgrades - LTC, OCC, WVC

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Phase 8 Carryover - Sidewalk Repairs & Plumbing & Ventilation Upgrades  
DATE: September 18, 2007

Based upon the bid tabulation attached and also the recommendation from Marion Poggas the Bid Committee recommends acceptance of the low bids received as follows:

Division I - General Work:

**Illini Builders of Olney, IL - \$113,643**

Division II - Mechanical Work:

**Illini Builders of Olney, IL - \$123,576**

Respectfully Submitted,

Roger Browning  
Terry L. Bruce  
Harry Hillis, Jr.

Source of Funds: PHS Carryover

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

IMAGE ARCHITECTS INC.

PHS COMPLIANCE WORK PHASE 8 CARRYOVER  
 SIDEWALK REPAIRS – OCC, WVC, FCC  
 PLUMBING & VENTILATION UPGRADES – LTC, OCC, WVC  
 ILLINOIS EASTERN COMMUNITY COLLEGES  
 OLNEY, ILLINOIS

Bid Tabulation

Thursday, September 13, 2007 at 2:00 p.m.  
 Illinois Eastern Community Colleges District Office

DIVISION I – GENERAL WORK

BIDDER	BID SECURITY	ADDENDA NOS. 1, 2, 3	BASE BID	ALT. BID NO. G-1 (Exterior concrete joint sealant work) ADD to or DEDUCT from (Please circle.)
Illini Builders of Olney Olney, IL	Cashier's Check \$5,140.05	1, 2, 3	\$102,801.00	+\$10,842.00

DIVISION II – MECHANICAL WORK

BIDDER	BID SECURITY	ADDENDA NOS. 1, 2, 3	BASE BID
Illini Builders of Olney Olney, IL	Cashier's Check \$6,178.80	1, 2, 3	\$123,576.00
Swan Sheet Metal Systems Ltd. Mt. Vernon, IL	Bid Bond 5%	1, 2, 3	\$131,800.00

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT August 31, 2007**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$4,059,373.13</b>
<b>Operations &amp; Maintenance</b>	<b>\$841,022.42</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$653,262.55</b>
<b>Bond &amp; Interest</b>	<b>\$439,362.42</b>
<b>Auxiliary</b>	<b>\$293,638.59</b>
<b>Restricted Purposes</b>	<b>(\$130,948.62)</b>
<b>Working Cash</b>	<b>\$43,707.78</b>
<b>Trust &amp; Agency</b>	<b>\$414,953.01</b>
<b>Audit</b>	<b>\$42,090.45</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$725,774.18</b>
<b>TOTAL ALL FUNDS</b>	<b>\$7,382,235.91</b>

**Respectfully submitted,**

**Roger Browning, Treasurer**

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**August 31, 2007**

<b>ALL FUNDS</b>	
	<b>Fiscal Year 2008</b>
<b>ASSETS:</b>	
CASH	7,382,236
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	5,690,000
RECEIVABLES	3,588,650
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	481,698
OTHER ASSETS	467,561
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>17,643,645</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	14,261
ACCOUNTS PAYABLE	38,313
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	23,201
OTHER LIABILITIES	199,004
<b>TOTAL LIABILITIES:</b>	<b>274,779</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,638,073
PR YR BDGTD CHANGE TO FUND BALANCE	(419,837)
 <b>FUND BALANCES:</b>	
FUND BALANCE	6,437,339
RESERVE FOR ENCUMBRANCES	9,713,291
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>17,368,866</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>17,643,645</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 As Of August 31, 2007

ALL FUNDS

FY 2008  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	1,126,650
STATE GOVT SOURCES	64,418
STUDENT TUITION & FEES	5,065,229
SALES & SERVICE FEES	586,011
FACILITIES REVENUE	5,390
INVESTMENT REVENUE	18,133
OTHER REVENUES	19,525
TOTAL REVENUES:	6,885,356

EXPENDITURES:

INSTRUCTION	1,032,097
ACADEMIC SUPPORT	79,138
STUDENT SERVICES	178,329
PUBLIC SERV/CONT ED	1,525
OPER & MAINT PLANT	470,375
INSTITUTIONAL SUPPORT	994,301
SCH/STUDENT GRNT/WAIVERS	565,468
AUXILIARY SERVICES	1,041,350
TOTAL EXPENDITURES:	4,362,583

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	2,522,773
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ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS

FISCAL YEAR 2008

College	Category	Tentative Budget	Spent Thru August	% of Bdgt	% of Year
Frontier	Bills		\$231,021		
	Payroll		208,559		
	Totals	\$2,628,011	439,580	17%	17%
Lincoln Trail	Bills		224,331		
	Payroll		228,405		
	Totals	3,265,662	452,736	14%	17%
Olney Central	Bills		204,266		
	Payroll		368,006		
	Totals	5,550,356	572,272	10%	17%
Wabash Valley	Bills		226,393		
	Payroll		256,869		
	Totals	3,816,966	483,262	13%	17%
Workforce Educ.	Bills		211,956		
	Payroll		134,433		
	Totals	1,716,881	346,389	20%	17%
District Office	Bills		40,025		
	Payroll		122,104		
	Totals	1,265,935	162,129	13%	17%
District Wide	Bills		543,070		
	Payroll		105,862		
	Totals	9,751,617	648,932	7%	17%
<b>GRAND TOTALS</b>		<b>27,995,428</b>	<b>3,105,300</b>	<b>11%</b>	<b>17%</b>

Excludes DOC



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**August 31, 2007**

	<b>Amount</b>	<b>% of Total</b>
Salaries	1,424,238	45.86%
Employee Benefits	245,010	7.89%
Contractual Services	112,019	3.61%
Materials	322,797	10.40%
Travel & Staff Development	18,025	0.58%
Fixed Charges	248,803	8.01%
Utilities	137,868	4.44%
Capital Outlay	20,904	0.67%
Other	575,636	18.54%
	<u>3,105,300</u>	<u>100.00%</u>

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive's Session Minutes**

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** September 13, 2007

**RE:** Personnel Report

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

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Special Assignment**
- 400.3. Request for Approval of Proposed Non-College Employment (External Report)**
- 400.4. Leave of Absence Approved by CEO since August 21, 2007**
- 400.5. Leave Request (External Report)**
- 400.6. Resignation**

# PERSONNEL REOPRT

## 400.1. Employment of Personnel

### A. Professional / Non Faculty

1. Robert Foerster, Coordinator, Administration of Justice Program, OCC, effective September 24, 2007
2. Kara Rodgers, Director, Admissions / Career Advisor, FCC, effective September 24, 2007

### B. Classified

1. Nicole Weber, Program Advisor, Educational Talent Search Program, DO, effective September 20, 2007.

## 400.2. Special Assignment

### A. Olney Central College

#### 1. Academic

##### Recommended

Brian Wick	Lead Inst - CRT Auto Service Tech	\$450
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#### 2. Athletic

Nicholas Short	Assistant Softball Coach	\$2,000
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## 400.3. Request for Approval of Proposed Non-College Employment (External Report)

## 400.4. Leave of Absence Approved by CEO since August 21, 2007

### A. None

## 400.5. Leave Request (External Report)



**400.6. Resignation**

**A. Faculty**

1. Kenneth Cantu, Food Service Technology Instructor, LTC/LCC, effective September 1, 2007.

**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										
Districtwide Upgrade of Plumbing	\$67,200										
Roof Replacement - LTC Gymnasium	\$267,900										
Replace Compressed Air System - WVC	\$99,329										
Ventilation Upgrades - OCC	\$60,500										
Paving Replacement & Protection - FCC, OCC, & WVC	\$176,641										
<b>GRAND TOTAL</b>	<b>\$671,570</b>		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>

8/31/2007