

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**September 17, 2013**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield, Illinois 62837**

**Dinner – 6:00 p.m. – Foundation Hall  
Meeting – 7:00 p.m. – Foundation Hall**

*The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.*

**Illinois Eastern Community Colleges  
Board Agenda**

**September 17, 2013**

**7:00 p.m.**

**Frontier Community College  
Foundation Hall**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Budget Hearing..... Fischer
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
7. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
8. Policy Second Reading ..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. IECC 2013 Fact Book..... Cantwell
  - B. Certification of Chargeback..... Browning
  - C. 2013 Estimated Tax Levy Resolution..... Browning
  - D. Resolution No Tax Levy Hearing ..... Browning
  - E. FY2014 Budget..... Browning
  - F. FY2013 Audit ..... Browning
  - G. Indemnification Agreement with Airtex Products ..... Bruce
  - H. Intergovernmental Agreement Ameren Settlement ..... Bruce
  - I. Concealed Carry Course Fee..... Bruce
  - J. Observation Agreement with Building Blocks Day Care..... Bruce
  - K. Affiliation Agreement with Crawford Memorial Hospital ..... Bruce

- 10. Bid Committee Report.....Bruce
  - Workforce Education
    - 1. Extrication Equipment
  - Lincoln Trail College
    - 1. CNC Machine
- 11. District Finance
  - A. Financial Report .....Browning
  - B. Approval of Financial Obligations .....Browning
- 12. Chief Executive Officer’s Report.....Bruce
- 13. Executive Session.....Bruce
- 14. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes.....Bruce
  - B. Audio Executive Session Minutes .....Bruce
- 15. Approval of Personnel Report .....Bruce
- 16. Collective Bargaining.....Bruce
- 17. Litigation .....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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, August 20, 2013.

(Without objection, the Chairman appointed Renee Smith to serve as Acting Board Secretary for this meeting, in the absence of Board Secretary Harry Hillis, Jr.)

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Secretary 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, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson, Marilyn J. Wolfe. Also present was student trustee Mike Guseynov. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Matt Fowler, President of Wabash Valley College.  
Kathy Harris, Interim President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Timothy Taylor, President of Frontier Community College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.  
LeAnn Hartleroad, Associate Dean, Institutional Development.  
Alex Cline, Director of Information & Communications Technology.  
Renee Smith, Executive Assistant to CEO.  
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
HRSA – Health Resources & Services Administration  
ICAHN – Illinois Critical Access Hospital Network

ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, July 16, 2013 were presented for disposition.

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

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

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

**#3-B. IECEA Representative:** Rob Mason, President of Illinois Eastern Colleges Education Association, was recognized.

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

**AGENDA #5 – “Reports”** –

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

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

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

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

**#6-A. HR Policy 400.1, Selection and Employment):** SURS Return-to-Work, Public Act 97-0968, went into effect August 1, 2013 and states that if the District were to hire an affected annuitant and the annuitant performs any work for the District, the District would be responsible for the affected annuitant’s entire annual annuity. Currently the Board delegates the hiring authority of part-time

employees to the Chief Executive Office or his designee and the Presidents of each college have been delegated the authority to hire part-time employees at their respective colleges.

Because of the impact of Public Act 97-0968, the District can no longer follow this practice. The District's Human Resource Department is now required to look up every employee the District hires and verify if the employee is or is not a SURS annuitant, and then if they are an annuitant we must report to SURS they are working for us and monitor their wages. Under current procedures the District could have a person begin employment part-time that is an affected annuitant and not know it until they have started working and then the District would be liable for their annual annuity payment. This determination must be made prior to the time that employment begins.

The CEO recommended approval of the policy revision which gives the CEO and the Director of Human Resources the sole authority to hire part-time employees so the District can avoid hiring an affected annuitant and avoid an annual annuity payment.

(A copy of the revised HR Policy 400.1, Selection and Employment, was presented and is made a part of the minutes by this reference.)

**Board Action:** Trustee Brenda Culver made a motion to waive second reading and adopt the revised HR Policy 400.1, Selection and Employment, as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A. Consideration of Ameren Settlement:** The taxing bodies of Jasper County have worked to establish an acceptable assessment of the Ameren Power Plant located at Newton. The taxing year of 2009 has been in dispute. Ameren has appealed the Jasper County Board of Review's decision on assessment to the Illinois Property Tax Appeal Board (PTAB). The matter is set for hearing before PTAB on August 26<sup>th</sup>. Both the taxing bodies and Ameren agreed to mediation of the assessment of 2009 and that mediation hearing occurred on August 13<sup>th</sup> and 14<sup>th</sup> at the Ameren Office Building located in Collinsville.

At the mediation hearing, the taxing bodies of Jasper County were represented by Dan Cox of the Jasper County School District, Ed Mitchell of the Jasper County Board, Paul Woods, Jasper County Assessor, and Terry Bruce, CEO of Illinois Eastern Community Colleges. The other taxing bodies including Wade Fire Protection District, Newton Public Library District, South Muddy and Wade Township agreed to allow these individuals to represent their interest in the matter.

The mediation lasted 14.4 hours with retired Judge Timothy J. Slavin acting as mediator. The mediation resulted in a written Memorandum of Understanding and was approved by all parties to the mediation.

The parties have settled the 2009 assessment and have also agreed to the assessment amounts of the subject property of 2010, 2011, and 2012. The final stipulation and agreed order is being drafted by

the attorneys representing Ameren and the taxing bodies. Once the agreed order is prepared, it will be filed with PTAB and the Jasper County Board of Review.

The Board and all other taxing bodies involved will be asked to consider and approve or disapprove the agreed order.

**Board Action:** Trustee Brenda Culver made a motion to accept the tentative property tax assessment settlement with Ameren Energy for the power plant at Newton, with the final settlement to be considered for approval at the September meeting. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Deed of Property to the District:** In May 1984, the Frontier Community College Foundation acquired land from the City of Fairfield to be used for educational purposes of the District. This land is commonly known as the Fairfield Industrial Park subdivision. Subsequent to that acquisition, the District built the College's Textbook/Library building on Lots #15 and 21 of that land. In 2010, the Foundation conveyed to the District a 90'X90' section of the land where the Textbook/Library sits.

Earlier this spring, after reviewing architectural renderings for Phase 10 work to be conducted on the Textbook/Library, it was noticed that the parking lot being constructed would extend to land still owned by the Frontier Community College Foundation. Since this issue was realized, the District has been working with the Foundation to convey the ownership of the land involved so that the District's interest in operating, maintaining, and improving the Textbook/Library is consistent with Illinois statutes and Illinois Community College Board Fiscal Guidelines. Essentially an additional 75'X90' plot of land to the north of what is currently owned by the District is being conveyed. As such, a deed has been prepared that would convey the following described real estate:

"RE: Part of Lot number 15 in the Fairfield Industrial Park Plat filed for record in Plat Book B at page 112, Wayne County, Illinois, subject to the utility easements reserved in said plat:

"Beginning at a point on the West line 45 feet North of the Southwest Corner of Lot 15 in Fairfield Industrial Park, thence East 90 feet running parallel with the South Line of Lot 15 to a point, thence North 75 feet running parallel with the West line of Lot 15 in Fairfield Industrial Park to a point, thence West to a point on the West line of Lot 15 being 75 feet North of the Point of beginning, thence South along the West line of Lot 15 to the point of beginning."

The CEO recommended acceptance of the foregoing deed of property to the District as outlined.

**Board Action:** Trustee Gary Carter made a motion to accept the foregoing deed of property to the District as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. FY2014 Tentative Budget:** Prior Board action required that the tentative budget be made available to the public by August 9 and mailed to the Board of Trustees. The tentative budget will remain available for public inspection through the scheduled September 17 Budget Hearing and Board

meeting. Publication of the budget's availability and notice of the Public Hearing on the Budget was made in district newspapers.

The fiscal year 2014 tentative budget was sent to the Board of Trustees under separate cover. The document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2014. It was based on information available at the time of publication. If new information becomes available, changes will be made to the final budget and those changes will be reviewed with the Board on September 17 prior to approval of a final budget.

The tentative budget projects revenue of \$32,791,704 and expenditures of \$32,151,217 in the District's operating funds.

As required by law, a Public Hearing on the Budget will be held on September 17, 2013 and following the hearing, a final budget will be presented to the Board for its approval.

The CEO recommended approval of the FY2014 tentative budget as presented.

**Board Action:** Trustee Michael Correll made a motion to approve the FY2014 tentative budget as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Employee Health Insurance Benefits:** In anticipation of the Affordable Care Act, the administration is evaluating the District's health insurance program and is recommending the following changes.

Currently, IECC pays for 100% of the employee premium for those employees who elect the District health plan and work a full-time schedule of 40 hours per week, or are hired as a member of the faculty bargaining unit. If a full-time employee or a member of the faculty bargaining unit elects the Optional plan, or elects to add dependent coverage to either the District or Optional plan, then IECC will pay an amount equal to 100% of the District plan employee only premium toward their coverage.

Due to mandated changes in the Affordable Care Act for large employers, the administration is recommending that the District modify its health care plan to make employees who average 30 hours per week eligible for health care coverage beginning January 1, 2014.

In addition, the administration proposes to establish two Tiers of employees in regard to employer contributions.

**TIER I** – Employees who average 40 hours of service per week and members of the faculty bargaining unit. There would be no change to the employer contribution for this employee tier.

**TIER II** – Employees who average 30 – 39.9999 hours of service per week. The District would pay 0% of the employee premium for this tier, no matter which health plan (District or Optional) that the employee elects. In addition, the District would pay 0% of the employee premium towards any dependent coverage that was elected. This tier would not qualify for dental or life insurance coverage. Eligibility for HSA contributions would be determined by the Board at the time HSA contributions are established, normally in October of each year.

The CEO recommended adoption of the following resolution. The resolution allows the CEO and CFO to work with Blue Cross Blue Shield of Illinois to make these changes to the District's health insurance plan. The CEO also recommended that the Board establish separate employer contributions for TIER I and TIER II employees as outlined.



## RESOLUTION

WHEREAS, the Affordable Care Act requires employers with 50 or more employees to provide health insurance to certain employees; and  
WHEREAS, the Affordable Care Act requires employers to provide health insurance to those part-time employees averaging at least 30 hours of service per week; and  
WHEREAS, the District faces substantial penalties if a part-time employee averages at least 30 hours of service per week and the District has not offered them insurance; and  
WHEREAS, it is the administration's interpretation that the District can offer health insurance at the employee's own expense, to part-time employees who average at least 30 hours and less than 40 hours of service per week; and  
THEREFORE, the District administration requests that the Board approve the offering of a plan of health insurance, at the employee's own expense, to the District's part-time employees who average at least 30 hours of service per week and less than 40 hours of service per week; and  
THEREFORE, that the Chief Executive Officer Terry Bruce and the Chief Finance Officer Roger Browning are hereby requested to develop a plan of health insurance for such part-time employees and that it be offered to those employees effective January 1, 2014.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing resolution and establish separate employer contributions for TIER I and TIER II employees as outlined. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Affiliation Agreement with Good Samaritan Regional Health Center – Associate Degree Nursing:** IECC wishes to enter into a new affiliation agreement with Good Samaritan Regional Health Center, located in Mt. Vernon, Illinois. This affiliation agreement is for the Associate Degree in Nursing Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee Michael Correll made a motion to approve the affiliation agreement for the Associate Degree Nursing Program with Good Samaritan Regional Health Center, Mt. Vernon Illinois, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Affiliation Agreement with St. Mary's Hospital in Centralia – Associate Degree Nursing:** IECC wishes to enter into a new affiliation agreement with St. Mary's Hospital, located in Centralia, Illinois. This affiliation agreement is for the Associate Degree in Nursing Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee Michael Correll made a motion to approve the affiliation agreement for the Associate Degree Nursing Program with St. Mary's Hospital, Centralia Illinois, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Affiliation Agreement with St. Mary's Hospital in Mt. Vernon – Associate Degree Nursing:** IECC wishes to enter into a new affiliation agreement with St. Mary's Hospital, located in Mt. Vernon, Illinois. This affiliation agreement is for the Associate Degree in Nursing Program and is the standard affiliation agreement utilized by the district. The CEO recommended approval.

**Board Action:** Trustee Michael Correll made a motion to approve the affiliation agreement for the Associate Degree Nursing Program with St. Mary's Hospital, Mt. Vernon Illinois, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The Bid Committee presented the following recommendation, followed by Board action as indicated:

**#9-A. Frontier Community College, Engine Trainer:** The Bid Committee recommended acceptance of the low bid that meets all specifications, from ConsuLab Educatech Inc., Quebec, Canada, for a total bid of \$17,915.00. The lowest bidder, Creative Custom Products, did not meet many of the required bid specifications.

Department: Automotive Program. Source of Funds: FCC Foundation. Rationale for Purchase: Update training equipment for automotive lab.

**Board Action:** Trustee Gary Carter made a motion to accept the recommendation of the Bid Committee to accept the bid of ConsuLab Educatech Inc. for an engine trainer for the automotive lab at FCC as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #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 the balance in all funds as of July 31, 2013.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for August 2013, totaling \$1,954,914.04, 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 2013, in the amounts listed, and payments from the revolving fund for July 2013. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry L. Bruce presented an informational report on the following items.

1. Accelerated Class Schedule and Tuition at FCC
2. Messages Received via Personal Electronic Device During Public Meeting
3. Joint Review Committee on Education in Radiologic Technology (JRCERT) Site Visit
4. Outside Employment
5. Gun Safety Courses and Concealed Carry
6. Fracking Land Safety Course
7. BrickStreet Workman’s Compensation Monthly Report
8. Enrollment

	<b>Reimb Headcount</b>	<b>Reimb FTE</b>
<b>IECC</b>	-9.73%	-2.57%
<b>FCC</b>	16.45%	-7.44%
<b>LTC</b>	-3.55%	1.96%
<b>OCC</b>	3.30%	-2.18%
<b>WVC</b>	-14.47%	8.28%
<b>AH</b>	-14.16%	-14.12%
<b>WED</b>	-37.00%	-27.08%

Comparing August 2012 to August 2013, IECC reimbursable headcount was down 9.73% while reimbursable FTE is down 2.57%.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** –

**#13-A. Written Executive Session Minutes:** No executive session was held during the regular meeting, Tuesday, July 16, 2013.

**#13-B. Audio Recordings of Executive Sessions:** No executive session was held during the regular meeting, Tuesday, July 16, 2013.

**AGENDA #14 – “Approval of Personnel Report”** – Tara Buerster reviewed the following amended Personnel Report and the CEO recommended approval.

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

##### A. Administrative

1. Robert Conn, Dean of Instruction, LTC, effective August 28, 2013.
2. Kim Underwood, Associate Dean, WED, effective September 1, 2013.

##### B. Professional/Non-Faculty

1. Ashley Gordon, Head Women's Softball/Volleyball Coach, LTC, effective August 22, 2013.

##### C. Classified

1. Michelle Pynckel, Nursing Program Advisor, OCC/WVC, effective August 22, 2013.

#### **400.2. Temporary Employment**

##### A. Classified

1. Michelle McLaskey, Temporary Full-time Administrative Assistant, WED, effective September 1, 2013.

#### **400.3. Change in Status**

##### A. Administrative

1. Kathy Harris, Dean of Instruction, LTC, to Interim President, LTC, effective August 5, 2013.

#### **400.4. FY2014 Administrative and Staff Salaries**

1. Full-time employees working before June 1, 2013, are eligible for a wage increase. Employees with hire dates of June 1, 2013, to August 31, 2013, will be eligible for an increase at the six-month anniversary date. Employees with a hire date September 1, 2013 or later are not eligible for the increase.

2. All full-time employees (non-bargaining unit) will receive a 2.75% pay increase, unless otherwise noted.

3. All increases are effective September 1, 2013, unless otherwise noted.

4. Entry levels for all non-faculty positions will be increased by 1.25%.

#### **400.5. Administration and Staff Entry Level Rates**

Entry levels for all non-faculty positions will be increased by 1.25%.

#### **400.6. FY13-14 Educational Level Changes**

##### A. Faculty

1. Scott Balding, from AA to BA, \$2,000.
2. Michael Conn, from M+12 to M+36, \$2,000.
3. John Day, from M+36 to EdD, \$2,000.
4. Brenda Grove, from M+12 to M+24, \$1,000.
5. Chris Teague, from AA to AA+32, \$1,000.

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

##### A. Frontier Community College

1. Extra-Curricular  
Steve Rafferty, Men's & Women's Golf Coach, \$1,000.

#### **400.8. Resignations**

##### A. Administrative

1. Mitch Hannahs, President, LTC, effective August 5, 2013.

##### B. Professional/Non-Faculty

1. Mark Davidson, Manufacturing Project Coordinator (GR), DO, effective September 1, 2013.
2. Gina Hutton, Director, TRiO ETS (GR), DO, effective August 5, 2013.

##### C. Classified

1. Laura Kucharik, Administrative Assistant, WED, effective September 1, 2013.

#### **Personnel Report Addendum**

#### **400.9. FY13-14 Educational Level Changes**

##### A. Faculty

1. Laura Bruck, from M+12 to M+36, \$2,000.

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

Todd Gill, Mt. Carmel Chiropractic Clinic, approximate time per academic year 108 hours.

(Without objection, the following was added to the Personnel Report)

**400.11. Rescind Letter of Retirement**

The letter from Kathy Harris, announcing her retirement as Dean of Instruction at LTC, acted upon at the May 21, 2013 regular meeting, is hereby rescinded.

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

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Brenda Culver made a motion to approve the amended Personnel Report as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Other Items”** – None.

**AGENDA #18 – “Adjournment”** – Trustee Gary Carter made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:45 p.m.

Approved: Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**



**Agenda Item #3**

**Budget Hearing**

**Agenda Item #4**

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

**Agenda Item #5**

**Public Comment**

**Agenda Item #6**

**Reports**

- A. Trustees**
- B. Presidents**
- C. Cabinet**

**Agenda Item #7**

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

**None**

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**

**Agenda Item #9A**  
**IECC 2013 Fact Book**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: 2013 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 2013 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 FY13 which is from July 1, 2012 to June 30, 2013. The Fact Book was sent to the Board on September 11, 2013.

I ask the Board's approval of the 2013 IECC Fact Book.

TLB/rs

**Agenda Item #9B**

**Certification of Chargeback**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback for FY2014 is attached. The chargeback form is utilized to determine out-of-district, out-of-state and international tuition; and the chargeback reimbursement rate. Based upon our audit, these rates follow:

Tuition Rate – Out-of-District	\$261.97 per Semester Hour
Tuition Rate – Out-of-State	\$322.52 per Semester Hour
Tuition Rate – International	\$322.52 per Semester Hour
Chargeback Reimbursement	\$130.61 per Semester Hour

I ask the Board's approval of the ICCB Certification of Chargeback.

TLB/akb

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
 CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
 FOR FISCAL YEAR 2014**

**ALL FISCAL YEAR 2013 NONCAPITAL AUDITED OPERATING  
 EXPENDITURES FROM THE FOLLOWING FUNDS:**

1	Education Fund	<u>\$ 26,648,032</u>
2	Operations and Maintenance Fund	<u>\$ 2,729,300</u>
3	Public Building Commission Operation and Maintenance Fund	<u>\$ -</u>
4	Bond and Interest Fund	<u>\$ 1,861,250</u>
5	Public Building Commission Rental Fund	<u>\$ -</u>
6	Restricted Purposes Fund	<u>\$ 9,108,848</u>
7	Audit Fund	<u>\$ 65,000</u>
8	Liability, Protection, and Settlement Fund	<u>\$ 617,960</u>
9	Auxiliary Enterprises Fund (subsidy only)	<u>\$ 1,022,070</u>
<b>10</b>	<b>TOTAL NONCAPITAL EXPENDITURES (sum of lines 1-9)</b>	<u><b>\$ 42,052,460</b></u>
11	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	<u>\$ 1,888,950</u>
<b>12</b>	<b>TOTAL COSTS INCLUDED (line 10 plus line 11)</b>	<u><b>\$ 43,941,410</b></u>
13	Total certified semester credit hours for FY 2013	<u>\$ 136,245</u>
<b>14</b>	<b>PER CAPITA COST (line 12 divided by line 13)</b>	<u><b>\$ 322.52</b></u>
15	All FY 2013 state and federal operating grants for noncapital expenditures DO NOT INCLUDE ICCB GRANTS	<u>\$ 8,250,135</u>
16	FY 2013 state and federal grants per semester credit hour (line 15 divided by line 13)	<u>\$ 60.55</u>
17	District's average ICCB grant rate (excluding equalization grants) for FY 2014	<u>\$ 39.36</u>
18	District's student tuition and fee rate per semester credit hour for FY 2014	<u>\$ 92.00</u>
19	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)	<u><u>\$ 130.61</u></u>

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

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

**Agenda Item #9C**

**2013 Estimated Tax Levy Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
SUBJECT: 2013 Estimated Tax Levy Resolution

Each year the Board of Trustees certifies the District's estimated tax levy for the year. The 2013 estimated tax levy resolution for taxes due and collectible in 2014 follows this memo.

The estimated tax resolution establishes the levy for the education fund and the operations and maintenance fund. The actual tax levy resolution will be considered for adoption at the regular Board of Trustees meeting October 15, 2013. In addition, the District's 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, and unemployment and other insurance.

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

TLB/akb

Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2013**

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 2012 was:

Education Purposes	\$2,284,386
Operations and Maintenance Purposes	979,022
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	592,238
Audit	65,268
Other	0
 Total	 \$3,920,914

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2013 is as follows:

Education Purposes	\$2,353,750
Operations and Maintenance Purposes	1,008,750
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	670,000
Audit	80,000
Other	0
 Total	 \$4,112,500

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a 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 2012 was \$2,075,300; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2013 is \$2,001,075.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community College 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 2013, exclusive of bond and interest costs, is \$4,112,500.

**Section 2:** The aggregate amount of taxes estimated to be levied for the year 2013, exclusive of bond and interest costs, does not exceed 105% of the taxes extended by the district in the year 2012.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2013 for debt service is a 4% decrease over the taxes extended for debt service for 2012.

**Section 4:** Public notice and a hearing are not necessary.

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

**Section 6:** Adoption of the final tax levy will occur October 15, 2013.

ADOPTED this 17th day of September 2013.

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 #9D**

**Resolution No Tax Levy Hearing**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: September 17, 2013

RE: Resolution - No Tax Levy Hearing Required – Levy Adoption October 15th

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

The 2013 estimated tax levy does not exceed 105% of the previous year's extension, exclusive of bond and interest costs, therefore publication of a notice of a hearing and a hearing are not necessary.

I ask the approval of the Resolution that a Tax Levy Hearing is not required and final adoption of the Tax Levy will occur October 15, 2013.

TLB/akb

Attachment

RESOLUTION  
NO TAX LEVY HEARING REQUIRED  
ADOPTION OF TAX LEVY OCTOBER 15, 2013

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College 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 2013 for taxes due and collectible in 2014:

1. Date of Fiscal Year: July 1, 2014 - June 30, 2015.
2. Publication of Notice of Public Hearing on Tax Levy: Publication not required.
3. Public Hearing on Tax Levy: Hearing not required.
4. Adoption of Tax Levy: October 15, 2013.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Agenda Item #9E**

**FY2014 Budget**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: FY2014 Budget

The FY2014 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member. The preliminary budget was provided to the Board of Trustees at its last regular meeting. There are no significant changes from the tentative budget which was approved by the Board on August 20, 2013.

FY 14 Budgeted Expenditures compared to FY 13 Budgeted Expenditures

	FY 14	FY 13
Education Fund	\$28,912,054	\$28,846,138
Operations & Maintenance Fund	<u>\$ 3,204,263</u>	<u>\$ 3,292,227</u>
Total Operating Funds	\$32,116,317	\$32,183,365

The District has complied with all the notice and budget hearing requirements.

I ask that the Board approve the FY2014 Budget for Illinois Eastern Community Colleges.

TLB/akb

**Agenda Item #9F**

**FY2013 Audit**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: FY2013 Audit

The Illinois Community College Board (ICCB) requires the Board of Trustees to complete and approve an annual audit and that it be forwarded to the ICCB for filing by October 15th. The audit has been completed for the Board's consideration.

The Audit Committee comprised of Trustee Marilyn Wolfe and Trustee John Brooks met with the Chief Executive Officer, the Chief Finance Officer, and the independent auditors on September 11, 2013. The audit was reviewed in detail. The audit contains an "unqualified" opinion on all required audit reports. The District complied with generally accepted accounting principles and there were no material weaknesses identified. The Audit Committee will report on its review of the audit and its meeting with the auditors at the Board meeting.

The final audit will be provided to Board members prior to the September 17, 2013 Board meeting. I ask that the Board pass the attached resolution to accept the audit and to authorize the audit to be filed with 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 College 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 College District #529, has reviewed and accepts and approves the annual audit of the district as submitted by CliftonLarsonAllen LLP.

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

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



**Agenda Item #9G**

**Indemnification Agreement with Airtex Products**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: Indemnification Agreement with Airtex Products

Frontier Community College wishes to establish a soccer program and has been working with the City of Fairfield to secure a soccer field. Mayor Chuck Griswold aided the college in these efforts and has secured an agreement with Airtex to provide the needed land. This area has been used in the past as a soccer field.

Airtex wishes to establish that the District will be liable for any injuries which may occur upon the soccer field and has provided an agreement that states the District assumes liability.

The District can easily add this property to the existing liability coverage.

I ask the board's approval for the Airtex liability agreement.

TLB/rs

Attachment

**INDEMNIFICATION AGREEMENT**

In consideration for the use by the Frontier Community College, one of the colleges within the Illinois Eastern Community College District 529, operated by the Board of Trustees (Board) of the property of Airtex Products, LP (“Airtex”) described on Exhibit A (the “Property”), Board agrees to indemnify and hold harmless Airtex and its parents, subsidiaries, affiliates, officers, directors, employees and shareholders (the “Airtex Indemnified Parties”) from and against all claims, liability, loss, cost and expense (including injury or damage to person or property, reasonable attorney fees and expert witness fees) (“Claims”) incurred by an Airtex Indemnified Party or a third party as a result of: (i) any injury sustained by any individual while on the Property; or (ii) any act or omission by Board or Board’s students or agents or any of their employees. Any indemnification obligation required shall be effective provided that the Airtex indemnified Party gives notice of the claim to Board in a time and manner that does not unfairly prejudice defense of the claim. Board shall immediately assume control of the defense and all related settlement negotiations, provided, however, that Board shall not agree to any settlement with a non-monetary obligation imposed on an Airtex Indemnified Party without the prior written consent of the Airtex Indemnified Party to such non-monetary obligation. The Airtex Indemnified Parties will provide Board with the assistance reasonably necessary to perform the above defense; Board will promptly reimburse all reasonable out-of-pocket expenses incurred by the Airtex Indemnified Parties in providing such assistance. Airtex may terminate Board’s access to the Property at any time and for any reason upon delivering 60 days’ written notice to Board.

Dated: September \_\_\_\_, 2013

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529

AIRTEX PRODUCTS, LP

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

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

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

**Agenda Item #9H**

**Ameren Settlement**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: Intergovernmental Agreement - Ameren Settlement

The taxing bodies of Jasper County and Ameren Electric Generating (AEG) have agreed to an acceptable assessment of the Ameren Power Plant located at Newton. The taxing year of 2009 has been in dispute. Ameren has appealed the Jasper County Board of Review's decision on assessment to the Illinois Property Tax Appeal Board (PTAB). The matter was set for hearing before PTAB on August 26, 2013 and that hearing has been suspended pending final adoption of an acceptable assessment.

Both the taxing bodies and AEG agreed to mediation of the assessment of 2009, 2010, 2011, and 2012 and that mediation hearing occurred on August 13 and 14, 2013 at the Ameren Office Building located in Collinsville.

At the mediation hearing, the taxing bodies of Jasper County were represented by Dan Cox of the Jasper County School District, Ed Mitchell of the Jasper County Board, Paul Woods Jasper County Assessor, and Terry Bruce, CEO of Illinois Eastern Community Colleges. The other taxing bodies including Wade Fire Protection District, Newton Public Library District, South Muddy and Wade Township agreed to allow these individuals to represent their interest in the matter.

The mediation lasted over two days with retired Judge Timothy J. Slavin acting as mediator and the mediation resulted in a written Memorandum of Understanding and was approved by all parties to the mediation.

The settlement agreed to by the parties includes the following:

- 1) AEG has agreed to dismiss and waive all pending property tax appeals of real estate for the tax assessment years of 2009, 2010, 2011, and 2012.
- 2) The taxing bodies agree to pay property tax refunds in the amount of \$4,000,000 (four million dollars).
- 3) The taxing bodies agree to make 8 (eight) equal installments of \$500,000 on or before the first day of December of each year beginning 12-01-2013.
- 4) AEG and the taxing bodies agree to set the equalized assessed value, after all multipliers, of the real estate at issue in the appeals for 2013, at \$90,000,000 (ninety million).

- 5) The parties agree to work in good faith on a public statement concerning this settlement, which is both truthful and emphasizes the mutual benefits received under this settlement.
- 6) The parties agree to the execution and filing of a Property Tax Code Section 9-45 Agreement with the appropriate court. The taxing bodies and AEG have agreed to execute AN INTERGOVERNMENTAL AGREEMENT REGARDING AMEREN SETTLEMENT, which each taxing body has been requested to adopt.

In addition to the assessment amounts for 2009, 2010, 2011 and 2012, the agreement sets forth the amounts each taxing body would pay over the 8 year period. These payments would occur before December 1<sup>st</sup> 2013, and before November 1<sup>st</sup> in 2014, 2015, 2016, 2017, 2018, 2019, and 2020.

Following the adoption of this Intergovernmental Agreement, a final agreement with the taxing bodies and AEG will be drafted and submitted for action by each of the taxing bodies. This agreement will be filed with the appropriate court, and upon its filing, AEG will ask for the dismissal of its pending hearing before PTAB.

I ask the Board's approval of the attached Intergovernmental Agreement.

TLB/rs

Attachment

**INTERGOVERNMENTAL AGREEMENT REGARDING  
AMEREN SETTLEMENT**

THIS AGREEMENT made and entered into by and between Wade Township, Newton Public Library, South Muddy Township, Wade Fire Protection District, Jasper County, Illinois Eastern Community College No. 529, Jasper Unit #1, Multi-Township District B, North Muddy Township and University of Illinois Extension (hereinafter referred to in the aggregate as “TAXING DISTRICTS”);

**WHEREAS**, each of the TAXING DISTRICTS is a governmental unit which exercises the power of taxation of real property and which depends in part upon tax revenues to carry out its duties and purposes; and

**WHEREAS**, Ameren Energy Generating Company (“Ameren”) has disputed with the Jasper County Board of Review and PTAB the assessments for the years 2009-2012 of various parcels of real property identified herein as Exhibit A that are owned by Ameren and situated within the County of Jasper (hereinafter referred to as “Subject Property”); and

**WHEREAS**, the TAXING DISTRICTS desire to resolve their protracted dispute concerning the assessment of the subject real property without further litigation, and to establish mutually acceptable procedures for satisfaction of existing and asserted tax refund liability; and

**WHEREAS**, pursuant to a settlement agreement reached with Ameren Energy Generating Company (“Ameren Settlement”) concerning Ameren’s current and future taxes, the Jasper County taxing bodies are or will be liable to Ameren for a payment totaling \$4,000,000 (four million dollars) to be paid by the TAXING DISTRICTS in eight equal annual installments of \$500,000 (five hundred thousand dollars), a proportionate share of which will be paid on an annual basis by each TAXING DISTRICT; and

**WHEREAS**, the Ameren Settlement is authorized and will be approved by a Court of competent jurisdiction under Section 9-45 of the Illinois Property Tax Code, 35 ILCS 200/9-45 (2013); and

**WHEREAS**, the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., authorizes the TAXING DISTRICTS to enter into this intergovernmental agreement.

**NOW THEREFORE**, IT IS HEREBY MUTUALLY AGREED that the TAXING DISTRICTS do hereby enter into this agreement pursuant to the authority provided by the Intergovernmental Corporation Act as follows:

### **TERMS OF AGREEMENT**

#### **1. INCORPORATION OF RECITALS**

The TAXING DISTRICTS reaffirm the above Preamble and incorporate them by reference into the terms of this Agreement.

#### **2. PURPOSE**

The purpose of this agreement is to provide a mutually agreeable procedure by which the TAXING DISTRICTS shall make timely payment for their proportionate share under the Ameren Settlement.

#### **3. AGREED PROPORTIONATE ANNUAL REFUND LIABILITY**

The Jasper County Supervisor of Assessments, Jasper County Treasurer and other Jasper County taxing and assessment authorities have calculated the estimated tax refund liability which would accrue to each TAXING DISTRICT in the event that the PTAB were to order an assessment reduction that would have resulted in a total refund of \$4,000,000, and have divided these amounts into eight equal installments without interest. Each TAXING DISTRICT agrees



that the amounts that follow are a substantially correct calculation of its proportionate liability.

Each TAXING DISTRICT agrees to pay its respective shares as shown below:

<b>Taxing District</b>	<b>Total Liability</b>	<b>Annual Payment (2013 – 2020)</b>
Jasper CUSD No. 1	2,426,840.00	303,355.00
Jasper County	969,080.00	121,135.00
Wade Fire Protection District	59,400.00	7,425.00
South Muddy Township	106,480.00	13,310.00
North Muddy Township	9,280.00	1,160.00
Wade Township	10,120.00	1,265.00
Newton Public Library	100,160.00	12,520.00
Multi-Township Assessment District 3	4,840.00	605.00
Illinois Eastern Community College No. 529	295,640.00	36,955.00
CEXT - Jasper County Unit	18,160.00	2,270.00
<b>TOTAL</b>	<b>\$4,000,000</b>	<b>\$500,000</b>

**4. AGREED PROCEDURES FOR SATISFACTION OF REFUND LIABILITY**

Pursuant to the Ameren Settlement, Ameren has agreed to accept, in full satisfaction of its claims, payment of sums aggregating to \$4,000,000, in installments due on December 1, in each of the years 2013, 2014, 2015, 2016, 2017, 2018, 2019 and 2020. Each TAXING DISTRICT agrees to satisfy its refund liability arising as a consequence of the Ameren Settlement by making payments on an annual basis in the amount set forth in Section 3. Each TAXING DISTRICT agrees to make the payment in the amount set forth in Section 3 on or before November 1 of each year, beginning with November 1, 2013 and continuing until November 1, 2020. In the event that any TAXING DISTRICT defaults in the payment of any such annual installment obligation, the County Treasurer shall withhold such annual installment obligation from the next tax collections that would otherwise be distributed to the defaulting TAXING DISTRICT.

**5. INDEMNIFICATION**

The TAXING DISTRICTS agree to indemnify, defend and hold the other TAXING DISTRICTS, their directors, officers, employees and agents harmless for and against all losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorneys' fees, which may in any way accrue from that TAXING DISTRICT'S failure to make timely payment or perform any of its obligations under this Agreement.

**6. DURATION OF AGREEMENT**

This agreement shall become effective upon the date of its approval by the governing bodies of each of the TAXING DISTRICTS which are parties hereto. It shall remain in effect indefinitely in full force and effect until the total settlement payment of \$4,000,000 has been

made to Ameren. Termination of this agreement shall not act to discharge any liability incurred by the several governmental units who are parties to this agreement.

**7. ADVICE OF COUNSEL**

The parties acknowledge and agree that they have read and understood the terms of this Agreement and enter into it voluntarily, with advice of legal counsel and without any duress or undue influence on the part of or on behalf of any party.

**8. COMPLETE AGREEMENT**

This Agreement represents the full and complete understanding of the parties and all prior Agreements, whether oral or written, which pertain to any of the subject matters expressed herein, are hereby deemed merged into this Agreement and superseded by the terms and conditions expressed herein.

**9. AMENDMENT OF AGREEMENT**

This Agreement may only be modified in writing signed by a duly authorized representative of each of the signatory parties.

**10. BINDING ON SUCCESSORS AND ASSIGNS**

This Agreement shall be binding on the TAXING DISTRICTS, their officers and administrators, and their successors and assigns.

**11. SAVINGS CLAUSE**

If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

**12. CAPTIONS AND PARAGRAPH HEADINGS.**

Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

**IN WITNESS WHEREOF**, the parties have caused this agreement to be approved by their respective governing bodies, and signed and attested by their proper officers, on the dates written below.

**WADE TOWNSHIP**

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

Date: \_\_\_\_\_

**SOUTH MUDDY TOWNSHIP**

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

Date: \_\_\_\_\_

**JASPER COUNTY**

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

Date: \_\_\_\_\_

**JASPER UNIT S.D. NO. 1**

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

Date: \_\_\_\_\_

**NEWTON PUBLIC LIBRARY**

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

Date: \_\_\_\_\_

**WADE FIRE PROTECTION DISTRICT**

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

Date: \_\_\_\_\_

**ILLINOIS EASTERN  
COMMUNITY COLLEGE NO.  
529**

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

Date: \_\_\_\_\_

**MULTI-TOWNSHIP  
ASSESSMENT DISTRICT 3**

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

Date: \_\_\_\_\_

**NORTH MUDDY TOWNSHIP**

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

Date: \_\_\_\_\_

**UNIVERSITY OF ILLINOIS  
EXTENSION**

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

Date: \_\_\_\_\_

**JASPER COUNTY TREASURER**

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

Date: \_\_\_\_\_

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**Agenda Item #9I**

**Concealed Carry Course Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: Concealed Carry Course Fee

Under Illinois law, individuals will be allowed to carry a concealed weapon if they complete an approved concealed carry course and receive a certificate from an approved provider.

The District has submitted and had a course approved by the Illinois Community College Board and it is anticipated that certified instructors will be retained to teach this course. Other providers have been charging \$200. The District believes that a fee of \$130 should be appropriate, in addition to the standard tuition rate.

**Miscellaneous Fees\* (page 36 of IECC catalog) – Effective Immediately**

**Concealed Carry Course Fee (EPP 1203).....\$130**

I ask the Board’s approval of a Concealed Carry Course Fee of \$130, effective immediately.

TLB/rs

**Agenda Item #9J**

**Observation Agreement with Building Blocks Day Care**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: Observation Agreement with Building Blocks Day Care - ADN

IECC wishes to enter into an observation experience agreement with Building Blocks Day Care, located in Princeton, Indiana.

This observation agreement is for the 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/PRACTICAL NURSING CERTIFICATE PROGRAM  
FCC - LTC - OCC - WVC**

**OBSERVATION EXPERIENCE AGREEMENT**

Agreement made this 14<sup>th</sup> day of August, 2013, between  
Building Blocks Day Care of Princeton, IN, hereinafter referred to as  
AGENCY, and ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529, OLNEY CENTRAL  
COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM (offered at  
Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College),  
hereinafter referred to as DISTRICT #529.

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.

**DISTRICT #529 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:

Building Blocks Day Care

\_\_\_\_\_  
By \_\_\_\_\_

ILLINOIS EASTERN COMMUNITY COLLEGES,  
DISTRICT 529, OLNEY CENTRAL COLLEGE  
ASSOCIATE DEGREE NURSING/PRACTICAL  
NURSE CERTIFICATE PROGRAM:

By \_\_\_\_\_  
Department Head of Nursing

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

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

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

Adopted: 03/12

**Agenda Item #9K**

**Affiliation Agreement with Crawford Memorial Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 17, 2013  
RE: Affiliation Agreement with Crawford County Memorial Hospital - ADN

IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois.

This affiliation agreement is for the 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/PRACTICAL NURSING CERTIFICATE PROGRAM  
FCC - LTC - OCC - WVC**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of September, 2013 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM (offered at Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), hereinafter referred to as DISTRICT #529 and **CRAWFORD MEMORIAL HOSPITAL, 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 DISTRICT #529, 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, 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 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 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.
11. Nursing Faculty and nursing students shall be covered by occurrence type professional liability insurance in the amount of one million (\$1,000,000) per occurrence and three million (\$3,000,000) annual aggregate prior to any assignment for practice at the AGENCY.
12. Nursing Faculty and nursing students are responsible for health care costs related to nursing faculty or nursing student accidental injury or illness occurring in the clinical agencies.
13. 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.
14. The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only DISTRICT #529 can dismiss the student from the DISTRICT #529 nursing program.
15. To the extent permitted by applicable law and without waiving any defenses, School shall indemnify and hold harmless Hospital and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the School



or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. Hospital shall indemnify School against liabilities, claims, damages and expenses, including reasonable attorneys' fees, incurred by School in defending or compromising actions brought against School arising out of or related to the Hospital's performance of duties hereunder.

16. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT upon at least ninety (90) days written notice to the other party. All students enrolled in DISTRICT #529's Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their nursing laboratory experience needed for graduation at the AGENCY.

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

AGENCY:

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE  
ASSOCIATE DEGREE NURSING/PRACTICAL  
NURSING CERTIFICATE PROGRAM:

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

\_\_\_\_\_  
Department Head of Nursing

\_\_\_\_\_  
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.

**Agenda Item #10**

**Bid Committee Report**

BID COMMITTEE REPORT  
September 17, 2013

Workforce Education

1. Extrication Equipment

Lincoln Trail College

1. CNC Machine

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Extrication Equipment for Workforce Education

DATE: September 17, 2013

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Amkus Rescue Systems**, for a total of **\$16,947.75**.

Extrication Equipment for Workforce Education	
Company	Total Bid
<b>AMKUS Rescue Systems</b> <b>Downers Grove, IL</b>	<b>\$16,947.75</b>
Equipment Manufacturing Co. Channahon, IL	\$23,438.00 +freight
Mid America Fire & Safety LLC Evansville, IN	\$26,291.25

Respectfully submitted,

Roger Browning  
 Harry Hillis, Jr.  
 Scott Meserole  
 Michael Thomas

Department: Fire Science Program

Source of Funds: WED Emergency Preparedness Department

Rationale for Purchase: The current equipment used is approximately 10 years old and has seen extreme use. Being used for educational/training, our equipment is subject to a lot of repetitive use and wear that the equipment would not be subject to in normal fire department use. Industry standards for this type of equipment are about 10/12 years under normal use. This type of equipment technology is constantly changing and as an educational provider we should offer the most current technology that is available to the students for their training benefit.

The “Advertisement for Bids” was placed in the Robinson Daily News for one (1) day. In addition, individual invitations to bid were sent directly to six (6) potential vendors.

Specifications for Workforce Education Extrication Equipment

- Two equipment updating exchanges during the life expectancy of the equipment free of charge.
- One hydraulic powered spreader set (min. 30 in spread).
- One hydraulic powered cutter set.
- One hydraulic powered ram (30 in to 40 in).
- One hydraulic powered ram (50 in to 60 in).
- One ram extension (10 in to 12 in).
- One chain set (works in conjunction with spreaders).
- One gasoline powered hydraulic power supply unit (with hoses and couplings).
- One manually operated hydraulic power supply (with hoses and couplings).
- Two sets of 30 ft hose extensions (with couplings).

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO FRONTIER COMMUNITY COLLEGE, 2 FRONTIER DRIVE, FAIRFIELD, ILLINOIS 62837. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE.**

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: CNC Machine for Lincoln Trail College's Welding Program

DATE: September 17, 2013

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Gano Welding Supply** for a total bid of **\$15,595.45**.

CNC Machine for the LTC Welding Program	
Company	Total Bid
Aidex Corporation	No bid
Airgas Vincennes, IN	\$20,344.00
ARC Welding Supply Co. Vincennes, IN	\$15,953.28
<b>Gano Welding Supply Charleston, IL</b>	<b>\$15,595.45</b>
ILMO Products Mt. Vernon, IL	\$15,792.51
PlasmaCAM, Inc. Colorado City, CO	\$15,715.06
Stumpf Welding Supplies Mascoutah, IL	\$15,770.74

Respectfully submitted,

Roger Browning  
 Kathy Harris  
 Harry Hillis, Jr.  
 Gayle Zaring

Bid award is subject to grant approval by William Rainey Harper College.

Department: Welding Program

Source of Funds: Department of Labor – TAACCCT William Rainey Harper College Grant.

Rationale for Purchase: This particular piece of equipment will enable the students within the Lincoln Trail College Welding program to experience the technical advantages of a cutting system, the daily application within the workforce to assist with employment opportunities and will also enable the instructors of the welding program to utilize a faster cutting system for the

daily needs of cutting metal and project supplies. In addition, this new equipment will also enable the instructors to introduce new class offerings and technical instruction to our local community members, businesses and industry members, thus strengthening the collaboration efforts of the program with our supporters and new student base.

The “Advertisement for Bids” was placed in the Robinson Daily News for one (1) day. In addition, individual invitations to bid were sent directly to twelve (12) potential vendors.

**Specifications for LTC CNC Machine**

- Torchmate 4’x4’ Growth Series Table Top CNC System – Plasma Pro Package.
  - a. Table Top CNC System with Cable Carrier.
  - b. Arc Voltage Height Control w/ Magnetic Breakaway.
  - c. Waterbed for Fume Control and Material Support Table.
  - d. Plug n/ Play USB Electronics Box – All Cabling Included.
  - e. CAD/CAM Software includes Nesting, Scanning and all Tool Path and Kerf Compensation.
  - f. Driver Software for all DXF files and Straight G-Code.
  - g. Detailed instructions.
- Upgrade TM CAD 8 to Unlimited Student CAD/CAM Educational Licenses with 1 Master Teacher License – including Protext Compose Module.
- Bob CAD DXF Clip Art Package.
- Hypertherm Powermax 65 Plasma Cutter w/ 25’ Machine Torch and CNC Interface Cable.
- Shipping and handling to Lincoln Trail College, Robinson, Illinois 62454.
- Free Unlimited Phone and Email Tech Support via a trained support staff.

**ALL FREIGHT, SHIPPING, DELIVERY, HANDLING AND INSTALLATION CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO LINCOLN TRAIL COLLEGE, 11220 STATE HIGHWAY 1, ROBINSON, IL 62454. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_



ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE.**

**Agenda Item #11**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
August 31, 2013**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,107,013.23
Operations & Maintenance	\$947,930.82
Operations & Maintenance (Restricted)	\$876,771.11
Bond & Interest	\$1,188,786.00
Auxiliary	(\$225,717.45)
Restricted Purposes	(\$206,980.97)
Working Cash	\$189,970.11
Trust & Agency	\$417,778.36
Audit	\$7,804.59
Liability, Protection & Settlement	\$366,080.88
<b>TOTAL ALL FUNDS</b>	<b>\$8,669,436.68</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**August 31, 2013**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2014</b>
<b>ASSETS:</b>	
CASH	8,669,437
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	6,663,537
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	464,726
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>39,114,799</b>
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	306,200
ACCOUNTS PAYABLE	152,058
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	300,000
OTHER LIABILITIES	243,119
<b>TOTAL LIABILITIES:</b>	<b>1,001,377</b>
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTED CHANGE TO FUND BALANCE	(141,002)
<b>FUND BALANCES:</b>	
FUND BALANCE	22,332,246
RESERVE FOR ENCUMBRANCES	12,722,406
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>38,113,422</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>39,114,799</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF August 31, 2013

ALL FUNDS

FY 2014  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	2,408,795
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	5,416,663
SALES & SERVICE FEES	1,121,717
FACILITIES REVENUE	1,560
INVESTMENT REVENUE	16,088
OTHER REVENUES	37,000
TOTAL REVENUES:	<u>9,001,823</u>

EXPENDITURES:

INSTRUCTION	1,379,985
ACADEMIC SUPPORT	78,655
STUDENT SERVICES	237,110
PUBLIC SERV/CONT ED	9,700
OPER & MAINT PLANT	363,640
INSTITUTIONAL SUPPORT	2,050,277
SCH/STUDENT GRNT/WAIVERS	1,401,082
AUXILIARY SERVICES	1,320,014
TOTAL EXPENDITURES:	<u>6,840,463</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>2,161,360</u>
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**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**  
**July 1, 2013 -- June 30, 2014**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	890,225	393,537	1,283,762
State Government Sources - Current Year	-	-	-
State Government Sources - Prior Year	1,653,148	-	1,653,148
Net Tuition and Fees	887,767	-	887,767
Sales & Service Fees	4,215	-	4,215
Facilities Revenue	-	1,305	1,305
Investment Revenue	9,809	1,234	11,043
Other Revenues	20,000	-	20,000
<b>TOTAL REVENUES:</b>	<b><u>3,465,164</u></b>	<b><u>396,076</u></b>	<b><u>3,861,240</u></b>
<b>EXPENDITURES:</b>			
Salaries	1,879,788	132,371	2,012,159
Employee Benefits	276,699	22,875	299,574
Contractual Services	126,941	34,965	161,906
Materials	261,461	35,053	296,514
Travel & Staff Development	22,187	1,186	23,373
Fixed Charges	90,976	9,711	100,687
Utilities	14,999	111,757	126,756
Capital Outlay	4,895	2,583	7,478
Other	8,529	-	8,529
<b>TOTAL EXPENDITURES:</b>	<b><u>2,686,475</u></b>	<b><u>350,501</u></b>	<b><u>3,036,976</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	-	-	-
<b>TOTAL TRANSFERS:</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u><u>778,689</u></u></b>	<b><u><u>45,575</u></u></b>	<b><u><u>824,264</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY12-14**

College	Category	FISCAL YEAR 2012			FISCAL YEAR 2013			FISCAL YEAR 2014			% of Year
		Anticipated Budget	Spent Thru August	% of Bdgt	Anticipated Budget	Spent Thru August	% of Bdgt	Anticipated Budget	Spent Thru August	% of Bdgt	
Frontier	Bills		\$ 300,961			\$ 284,362			\$ 275,727		
	Payroll		207,686			248,028			233,989		
	Totals	\$ 4,378,358	508,647	12%	\$ 4,312,683	532,390	12%	\$ 4,308,802	509,716	12%	17%
Lincoln Trail	Bills		327,983			344,854			399,766		
	Payroll		209,617			298,156			308,874		
	Totals	\$ 4,566,700	537,600	12%	\$ 4,498,201	643,010	14%	\$ 4,494,153	708,640	16%	17%
Olney Central	Bills		397,322			594,015			629,169		
	Payroll		399,827			568,326			633,944		
	Totals	\$ 7,434,923	797,149	11%	\$ 7,323,399	1,162,341	16%	\$ 7,316,808	1,263,113	17%	17%
Wabash Valley	Bills		538,212			672,263			586,258		
	Payroll		254,592			345,352			368,719		
	Totals	\$ 6,115,012	792,804	13%	\$ 6,023,287	1,017,615	17%	\$ 6,017,866	954,977	16%	17%
Workforce Educ.	Bills		705,720			629,076			148,594		
	Payroll		157,763			160,434			201,338		
	Totals	\$ 5,377,687	863,483	16%	\$ 5,297,022	789,510	15%	\$ 5,292,255	349,932	7%	17%
District Office	Bills		25,521			34,030			41,398		
	Payroll		106,345			142,440			150,476		
	Totals	\$ 1,285,431	131,866	10%	\$ 1,266,150	176,470	14%	\$ 1,289,241	191,874	15%	17%
District Wide	Bills		413,606			281,092			344,985		
	Payroll		89,289			147,118			114,819		
	Totals	\$ 3,519,446	502,895	14%	\$ 3,462,623	428,210	12%	\$ 3,397,193	459,804	14%	17%
<b>GRAND TOTALS</b>		<b>\$32,677,557</b>	<b>\$ 4,134,444</b>	<b>13%</b>	<b>\$32,183,365</b>	<b>\$ 4,749,546</b>	<b>15%</b>	<b>\$32,116,317</b>	<b>\$4,438,056</b>	<b>14%</b>	<b>17%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**August 31, 2013**

	<u>FY 2014</u>		<u>FY 2013</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	2,012,159	45.34%	1,909,854	40.21%	102,305
Employee Benefits	299,574	6.75%	291,439	6.14%	8,135
Contractual Services	161,906	3.65%	157,319	3.31%	4,587
Materials	296,514	6.68%	154,845	3.26%	141,669
Travel & Staff Development	23,373	0.53%	24,614	0.52%	(1,241)
Fixed Charges	100,687	2.27%	93,263	1.96%	7,424
Utilities	126,754	2.86%	139,772	2.94%	(13,018)
Capital Outlay	7,478	0.17%	52,793	1.11%	(45,315)
Other	1,409,611	31.76%	1,925,647	40.54%	(516,036)
	<u>4,438,056</u>	<u>100.00%</u>	<u>4,749,546</u>	<u>100.00%</u>	<u>(311,490)</u>



**Agenda Item #12**  
**Chief Executive Officer's Report**

**Agenda Item #13**

**Executive Session**

**Agenda Item #14**

**Approval of Executive Session Minutes**

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

**Agenda Item #15**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** September 12, 2013  
**RE:** Personnel Report

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

## **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Request for Approval of Non-College Employment (External Report)**
- 400.4. Special Assignment**
- 400.5. Administrative Guidelines Change**
- 400.6. Resignation Ratification**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Professional/Non-Faculty

1. Rodney Hanner, Manufacturing Project Coordinator, DO, effective September 23, 2013, contingent upon continued grant funding.

## 400.2. Change-In-Status

### A. Professional/Non-Faculty

1. Veralee Atkins, TRiO Talent Search Advisor, DO, to TRiO Talent Search Director, DO, effective September 18, 2013, contingent upon continued grant funding

### B. Classified

1. Laurie Perry, Administrative Assistant, SBDC, DO, to Administrative Assistant, HR, DO, effective September 18, 2013
2. Karen Souder, Administrative Assistant, HR, DO to Administrative Assistant, SBDC, DO, effective September 18, 2013, contingent upon continued grant funding.

## 400.3. Request for Approval of Non-College Employment (External Report)

## 400.4. Special Assignment

### A. Frontier Community College

#### 1. Extra-Curricular

**Recommended  
Academic Year 2013-2014**

Linda Monge	College Bowl Team Advisor	\$400
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## 400.5. Administrative Guidelines Change

### A. Addition to Full and Part-time Administrative Guidelines

1. Addition of Concealed Carry Course Instruction Pay Rate of \$120 per student, per credit hour.

## **400.6. Resignation Ratification**

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

1. Courtney Yost, Coordinator, Outreach Services, FCC, effective September 16, 2013



**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

**Locally Funded, CDB, & PHS Projects  
Projects Schedule**

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
HVAC Replacement	PHS	\$477,400								
Security Camera Surveillance	PHS	\$200,900								
ADA Compliance	PHS	\$227,000								
Lighting Replacement	PHS	\$158,200								
Asbestos Abatement	PHS	\$150,700								
Roof Replacement	PHS	\$1,202,900								
Window Replacement	PHS	\$62,300								
Energy Savings Lighting	PHS	\$106,600								
Flooring Replacement	PHS	\$107,200								
Solarium & Floor Replacement - OCC	PHS	\$112,500								
<b>GRAND TOTAL</b>		<b>\$4,703,600</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>Fully Accepted</b>

8/31/2013