

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**April 17, 2001**



**Location:**

**Wabash Valley College  
2200 College Drive  
Mt. Carmel, Illinois 62863**

**Dinner – 6 p.m. – Cafeteria  
Meeting – 7 p.m. – Science Building Room 61**

**Illinois Eastern Community Colleges  
Board Agenda**

**April 17, 2001  
7:00 p.m.  
Wabash Valley College**

1. Call to Order & Roll Call..... Chairman Lane
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
    - 1) Workforce Education
    - 2) Personnel
    - 3) Information and Communication Technology
    - 4) Finance
    - 5) Communications and Recruitment
    - 6) Career Education and Economic Development
    - 7) Academic Affairs and Grants
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading
  - A. None
8. Staff Recommendations for Approval
  - A. Approval for Extension of Nursing Lease..... Allard
  - B. Elvan Wallace & Carol Wallace/IECC Newton Building Lease..... Allard
  - C. Amendment to Building Lease Agreement  
for SBDC/Business and Industry Training ..... Allard
  - D. Approval of Revised Investment Policy ..... Bruce
  - E. Approval for Implementation of Internet Content Management Software ..... Bruce
  - F. Approval for Security Camera Placement ..... Bruce
  - G. Approval of Revised Purchasing Procedures ..... Bruce
  - H. Approval of Local Plan FY2002 ..... Bruce
9. Bid Committee Report ..... Allard  
Olney Central College  
Tartan Flooring Removal - Gymnasium  
Floor Replacement - Gymnasium

Wabash Valley College  
Soda Vending

10. District Finance
  - A. Financial Report ..... Allard
  - B. Approval of Financial Obligations ..... Bruce
11. Chief Executive Officer's Report ..... Bruce
12. Executive Session ..... Bruce
13. Approval of 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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, March 20, 2001.

**AGENDA #1 – “Call to Order & Roll Call”** - Mr. James W. Lane, Jr., Chairman, called the meeting to order at 7:00 p.m.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Also present was Mr. Brent Engel, student trustee. Trustees absent at roll call: None. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Dr. Hans Andrews, President of Olney Central College.  
Dr. John Arabatgis, President of Lincoln Trail College.  
Mr. Wayne Henegar, Dean of Instruction of Wabash Valley College.  
Mr. Jerry Hefley, Interim Administrator, Frontier Community College.  
Mr. George Woods, Dean of Community Development & Workforce Education.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Ms. Kathleen Vespa, Associate Dean of Education to Careers Program.  
Mrs. Nancy J. Allard, Comptroller & Director of Finance.  
Mrs. Marty Novak, Director of Personnel.  
Mr. Alex Cline, Director of Information & Communications Technology.  
Mr. Harry Hillis, Jr., Board Secretary.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the following meetings were presented for approval.

- A. Regular Meeting, Tuesday, February 20, 2001.
- B. Special Meeting, Thursday, March 1, 2001.
- C. Special Meeting, Thursday, March 8, 2001.
- D. Special Meeting, Thursday, March 15, 2001.

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

**AGENDA #3 – “Recognition”** –

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

**#3-B. IECCEA Representative:** Mr. Dan Tahtinen presented a document on salary comparisons.

**AGENDA #4 – “Public Comment”** – The following public comments were presented:

- A. Mr. Joe Gower presented a document and comments relative to wages of part-time faculty.
- B. Mr. Jackie Davis, Dean of Instruction at Olney Central College, presented comments relative to Dual Enrollment programs. Commenting were Mr. John Hill, Superintendent of Schools, East Richland Community Unit School District No. 1, and Lisa Baker, Counselor at Flora High School.

**Change Order of Agenda:** Without objection, the Chair directed that the order of the agenda be changed, with the following actions being taken:

**1. First Executive Session:** The Chair asked that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent. Mrs. Turkal made a motion to hold a closed meeting to consider the matters outlined by the Chair. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Trustees voting nay: Mrs. Culver. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 7:30 p.m.

**2. Closed Meeting Ended:** Mrs. Culver made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:05 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

**3. Resolution of Censure:** Mrs. Turkal made a motion to adopt a resolution of censure, as proposed. (The entire resolution is made a part of these minutes by this reference. The resolution states that “the Board has determined that Board Member Shirley Kessler has recently acted in a manner contrary to Board Policy with respect to requests for personnel information.”) Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Kessler. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

**4. Contract for Chief Executive Officer:** Miss Wolfe made a motion to approve the contract of Terry L. Bruce, Chief Executive Officer/Chief Operating Officer, as proposed. (One year extension of existing contract with 4% salary increase and 20 days paid vacation on last day of service to district at his salary rate at that time.) Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson, Mrs. Kessler. Trustees absent: None. The motion having received 4 yea votes and 3 nay votes, the Chair declared the motion carried.

(Mrs. Turkal left the meeting at 9:15 p.m.)

## **AGENDA #5 – “Reports” –**

**#5-A. Report from Trustees:** The Chair congratulated Mrs. Turkal on her appointment to the Illinois State Board of Education.

**#5-B. Report from Presidents:** Informational reports from each of the four colleges were presented by Dr. Andrews, Dr. Arabatgis, Mr. Hefley, Mr. Henegar.

**#5-C. Report from Cabinet:** Informational reports were presented by the following members of the CEO’s Cabinet.

- (1) Workforce Education – Mr. George Woods
- (2) Personnel – None.
- (3) Information & Communication Technology – Mr. Alex Cline.
- (4) Finance – Mrs. Nancy Allard.
- (5) Communications & Recruitment – Ms. Pamela Schwartz.
- (6) Career Education & Economic Development – Ms. Kathy Vespa.
- (7) Academic Affairs & Grants – None.

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

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

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

**#8-A. Approval of Corrected Warranty Deed:** There was an error in the conveyance of property by the Wabash Valley College Foundation to the district in 1985. The Foundation conveyed certain property, which was improperly described. The Foundation has prepared a correction of the description in a warranty deed. The inaccurate deed conveyed property on which the Foundations dorms are located. That was an error. The corrected deed properly describes the ownership of the property by the Foundation. The CEO recommended approval of the corrected warranty deed.

**Board Action:** Dr. Fischer made a motion to approve the corrected warranty deed as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Approval of FY02 Activity Fee Allocations:** The CEO recommended approval of allocation of student activity fees for FY2002 as follows:

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	2%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	3%	7%	4%
College Union	13%	7%	11%
Student Testing	2%	3%	0%
Intramurals	5%	1%	0%
Parking Maintenance	0%	6%	0%
Publications	15%	0%	16%
Soc. Cul. Act. Team	0%	5%	0%
Special Events	4%	0%	3%
Student Senate	17%	10%	15%
Special Projects	9%	8%	16%
Natatorium	0%	0%	0%
Student Handbook	0%	0%	0%
Model United Nations	0%	0%	5%
Child Care	0%	10%	0%
Food Services	0%	13%	0%

**Board Action:** Dr. Fischer made a motion to approve the FY2002 Activity Fee allocation as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Approval of Amendment to Department of Corrections Budget:** The CEO recommended approval of an amendment to the current FY2001 Contract with the Illinois Department of Corrections School District #428. The amendment is to adjust for a surplus in the Food Service Program due to a staff vacancy; plant sales in the Horticulture Program; and over projection of ICCB income for the contract. There are no new monies being added to the budget. The surplus monies are being redistributed throughout the budget. The current budget is \$421,243. The amended budget will reflect a decrease of \$325 resulting in an amended budget of \$420,918. The amended FY2001 budget:

**Expenditures:** Personnel \$297,279; Fringe Benefits \$38,292; Equipment \$1,300; Commodities \$39,658; Travel \$4,500; Other \$39,889. Total \$420,918.

**Income:** DOC \$212,998; ICCB \$205,788; Other-Plant Sales \$2,132. Total \$420,918.

**Board Action:** Miss Wolfe made a motion to approve the amended Department of Corrections FY2001 budget as recommended. Mr. Engel seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Approval of Department of Corrections Upcoming Budget:** The CEO recommended approval of the FY2002 budget for programs being offered at the Robinson Correctional Center. Total budget is \$430,481. The Department of Corrections School District is supporting the budget with \$209,988. The remaining \$220,493 is being supported by a projected income of \$219,493 from ICCB and \$1,000 in flower sales. The contract allows for a 4% increase in salaries for all employees. The FY2002 budget:

**Income (Estimated):** ICCB \$219,493; Flower Sales \$1,000. Total \$220,493.

**Expenditures:** Administrative \$100,983; Baccalaureate \$54,086; Business Management \$44,178; Commercial Custodial \$41,178; Computer Technology \$39,398; Food Service \$38,117; Horticulture \$46,182; Youthful Offender Counselor \$38,725; Vocational Improvement \$1,200; Indirect \$26,434. Total \$430,481, less income of \$220,493. Amount requested from DOC School District \$209,988.

**Program Budget Summary:** Personnel Services \$309,853; Fringe Benefits \$43,626; Commodities \$34,568; Travel \$3,700; Other Costs \$38,734. Total \$430,481.

**Board Action:** Miss Wolfe made a motion to approve the FY2002 budget for LTC programs being offered at the Robinson Correctional Center as recommended. Mr. Engel seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Approval of Extension Service Building Resolution:** The CEO recommended approval of the following resolution regarding access and usage of the University of Illinois Extension Service Building at Frontier Community College:

Whereas the Frontier Community College Foundation, hereinafter Foundation, constructed a facility in 1993, for the use of the University of Illinois Board of Trustees and its Cooperative Extension Service, hereinafter the Extension Service.

Whereas the Foundation has executed a lease dated July 1, 1993, with the Extension Service.

Whereas the Foundation has agreed to provide maintenance of the building's interior and exterior, janitorial services, and utilities of gas and electric, insurance, and telephone service. The Extension Service is responsible for any telephone long distance charges.

Whereas the Foundation allows Frontier Community College access and usage of the facility for students, staff, and Board of Trustees activities.

Therefore be it resolved that the Board of Trustees for Illinois Eastern Community Colleges, in exchange for such access and usage, agree to provide maintenance to the building's interior and exterior, and shall provide janitorial services, telephone, insurance, gas and electric service to the Extension Service within the budget at Frontier Community College.

**Board Action:** Ms. Jameson made a motion to approve the foregoing resolution for access and usage of the Cooperative Extension Service building on the FCC campus. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Approval of Assessment of Ameren/CIPS Facility in Jasper County:** The taxing bodies involved in the assessment of the Ameren/CIPS generating facility in Jasper County have reached an agreement with the company concerning the 2001-2002 assessment.

Under the agreement the assessment will increase by more than 30% over the two-year period and land will be assessed at 15% increase per year. Land assessment has not increased at these higher rates in the past.

Under the agreement, the amount of money coming to Illinois Eastern Community Colleges will increase by \$17,974.00 in 2001 and by \$10,666.00 in 2002.

The CEO recommended board approval of the agreement by adoption of the following resolution:

WHEREAS, the Illinois Eastern Community College District #529 and Central Illinois Public Service Co., d/b/a Ameren CIPS (CIPS) and Ameren Energy Generating Company (AEG) have had a dispute regarding the assessed valuation of the Newton Generating Station (Generating Station) identified as P.I.N. 83-11-24-200-001 located in South Muddy Township and certain other parcels of real estate in Jasper County owned by CIPS and AEG;

WHEREAS, the parties believe it is in the best interest of all to resolve the assessment valuation dispute by negotiation; and

WHEREAS, the parties have agreed to resolve the assessed valuation of the Generating Station for tax years 2000 and 2001 as shown in the Settlement Agreement attached hereto and marked as Exhibit 1,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees for Illinois Eastern Community College District #529, Jasper County, Illinois, accepts and approves the terms and conditions of the attached Settlement Agreement attached as Exhibit 1,

BE IT FURTHER RESOLVED, that James Lane, Board Chairman, of Illinois Eastern Community College District #529, Jasper County, Illinois, is hereby authorized and directed to execute the Settlement Agreement attached hereto as Exhibit 1.

**Board Action:** Dr. Fischer made a motion to approve the foregoing resolution accepting the Agreement of Assessment of the Ameren/CIPS facility in Jasper County as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Approval of Small Business Development Center/Business Industry Training Center Building Lease:**

The Small Business Development Center/Business Industry Training Center is presently located in the basement of the Carnegie Library Building, which is operated by the Richland Heritage Museum. In lieu of rent, we have paid for the utilities on the entire facility. The Richland Heritage Museum utilizes the first and second levels. The museum has indicated the need for the space occupied by SBDC/BIT and has asked us to vacate the premises at our convenience, but no later than next year. A building at 702 High Street, Olney, is available which has approximately 1,760 square feet. It is available on a 36-month lease at a cost of \$1000 per month, not including utilities. It is an excellent location and the building is ADA compliant. A lease for the premises was presented for Board approval.

**Board Action:** Miss Wolfe made a motion to approve the lease for building space at 702 High Street for SBDC/BIT as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. 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 – Tartan Flooring Removal & Floor Replacement - Gymnasium:** Bid Committee recommends rejecting all bids and re-bidding.

**#9-B. WVC – Addition & Remodeling – Agriculture Building:** Mr. Marion Poggas, *image architects*, recommends awarding of base bids for the addition and remodeling of the Agriculture Building at Wabash Valley College, as follows:

General Contract: E.H. Montgomery Construction Co., Vincennes, IN, \$70,150.

Plumbing Contract: Sharp & Williams Plumbing, Heating & Air Conditioning, Mt. Carmel, IL, \$32,988.

HVAC Contract: Sharp & Williams Plumbing, Heating & Air Conditioning, Mt. Carmel, IL, \$20,499.

Electrical Contract: KCB Electric, Mt. Carmel, IL, \$20,350.



**Board Action:** Dr. Fischer made a motion to accept the foregoing recommendation of the architect for awarding of bids for the addition and remodeling of the Agriculture Building at WVC as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. 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 \$4,621,612.41, as of February 28, 2001. The reports were accepted.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of March, 2001, totaling \$698,776.83, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of the district financial obligations for the month of March, 2001, in the amounts listed, and payments from the revolving fund for the month of February, 2001. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. 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. Posting Grades On-Line – SIU-E.
2. Call from Jim Burnett.
3. Committee to Select New Chief Financial Officer.
4. Role in the Preparation and Development of Teachers.
5. Jasper County/FCC Dual Credit.
6. Alumni Updates.
7. Upward Bound News.
8. KidCare Grant.
9. SAIL Visit.
10. Dual Credit OCC Courses.
11. Faculty Representative at Cabinet Meetings.
12. OCC Students at University of Illinois.
13. ASQ Newsletter – Diane Lutes.
14. Distinguished Citizen Award – Beverly Turkal.
15. Franklin University Representative.
16. Hainan Program.
17. State Insurance Cooperative.
18. Open Enrollment Classes.
19. Unclaimed Property Auditor.
20. Educational Talent Search Newsletter.
21. IECC Student Nurses Published.
22. Electronic & Informational Technology Accessibility Standards Follow-up.
23. Promise for Illinois.

**AGENDA #12 – “Second Executive Session”** – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

**#12-A. Closed Meeting:** Miss Wolfe made a motion to hold a closed meeting to consider the matters outlined by the CEO. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: Mrs. Turkal. The motion having received 4 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 10:00 p.m.

**#12-B. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Mr. Engel seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 10:20 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

**AGENDA #13 – "Approval of Executive Session Minutes"** – Miss Wolfe made a motion to approve, as prepared, minutes of closed meetings held on the following dates:

- A. Regular Meeting, Tuesday, February 20, 2001.
- B. Special Meeting, Thursday, March 1, 2001.
- C. Special Meeting, Thursday, March 8, 2001.
- D. Special Meeting, Thursday, March 15, 2001.

Minutes of the closed meetings of dates listed will remain closed and not be opened to the public record at this time. Ms. Jameson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #14 – "Approval of Personnel Report"** – The CEO presented the following Personnel Report and recommended it be approved.

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

- A. Professional/Non-Faculty

1. Robert Glen Schwartz: Initial employment as Building Superintendent for Wabash Valley College. Amount: Based upon \$33,500 per fiscal year. Effective: June 1, 2001 or before. Employment is contingent upon termination of business.

#### **400.2. Contract for Chief Executive Officer** – (Action on this item was taken earlier in this meeting.)

#### **400.3. Family Medical Leave**

- A. Maintenance/Custodial

1. Katherine Head, Lead Custodian, WVC, effective March 7, 2001, for approximately 6 weeks. The requested leave is without pay.

#### **400.4. Request for Approval of Proposed Non-College Employment (external report)**

Sharon Welty. Employer: Weber Medical Clinic, Olney, IL. Approximate time: 30 hours per month, 300 hours per year.

#### **400.5. Resignations**

- A. Faculty

1. Michael Bucknum, Chemistry Instructor, effective August 10, 2001.

B. Clerical/Secretarial

1. Teresa Stanford, Executive Assistant to the CEO, District Office, effective February 28, 2001.

#### 400.6. Retirement

A. Professional/Non-Faculty

1. Virgil "Bill" Brower, Coordinator of Literacy Development, FCC, effective April 30, 2001.

**Board Action to Approve Personnel Report:** Mrs. Culver made a motion to approve the foregoing Personnel Report as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. 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"** – None.

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

**AGENDA #18 – "Other Items"** – The following additional items were discussed and/or acted upon.

**#18-A. Investment Policy Discussion:** The CEO and Board members discussed the matter of possible changes in the district's investment policy.

**#18-B. Approval of Settlement Agreement:** The CEO recommended approval of a Settlement Agreement with a nursing instructor as outlined.

**Board Action:** Dr. Fischer made a motion to approve the foregoing settlement agreement as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #19 – "Adjournment"** – Dr Fischer made a motion to adjourn. Miss Wolfe 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 that the "Ayes" have it, the motion is adopted, and the meeting adjourned at 10:35 p.m.

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

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

Minutes of a special 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 Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, Wednesday, April 4, 2001.

**Notice of Special Meeting:** This special meeting was called by Mr. James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** This special meeting was called for the purpose of reviewing candidates for President of Frontier Community College.

**1. Call to Order & Roll Call:** Mr. James W. Lane, Jr., Chairman, called the meeting to order at 6:20 p.m. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Trustees absent at roll call: Mr. Brent Engel, student trustee. There being a quorum present, the Chairman 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: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Mr. Harry Hillis, Jr., Board Secretary; Ms. Margaret Skold, candidate for President of FCC.

**2. Executive Session:** The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: Mr. Engel. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 6:02 p.m.

(Mr. Brent Engel, student trustee, entered the meeting during the closed session.)

**3. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:25 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

**4. Meeting Recessed:** Ms. Jameson made a motion to recess this meeting, subject to the call of the Chair to reconvene. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken. The Chair declared that the "Ayes" have it, the motion is adopted, and the meeting recessed at 8:30 p.m.

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

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

Minutes of a special 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 by telephone conference from the District Office building, 233 East Chestnut Street, Olney, Illinois, Monday, April 9, 2001.

**Notice of Special Meeting:** This special meeting was called by Mr. James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** This special meeting was called for the purpose of canvassing the election returns of the April 3, 2001 community college board election and certifying the results thereof.

**1. Call to Order & Roll Call:** Mr. James W. Lane, Jr., Chairman, called the meeting to order at 9:00 a.m. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Mrs. Brenda K. Culver (in Noble), Dr. G. Andrew Fischer (in Mt. Carmel), Ms. Karen Marie Jameson (in Olney), Mr. James W. Lane, Jr. (in Robinson), Mrs. Beverly L. Turkal (in Robinson), Miss Marilyn J. Wolfe (in Albion). Trustees absent at roll call: Mrs. Shirley B. Kessler, Mr. Brent Engel (student trustee). There being a quorum answering to the roll call by telephone, the Chairman 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: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Mr. Harry Hillis, Jr., Board Secretary.

**2. Canvass of Election Returns:** The Board of Trustees reviewed the results of the April 3, 2001 election and determined the number of votes received by the three candidates to be as follows: James W. Lane, Jr. 12,867, Kevin C. Williams 14,478, Raymond Dusty Wright 9,105. It was further determined that Mr. Lane and Mr. Williams were elected.

**3. Resolution Proclaiming Results of April 3, 2001 Election:** The following resolution was presented.

WHEREAS, on the 3<sup>rd</sup> day of April, 2001, there was held in and for Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, an election for the purpose of electing two (2) members of the Board of Trustees for the full term, and

WHEREAS, the Board of Trustees must within seven (7) days after the election canvass the returns and proclaim the results of said election.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said community college district, as follows:

Section 1: That petitions were properly filed by the following, who were candidates for member of the Board of Trustees for the full term, expiring in 2007:

James W. Lane, Jr.  
Kevin C. Williams  
Raymond Dusty Wright

Section 2: That proper petitions were filed, proper notice was given, and proper ballots were used at said election.

Section 3: That certificates of results have been submitted to this Board of Trustees by the county clerks of the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and that a canvass finds that the following number of votes were cast for the candidates at the election:

Clark County: Lane 107, Williams 123, Wright 91.  
Clay County: Lane 1002, Williams 1220, Wright 797.  
Crawford County: Lane 3255, Williams 2782, Wright 1635.  
Cumberland County: Lane 0, Williams 0, Wright 0.  
Edwards County: Lane 638, Williams 871, Wright 444.  
Hamilton County: Lane 0, Williams 0, Wright 0.  
Jasper County: Lane 680, Williams 747, Wright 556.  
Lawrence County: Lane 2059, Williams 2244, Wright 1714.  
Richland County: Lane 2139, Williams 2464, Wright 1797.  
Wabash County: Lane 777, Williams 1323, Wright 629.  
Wayne County: Lane 1887, Williams 2218, Wright 1183.  
White County: Lane 323, Williams 486, Wright 259.

**Totals: Lane 12,867, Williams 14,478, Wright 9,105.**

Section 4: That the following candidates have been elected as members of this Board of Trustees:

James W. Lane, Jr., elected to a full term.  
Kevin C. Williams, elected to a full term.

Section 5: That the Secretary of the Board of trustees is directed forthwith to transmit duplicate original copies of the Abstract of Votes to the State Board of Elections and to the county clerk in each of the 12 counties in which all or a part of Community College District No. 529 is located, as required by the Illinois State Board of Elections.

**Board Action:** Mrs. Culver made a motion to adopt the foregoing resolution proclaiming the results of the April 3, 2001 Board of Trustees election. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Kessler, Mr. Engel. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**4. Adjournment:** Ms. Jameson made a motion to adjourn. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken. The Chair declared that the "Ayes" have it, the motion is adopted, and the meeting adjourned at 9:15 a.m.

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

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

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**



**Agenda Item #3**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- G. IECCEA Representative**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

- A. Trustees**
- B. Presidents**
- C. Cabinet**
  - 1) Workforce Education**
  - 2) Personnel**
  - 3) Information and Communication Technology**
  - 4) Finance**
  - 5) Communications and Recruitment**
  - 6) Career Education and Economic Development**
  - 7) Academic Affairs and Grants**

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Agenda Item #7**

**Policy Second Reading - None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Approval for Extension of Nursing Lease**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2001  
RE: Extension of Lease

Mr. Chairman, I recommend extension of the lease between the Alva C. Davis Estate and Illinois Eastern Community College District #529 for a building located approximately two miles east of Fairfield, Illinois. This amendment extends the lease through June 30, 2002, monthly rent remains the same at \$800.00. This space houses the Nursing Program.

TLB/rs



**Agenda Item #8B**

**Elvan Wallace & Carol Wallace/IECC Newton Building Lease**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 10, 2001  
RE: Elvan Wallace & Carol Wallace/IECC Newton Building Lease

The following lease is being submitted for Board consideration and approval at the April Board meeting.

Lease between Elvan Wallace and A. Carol Wallace and IECC - for Frontier Community College classroom, other college related events and community purposes. (Prior lease was between B & J Developing, Inc. & IECC) Property located at 207 East Jourdan Street, Newton, IL. This lease is for a term beginning June 1, 2001 ending May 31, 2004. Monthly rent to increase from \$500.00 to \$537.00 and utilities \$200.00 to \$300.00.

TLB/cr

**Agenda Item #8C**

**Approval of Amendment to Building Lease Agreement  
for SBDC/Business and Industry Training**

**MEMORANDUM**

TO: Board of Trustees

FROM: Terry Bruce

DATE: April 4, 2001

RE: Amendment to Lease Agreement -  
Lease of Office for Space SBDC/Business & Industry Training (BIT)

An amendment to the lease agreement for SBDC/Business & Industry Training office space will be presented for Board approval. This amendment clarifies the renovation amount and the beginning date for reimbursement.

Paragraph 4 stipulates renovation cost of this office space will not exceed \$5000 and will be reimbursed and paid by Lessee to Lessor in equal monthly payments payable over a 32-month period commencing July 1, 2001.

TLB/cr

**Agenda Item #8D**

**Approval of Revised Investment Policy**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2001  
RE: Revised Investment Policy

Mr. Chairman, I recommend approval of the change in investment policy.

TLB/rs

## BUSINESS PROCEDURES – 300

### Investment Policy (300.12)

The Board of Trustees shall cause the investment of District funds in accordance with the Illinois Public Community College Act and the Investment of Public Funds Act with the exception that the Board shall prohibit investments in short-term obligations of U.S. corporations. The Board authorizes the Treasurer, upon recommendation by the Chief Executive Officer and the Comptroller, to invest funds of the District. The District shall assemble a list of interested and qualified bidders on a quarterly basis, and said bidders shall invest funds in an amount over \$100,000 in a financial institution which has a capital to asset ratio of not less than eight percent (8%); in no case shall the staff invest funds in any single institution to exceed thirty percent (30%) of the capital structure of said institution.

The Board shall be provided a report on District Investments each month.

Pledged securities or a Letter of Credit from the Federal Home Loan Bank shall be required in the amount of the uninsured portions of the invested funds.

The Treasurer, upon recommendation of the Chief Executive Officer and the Comptroller, is further authorized to make discretionary investments, without bidding, for the purpose of supporting economic and community development. Such investments shall be made in amounts not to exceed \$100,000; at a rate not less than the Federal Reserve Discount Rate, plus 1%; for a term not to exceed one year; with interest to be paid quarterly; and shall not exceed \$100,00 per institution. The Board of Trustees shall be provided a report of such investments each month.

**Agenda Item #8E**

**Internet Content Management**



**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2001  
RE: Internet Content Management

Mr. Chairman, I recommend approval for implementation of Internet content management software in compliance with the Children's Internet Protection Act.

TLB/rs

**Agenda Item #8F**

**Approval for Security Camera Placement**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2001  
RE: Security Camera Placement

I have received the reports from each campus' security committee concerning placement of security cameras.

I recommend approval of the committee's recommendations as to current cameras. Summarized; OCC and WVC recommend that security cameras not be placed in computer classrooms.

FCC and LTC recommend the continuation of existing camera placement, including in computer classrooms, with changes in what the camera views.

TB/rs

**Agenda Item #8G**

**Approval of Revised Purchasing Procedures**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2001  
RE: Revised Purchasing Procedures

Mr. Chairman, I recommend approval of revision of the purchasing procedures.

TLB/rs

**Purchasing Procedures (300.14)**

All purchases of supplies, services, equipment, and other materials will be made centrally by the Business Office, and procedures for purchasing will be developed and recorded in a procedure manual.

The Board supports a policy of not knowingly entering into any purchase commitment which would result in a conflict of interest. District employees shall not knowingly purchase goods or services from their immediate families or from other employees except under the following conditions: (a) if the immediate family member does not have a substantial financial interest in the operation of the business; (b) there is no other qualified or responsible provider; (c) a substantial additional cost for the goods or services will be incurred if the purchase is made from another provider; (d) and other exceptions as approved by the Board of Trustees. In such instances, the purchasing party will so notify the Board in a timely manner. Immediate family means living in the immediate household.

This policy does not discriminate against the procurement of recycled-content products. Products with recycled-content should be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled-content.

**Agenda Item #8I**

**Approval of Local Plan FY2002**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 17, 2001  
RE: Local Plan FY2002

Mr. Chairman, I recommend approval of the FY2002 Local Plan. Because of the size of the Plan it has been submitted to you under separate cover.

TLB/rs



**Agenda Item #9**

**Bid Committee Report**

Bid Committee Report

April 2001

**Olney Central College**

Tartan Flooring Removal – Gymnasium  
Floor Replacement – Gymnasium

**Wabash Valley College**

Soda Vending

TO: Board of Trustees  
FROM: Nancy Allard  
Re: Tartan Flooring Removal- OCC Gymnasium  
DATE: April 11, 2001

Attached is the recommendation received from Dennis Hostetter, Kam Solutions, Mattoon, IL for the above reference project for Olney Central College gymnasium tartan floor removal.

The bid tabulation sheet is attached.

Source of Funds: Protection, Health and Safety

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

**PROJECT SCOPE:**

Tartan Floor Removal

This project will include the removal and disposal of the tartan floor from the gymnasium. The flooring contains mercury and will be considered hazardous material/waste in regards to removal and disposal techniques.



April 10, 2001

Ms. Nancy Allard  
Illinois Eastern Community Colleges  
District 529  
233 East Chestnut Street  
Olney, Illinois 62450

RE: TARTAN FLOORING REMOVAL (RE-BID)  
OLNEY CENTRAL COLLEGE



Dear Ms. Allard:

As you are aware, on April 10, 2001 at 3:00 P.M. at the District Office, bids were received to remove and dispose of the tartan flooring at Olney Central College Gymnasium. This was a re-bid of this project. The amount of flooring to be removed was increased from approximately 7,140 square feet to approximately 10,250 square feet. Enclosed please find a bid tabulation for that letting. There were two bidders on this project. The apparent low bidder is Central States Environmental Services, Inc. The base bid is \$ 81,186.77.00, the alternate to provide an opening in the west wall is an additional \$2,110.00.

This firm would recommend awarding the contract to Central States Environmental Services, Inc. for the base bid of \$81,186.77.00. If you have any questions, please call 217-235-0298.

Sincerely,  
KAM Solutions, P.C.

A handwritten signature in black ink, appearing to read 'D. Hostetter'.

Dennis J. Hostetter, P.E.

Encl  
cc: Image Architects, Marion Poggas

S:\KAMPC\Environmental\Olney Central College\Documents\re-bidaward to wpd



**KAM SOLUTIONS  
TARTAN FLOOR REMOVAL  
OLNEY CENTRAL COLLEGE GYMNASIUM  
OLNEY, ILLINOIS**

**Bid Tabulation**

**Tuesday, April 10, 2001 @ 3:00 p.m.**

BIDDER	REC'D ADD.	BID BOND PROVIDED	BID FORM SIGNED	BASE BID	Alt. # 1
Champion Environmental Services, Inc. 38 West End Drive Gilberts, IL 60136	√	√	√	\$ 106,000.00	Add \$3,500.00
Central States Environmental Services, Inc. P.O. Box 684, 609 Airport Road Centralia, IL 62801	√	√	√	<b>\$ 81,186.77</b>	Add \$ 2,110.00

TO: Board of Trustees  
FROM: Nancy Allard  
Re: Floor Replacement- OCC Gymnasium  
DATE: April 11, 2001

Attached is the recommendation received from Marion Poggas, Image Architects for the above reference projects for Olney Central College gym floor replacement.

The bid tabulation sheet is attached.

Source of Funds: Protection, Health & Safety

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

**PROJECT SCOPE:**

Floor Replacement

Work will consist of the removal of existing concrete slab, pour new despressed concrete slab, install new wood gymnasium flooring system.

April 11, 2001

Ms. Nancy Allard, Comptroller  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, Illinois 62450

Re: Gymnasium Floor Replacement  
Olney Central College  
Olney, Illinois

Dear Ms. Allard:

We have reviewed the submitted bids for the work on the referenced project. We find no reason to prevent awards of the base bid and alternate as follows:

General	E.H. Montgomery Construction Co., Base Bid A and Alternate No. G-3: \$185,000.00
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If you have any questions, please feel free to contact our office.

Sincerely,

IMAGE ARCHITECTS INC.

Marion J. Poggas, AIA  
President

MJP/smw

**IMAGE ARCHITECTS INC.**  
**GYMNASIUM FLOOR REPLACEMENT**  
**OLNEY CENTRAL COLLEGE**  
**OLNEY, ILLINOIS**

**Bid Tabulation**

**Tuesday, April 10, 2001 @ 3:00 p.m.**  
**Reissued March 27, 2001**

**DIVISION I – ALL WORK**

<b>BIDDER</b>	<b>BID SECUR.</b>	<b>ADDE N. 1, 2</b>	<b>BASE BID A</b>	<b>BASE BID A ALT. G-3 New Opening Through Existing Wall- ADD</b>	<b>BASE BID A ALT. G-4 Robbins Mach I Wood Flooring System ADD TO or DEDUCT FROM</b>	<b>BASE BID B</b>	<b>BASE BID B ALT. G-1 Masonry Infill At Existing Opening ADD</b>	<b>BASE BID B ALT. G-2 Door &amp; Frame in Existing Opening ADD</b>	<b>BASE BID B ALT. G-4 Robbins Mach I Wood Flooring System ADD TO or DEDUCT FROM</b>
EH Montgomery Construction Co. Vincennes, IN	Bid Bond 5%	1, 2	\$183,500.00	\$1,500.00	-0-	\$180,160.00	\$2,800.00	\$2,500.00	-0-
Kieffer Bros. Construction Co. Mt. Carmel, IL	Bid Bond 5%	1, 2	\$242,600.00	\$1,800.00	NO BID	\$239,600.00	\$3,000.00	\$1,800.00	NO BID
K. Wohltman Construction Effingham, IL	Bid Bond 5%	1, 2	\$228,900.00	\$3,000.00	-0-	\$222,900.00	\$6,000.00	\$8,665.00	-0-
Central States Environ. Services Centralia, IL	Bid Bond 5%	1, 2	\$263,007.64	\$5,696.30	-0-	\$257,311.34	\$3,100.00	\$3,100.00	-0-



TO: Board of Trustees  
FROM: Nancy Allard  
Re: Soda Vending - Wabash Valley College  
DATE: April 10, 2001

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

Bid Committee recommends acceptance the only bid to meet specifications from Central States Coca-Cola located in Du Quoin, Illinois. Central States Coca-Cola is making a one-time contribution of \$20,000 and a current agreement value of \$15,500 for a total of a \$35,500 payment.

The bid from Pepsi Americas did not meet specifications because they submitted a cash contribution spread over five years and not a one-time contribution as was specified.

A bid tabulation sheet is attached.

Respectfully submitted,

Nancy Allard  
Harry Benson  
Harry Hillis, Jr.  
Cindy Walls

Source of Funds: Vending

Department: Food Services/Vending/Athletics

Rationale for Purchase: To secure the best possible prices and other benefits for the sale of beverages on campus.

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

Wabash Valley College  
Soda Vending  
Bid Tabulation

<b>Specifications</b>	<b>Coca-Cola DuQuoin, IL</b>	<b>Pepsi Vincennes, IN</b>
Equipment to be supplied	20-oz carbonated bottle vendors (12) Non-carbonated bottle vendors (5) Vis-i-coolers (4) Post-mix fountain unit (1) Portable pre-mix dispenser (as needed basis)	Bottle vendors (10-15) Fountain dispenser Coolers
Services	Fill & maintain the machines provided 2 times/week	Fill & maintain the machines provided 2 times/week
Repair service	Provide 24-hour or less repair on vending machines	Provide 24-hour or less repair on vending machines
Agreement length	5 years	5 years
Additional services	PowerAde on the field kits Truckload fundraisers Post-mix BIB donation (5/contract year) Pre-mix tank donation (15)	Fill & maintain the machines provided 2 times/week or more often if needed Provide 24-hour or less repair on all equipment
Cash contribution	One-time sponsorship fee \$20,000 Current agreement value \$15,500	\$8,000/year for exclusive rights on all college owned properties
Sponsor	Corporate sponsorship funding \$1,000/yr	Corporate sponsorship \$1,000/year
Other services	20-oz carbonated (\$13.50/case) 20-oz non-carbonated (\$13.50/case) 20-oz Dasani water (\$13.50) 5-gallon BIB (\$40.00/unit) 2.5-gallon BIB (\$20.00) 20-lbs CO2 (\$15.00)	Syrup (\$7.61/gallon - \$38.05/box) 20-oz CSD (\$13.00/24-bottle case) 20-oz Water/Fruitworks/Allsport (\$13.00/24-bottle case) 16-oz Dole Juices (\$8.00/12-bottle case) 16-oz Lipton Teas (\$8.00/12-bottle case) 20-oz SOBE (\$19.50/20-bottle case) CO2 (Free – tank deposit \$75.00)
Special events	PowerAde on the field kits Truckload fundraisers Post-mix BIB donation (5/contract year) Pre-mix tank donation (15)	20-oz product – will offer a buy-one-get-one-free Premix product – will furnish 35 gallons (7 tanks) free & 400 12-oz cups for each special event up to 3 events
Commission	35% commission on all vended packages, based on \$1.00 vend-rate, commissions based on actual cash collected, net of applicable taxes	Will pay \$8.00/case commission on all cases sold through Full Service vendors for the contract term

**BID SPECIFICATIONS FOR SOFT DRINKS AND NON-CARBONATED DRINKS AT WABASH VALLEY COLLEGE**

- Equipment:** Supply and maintain all soda vending equipment on a no charge basis. This would include 10-15 bottle vending machines that are capable of accepting and providing change for dollar bills. Also, a fountain drink machine for the cafeteria, and several coolers for use in the bookstore, fitness center, at sporting events and other special events held on campus.
- Services:** Fill and maintain the machines provided 2 times per week.
- Repair Service:** Provide 24 hour or less repair service on vending machines.
- Agreement Length:** 5 years
- Misc. Services:** List additional services your company provides which may not be requested in this bid.
- Cash Contribution:** Provide a one-time contribution to Wabash Valley College for exclusive rights to soda vending services on all college owned property for this contract period.
- Sponsor:** Provide \$1,000.00 Corporate Sponsorship funding to the WVC Athletic Department for each year of this contract.
- Other Services:** List fountain syrup for cafeteria, bottled soft drinks and non-carbonated beverages, (fruit, water, tea, etc.) at a competitive schooling/restaurant pricing.
- Special Events:** Provide discounts/donations for special events held on campus, such as Springfest, Oktoberfest, Scholar Classic, etc.
- Commission:** List amount of commission per case to be rebated to Wabash Valley College for bottles purchased from vending machines.

Illinois Eastern Community Colleges reserves the right to accept or reject any or all bids.

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

SIGNATURE\_\_\_\_\_

COMPANY\_\_\_\_\_

ADDRESS\_\_\_\_\_

TELEPHONE\_\_\_\_\_

DATE\_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

BID SPECIFICATIONS FOR SOFT DRINKS AND NON-CARBONATED DRINKS AT WABASH VALLEY COLLEGE CONT'D:

1. List Equipment to be Supplied:

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Supply and maintain all soda vending equipment on a no charge basis. This would include 10-15 bottle vending machines that are capable of accepting and providing change for dollar bills. Also, a fountain drink machine for the cafeteria, and several coolers for use in the bookstore, fitness center, at sporting events and other special events held on campus.

2. Services: Fill and maintain the machines provided 2 times per week.

3. Repair Service: Provide 24 hour or less repair service on vending machines.

4. Agreement Length: 5 years

5. List Additional services:  
(not included in this bid)

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6. Cash Contribution:

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Provide a one-time contribution to Wabash Valley College for exclusive rights to soda vending services on all college owned property for this contract period.

7. Sponsor:

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Provide \$1,000.00 Corporate Sponsorship funding to the WVC Athletic Department for each year of this contract.



**Agenda Item #10**

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT March 31, 2001**

<u>FUND</u>	<u>BALANCE</u>
Educational	\$2,205,983.49
Operations & Maintenance	(\$423,128.61)
Operations & Maintenance (Restricted)	\$85,451.35
Bond & Interest	(\$36,522.19)
Auxiliary	\$824,911.12
Restricted Purposes	\$286,948.52
Working Cash	\$36,826.72
Trust & Agency	\$57,609.35
Audit	\$9,599.89
Liability, Protection & Settlement	\$152,266.50
<b>TOTAL ALL FUNDS</b>	<b>\$3,199,946.14</b>

Respectfully submitted,

Marilyn Grove, Treasurer

**LIST OF INVESTMENTS**

March, 2001

Date Purchased	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest to be Earned
<b>Education Fund</b>						
*04/04/00	04/04/01	6.50	Citizens National Bank of Albion (CD)	100,000	106,500	6,500
*04/04/00	04/04/01	6.50	First National Bank of Allendale (CD)	100,000	106,500	6,500
01/12/01	07/13/01	6.25	First Crawford State Bank (CD)	1,500,000	1,546,875	46,875
03/14/01	04/13/01	5.15	Fifth Third Bank (CD)	1,500,000	1,506,349	6,349
<b>Operations &amp; Maintenance Fund</b>						
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	302,000	309,298	7,298
01/12/01	04/12/01	5.90	First Crawford State Bank (CD)	400,000	405,900	5,900
<b>Operations &amp; Maintenance Fund (Rest)</b>						
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	300,000	317,750	17,750
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	500,000	512,083	12,083
02/22/01	08/23/01	5.91	Community Bank & Trust (CD)	800,000	823,640	23,640
02/22/01	12/21/01	5.63	Community Bank & Trust (CD)	1,000,000	1,046,917	46,917
02/22/01	03/22/02	5.64	Community Bank & Trust (CD)	500,000	530,550	30,550
02/22/01	06/21/02	5.67	Community Bank & Trust (CD)	800,000	860,480	60,480
<b>Bond &amp; Interest Fund</b>						
<b>Auxiliary Fund</b>						
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	150,000	158,875	8,875
<b>Restricted Purposes</b>						
03/14/01	06/13/01	5.11	Peoples National Bank in Fairfield (CD)	300,000	303,822	3,822
<b>Working Cash Fund</b>						
10/20/99	04/20/01	5.95	Citizens National Bank of Albion (CD)	675,000	735,244	60,244
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	73,000	74,764	1,764
<b>Trust &amp; Agency Fund</b>						
05/11/00	05/11/01	6.63	Old National Bank (CD)	125,000	133,288	8,288
01/12/01	07/13/01	6.25	First Crawford State Bank (CD)	100,000	103,125	3,125
<b>Liability &amp; Protection Fund</b>						
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	500,000	512,083	12,083

\*Community Development Investments



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	1,782,855	286,949	9,600	152,267	-36,522	85,451
IMPREST FUND	1,000	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	3,902,000	300,000	--	500,000	--	3,900,000
RECEIVABLES	640,573	350,899	--	--	--	--
ACCRUED REVENUE	--	--	--	--	--	--
INTERFUND RECEIVABLES	-8,715	--	--	--	--	1,291
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	6,319,713	937,848	9,600	652,267	-36,522	3,986,742
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	2,294	--	--	--	--	--
CURRENT OBLIGATIONS PAYABLE	--	--	--	--	--	--
ACCOUNTS PAYABLE	479,597	6,756	--	-644	--	--
ACCRUED EXPENSE	--	--	--	--	--	--
INTERFUND PAYABLES	--	--	--	--	--	--
DEFERRED REVENUE	--	--	--	--	--	--
OTHER LIABILITIES	621,798	-8,715	--	--	--	--
TOTAL LIABILITIES:	1,103,689	-1,959	--	-644	--	--
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT	--	--	--	--	--	--
PR YR BDGTD CHANGE TO FUND	--	--	--	--	--	--
BALANCE						
Fund Balances:						
FUND BALANCE	2,926,004	452,035	9,600	652,911	-36,522	2,811,471
RESERVE FOR ENCUMBRANCES	2,290,020	487,772	--	--	--	1,175,271
TOTAL EQUITY AND OTHER CREDITS:	5,216,024	939,807	9,600	652,911	-36,522	3,986,742
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	6,319,713	937,848	9,600	652,267	-36,522	3,986,742
=====						

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,280,599	-492,521
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	8,602,000	5,732,000
RECEIVABLES	991,472	1,246,791
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
TOTAL ASSETS AND OTHER DEBITS:	11,869,647	6,561,517
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	2,294	68,738
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	485,709	-449,631
ACCRUED EXPENSE		41,422
INTERFUND PAYABLES		
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	613,083	612,846
TOTAL LIABILITIES:	1,101,086	1,728,452
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	6,815,499	1,886,731
RESERVE FOR ENCUMBRANCES	3,953,063	2,946,334
TOTAL EQUITY AND OTHER CREDITS:	10,768,561	4,833,065
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	11,869,647	6,561,517
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	824,911	63,900
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	150,000	800,000
RECEIVABLES	54,051	42,389
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	1,429,174	1,306,502
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-15,441	-18,411
ACCRUED EXPENSE		24,169
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-15,441	5,757
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	239,184	575,336
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,444,615	1,300,744
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,429,174	1,306,502
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	36,827	57,609	94,436	152,427
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,263,000	225,000	2,488,000	2,376,000
RECEIVABLES		2,652	2,652	3,133
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,299,827	285,261	2,585,088	2,531,560
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		5,356
ACCRUED EXPENSE		--		104
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	145,410
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND BALANCE		--		
Fund Balances:				
FUND BALANCE	2,299,827	131,907	2,431,734	2,377,227
RESERVE FOR ENCUMBRANCES		13,404	13,404	8,923
TOTAL EQUITY AND OTHER CREDITS:	2,299,827	145,311	2,445,138	2,386,150
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,299,827	285,261	2,585,088	2,531,560
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	3,199,946	-276,194
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	11,240,000	8,908,000
RECEIVABLES	1,048,175	1,292,314
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
INVENTORY	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	15,883,909	10,399,579
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	2,294	68,738
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	470,268	-462,686
ACCRUED EXPENSE		65,695
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	613,083	612,846
TOTAL LIABILITIES:	1,225,595	1,879,620
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	239,184	575,336
BALANCE		
Fund Balances:		
FUND BALANCE	9,247,232	4,263,957
RESERVE FOR ENCUMBRANCES	3,966,467	2,955,258
TOTAL EQUITY AND OTHER CREDITS:	14,658,314	8,519,959
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	15,883,909	10,399,579
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAR-2001  
Percentage of time remaining through the Budget: 24.932

GENERAL FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	2,460,000.00	2,488,753.95	28,753.95	1.169
STATE GOVT SOURCES	12,158,156.00	9,123,566.54	-3,034,589.46	-24.959
STUDENT TUITION & FEES	6,550,094.00	5,985,270.40	-564,823.60	-8.623
SALES & SERVICE FEES	.00	53,059.72	53,059.72	#####
FACILITIES REVENUE	30,000.00	22,645.25	-7,354.75	-24.516
INVESTMENT REVENUE	50,000.00	162,292.80	112,292.80	224.586
OTHER REVENUES	110,750.00	55,307.28	-55,442.72	-50.061
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	21,359,000.00	17,890,895.94	-3,468,104.06	-16.237
EXPENDITURES:				
INSTRUCTION	8,818,737.61	6,865,610.31	-1,953,127.30	-22.147
ACADEMIC SUPPORT	557,064.52	396,575.20	-160,489.32	-28.810
STUDENT SERVICES	1,052,152.43	783,268.20	-268,884.23	-25.556
PUBLIC SERV/CONT ED	69,494.00	51,480.59	-18,013.41	-25.921
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,456,004.51	1,826,382.33	-629,622.18	-25.636
INSTITUTIONAL SUPPORT	5,036,378.93	3,323,665.19	-1,712,713.74	-34.007
SCH/STUDENT GRNT/WAIVERS	3,365,000.00	2,624,335.31	-740,664.69	-22.011
	-----	-----	-----	-----
TOTAL EXPENDITURES:	21,354,832.00	15,871,317.13	-5,483,514.87	-25.678
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	678,657.00	798,657.00	120,000.00	17.682
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	678,657.00	798,657.00	120,000.00	17.682
NET INCREASE/DECREASE IN NET ASSETS				
	-674,489.00	1,220,921.81	1,895,410.81	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAR-2001  
Percentage of time remaining through the Budget: 24.932

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	2,388,200.00	2,351,752.83	-36,447.17	-1.526
STATE GOVT SOURCES	240,655.00	239,596.86	-1,058.14	-.440
INVESTMENT REVENUE	.00	74,616.56	74,616.56	#####
	-----	-----	-----	-----
TOTAL REVENUES:	2,628,855.00	2,665,966.25	37,111.25	1.412
EXPENDITURES:				
OPER & MAINT PLANT	148,190.00	80,926.18	-67,263.82	-45.390
INSTITUTIONAL SUPPORT	4,293,367.00	159,008.86	-4,134,358.14	-96.296
	-----	-----	-----	-----
TOTAL EXPENDITURES:	4,441,557.00	239,935.04	-4,201,621.96	-94.598
NET INCREASE/DECREASE IN NET ASSETS	-1,812,702.00	2,426,031.21	4,238,733.21	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAR-2001  
Percentage of time remaining through the Budget: 24.932

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,398,410.00	1,338,822.96	-59,587.04	-4.261
INVESTMENT REVENUE	.00	3,489.85	3,489.85	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,398,410.00	1,342,312.81	-56,097.19	-4.011
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,398,410.00	1,378,835.00	-19,575.00	-1.400
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,398,410.00	1,378,835.00	-19,575.00	-1.400
NET INCREASE/DECREASE IN NET ASSETS	.00	-36,522.19	-36,522.19	#####



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAR-2001  
Percentage of time remaining through the Budget: 24.932

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	120,000.00	109,826.72	-10,173.28	-8.478
TOTAL REVENUES:	----- 120,000.00	----- 109,826.72	----- -10,173.28	----- -8.478
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	.00	120,000.00	100.000
TOTAL TRANSFERS AMONG FUNDS:	----- -120,000.00	----- .00	----- 120,000.00	----- 100.000
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	109,826.72	-130,173.28	-54.239

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAR-2001  
Percentage of time remaining through the Budget: 24.932

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	563,435.00	204,240.64	-359,194.36	-63.751
SALES & SERVICE FEES	2,954,307.00	1,905,134.54	-1,049,172.46	-35.513
FACILITIES REVENUE	1,800.00	698.00	-1,102.00	-61.222
INVESTMENT REVENUE	.00	57,940.20	57,940.20	#####
OTHER REVENUES	550,350.00	29,796.30	-520,553.70	-94.586
	-----	-----	-----	-----
TOTAL REVENUES:	4,069,892.00	2,197,809.68	-1,872,082.32	-45.998
AUXILIARY ENTERPRISES:				
SALARIES	1,285,685.00	709,761.80	-575,923.20	-44.795
EMPLOYEE BENEFITS	79,649.00	42,059.33	-37,589.67	-47.194
CONTRACTUAL SERVICES	332,508.00	94,759.00	-237,749.00	-71.502
GEN. MATERIAL & SUPPLIES	2,461,484.00	1,454,375.31	-1,007,108.69	-40.915
CONF/TRAVEL MEETING EXPENSE	505,351.00	167,839.86	-337,511.14	-66.787
FIXED CHARGES	60,562.00	33,072.89	-27,489.11	-45.390
UTILITIES	33,402.00	6,167.52	-27,234.48	-81.535
CAPITAL OUTLAY	381,190.00	148,539.51	-232,650.49	-61.033
INTERFUND TRANSFERS	798,657.00	-798,657.00	-1,597,314.00	#####
OTHER EXPENDITURES	164,106.00	100,707.53	-63,398.47	-38.633
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	6,102,594.00	1,958,625.75	-4,143,968.25	-67.905
NET INCREASE/DECREASE IN NET ASSETS	-2,032,702.00	239,183.93	2,271,885.93	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAR-2001  
Percentage of time remaining through the Budget: 24.932

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	20,000.00	19,292.55	-707.45	-3.537
INVESTMENT REVENUE	.00	193.18	193.18	#####
	-----	-----	-----	-----
TOTAL REVENUES:	20,000.00	19,485.73	-514.27	-2.571
EXPENDITURES:				
INSTITUTIONAL SUPPORT	23,188.00	15,373.51	-7,814.49	-33.701
	-----	-----	-----	-----
TOTAL EXPENDITURES:	23,188.00	15,373.51	-7,814.49	-33.701
NET INCREASE/DECREASE IN NET ASSETS	-3,188.00	4,112.22	7,300.22	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 31-MAR-2001  
Percentage of time remaining through the Budget: 24.932

LPS

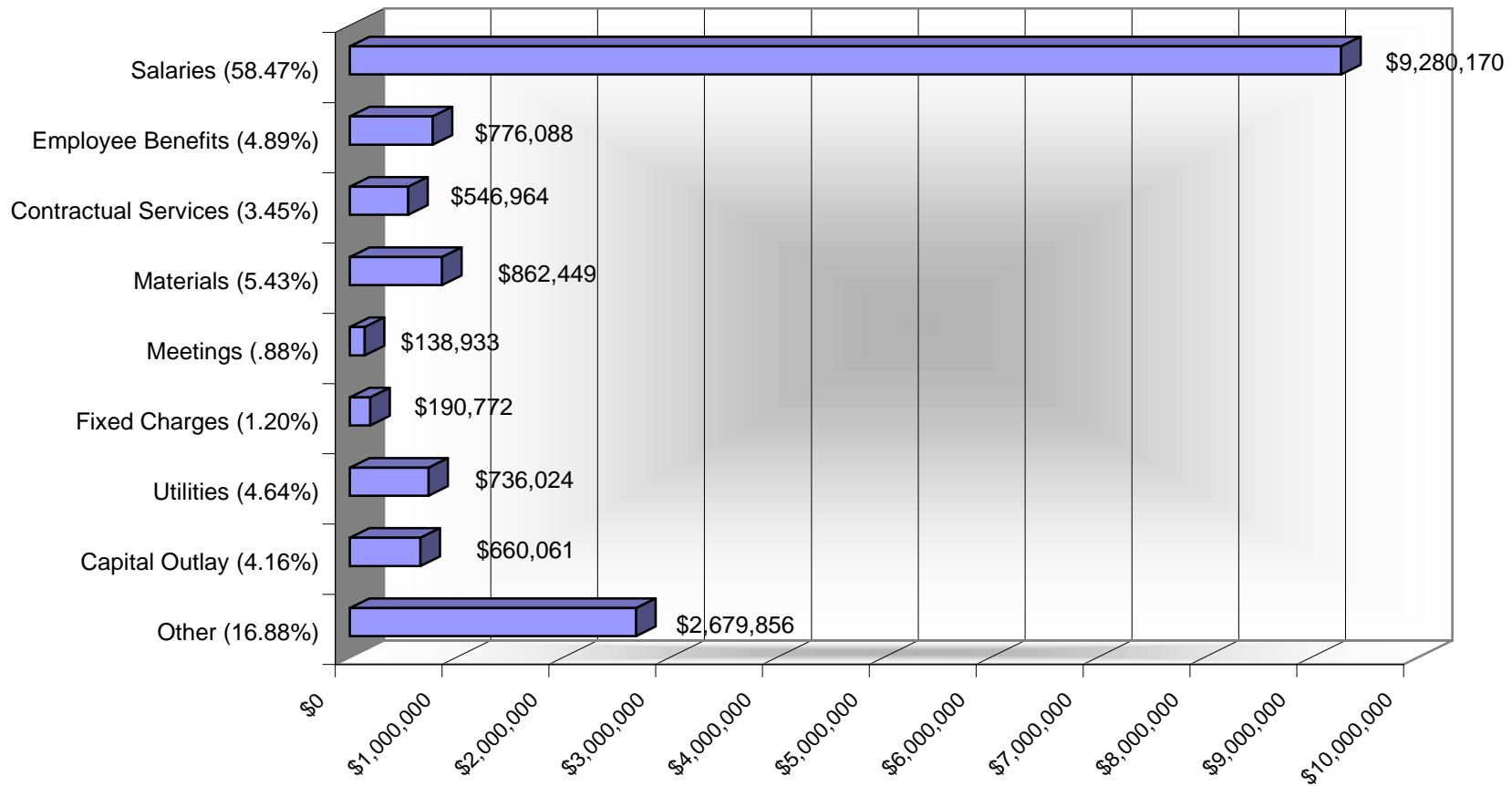
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	435,000.00	416,755.86	-18,244.14	-4.194
INVESTMENT REVENUE	.00	18,681.19	18,681.19	#####
	-----	-----	-----	-----
TOTAL REVENUES:	435,000.00	435,437.05	437.05	.100
EXPENDITURES:				
INSTITUTIONAL SUPPORT	834,605.00	182,131.85	-652,473.15	-78.177
	-----	-----	-----	-----
TOTAL EXPENDITURES:	834,605.00	182,131.85	-652,473.15	-78.177
NET INCREASE/DECREASE IN NET ASSETS	-399,605.00	253,305.20	652,910.20	#####

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY99-01

College	Category	FISCAL YEAR 1999			FISCAL YEAR 2000			FISCAL YEAR 2001				Summer & Fall Hours	Cost per Semester Hour	
		Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	% of Year			
Frontier	Bills		\$312,614			\$910,741		\$995,665						
	Payroll		1,123,314			1,234,746		1,236,595						
	Totals	\$2,077,018	1,435,928	69%	\$2,620,195	2,145,487	82%	\$3,172,980	2,232,260	70%	75%	13,798	\$161.78	
Lincoln Trail	Bills		530,333			887,152		948,554						
	Payroll		1,361,636			1,680,126		1,774,885						
	Totals	2,697,681	1,891,969	70%	3,250,689	2,567,278	79%	3,499,900	2,723,439	78%	75%	12,620	215.80	
Olney Central	Bills		613,685			1,168,446		1,343,818						
	Payroll		1,968,238			2,366,006		2,511,844						
	Totals	3,761,268	2,581,923	69%	4,484,872	3,534,452	79%	4,703,754	3,855,662	82%	75%	20,397	189.03	
Wabash Valley	Bills		437,999			993,344		1,009,651						
	Payroll		1,596,991			1,798,191		2,031,327						
	Totals	2,944,978	2,034,990	69%	3,694,006	2,791,535	76%	3,967,821	3,040,978	77%	75%	15,460	196.70	
Workforce Educ.	Bills		167,141			739,636		799,088						
	Payroll		884,396			662,393		704,662						
	Totals	1,769,316	1,051,537	59%	1,619,930	1,402,029	87%	2,394,245	1,503,750	63%	75%	13,589	110.66	
District Office	Bills		179,284			190,502		192,294						
	Payroll		486,134			548,282		604,737						
	Totals	924,251	665,418	72%	1,086,064	738,784	68%	1,130,151	797,031	71%	75%			
District Wide	Bills		620,482			741,791		1,302,077						
	Payroll		204,477			464,252		416,120						
	Totals	1,407,496	824,959	59%	2,018,560	1,206,043	60%	2,485,981	1,718,197	69%	75%			
O & M	Bills													
	Payroll													
	Totals													
GRAND TOTALS		15,582,008	10,486,724	67%	18,774,316	14,385,608	77%	21,354,832	15,871,317	74%	75%	75,864	209.21	

Excludes DOC

## Illinois Eastern Community Colleges FY2001 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of March 30, 2001 - \$15,871,317



**Agenda Item #11**

**Chief Executive Officer's Report**



**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** April 10, 2001  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. The resignation letters will be mailed separately.

mk

Attachment

## **INDEX**

### **400.1. Resignations**

## PERSONNEL REPORT

### 400.1. Resignations

#### A. Professional/Non-Faculty

1. Jay Spoonhour, Coach, WVC, effective April 9, 2001.

#### B. Classified

1. Cheryl Blank, Upward Bound Student Advisor, District Office, effective May 11, 2001.
2. Michael Lowe, Computer Technician, OCC, effective May 31, 2001.

**Agenda Item #15**  
**Collective Bargaining Report**

**Agenda Item #16**

**Litigation**



**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

**Protection, Health, and Safety  
Projects Schedule  
Phase III & IV**

**Phase III**

<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>	<b>Estimated Budget</b>										
Misc. ADA Improvements All campuses & DO	\$505,000										
Exit Door Modifications OCC	\$126,000										

**Phase IV**

Environmental Barriers FCC, LTC & WVC	\$366,300										
Exit Modifications WVC	\$61,700										
Roof Replacements OCC & WVC	\$128,400										

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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3/30/01

