

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

April 16, 2013



Location:

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

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

The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.

**Illinois Eastern Community Colleges
Board Agenda**

April 16, 2013

7:00 p.m.

**Wabash Valley College
Cafeteria**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... Fischer
3. Resolution of Results of April 9, 2013 Election Fischer
4. Adjournment of Board – Sine Die Fischer
5. Organization of New Board Bruce
 - A. Appointment of Temporary Secretary
 - B. Oath of Office and Seating of Trustees Elected April 9, 2013
Oath of Office and Seating of Student Trustee
 - C. Roll Call
 - D. Election of Chairman
 - E. Election of Vice-Chairman
 - F. Election of Board Secretary
 - G. Appointment of Secretary Pro Tempore
 - H. Appointment of District Treasurer
 - I. Appointment of Ethics Officer
 - J. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards
 - K. Resolution for Time and Place of Board Meetings
6. Recognition of Visitors and Guests..... Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
7. Public Comment
8. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
9. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
10. Policy Second Reading Bruce
 - A. None

- 11. Staff Recommendations for Approval
 - A. Activity Fee Allocations Browning
 - B. Property and Casualty Insurance Proposals for FY14..... Browning
 - C. Violence Prevention Plan Update..... Hartleroad
 - D. Student Satisfaction Survey Results..... Hartleroad
 - E. Revisions to Radiography Program Student Handbook Bruce
 - F. Affiliation Agreement with Milburn Health Mart Pharmacy – Pharmacy Tech Bruce

- 12. Bid Committee Report Bruce
 - Frontier Community College
 - 1. Security Surveillance Systems
 - 2. Electronic Access Control Hardware
 - 3. Gravel Parking Lot for Workforce Development Center
 - Olney Central College
 - 1. 12 Passenger Van
 - 2. Solarium Replacement, Entry Doors and Tile Replacement for Gym, Theater and Lobby
 - Wabash Valley College
 - 1. 12 Passenger Van
 - 2. Mower

- 13. District Finance
 - A. PPACA Compliance..... Browning
 - B. Financial Report Browning
 - C. Approval of Financial Obligations Browning

- 14. Chief Executive Officer’s Report..... Bruce

- 15. Executive Session..... Bruce

- 16. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio Executive Session Minutes..... Bruce

- 17. Approval of Personnel Report..... Bruce

- 18. Litigation Bruce

- 19. Other Items

- 20. 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 19, 2013.

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Logan Carlson, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Matt Fowler, President of Wabash Valley College.
Mitch Hannahs, 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.
LeAnn Hartleroad, Associate Dean, Institutional Development.
Jeff Cutchin, Dean of Instruction, Olney Central College.
Kathy Harris, Dean of Instruction, Lincoln Trail College.
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, February 19, 2013 were presented for disposition.

Correct Date: A correction was offered to Agenda Item #14, Personnel Report in the February 19, 2013 minutes, to show the employment date of Steven Berkemeier to be March 18, 2013, rather than March 1, 2013. Trustee Gary Carter made a motion to correct the February 19, 2013 minutes as noted. Trustee William Hudson 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.

Board Action to Approve Minutes: Trustee Marilyn Wolfe made a motion to approve minutes of the foregoing meeting as prepared and corrected. 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. Special Recognition of Student Board of Trustees Member Logan Carlson: The trustees gave special recognition to Logan Carlson, Student Trustee for the past year, expressing appreciation for his service during the past 12 months. Logan is a freshman at Olney Central College. His term ended with the March meeting. He was presented with a plaque in recognition of his service to the Board of Trustees and the IECC district.

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

#3-C. IECEA Representative: Rob Mason, President of IECEA, was recognized.

#3-D. Other Guests, Presentations: Before the meeting, the trustees observed new equipment recently installed for the Radiography program at OCC. The OCC Leadership Class was present to observe Board of Trustees procedures. Brandon Weger and Tiffany Cowger, Assistant Directors of the TRiO Upward Bound program, gave a presentation on recent summer and winter projects of students in the program.

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)” – None.

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

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

#8-A. Identity Theft Prevention Plan Status Report for 2012: LeAnn Hartleroad reviewed the IECC district’s Identity Theft Prevention Plan Status Report for 2012. The district participates in the Federal Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the Red Flags Rule which required IECC to develop and implement the program.

Last month, the Identity Theft Prevention Team reviewed and updated the prevention program. No major updates were made. The Team will continue to annually review the program and provide identity theft and red flag training with their assigned departments and areas. There were no reports regarding the detection of any red flags in 2012.

The CEO recommended acceptance of the IECC district’s Identity Theft Prevention Plan Status Report for 2012.

Board Action: Trustee Michael Correll made a motion to accept the Identity Theft Prevention Plan Status Report for 2012 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-B. Campus Emergency Plans: LeAnn Hartleroad reviewed the revised Campus Emergency Plans. Each of the four IECC colleges have reviewed and revised their plans to provide an organized plan to facilitate the safety of their students, faculty and staff. The plans outline each of the college’s procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt its programs and activities.

Each of the plans includes a National Incident Management System (NIMS) section in the Appendix. Minor updates relating to personnel changes, extension numbers, and to the section relating to severe weather were made to the plans.

As required by the Campus Security Enhancement Act, colleges must test emergency response and evaluation procedures annually. FCC, LTC and OCC completed the Great Central U.S. Shake Out Drill on February 7. WVC has scheduled an Emergency Response Drill/Assessment for July 17.

The CEO recommended acceptance of the revised Campus Emergency Plans as presented.

Board Action: Trustee Brenda Culver made a motion to accept the revised Campus Emergency Plans as recommended. Student Trustee Logan Carlson 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. 403(b) Plan Review: Roger Browning presented the annual report of the IECC 403(b) plan. The Standard is the administrator of the approved 403(b) program for employees of the district. At the end of calendar year 2012, the plan had assets of \$1,176,667. The average return on investment within the plan was 12%. The plan currently has 97 active participants. The CEO recommended acceptance of The Standard's Review of the IECC 403(b) Plan.

Board Action: Trustee Michael Correll made a motion to accept The Standard's Review of the IECC 403(b) Plan as recommended. 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-D. Affiliation Agreements: IECC wishes to enter into new affiliation agreements with the following facilities. These affiliation agreements are the standard affiliation agreements utilized by the District. The CEO recommended approval.

(1) Southern Illinois Healthcare Foundation – OCC Medical Office Assistant: IECC wishes to enter into a new affiliation agreement with Southern Illinois Healthcare Foundation, located in Carbondale, Illinois. This affiliation agreement is for the OCC Medical Office Assistant Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Medical Office Assistant Program with Southern Illinois Healthcare Foundation, Carbondale, Illinois, as recommended. Student Trustee Logan Carlson 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.

(2) Sullivan Family Practice – LTC Certified Medical Assistant: IECC wishes to enter into a new affiliation agreement with Sullivan Family Practice, located in Sullivan, Indiana. This affiliation agreement is for the LTC Certified Medical Assistant Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Certified Medical Assistant Program with Sullivan Family Practice, Sullivan, Indiana, as recommended. Student Trustee Logan Carlson 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.

(3) Marshall Fire Protection – LTC Certified Medical Assistant: IECC wishes to enter into a new affiliation agreement with Marshall Fire Protection, located in Marshall, Illinois. This affiliation agreement is for the LTC Certified Medical Assistant Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Certified Medical Assistant Program with Marshall Fire Protection, Marshall, Illinois, as recommended. Student Trustee Logan Carlson 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.

(4) Dr. Rachel Winters – LTC Certified Medical Assistant: IECC wishes to enter into a new affiliation agreement with Dr. Rachel Winters, located in Lawrenceville, Illinois. This affiliation agreement is for the LTC Certified Medical Assistant Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Certified Medical Assistant Program with Dr. Rachel Winters, Lawrenceville, Illinois, as recommended. Student Trustee Logan Carlson 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.

(5) Crawford Memorial Hospital – LTC Basic Nurse Assistant: IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the LTC Basic Nurse Assistant Program.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Basic Nurse Assistant Program with Crawford Memorial Hospital, Robinson, Illinois, as recommended. Student Trustee Logan Carlson 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. Motorcycle Safety Course Facility Usage Agreement between SIU-C and Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College: Southern Illinois University at Carbondale (SIU-C) has agreed to offer Motorcycle Rider Safety Courses at FCC, LTC, OCC and WVC. SIU-C has proposed continuation of the Motorcycle Training Facility Use Agreements for each college. The proposed agreements set forth the requirements of SIU-C and IECC but do not require the payment of funds by either party. The agreements deal extensively with insurance requirements of IECC and SIU-C. The agreements may be terminated by either party with 30 days notice. The parties may renew these agreements by written mutual agreement.

The CEO recommended approval of the agreements for offering the Motorcycle Rider Safety course at FCC, LTC, OCC and WVC.

Board Action: Trustee Gary Carter made a motion to approve the SIU-C agreements for offering the Motorcycle Rider Safety course at FCC, LTC, OCC and WVC 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 #9 – “Bid Committee Report” – None.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of February 28, 2013. The State of Illinois currently owes the IECC District \$8,729,482 in the Education Fund.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for March 2013, totaling \$719,311.20, 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 March 2013, in the amounts listed, and payments from the revolving fund for February 2013. 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 #11 – “Chief Executive Officer's Report” – CEO Terry L. Bruce Presented an informational report on the following topics:

1. Newton Power Plant has been purchased by a new company.
2. Crawford County Board of Review has given notice of a request for a change in assessment from a Robinson business.
3. Community College Lobby Days will be April 30 and May 1 in Springfield.
4. HLC Open Pathways Accreditation Visit will be Monday and Tuesday, April 20 and 21, 2015.
5. New IECC Student Board Member will be Mike Guseynov, a student at WVC.
6. Enrollment: Reimbursable FTE is down 4.61% compared with one year ago. Reimbursable Head Count is down 7.75%.

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, February 19, 2013.

#13-B. Audio Recordings of Executive Sessions: No executive session was held during the regular meeting, Tuesday, February 19, 2013.

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

400.1. Employment of Personnel

A. Classified

1. Marla Graham, Office Assistant, TRiO Upward Bound, DO/LTC, effective April 1, 2013.

400.2. Retirement Ratification

A. Professional/Non-Faculty

1. Cora Weger, Director, TRiO Student Advantage Network, DO/LTC, effective June 1, 2013.

B. Faculty

1. Phil Edmondson, WED Faculty, approved March 8, 2013.

400.3. Resignation Ratification

A. Faculty

1. Susan Stover, Early Childhood Education Instructor, effective May 10, 2013.

Board Action to Approve Personnel Report: Trustee Gary Carter made a motion to approve the Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: 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 – “Litigation” – The CEO presented an update on pending litigation matters affecting the IECC District.

AGENDA #16 – “Other Items” – None.

AGENDA #17 – “Adjournment” – Student Trustee Logan Carlson 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 8:19 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Resolution of Results of April 9, 2013 Election

RESOLUTION DECLARING ELECTION RESULTS

The Board of Trustees of Illinois Eastern Community Colleges District #529 hereby states that:

WHEREAS on April 9, 2013, an election was held for the purpose of electing two members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and has certified the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 9, and;

WHEREAS Alice Mullinax, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated:

William C. Hudson	10,026
John D. Brooks	10,922

and;

WHEREAS Alice Mullinax will certify that William C. Hudson and John D. Brooks were elected as trustees to serve a full term and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 23, 2013 and that, Alice Mullinax is unable to officially certify the results before April 23, 2013 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 9, 2013 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that William C. Hudson and John D. Brooks were duly elected to serve full terms as trustees.

ADOPTED THIS 16th Day of April, 2013.

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ATTEST:

Secretary, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #4

Adjournment of Board – Sine Die

Agenda Item #5

Organization of New Board

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Trustees Elected April 9, 2013**
 - Oath of Office and Seating of Student Trustee**
- C. Roll Call**
- D. Election of Chairman**
- E. Election of Vice-Chairman**
- F. Election of Board Secretary**
- G. Appointment of Secretary Pro Tempore**
- H. Appointment of District Treasurer**
- I. Appointment of Ethics Officer**
- J. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards**
- K. Resolution for Time and Place of Board Meetings**

Agenda Item #5J

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

ADOPTED THIS 16th Day of April, 2013.

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ATTEST: _____
Secretary, Board of Trustees
Illinois Eastern Community Colleges

RESOLUTION

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2013:

Tuesday, May 21, 2013, 7 p.m., Frontier Community College

Tuesday, June 18, 2013, 7 p.m., Lincoln Trail College

Tuesday, July 16, 2013, 7 p.m., Olney Central College

Tuesday, August 20, 2013, 7 p.m., Wabash Valley College

Tuesday, September 17, 2013, 7 p.m., Frontier Community College

Tuesday, October 15, 2013, 7 p.m., Lincoln Trail College

Tuesday, November 19, 2013, 7 p.m., Olney Central College

Tuesday, December 10, 2013, 7 p.m., Wabash Valley College

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Agenda Item #6

Recognition of Visitors and Guests

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

Agenda Item #7

Public Comment

Agenda Item #8

Reports

A. Trustees

B. Presidents

C. Cabinet

Agenda Item #9

Policy First Reading (and Possible Approval)

None

Agenda Item #10

Policy Second Reading

None

Agenda Item #11

Staff Recommendations for Approval

Agenda Item #11A
Activity Fee Allocations

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 16, 2013
RE: FY14 Activity Fee Allocations

Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at LTC, OCC, and WVC. In lieu of an activity fee, a fee allocated to the book rental system is paid by FCC students.

Attached is an analysis of these student fee allocations and the recommendation for FY14. There are minimal changes from last year's recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the activity fee allocations for FY 2014.

RB/cr

Attachment

ACTIVITY FEE ALLOCATIONS

	LTC					OCC					WVC				
	09-10	10-11	11-12	12-13	13-14	09-10	10-11	11-12	12-13	13-14	09-10	10-11	11-12	12-13	13-14
Alumni Association	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Athletics	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Cheerleaders	3%	3%	3%	-	5%	-	-	-	-	-	5%	5%	5%	5%	5%
College Union	7%	7%	7%	5%	-	-	-	-	-	-	20%	20%	20%	20%	20%
Student Testing	3%	3%	3%	3%	-	4%	4%	4%	4%	4%	-	-	-	-	-
Intramurals	-	-	-	4%	5%	-	-	-	-	-	-	-	-	-	-
Parking Maintenance	-	-	-	-	3%	9%	9%	9%	9%	9%	-	-	-	-	-
Publications	10%	10%	10%	10%	10%	-	-	-	-	-	-	-	-	-	-
Soc Cul Act Team	-	-	-	-	-	8%	8%	8%	8%	5%	-	-	-	-	-
Special Events	3%	3%	3%	3%	3%	-	-	-	-	-	3%	3%	3%	3%	3%
Student Senate	15%	15%	15%	15%	14%	10%	10%	10%	10%	10%	12%	12%	12%	12%	12%
Special Projects	7%	7%	7%	-	5%	-	-	-	-	-	16%	16%	16%	16%	16%
Natorium	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Student Handbook	-	-	-	-	-	3%	3%	3%	3%	3%	-	-	-	-	-
Model United Nation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Child Care	-	-	-	-	-	19%	19%	19%	19%	20%	-	-	-	-	-
Food Services	12%	12%	12%	12%	10%	17%	17%	17%	17%	19%	14%	14%	14%	14%	14%
Sports Facility	10%	10%	10%	18%	15%	-	-	-	-	-	-	-	-	-	-
	100%														

Agenda Item #11B

Property and Casualty Insurance Proposals for FY14

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: April 16, 2013
SUBJECT: Property and Casualty Insurance Proposals for FY14

The Board authorized a Request for Proposal (RFP) for the District's various business insurance coverage, the District's Worker's Compensation insurance, and the District's Student Athletic insurance. The RFP requested rates for the coverage as outlined in the attached schedule. J. W. Terrill Insurance, Benefits & Risk Management, the District's insurance consultants, have reviewed the proposals.

Each policy provides the same coverage as the District's current coverage. It is proposed that we change the carrier from The Hanover Group to Catlin Indemnity Company. Catlin's proposal for coverage would replace our current coverage from The Hanover Group. The Hanover Group proposal was \$ 249,950, while the proposal from Catlin was \$ 239,084, a savings of \$ 10,866.

The District received only one Workman's Compensation carrier proposal and that was from BrickStreet, the District's current carrier. The District is extremely pleased with the services and coverage provided by BrickStreet. The BrickStreet proposed rate of \$ 182,188 is \$ 14,424 less than the District's current premium.

The District received two proposals for Student Athletic policy coverage. The proposed renewal premium from Guarantee Trust Life/Mutual of Omaha is for \$ 134,424. The District has retained Guarantee Trust Life/Mutual of Omaha for the last 23 years and has been very pleased with their service. Their proposal represents a \$ 11,580 savings over expiring premiums. The District also received a proposal from Arthur J. Gallagher for \$ 146,794.

I recommend acceptance of the insurance proposals as outlined from Catlin, BrickStreet, and Guarantee Trust Life/Mutual of Omaha, and the other carriers and coverage as listed on the attached spreadsheet. The cost of all coverage will total \$600,683, which represents a 3% or \$21,317 savings, over the existing premium of \$622,000. All coverage is for the period of July 1, 2013 through June 30, 2014.

RB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES
Request for Proposal - FY 2014

Coverage	Company	Expiring Premium 2012-2013	Renewal Premium 2013-2014	Dollar Difference	
Property	Catlin				
Inland Marine	Catlin				
Boiler & Machinery	Catlin				
Crime	Catlin				
General Liability	Catlin				
Garage Liability	Catlin				
Sexual Misconduct	Catlin				
Mine Subsidence	Catlin				
Terrorism	Catlin				
TOTAL for above coverage:		157,755	131,201	-26,554	
School Board E & O Liability	Catlin	7,898	25,005	17,107	
Umbrella (Excess Liability)	Catlin	26,500	32,131	5,631	
Automobile	Catlin	51,950	50,747	-1,203	
		244,103	239,084	-5,019	
Broadcast/Advertising/Media Liability	Axis	2,493	2,515	22	
Cyber-Advertising/Media Liability	Axis	10,348	15,972	5,624	
Fiduciary	Chubb	1,200	1,471	271	
Foreign Liability	Chubb	2,450	2,500	50	
Medical Professional Liability	HPSO	12,140	12,779	639	
Student Accident (EMT Students)	QBE	500	600	100	
School Treasurer Bond	Liberty Mutual	6,000	9,000	3,000	
Accounts Payable Bond	Liberty Mutual	150	150	0	
		35,281	44,987	9,706	28%
Workers' Compensation	Brickstreet	196,612	182,188	-14,424	-7%
Student Athletic	Guarantee Trust Life & Mutual of Omaha	146,004	134,424	-11,580	-8%
TOTALS		\$622,000	\$600,683	-\$21,317	-3%

4/4/2013

Agenda Item #11C

Violence Prevention Plan Update

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2013
RE: Violence Prevention Plan

In accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) (b) (2), Illinois Eastern Community Colleges developed a Violence Prevention Plan outlining the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan continues to provide guidelines which specifically address IECC's position on the prevention, reduction, and management of violence.

The IECC Board of Trustees recognizes the importance of a college environment which is safe and free of crime. As outlined in the District's Campus Safety and Security Policy (500.17), Illinois Eastern Community Colleges prohibits any form of violence and appropriate disciplinary action will be enforced. Illinois Eastern continues to monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the community that may impact the safety of students and employees.

The focus of the Violence Prevention Plan is prevention. The Cabinet will continue to oversee and implement the Violence Prevention Plan. In the event that a violent act (assault, battery, weapons in the building, disturbances) is in the process of being committed, the colleges' Campus Emergency Plans provide a protocol for response. The Violence Prevention Plan has been updated to reflect current contact information and TABIT team members. The updated plan will be available to all IECC employees on the Intranet. The Violence Prevention plan has been sent to you electronically.

I recommend the Board's acceptance of the updated IECC Violence Prevention Plan.

TLB/rs

Agenda Item #11D

Student Satisfaction Survey Results

Agenda Item #11D

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 16, 2013

RE: 2013 Spring Student Satisfaction Survey Results

The Office of Institutional Development conducts a Student Satisfaction Survey each spring semester. The 2013 survey was conducted online from February 20th through March 15th. 198 students responded to the survey: 62 from Frontier Community College; 51 from Lincoln Trail College; 44 from Olney Central College; and 41 from Wabash Valley College.

Of the students responding to the survey, 64 were first year students; 78 were second year; 53 were returning students; 3 were dual credit; 69 were transfer; 95 were career/technical; and 31 were other. 138 were full-time students and 60 were part-time.

Survey questions included areas in Communication, Student Services, Instruction, Technology and recommending the college to others. Results included:

97% were satisfied with the communication between the four colleges as it applied to their needs.
94% were satisfied with Advisement Services.
93% were satisfied with Financial Aid Services.
95% were satisfied with Registration Services.
97% were satisfied with Learning Resource Center's availability and resources available.

94% were satisfied with the Entrata.
98% were satisfied with the Help Desk services.
96% were satisfied with Angel.

94% were satisfied with the quality of instruction.
94% felt the instruction was academically challenging.
97% were satisfied with classroom size.
94% were satisfied with courses available at the times they want or needed them.

95% believe they are treated with respect as an individual.
61% would definitely recommend to others and 33% probably would recommend.

Areas of concern:

41% rated communication between the colleges as "great", 40% responded "OK", but the number for "great" needs be increased.
12% felt that the computer or science labs were not adequate to meet the objectives of the course.

The District is committed to a system which allows quality communication and provides excellent customer services. The District is committed to these two important goals of excellent communication and customer service. These two goals lead to the implementation of the District's the mission and values of the District and its individual colleges. The District is committed to continuous improvement to making sure each

student is heard on items of concern and that the student is treated in a respectful manner when assisting the student to attain educational goals.

The results of this survey are shared with various district wide committees as well as college committees to improve any area that needs attention. In addition the results of the survey are used by Students First assessment groups as they complete their goals and objectives for CY2013.

TLB/rs

Agenda Item #11E

Revisions to Radiography Program Student Handbook

Agenda Item #11E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2013
RE: Revisions to the Radiography Program Handbook

The Radiography faculty and President Rodney Raney have developed needed changes to the OCC Radiography Program Handbook.

Changes include:

The addition of the IECC Academic Integrity Policy; and

The deletion of educational outcomes to be in line with Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation standards; and

The Physical Examination, Drug Screen, and Immunization section has also been modified to address the increased use of flu vaccination to meet agency requirements; and

Required capabilities and how to seek accommodations have been clarified; and

Four areas of the Applied Clinical Scheduling and Attendance section have also been updated to address JRCERT recommendations regarding clinical assignments and rotations; and

The organizational structure for Radiography has also been updated; and

Two additional forms have been included, a Flu Declination form and Authorization to Release Information form are included in this version of the Handbook; and

Additions to the Background Check and Drug testing section were made to reflect some agency requirements to fulfill a fingerprint background check.

I ask the Board's acceptance of the revisions to the Radiography Program Handbook which has been mailed to each Board member.

TLB/rs

Agenda Item #11F

Affiliation Agreement with Milburn Health Mart Pharmacy – Pharmacy Technician

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: April 16, 2013
RE: Affiliation Agreement with Milburn Health Mart Pharmacy

IECC wishes to enter into an affiliation agreement with Milburn Health Mart Pharmacy, located in Sullivan, Illinois.

This affiliation agreement is for the LTC Pharmacy Technician Program.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 13 day of May, 2013, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as LTC) and Milburn Health Mart Pharmacy, Sullivan, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the pharmacy technician students and faculty of LTC for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of LTC'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

The specific assignment of learning experiences to specific students will be made and arranged by the Pharmacy Technician Faculty on behalf of LTC, in consultation with the Supervisor or Coordinator on behalf of 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 AGENCY supervisor or coordinator will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY will retain full and final decisions for client care assigned to pharmacy technician 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 the AGENCY, and will comply with the policies of the health AGENCY.

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

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

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

6. The Pharmacy Technician faculty of LTC overseeing students in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. LTC will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply space for storage of student personal items not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students as needed.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2013.

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

psq:6/13/06

Agenda Item #12

Bid Committee Report

Frontier Community College

- 1. Security Surveillance Systems**
- 2. Electronic Access Control Hardware**
- 3. Gravel Parking Lot for Workforce Development Center**

Olney Central College

- 1. 12 Passenger Van**
- 2. Solarium Replacement, Entry Doors and Tile Replacement for Gym, Theater and Lobby**

Wabash Valley College

- 1. 12 Passenger Van**
- 2. Mower**

BID COMMITTEE REPORT

April 16, 2013

Frontier Community College

1. Security Surveillance Systems
2. Electronic Access Control Hardware
3. Gravel Parking Lot for Workforce Development Center

Olney Central College

1. 12 Passenger Van
2. Solarium Replacement, Entry Doors and Tile Replacement for Gym, Theater and Lobby

Wabash Valley College

1. 12 Passenger Van
2. Mower

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Security Surveillance Systems – Frontier Community College
DATE: April 16, 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 **Advanced Surveillance Inc.**, located in **Louisville, KY** for a total bid of **\$ 48,864.00**.

SECURITY SURVEILLANCE SYSTEMS FRONTIER COMMUNITY COLLEGE	
Company	Total Bid
Advanced Surveillance, Inc. Louisville, KY	\$ 48,864.00
Inter-Pacific, Inc. Wheeling, IL	53,050.00
Security Alarm Corp. Salem, IL	63,000.00

Respectfully submitted,

Terry Bruce
Jack Dunn
Harry Hillis, Jr.
Tim Taylor

Source of Funds: PHS - Phase 10

Rationale for Purchase: Adding 37 IP cameras and 2 video recorders for additional security.

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

ADVERTISEMENT FOR BIDS

SECURITY SURVEILLANCE SYSTEMS –
FRONTIER COMMUNITY COLLEGE
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY, ILLINOIS

ILLINOIS EASTERN COMMUNITY COLLEGES, OLNEY, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

DIVISION I - SECURITY SYSTEMS WORK

At 2:00 p.m. on Thursday, April 4, 2013 at the Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450.

A pre-bid meeting will not be held. Bidders may contact Jack Dunn by calling 618-879-9468 to obtain permission and schedule a time to document existing conditions.

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informality in bidding and to accept bids deemed most favorable to the Owner.

DESCRIPTION OF WORK

Work consists of new high-resolution day/night cameras installed at Frontier Community College with recording devices installed in various buildings. Surveillance cameras will be installed at both exterior and interior locations. The recorders will be programmed with motion detection, allowing the use of network video recorders (NVR's) for maximum storage time.

Bonafide prime bidders may obtain a PDF format file of the bidding documents by contacting Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450, (618) 393-2982. No deposit is required.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor. Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529
OLNEY, ILLINOIS

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Electronic Access Control Hardware – Frontier Community College
DATE: April 16, 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 rejecting all bids because the low bid that meets specifications from PASS Security exceeds the ICCB approved project budget. The project will be re-designed, with the intention of re-bidding at a later date.

ELECTRONIC ACCESS CONTROL HARDWARE FRONTIER COMMUNITY COLLEGE	
Company	Total Bid
PASS Security Fairview Heights, IL	\$ 129,576.00
Grunloh Construction, Inc. Effingham, IL	171,000.00

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Tim Taylor

Source of Funds: PHS – Phase 10

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

INVITATION TO BID

PHS COMPLIANCE – PHASE 10
ELECTRONIC ACCESS CONTROL HARDWARE
FRONTIER COMMUNITY COLLEGE – FAIRFIELD, ILLINOIS
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY, ILLINOIS

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529, OLNEY, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

DIVISION I ALL WORK

at 2:00 p.m. on Tuesday April 9, 2013 at the Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450.

Pre-Bid Meeting: Wednesday, April 4, 2013 at 10:30 a.m. in the Workforce Development Building Conference Room located at 2 Frontier Drive, Frontier Community College, Fairfield, Illinois 62837.

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.

DESCRIPTION OF WORK

Work includes but is not limited to: Replacement of existing door hardware with new electronic access control hardware on various exterior doors at Frontier Community College.

Bonafide prime bidders may obtain an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) at the office of Image Architects Inc., 1118 West Main Street, Carbondale, Illinois, by depositing \$25.00. Those who submit prime bids may obtain refund of deposit by returning CD-Rom in good condition within fifteen (15) days after bid opening. Those Prime Bidders who do not submit a prime bid or those who do not return the CD-Rom within time stipulated above, or who returns damaged CD-Rom shall forfeit entire deposit.

PRIME BIDDER OPTION: Bonafide prime bidders may obtain copies of Drawings and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of specifications, plus shipping charges, non-refundable.

Material suppliers and subcontractors may purchase for \$25.00 an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) or purchase selected copies of Plans and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of Specifications, plus shipping charges, non-refundable.

Bidding documents, Plans and Specifications may be examined by prospective bidders and material suppliers at the office of Image Architects Inc., and the following Plan Rooms:

MCGRAW-HILL CONSTRUCTION DODGE
St. Louis, Missouri
Evansville, Indiana

SOUTHERN ILLINOIS BUILDERS ASSOCIATION
O'Fallon, Illinois
Marion, Illinois

NATIONAL CONSTRUCTION NEWS, INC.
Evansville, Indiana

Bid security in amount and form stipulated in INSTRUCTIONS TO BIDDERS will be required with each bid. No bid may be withdrawn within 30 days after opening of bids.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor. Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT NO. 529
OLNEY, ILLINOIS

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Gravel Parking Lot –Workforce Development Center, Frontier Community College

DATE: April 16, 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 base bid received that meets all specifications from **Kieffer Bros Construction Co., Inc.**, located in **Mt. Carmel, IL** for a total bid of **\$ 34, 300.00**, and reject all bids for work related to alternate bids # 1 and # 2, due to limited funds.

GRAVEL PARKING LOT – WORKFORCE DEVELOPMENT CENTER FRONTIER COMMUNITY COLLEGE				
Vendor	Base Bid Parking Lot Size 250' x 100'	Alt. Bid # 1 Parking Lot Size 250' x 150'	Alt. Bid # 2 Cost of Sidewalk Only	Bid Bond
Hoffe Construction Barnhill, IL	\$ 39,100.00	\$ 47,900.00	\$ 1,850.00	10%
Ray's Mowing & Backhoe Service Fairfield, IL	44,174.38	39,842.66	3,200.00	5%
Kieffer Bros Construction Co., Inc. Mt. Carmel, IL	34,300.00	45,500.00	5,630.00	5%
Lipps Construction Co. Mt. Vernon, IL	40,476.00	58,152.00	1,777.00	5%

Respectfully submitted,

Terry Bruce
Galen Dunn
Harry Hillis, Jr.
Tim Taylor

Source of Funds: Facility Usage Funds

Rationale for Purchase: Provide additional parking area for students using the Workforce Development Center

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

General Project Information

Description: Construct a gravel drive and gravel parking lot (to accommodate 50-60 vehicles) at Frontier Community College in Fairfield, Illinois.

The project site for the proposed drive and parking lot is adjacent to the Frontier Community College Workforce Development Center. This building is located on the north side of Industrial Drive. The area is on the west side of the building in an undeveloped open yard space with no existing trees. In the proposed area there are drain lines from the building.

- All existing underground utilities in the proposed areas are to be located prior to the start of the project.

Size of drive and Parking Lot

- Dimensions of the entry drive to the parking lot shall be 25' in width and 55' in length.
- Dimensions of the parking lot shall be 250' in length(north-south) and 100' in width(east-west)

ENTRANCE

- Construct a 35' entrance at the south end of the proposed drive. This entrance will intersect with Industrial Drive and allow 2 lanes of traffic to flow along the drive and into the intersection. The existing culvert installed at the proposed entrance can be utilized. The radius of the drive should sweep into the north at a distance of 5'. The radius of the drive should sweep onto the street at a distance of 10'. The width of the entrance at the center of the culvert shall be 24'.

DIRTWORK

- The topsoil in the proposed area is to be stripped to a depth of approximately 4" and stockpiled on site. This location will be near the area and identified by the Frontier Community College O&M Team Leader.
- Proof Roll the Sub Grade base with a smooth drum roller on drive and parking lot area.
- Uniformly grade areas to a smooth surface free from irregular surface changes.
- All Sub Grade surfaces are to be compacted.
- Treat all graded surfaces with a soil sterilant.

Rock

- Apply 475 tons of CA-6 rock to the subgrade of the drive and parking lot area to a depth of 4". This is to be done in 2 lifts 2" each with each lift compacted with a smooth drum roller.
- Apply 115 tons of CA-11 as a top coat to the subgrade CA-6 base to a depth of 1". Compact the CA-11 into the CA-6 with a smooth drum roller.
- **SUCCESSFUL BIDDER IS REQUIRED TO PROVIDE WEIGHT TICKETS FOR BOTH THE CA-6 AND THE CA-11. THESE TICKETS MUST TOTAL THE SPECIFIED TONS FOR EACH GRADE OF ROCK.**
- **ALL ROCK BEING PLACED IN EXCAVATED AREAS MUST HAVE: A Carthage Mills FX Slit-Film Series of Woven Polypropylene GEOTEXTILES FABRIC FX-55 (OR EQUIVALENT) IN PLACE PRIOR TO ROCK BEING APPLIED.**

THE FOLLOWING WORK IS REQUESTED IN THE FORM OF AN ALTERNATE BID.

Size of drive and Parking Lot

- Dimensions of the entry drive to the parking lot shall be 25' in width and 55' in length.
- Dimensions of the parking lot shall be 250' in length(north-south) and 150' in width(east-west)

ENTRANCE

- Construct a 35' entrance at the south end of the proposed drive. This entrance will intersect with Industrial Drive and allow 2 lanes of traffic to flow along the drive and into the intersection. The existing culvert installed at the proposed entrance can be utilized. The radius of the drive should sweep into the north at a distance of 5'. The radius of the drive should sweep onto the street at a distance of 10'. The width of the entrance at the center of the culvert shall be 24'.

DIRTWORK

- The topsoil in the proposed area is to be stripped to a depth of approximately 4" and stockpiled on site. This location will be near the area and identified by the Frontier Community College O&M Team Leader.
- Proof Roll the Sub Grade base with a smooth drum roller on drive and parking lot area.
- Uniformly grade areas to a smooth surface free from irregular surface changes.
- All Sub Grade surfaces are to be compacted.
- Treat all graded surfaces with a soil sterilant.

Rock

- Apply 675 tons of CA-6 rock to the subgrade of the drive and parking lot area to a depth of 4". This is to be done in 2 lifts 2" each with each lift compacted with a smooth drum roller.
- Apply 170 tons of CA-11 as a top coat to the subgrade CA-6 base to a depth of 1". Compact the CA-11 into the CA-6 with a smooth drum roller.
- **SUCCESSFUL BIDDER IS REQUIRED TO PROVIDE WEIGHT TICKETS FOR BOTH THE CA-6 AND THE CA-11. THESE TICKETS MUST TOTAL THE SPECIFIED TONS FOR EACH GRADE OF ROCK.**
- **ALL ROCK BEING PLACED IN EXCAVATED AREAS MUST HAVE: A Carthage Mills FX Slit-Film Series of Woven Polypropylene GEOTEXTILES FABRIC FX-55 (OR EQUIVALENT) IN PLACE PRIOR TO ROCK BEING APPLIED.**

ALT.#2

SIDEWALK

- A sidewalk that connects the newly constructed gravel drive with existing concrete stoop on the west side of the Workforce Development Building.
- The length of the sidewalk shall be 30' and the width shall be 6' with a slope to be handicap accessible and having tooled edges.
- The concrete shall be 4" thick with 6x6 w1.4xw1.4 wwf reinforcement on an 8 mil. vapor barrier. There shall be a 4" compacted granular base.
- The sidewalk is to be connected to the existing stoop with 4 – ½" rods and an expansion joint and sealant.

BID SPECIFICATIONS FOR PARKING LOT PROJECT

- Must be bonded.
- Must provide lien waivers.

TIMELINE

- **THE WORK SHALL BE COMPLETED AT THE EARLIEST POSSIBLE DATE WITH WEATHER AND GROUND PERMITTING.**

START DATE _____

DATE COMPLETED BY _____

ALL FREIGHT, SHIPPING, DELIVERY, HANDLING AND INSTALLATION CHARGES ARE TO BE INCLUDED IN BID TOTAL. THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS OPENED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID –Parking Lot Size 250’ X 100’ \$ _____

ALT.#1 BID --Parking Lot Size 250’ X 150’ \$ _____

ALT #2 BID –COST OF SIDEWALK ONLY \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: 12 Passenger Van- Olney Central College and Wabash Valley College
DATE: April 16, 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 bids received that meets all specifications from **Morrow Brothers Ford** located in **Greenfield, IL** for two (2) new 12-passenger vans at a price of **\$ 24,875.00 each**. One van will be for OCC and the other van will be for WVC. The bid summary is attached for your review.

Morrow Brothers Ford has been awarded bids in the past and the District has been happy with those purchases. The Bid Committee believes that the additional cost of purchasing these two new vans, as opposed to the used vans listed, will be worth the additional price over the life of the vehicle. Both of these vans recommended have -0- miles and come with a 3-year/36,000 mile bumper to bumper warranty, and a 5-year/60,000 mile powertrain warranty.

Respectfully submitted,

Terry Bruce
Matt Fowler
Harry Hillis, Jr.
Rodney Raney

Source of Funds: OCC – Ed Fund
WVC – Ed Fund

Rationale for Purchase: Both vehicles are needed to upgrade the college fleets and will replace older vehicles with well over 100,000 miles on them.

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

2012 OR NEWER
12 PASSENGER VAN
OLNEY CENTRAL COLLEGE AND WABASH VALLEY COLLEGE

COMPANY	YEAR	MAKE	MODEL	MILEAGE	COLOR	BID
Max Dye, Inc. Salem, IL	2013	GMC	2500 Savana	0	White	\$ 33,783.76
	2013	GMC	2500 Savana	0	White	34,044.56
Morrow Brothers Ford, I Greenfield, IL	2012	Ford	E 350	0	White	24,875.00
	2012	Ford	E 350	0	White	24,875.00
Vogler Ford Carbondale, IL	2012	Ford	E 350	18,000	Silver	20,850.00
	2012	Ford	E 350	17,300	Tan	21,480.00
	2012	Ford	E 350	18,300	Tan	21,280.00
Donnie Fultz	2012	Ford	E 350	17,700	Beige	21,500.00
	2012	Ford	E 350	14,900	Beige	21,700.00

Two (2) 12-PASSENGER VANS SPECIFICATIONS:

2012 or Newer 12-Passenger Van, 20,000 miles or less (In-Stock) meeting the following specifications:

Specify Remaining Warranty

Gas V8

Automatic 4-Speed

4-wheel Anti-lock Brakes

Power Steering

Cruise Control

Tilt Steering Wheel

AM/FM Radio

3rd Row Seating

Rubber Floor Mats (optional)

Front and Rear Heat

Front and Rear Air Conditioning

Intermittent Wipers (Optional)

No Sliding Doors

Body and interior to be in excellent condition

Interior must be smoke free/odor free

(No Trade-in)

NOTE: Following Board approval, bids will be awarded on April 17, 2013.

Two (2) 12-PASSENGER VANS SPECIFICATIONS CONTINUED:

We will be purchasing two (2) vans, please list your bids below:

VAN YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____ BID _____

VAN YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____ BID _____

VAN YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____ BID _____

VAN YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____ BID _____

VAN YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____ BID _____

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

SIGNATURE _____

TELEPHONE # _____

PRINT NAME _____

FAX # _____

COMPANY _____

DATE _____

ADDRESS _____

Note: Please submit bid in duplicate

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Solarium Replacement, Entry Doors and Tile Replacement for Theater and Lobby at Olney Central College

DATE: April 16, 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 **Lipps Construction** located in **Mt. Vernon, IL** for a total bid of **\$ 127,000.00**.

SOLARIUM, DOOR, AND FLOORING REPLACEMENT OLNEY CENTRAL COLLEGE			
COMPANY		BID SECURITY	BASE BID
K. Wohltman Construction, Inc. Effingham, IL		5% Bid Bond	\$ 143,829.00
Illini Builders Company of Olney Olney, IL		5% Bid Bond	166,000.00
Grunloh Construction, Inc. Effingham, IL		5% Bid Bond	139,000.00
Lipps Construction Company Mt. Vernon, IL		5% Bid Bond	127,000.00

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Rodney Raney

Source of Funds: PHS -Phase 10 Carryover

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

INVITATION TO BID

PHS COMPLIANCE – PHASE 10 CARRYOVER
SOLARIUM REPLACEMENT – GYM/THEATER LOBBY
OLNEY CENTRAL COLLEGE - OLNEY, ILLINOIS
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY, ILLINOIS

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529, OLNEY, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

DIVISION I ALL WORK

at 2:00 p.m. on Tuesday April 9, 2013 at the Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450.

Pre-Bid Meeting: A pre-bid meeting will not be held. Contractors shall contact the following person to obtain permission and schedule a time to document existing conditions.

Olney Central College Mr. Larry Gangloff 618-395-4351

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.

DESCRIPTION OF WORK

Work includes but is not limited to: Replace the existing solarium, entry doors and ceramic floor tile at the Lobby, OCC Gymnasium/Theater Lobby.

Bonafide prime bidders may obtain an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) at the office of Image Architects Inc., 1118 West Main Street, Carbondale, Illinois, by depositing \$25.00. Those who submit prime bids may obtain refund of deposit by returning CD-Rom in good condition within fifteen (15) days after bid opening. Those Prime Bidders who do not submit a prime bid or those who do not return the CD-Rom within time stipulated above, or who returns damaged CD-Rom shall forfeit entire deposit.

PRIME BIDDER OPTION: Bonafide prime bidders may obtain copies of Drawings and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of specifications, plus shipping charges, non-refundable.

Material suppliers and subcontractors may purchase for \$25.00 an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) or purchase selected copies of Plans and Specifications at a cost of \$5.00 per sheet for full size drawings and \$0.30 per page of Specifications, plus shipping charges, non-refundable.

Bidding documents, Plans and Specifications may be examined by prospective bidders and material suppliers at the office of Image Architects Inc., and the following Plan Rooms:

MCGRAW-HILL CONSTRUCTION DODGE
St. Louis, Missouri
Evansville, Indiana

SOUTHERN ILLINOIS BUILDERS ASSOCIATION
O'Fallon, Illinois
Marion, Illinois

NATIONAL CONSTRUCTION NEWS, INC.
Evansville, Indiana

Bid security in amount and form stipulated in INSTRUCTIONS TO BIDDERS will be required with each bid. No bid may be withdrawn within 30 days after opening of bids.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor. Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT NO. 529
OLNEY, ILLINOIS

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Mower - Wabash Valley College
 DATE: April 16, 2013

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

It is very important to the Operations & Maintenance staff at WVC that the mower purchased have a diesel engine. They have had very good luck with diesel, the mower that this new purchase is replacing has a diesel engine that has 15 years of use. The Bid Committee recommends acceptance of the bid received from **Tri-County Equipment** located in **Poseyville, IN** for a total bid of **\$ 12,950.00**.

MOWER WABASH VALLEY COLLEGE				
COMPANY	YEAR	MAKE	MODEL	BID
Herschel Johnson Implement, Inc. Albion, IL	2013	Bush Hog (Gas)	PZ 3073	\$ 10,000.00
McLean Implement, Inc. Albion, IL	2013 2013	John Deere (Diesel) John Deere (Gas)	997 997	14,696.30 10,755.95
M.R.K. Equipment Co. Princeton, IN	2013	ExMark (Gas)	LZX980EKC726	11,439.00
Mt. Carmel Rural King Mt. Carmel, IL	2013	Toro (Diesel)	74269 Z-Master7000	14,810.00
Tri-County Equipment Poseyville, IN	2012	Kubota (Diesel)	ZD331LP-72	12,950.00
Vincennes Tractor Inc. Vincennes, IN	2013	John Deere (Gas)	Z960R	10,300.00
Weston's Lawn Equipment Lawrenceville, IL	2013	ExMark	LZX980KC726	19,248.46

Respectfully submitted,

Terry Bruce
 Matt Fowler
 Harry Hillis, Jr.

Source of Funds: Operations & Maintenance Fund
 Rationale for Purchase: to replace a 15-year old mower

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

MOWER BID SPECIFICATIONS:

Quantity (1)

- New commercial grade with 30 hp or greater engine, diesel engine preferred
- Seeking zero turn 72 inch side discharge mid mount mower, or similar size
- Deck built of 7 gauge steel or heavier, is desirable
- Two wheel drive preferred
- Two hand lever speed control desirable
- Foldable 2 position roll guard desirable, with seat belt
- Suspension seat with arm rests desirable

ALL FREIGHT, SHIPPING, DELIVERY AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL.

(1) MOWER DELIVERED TO WABASH VALLEY COLLEGE, MT. CARMEL, ILLINOIS

THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

MOWER BID FOR WABASH VALLEY COLLEGE \$ _____

YEAR/MAKE/MODEL _____

APPROX. DELIVERY DATE _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

Agenda Item #13

District Finance

- A. PPACA Compliance**
- B. Financial Report**
- C. Approval of Financial Obligations**

Revised: 3/13/13

H. Health Insurance eligibility under the Patient Protection and Affordable Care Act of 2010.

1. Definition of Full-Time Employee:

IECC is considered a “Large” employer pursuant to the Patient Protection and Affordable Care Act of 2010. As such, beginning January 1, 2014, **employees expected to have 30 or more “hours of service” per week are eligible for IECC health insurance benefits.**

Hours of service include the following:

- each hour for which an employee is paid, or entitled to payment, for the performance of duties for the employer; and
- each hour for which an employee is paid, or entitled to payment by the employer on account of a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence.

Background:

Employees classified as “Hourly” are employed on an hourly basis and are paid for all hours which they work. Hours of service are recorded by use of time sheets, which are completed by the employee and approved by his/her supervisor. This employee class works year-round and the break in service rules do not apply. Any employee paid on an hourly basis, and working in excess of 40 hours per week will be paid overtime for such hours of service in excess of 40.

Employees classified as “Bargaining Unit Faculty” are required by contract to teach 30 equated semester hours per year, during the Spring and Fall semesters only, to earn their base salary. This employee class is not required to teach during the Summer semester and the break between the Spring semester and the Fall semester is four (4) weeks or greater, therefore the break in service rules would apply to this employee class. Any teaching in excess of this stated amount qualifies for overtime (overload). This employee class does not complete time sheets.

Employees classified as “Workforce Education Faculty” are not part of the “Bargaining Unit”, and as such have no required load hours to teach. Rather, they are paid a base salary for generating a stated number of overall credit hours. These classes are taught year-round and are not “semester driven”, the break in service rules do not apply to this employee class. This employee class does not complete time sheets.

Salaried (classified) employees are not paid on an hourly basis, rather they are paid an annual salary to perform a job. These positions typically require a minimum of 2,080 hours per year to earn the stated salary. This employee class works year-round and the break in service rules do not apply. These employees do not qualify for overtime if hours worked in a particular week exceed 40. This employee class does not complete time sheets.

Note: An exception here would be the Food Service Manager positions at LTC and WVC. These positions at LTC and WVC are 10-month salaried positions requiring a minimum of 40 hours per week, therefore the break in service rules would apply to these positions. OCC's Food Service position is a variable hour position and will be outlined below in (H)(2)(f)(i).

Employees classified as "Non-credit instructors" are paid a piece-meal rate to teach a non-credit class that could vary in hours and length. The rate is determined by the income and enrollment of such non-credit class. These non-credit classes are offered year-round, so the break in service rules would not apply to this employee group. This employee class does not complete time sheets; however their hours spent in the classroom are tracked by IECC's Banner software. Full-time status for such employees is determined as described in (H)(2)(f)(vi) below.

2. Seasonal or Variable Hour Employee:

Many employees do not work a regular schedule. For those employees, whether hourly, faculty, or salaried, it is uncertain whether they are reasonably expected to average 30 or more hours of service per week.

- a. **Seasonal Employee** - when employment pertains to certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year.
- b. **Short-Term** employee – an employee whose employment lasts less than three (3) months.
- c. **Variable Hour Employee** - when it cannot be determined whether an employee is reasonably expected to work an average of 30 or more hours per week because the employee's hours are variable or otherwise uncertain.
- d. **Full-time status for variable hour employees** will be determined on an annual basis by looking back at actual hours worked during the previous calendar year ("Measurement period").

e. **Classes of Variable Hour Employees:**

- i. Hourly employees – employees who work as needed, and are employed on an hourly basis. With the exception of the Food Service departments of the various colleges, there are no employment breaks of four (4) or more consecutive weeks, therefore the break of service rules normally do not apply to this employee class. See (H)(2)(f)(i) below.
- ii. Adjunct “college” faculty – employees who work as needed, and teach baccalaureate or career and technical education classes that are affiliated with one or more of IECC’s colleges. This employee class does teach during the Summer semester. There are no employment breaks of four (4) or more consecutive weeks, therefore the break in service rules would not apply to this employee class.

Hours of Contact – It is anticipated that adjunct faculty will spend 15 hours, combined in a classroom / laboratory setting, for each credit hour taught. For example, a 3 credit hour class would meet for 3 hours per week for 15 weeks either in a classroom or lab setting, for a total of 45 “hours of contact” for that class.

Other Special Adjunct Conditions – In addition to the standard semester classroom / lab setting, adjunct faculty could teach one of the following types of classes:

- **Stacked Classes**: Stacked classes occur when more than one class is taught concurrently by the same instructor, during the same hour of contact. For example, CIS 1104 and CIS 1110 may have basically the same curriculum. Because of low enrollment in both, they are “stacked” into Room HR-101 and are taught by the same instructor from 9 – 10 a.m. on M,W, F during the Spring semester. The instructor is teaching 6 credit hours, but is only in the classroom for 3 hours during the week.
- **Team-teaching**: Team-teaching occurs when more than one instructor teaches only one class. In other words, a 3-credit hour class may be assigned to be taught by multiple instructors during the semester and none of them teach 100% of the class. One could teach 50%, another could teach 25%, and yet another could teach the remaining 25%.
- **Independent Study**: Independent study occurs in circumstances where a student may need a class that is not offered, or there is some other extenuating circumstance that will dictate a need for this specialized method of instruction. In this situation the student is on

their own (independent) to complete the curriculum of the class. An adjunct would be assigned to the student to guide the student through the class content, but there are no hours in the classroom or lab. The adjunct will meet with the student periodically throughout the semester to keep them on track with their studies, administer and grade tests, etc., however “hours of contact” for independent study students are minimal.

- iii. Adjunct “workforce education” faculty – employees who work as needed and teach mainly at job sites and provide workforce education safety, training, and continuing education classes. These classes are taught year-round and are not “semester driven”. There are no employment breaks of four (4) or more consecutive weeks, therefore the break in service rules would not apply to this employee class.
- iv. Hourly employees who also have a second position as adjunct faculty – employees who work as needed in an hourly position and also work as needed in a faculty position for one or more of IECC’s colleges. There are no employment breaks of four (4) or more consecutive weeks, therefore the break in service rules would not apply to this employee class.
- v. Salaried variable hour employee – an employee who is paid an annual salary to perform a duty that it is not known how many hours of service are required annually to carry out such duty, and the required hours of service may vary from month to month or week to week, as needed. There are no employment breaks of four (4) or more consecutive weeks, therefore the break in service rules would not apply to this employee class.

NOTE: This class of variable hour employee would include any employee who is paid extra to **develop** an online class, which can then be taught at one of the IECC colleges. Even though the class may not be taught online until sometime in the future, or may never be taught online at all, the employee is entitled to hours of service credit for the actual development of the online component of the class.

- vi. “Non-credit” instructor – employees who teach a non-credit class, or classes, on an as needed basis. There are no employment breaks of four (4) or more consecutive weeks, therefore the break in service rules would not apply to this employee class.

f. **Method of Measurement** –

- i. Hourly employees – any employee that is paid on an hourly basis and works 1,560 hours of service during the Measurement period is eligible for health insurance benefits.

For OCC’s Food Service Manager, the break in service rules apply. Additionally, the break in service rules apply for other hourly workers who work solely in the food service areas at LTC, OCC, and WVC. IECC will use the “Crediting-Hours Method” and credit the employees with hours of service during the break period at a rate equal to the average weekly rate the employees worked during the weeks in the Measurement period that were not part of the employment break period.

- ii. Adjunct “college” faculty – any adjunct faculty member who is paid by IECC to teach at any of IECC’s colleges, and works 1,560 hours of service during the Measurement period is eligible for health insurance benefits.

Hours of service will be measured by the hours of contact (see (H)(2)(e)(ii) above) in the adjunct position, times 3 (safe harbor rule). For example, a college adjunct teaching a 3-hour class would be expected to have 45 hours of contact (15 hours of contact for each credit hour) for that class. The 45 hours of contact x 3 equals 135 “hours of service” credit for that class towards their 1,560 annual hours of service during the Measurement period.

NOTE: The “times 3” rule that IECC will utilize to measure “hours of service” for adjunct faculty is intended to give the instructor two (2) hours of service outside the classroom for each hour spent instructing students. These two hours will give the instructor credit for time spent pertaining to classroom preparation, grading, advising or tutoring, any additional lab requirements of the class, etc.

CLARIFICATION: This would not include Dual Credit adjunct faculty teaching a dual credit class, when the dual credit instructor is not paid by IECC for such class.

- iii. Adjunct “workforce education” faculty – any adjunct faculty member who is paid by IECC to teach workforce education classes for IECC’s workforce education department, and works 1,560 hours of service during the Measurement period, is eligible for health insurance benefits.

Hours of service will be measured by the hours of contact (see (H)(2)(e)(ii) above) in the adjunct position, times 3 (safe harbor rule). For example, a workforce education adjunct teaching a 1-hour class would be expected to have 15 hours of contact for that class. The 15 hours of contact x 3 equals 45

“hours of service” credit for that class towards their 1,560 annual hours of service during the Measurement period.

- iv. Hourly employees who also have a second position as adjunct faculty – any employee that works, in any combination, 1,560 “hours of service” (as defined in (H)(2)(f)(iv)(1,2,3,4) below) in an hourly position and an adjunct faculty position during the Measurement period is eligible for health insurance benefits.

Any employee working in a “dual role” as an hourly employee and also as an adjunct faculty employee, may have hours measured one of several ways:

1. Hourly position – hours of service will be measured by the hours for which the employee is entitled to be paid. These hours would be submitted on their hourly time sheet for that position.
 2. Adjunct position - hours of service will be measured by the hours of contact (see (H)(2)(e)(ii) above) in the adjunct position, times 3 (safe harbor rule). For example, an adjunct teaching a 3-hour class would be expected to have 45 hours of contact for that class. The 45 hours of contact x 3 equals 135 “hours of service” credit for that class towards their 1,560 annual hours of service during the Measurement period.
 3. Non-credit position, “stacked” classes, and “team-teaching” – hours of service will be measured using the definition outlined in (H)(2)(f)(vi) below.
 4. “Independent study” – hours of service for teaching an independent study class will be measured using the definition outlined in (H)(2)(f)(vii) below.
- v. Salaried variable hour employee – a salaried variable hour employee is not paid on an hourly basis, but will be required to complete Time and Effort sheets for any such position to determine their hours of service. This includes time and effort spent developing an online class to be taught at one of the IECC colleges (see (H)(2)(e)(v) above). Any such employee who has 1,560 hours of service during the Measurement period is eligible for health insurance benefits.
 - vi. “Non-credit” instructors, and adjunct instructors teaching “stacked” classes or involved in “team-teaching” – hours of service will be measured by the

number of hours per week spent in the classroom, times the number of weeks the class meets, times 3 (safe harbor rule). If the total of all hours of service during the Measurement period is 1,560, then any such employee is eligible for health insurance benefits. For example, a non-credit instructor teaching a ceramics class one-time on a Saturday morning for 4 hours, would get 12 hours of service (4 x 1 x 3) credited towards their 1,560 annual hours of service during the Measurement period. If the class was a quilting class that met 1 night a week for 2 hours for 8 weeks, then 48 hours of service credit (2 x 8 x 3) would be earned during the Measurement period.

vii. “Independent study” – hours of service for teaching an independent study class will be measured by the hours of contact (see (H)(2)(e)(ii) above) in the adjunct position, times 3 (safe harbor rule), times 10%. For example, an adjunct teaching a “regular” 3-hour class would be expected to have 45 hours of contact for that class. The 45 hours of contact x 3 equals 135, times 10% equals 13.5 “hours of service” credit for that independent study class towards their 1,560 annual hours of service during the Measurement period.

- g. **Measurement period** – Beginning January 1, 2014, IECC will have a 12-month look back period to determine a variable hour employee’s hours of service and eligibility for health insurance benefits.
- i. **Ongoing** employees – the Measurement period will be a Calendar Year from January 1st to December 31st each year, beginning Calendar Year 2013. This will be the **ongoing look back Measurement period**. If an ongoing employee meets the hours of service criteria outlined above in (H)(2)(f) of this section during the ongoing Measurement period, that employee will be eligible for health insurance coverage.
 - ii. **Newly hired** employees - the Measurement period will be 12 consecutive months beginning on the first day of the calendar month following the date of hire (the **initial look back Measurement period**), and then transitioned to the calendar year (the ongoing look back period) for determination thereafter. If an employee meets the hours of service criteria outlined above in (H)(2)(f) of this section during the initial Measurement period, that employee will be eligible for health insurance coverage.
- h. **Administrative period** – Beginning January 1, 2014, IECC will have an Administrative period between the Measurement period and the associated “Stability period” (defined at (H)(2)(i) below). This Administrative period will be used to

determine which employees are eligible for coverage, and to notify and enroll the employees.

- i. **Ongoing** employees – the “**ongoing**” **Administrative period** will be the 90-day period from January 1st to March 31st each year, beginning January 1, 2014. If an ongoing employee meets the hours of service criteria outlined above in (H)(2)(f) of this section during the ongoing Measurement period, that employee will be eligible for health insurance coverage and will be notified and enrolled during this ongoing Administrative period.
- ii. **Newly hired** employees – the “**initial**” **Administrative period** will be the one month period immediately following the initial look back Measurement period. Thereafter the initial Administrative period will be transitioned to the ongoing Administrative period (January 1st to March 31st). If an employee meets the hours of service criteria outlined above in (H)(2)(f) of this section during the initial Measurement period, that employee will be eligible for health insurance coverage and will be notified and enrolled during this initial Administrative period.

Example: Employee B is hired July 15, 2013 and begins work that day. It is not known at the time of hire how many hours B will work, therefore B is treated as a variable hour employee. B’s initial Measurement period will be August 1, 2013 through July 31, 2014. B’s initial Administrative period will be August 1, 2014 through August 31, 2014.

- i. **Stability period** – Beginning April 1, 2014, IECC will have a 12-month Stability period whereby a variable hour employee’s health insurance eligibility, as determined during a Measurement period, is applied. If eligible, those employees will be notified and enrolled during the Administrative period, and will be covered for health insurance under IECC’s group policy during the applicable Stability period.

Any employee who is determined to be eligible for health insurance coverage during a Measurement period, and is enrolled during the Administrative period, will be covered during the entire Stability period regardless of the hours of service worked during the Stability period, so long as he or she remains an employee. If, during a subsequent Measurement period, a covered employee is determined to no longer qualify for health insurance, that employee would be notified during the Administrative period, and would come off of IECC’s group policy at the beginning of the Stability period associated with that Measurement period.

Any employee who is determined not to be eligible for health insurance benefits during an Administrative period (when looking back at the applicable Measurement period), will not be eligible for coverage during the corresponding Stability period.

- i. **Ongoing** employees – the “**ongoing**” **Stability period** will be from April 1st to March 31st each year. Any ongoing employee deemed eligible during the ongoing Administrative period will be notified and enrolled, with coverage to begin April 1st each year and continue until March 31st of the following year. Ongoing employee eligibility will be determined each year under the Measurement period rules outlined above. If deemed eligible, coverage will continue for the subsequent Stability period. If deemed not eligible, coverage will continue for the remainder of the current Stability period (until March 31st) and then the employee will not be covered in the subsequent Stability period.
- ii. **Newly hired** employees – the “**initial**” **Stability period** will be the 12-month period beginning on the first day of the month following the initial Administrative period. Any new employee deemed eligible during the initial Administrative period will be notified and enrolled, with coverage to begin the first of the month following the initial Administrative period and continue for 12 consecutive months.

Transition rules:

Following the initial Measurement period for a newly hired employee, eligibility will be determined each year under the Measurement period rules outlined above for ongoing employees. If deemed eligible, coverage will continue for the subsequent Stability period. If an employee was deemed eligible during the initial Measurement period, but is deemed not eligible during the next calendar year Measurement period for ongoing employees, coverage will continue for the remainder of the 12-month initial Stability period and then the employee will not be covered in the subsequent Stability period.

Example: Employee B is hired July 15, 2013 and begins work that day. It is not known at the time of hire how many hours B will work, therefore B is treated as a variable hour employee. B’s initial Measurement period will be August 1, 2013 through July 31, 2014. B’s initial Administrative period will be August 1, 2014 through August 31, 2014. B’s initial Stability period will be September 1, 2014 through August 31, 2015.

When B’s initial Administrative period began on August 1, 2014, assume that we “looked back” from August 1, 2013 through July 31, 2014 (B’s initial

Measurement period) and B worked 1,900 hours. B's initial Administrative period would end on August 31, 2014 and B would go onto IECC's health insurance September 1, 2014 for a minimum of 12 consecutive months (the Stability period).

Beginning on January 1, 2015, B was also treated as an "ongoing" variable hour employee. In B's "ongoing" capacity the Measurement period is Calendar Year 2014, and during the ongoing Administrative period of January 1, 2015 through March 31, 2015 B's eligibility determination will be made for the associated Stability period of April 1, 2015 through March 31, 2016. If eligible (if B worked 1,560 hours or more during Calendar Year 2014), B will continue on health insurance until March 31, 2016. If not eligible (if B worked < 1,560 hours during Calendar Year 2014), B's health insurance will end on August 31, 2015 (the end of the initial Stability period). B will have this determination made every Calendar Year and associated Stability period thereafter.

j. **Additional rules for Variable Hour Employees:**

- i. **Measurement period and special unpaid leave** – in determining an employee's full-time status during a Measurement period in which the employee is on special unpaid leave (for example, FMLA, Uniformed Services Employment and Reemployment Rights Act, jury duty, etc.), this special unpaid leave time must be accounted for differently in the determination.

In this instance, IECC will use the "Crediting-Hours Method" and credit the employee with hours of service during the special unpaid leave at a rate equal to the average weekly rate the employee earned during the Measurement period that was not special unpaid leave.

- ii. **Change in employment status** – Change in employment status rules only apply to a new variable hour employee during their initial Measurement period. A change in employment status is defined as a "material" change in the position of employment that, had the employee begun employment in the new position, would have resulted in the employee reasonably expected to be a full-time employee. For example, when a new variable hour employee applies for an open full-time position and is hired by the Board of Trustees.

In this instance the employee is treated as a full-time employee and will be eligible for IECC health insurance benefits the first of the month, following the date of hire in this new capacity by the Board of Trustees.

- iii. **Termination of employment and resumption of service rules –**
Employees rehired after termination of employment will be treated as new employees (and have a new initial Measurement period) only if the employee incurs a period of at least 26 weeks for which no hours of service are credited, or when the period with no credited hours is at least four weeks long and is greater than the employee's period of employment immediately preceding the period with no credited hours of service.

If the break in service is less than these parameters, the variable hour employee is treated as a continuing employee (as opposed to an employee who is treated as terminated and rehired). As such, upon the employee's resumption of service, the continuing employee's full-time status will be determined using the Measurement period and Stability period that would have applied had the employee not experienced the period of non-employment.

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

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

FUND	BALANCE
Educational	\$4,472,367.84
Operations & Maintenance	\$1,083,097.63
Operations & Maintenance (Restricted)	\$2,527,518.42
Bond & Interest	\$363,791.42
Auxiliary	\$883,647.10
Restricted Purposes	(\$401,144.54)
Working Cash	\$201,218.92
Trust & Agency	\$375,426.19
Audit	(\$7,095.81)
Liability, Protection & Settlement	\$357,256.74
TOTAL ALL FUNDS	\$9,856,083.91

Respectfully submitted,

Roger Browning, Treasurer

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

	ALL FUNDS
	Fiscal Year 2013
ASSETS:	
CASH	9,856,084
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	19,090,000
RECEIVABLES	1,837,007
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	624,458
OTHER ASSETS	466,102
TOTAL ASSETS AND OTHER DEBITS:	31,908,051
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	221,885
ACCOUNTS PAYABLE	54,164
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	1,222,084
TOTAL LIABILITIES:	1,498,133
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,099,351
OTHER RESTRICTED	504,645
 FUND BALANCES:	
FUND BALANCE	21,801,372
RESERVE FOR ENCUMBRANCES	5,004,550
TOTAL EQUITY AND OTHER CREDITS	30,409,918
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 31,908,051

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of March 31, 2013

ALL FUNDS

FY 2013
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	10,684,072
STATE GOVT SOURCES	2,086,054
STUDENT TUITION & FEES	13,198,839
SALES & SERVICE FEES	2,741,389
FACILITIES REVENUE	2,730
INVESTMENT REVENUE	120,057
OTHER REVENUES	137,391
TOTAL REVENUES:	28,970,532

EXPENDITURES:

INSTRUCTION	9,752,013
ACADEMIC SUPPORT	343,369
STUDENT SERVICES	1,011,261
PUBLIC SERV/CONT ED	52,138
OPER & MAINT PLANT	2,257,955
INSTITUTIONAL SUPPORT	6,729,467
SCH/STUDENT GRNT/WAIVERS	5,876,870
AUXILIARY SERVICES	3,676,985
TOTAL EXPENDITURES:	29,700,058

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-729,526
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Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2012 -- March 31, 2013

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,439,896	1,045,450	3,485,346
State Government Sources - Current Year	346,532	1,739,522	2,086,054
State Government Sources - Prior Year	5,320,158	-	5,320,158
Net Tuition and Fees	6,059,979	-	6,059,979
Sales & Service Fees	29,123	-	29,123
Facilities Revenue	-	1,870	1,870
Investment Revenue	58,459	12,608	71,067
Other Revenues	101,813	1,450	103,263
TOTAL REVENUES:	<u>14,355,960</u>	<u>2,800,900</u>	<u>17,156,860</u>
 EXPENDITURES:			
Salaries	11,618,387	613,180	12,231,567
Employee Benefits	1,508,153	125,190	1,633,343
Contractual Services	482,814	251,062	733,876
Materials	975,160	168,197	1,143,357
Travel & Staff Development	201,637	3,514	205,151
Fixed Charges	120,120	41,909	162,029
Utilities	64,214	765,750	829,964
Capital Outlay	251,224	236,865	488,089
Other	94,438	45	94,483
TOTAL EXPENDITURES:	<u>15,316,147</u>	<u>2,205,712</u>	<u>17,521,859</u>
 TRANSFERS :			
Interfund Transfers	<u>(1,153,635)</u>	<u> </u>	<u>(1,153,635)</u>
TOTAL TRANSFERS:	<u>(1,153,635)</u>	<u>-</u>	<u>(1,153,635)</u>
 NET INCREASE/DECREASE IN NET ASSETS			
	<u>(2,113,822)</u>	<u>595,188</u>	<u>(1,518,634)</u>

**OPERATING FUNDS
COMPARISON REPORT FY11-13**

College	Category	FISCAL YEAR 2011			FISCAL YEAR 2012			FISCAL YEAR 2013			% of Year
		Estimated Budget	Spent Thru March	% of Bdgt	Estimated Budget	Spent Thru March	% of Bdgt	Estimated Budget	Spent Thru March	% of Bdgt	
Frontier	Bills		\$ 1,385,292			\$ 1,575,353			\$ 1,413,572		
	Payroll		1,500,153			1,603,296			1,624,885		
	Totals	\$ 4,352,051	2,885,445	66%	\$ 4,378,358	3,178,649	73%	\$ 4,312,683	3,038,457	70%	75%
Lincoln Trail	Bills		1,158,343			1,501,088			1,469,005		
	Payroll		1,662,321			1,933,892			1,896,527		
	Totals	\$ 4,436,027	2,820,664	64%	\$ 4,566,700	3,434,980	75%	\$ 4,498,201	3,365,532	75%	75%
Olney Central	Bills		1,577,424			1,667,107			1,791,186		
	Payroll		3,507,388			3,853,527			3,858,907		
	Totals	\$ 7,257,531	5,084,812	70%	\$ 7,434,923	5,520,634	74%	\$ 7,396,633	5,650,093	76%	75%
Wabash Valley	Bills		1,760,131			1,915,697			2,079,455		
	Payroll		2,228,217			2,478,663			2,402,728		
	Totals	\$ 5,907,806	3,988,348	68%	\$ 6,115,012	4,394,360	72%	\$ 6,083,520	4,482,183	74%	75%
Workforce Educ.	Bills		2,378,551			2,582,664			2,718,181		
	Payroll		1,086,701			1,154,725			1,103,649		
	Totals	\$ 4,731,642	3,465,252	73%	\$ 5,377,687	3,737,389	69%	\$ 5,297,022	3,821,830	72%	75%
District Office	Bills		173,329			174,339			195,558		
	Payroll		609,884			673,305			698,196		
	Totals	\$ 1,168,424	783,213	67%	\$ 1,285,431	847,644	66%	\$ 1,266,150	893,754	71%	75%
District Wide	Bills		1,005,439			1,522,142			1,472,195		
	Payroll		533,524			620,715			646,675		
	Totals	\$ 2,538,417	1,538,963	61%	\$ 3,519,446	2,142,857	61%	\$ 3,329,156	2,118,870	64%	75%
GRAND TOTALS		\$30,391,898	\$ 20,566,697	68%	\$32,677,557	\$ 23,256,513	71%	\$32,183,365	\$23,370,719	73%	75%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
March 31, 2013

	FY 2013		FY 2012		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	12,231,567	52.34%	12,318,123	52.97%	(86,556)
Employee Benefits	1,633,343	6.99%	1,592,909	6.85%	40,434
Contractual Services	733,876	3.14%	535,215	2.30%	198,661
Materials	1,143,357	4.89%	1,449,999	6.23%	(306,642)
Travel & Staff Development	205,151	0.88%	172,833	0.74%	32,318
Fixed Charges	162,029	0.69%	357,149	1.54%	(195,120)
Utilities	829,964	3.55%	802,541	3.45%	27,423
Capital Outlay	488,089	2.09%	158,964	0.68%	329,125
Other	5,943,343	25.43%	5,868,780	25.23%	74,563
	<u>23,370,719</u>	<u>100.00%</u>	<u>23,256,513</u>	<u>100.00%</u>	<u>114,206</u>

Agenda Item #14

Chief Executive Officer's Report

Agenda Item #15

Executive Session

Agenda Item #16

Approval of Executive Session Minutes

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

Agenda Item #17

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 11, 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., and 400.3. will be mailed under separate cover.

INDEX

- 400.1. Request for Approval of Proposed Non-College Employment (External Report)**
- 400.2. Retirement Ratification**
- 400.3. Resignation Ratification**

PERSONNEL REPORT

400.1. Request for Approval of Proposed Non-College Employment (External Report)

400.2. Retirement Ratification

A. Professional/Non-Faculty

1. Elaine Brown, Academic Assistance Coordinator, WVC, effective June 1, 2013

B. Faculty

1. Dr. Patricia Owens, History/Political Science Instructor, effective June 1, 2013

400.3. Resignation Ratification

A. Professional/Non-Faculty

1. Steve Berkemeier, Program Director, Emergency Preparedness, FCC, effective April 2, 2013.

Agenda Item #18

Litigation

Agenda Item #19

Other Items

Agenda Item #20

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	████████							
GRAND TOTAL		\$4,703,600	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

3/31/2013