

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 20, 2002



Location:

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

**Dinner – 6 p.m. – Classroom West Room 105
Meeting – 7 p.m. – Learning Resource Center Room LRN 105**

**Illinois Eastern Community Colleges
Board Agenda**

August 20, 2002

7:00 p.m.

Frontier Community College

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading for ApprovalBruce
 - A. None
8. Staff Recommendations for Approval
 - A. Phase VII Bonds, Projects and ResolutionsBrowning
 - B. 5-Year Verizon Services Contract..... Bruce
 - C. 2003-2005 CalendarSchwartz
 - D. Resolution for Participation in Surplus Property Program..... Bruce
 - E. Lease of WVC Foundation Building..... Bruce
 - F. Village of Hutsonville Request for Tax Abatement Bruce
 - G. Certification of ChargebackBrowning
 - H. FY2003 Capital Renewal ApplicationBrowning
 - I. FY2003 Capital Renewal Board ResolutionBrowning
9. Bid Committee Report - None
10. District Finance
 - A. Financial Report.....Browning
 - B. Approval of Financial Obligations.....Browning
11. Chief Executive Officer's ReportBruce
12. Executive SessionBruce
13. Approval of Executive Session Minutes.....Bruce

14. Approval of Personnel ReportBruce
15. Collective BargainingBruce
16. Litigation.....Bruce
17. Acquisition and Disposition of Property.....Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Science Building, Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, July 16, 2002.

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

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Mr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Mr. Cory Musgrave, student trustee. Trustees absent at roll call: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Mr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Mr. Roger Browning, Chief Finance Officer.

Mr. George Woods, Dean of Community Development & Workforce Education.

Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

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

Mr. Harry Hillis, Jr., Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, June 18, 2002, were presented for approval.

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

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

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

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Dr. Arabatgis, Dr. Benson, Mr. Davis, Dr. Dreith presented informational reports from each of the four colleges.

#5-C. Report from Cabinet: Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

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

#6-A. Proposed Change in Investment Policy: Mr. Browning outlined a proposed change in Board of Trustees Investment Policy (300.12). Under current investment policy, IECC is not allowed to invest more than \$100,000 in any financial institution unless it has a capital to asset ratio of not less than 8%. This policy does not reflect current audit practices within the banking industry. The Bank Audit Guide presently allows “risk weighting” of bank assets to more accurately reflect the financial security of a bank. The proposed change updates investment policy to state that IECC will not invest more than \$100,000 in any financial institution unless the financial institution has met certain minimum requirements of the Bank Audit Guide relating to: capital to average assets, capital to risk weighted assets, and total capital to risk weighted assets. Following is the updated policy under Business Procedures – 300: The CEO recommended that second reading be waived and the revised investment policy be adopted.

Investment Policy (300.12)

The Board of Trustees shall cause the investment of District funds in accordance with the Illinois Public Community College Act and the Investment of Public Funds Act with the exception that the Board shall prohibit investments in short-term obligations of U.S. corporations. The Board authorizes the Treasurer, upon recommendation by the Chief Executive Officer and the Comptroller, to invest funds of the District. The District shall assemble a list of interested and qualified bidders on a quarterly basis, and said bidders shall invest funds in an amount over \$100,000 in a financial institution which has a capital to asset ratio of not less than eight percent (8%), or meets the requirements set forth in the Bank Audit Guide (AAG-BNS 2.47) relative to the definition of a “well-capitalized” financial institution (namely Tier 1 capital to average assets of not less than 5% and Tier I capital to risk-weighted assets of not less than 6% and total capital to risk-weighted assets of not less than 10%); in no case shall the staff invest funds in any single institution to exceed thirty percent (30%) of the capital structure of said institution.

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

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

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

Board Action: Dr. Fischer made a motion to waive second reading and adopt the change in Investment Policy (300.12) as outlined and recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

#8-A. LTC Foundation Vehicle Lease: The CEO recommended approval of an agreement between Lincoln Trail College and the LTC Foundation for lease of a 15-passenger van. Consideration to be paid for the lease shall be \$14,440.00 plus 5% simple interest for total lease amount of \$15,649.61, with an initial payment of \$5,000.00 to be due and payable July 15, 2002 and four additional payments as follows: July 15, 2003, \$2,663.00; July 15, 2004, \$2,663.00; July 15, 2005, \$2,663.00; July 15, 2006, \$2,660.61. The final payment, due July 15, 2006, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments. LTC has the option of purchasing the vehicle (a 2000 Dodge 15 Passenger Van, eight cylinder, VIN#2B5WB35Z2YK147193) for an additional \$1.00 to be paid with the final payment.

Board Action: Mr. Williams made a motion to approve the lease between LTC and the LTC Foundation for a 15-passenger van as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. Continued Recognition by ICCB: Illinois Eastern Community Colleges has been given continued recognition for five years by the Illinois Community College Board. The recognition report was accepted by the ICCB June 14, 2002. The recognition evaluation was conducted during the past fiscal year. Recognition is a statutory term describing the status of the district, which meets instructional, administrative, financial, facility and equipment standards established by the ICCB. Official recognition is required in order to be eligible for state funding. The CEO recommended that the Board of Trustees accept the recognition report.

Board Action: Mr. Williams made a motion to accept the continued recognition report for IECC as accepted by the Illinois Community College Board June 14, 2002. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. Earthquake Monitoring Equipment at WVC: The CEO recommended approval of a request by St. Louis University to place a seismograph station on the campus of Wabash Valley College. St. Louis University will be responsible for all costs and maintenance. St. Louis University will be granted a revocable permit for earthquake studies by installation of earthquake monitoring equipment.

Board Action: Dr. Fischer made a motion to approve placement of a seismograph station by St. Louis University on the campus of Wabash Valley College as recommended. Mr. Musgrave seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Agreement with Image Architects Inc.: The CEO recommended approval of a new contract with Image Architects Inc. for professional architectural services for IECC’s Protection Health Safety Phase VII Bonds and the accompanying projects. The new contract is changed from the existing contract to allow IECC to benefit from large dollar amount projects by reducing the percentage architectural fee.

Board Action: Mrs. Culver made a motion to approve the new contract with Image Architects Inc. as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Appointment of OCC Distinguished Fellow in Community College Leadership: The CEO recommended that the Board of Trustees name Dr. Hans Andrews “Olney Central College Distinguished Fellow in Community College Leadership,” in recognition of his distinguished career in community college work and his successful tenure as President of Olney Central College. Dr. Andrews has spent more than 40 years in community college education and has written books and numerous articles on important community college issues. His accomplishments have been well documented with the community and the Board of Trustees.

Board Action: Mr. Koertge made a motion to name Dr. Hans Andrews “Olney Central College Distinguished Fellow in Community College Leadership” as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-F. DOC Contract Amendment: The Department of Corrections has requested an amendment to the FY03 Contract concerning services at the Lawrence Correctional Center, to delete the instructional positions of Commercial Custodian and Construction Occupations. All other terms and conditions of the contract remain in full force and effect as originally approved.

Board Action: Miss Wolfe made a motion to amend the FY03 Contract with the Illinois Department of Corrections at Lawrence Correctional Center as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-G. Robinson Enterprise Zone Tax Abatement Resolution: The CEO recommended adoption of the following *Tax Abatement Resolution*, granting a five year tax abatement for the proposed \$54 million ethanol facility of LincolnLand Agri-Energy (LLAE).

The Board of Trustees of Illinois Eastern Community Colleges District 529 does hereby adopt this Resolution as follows:

The County Clerk of Crawford County, Illinois is hereby directed to abate ad valorem taxes imposed upon real property located within the Robinson Enterprise Zone as the result of an Enterprise Zone Expansion Ordinance adopted by the City Council of the City of Robinson, Crawford County, Illinois on June 11, 2002 as Ordinance Number 2002-O-16, upon which new improvements shall be renovated or rehabilitated, subject to the following conditions:

- a) No abatement shall be applicable to any such improvement project located within the boundaries of a Tax Increment Redevelopment Project District;
- b) Any abatement of taxes on any parcel shall not exceed the amount attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements in such parcel;
- c) Such abatement shall be allowed only for non-residential, commercial and industrial property located within the zone area;

- d) Such abatement of taxes on any parcel shall be for, and only for, the taxes attributable to an increased assessed valuation of the parcel for the taxing period immediately preceding the issuance of a building permit for the qualified construction and renovation or rehabilitation;
- e) Such abatement shall be at the rate of 100 percent of the taxes for a period of five years, beginning with the first year in which the improvements are fully assessed. Such is limited to the term of the Robinson Enterprise Zone.

Board Action: Mr. Williams made a motion to adopt the foregoing Robinson Enterprise Zone Tax Abatement Resolution as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-H. 2001-2002 Program Review/Accountability Report: Ms. Cantwell reviewed the IECC Program Review/Accountability Report for the 2001-2002 academic year. The report contains summaries of instructional program reviews, summaries of action program improvements, reviews of occupational programs, along with the district's performance-based incentive system and district-based goal. The CEO recommended approval of the report as presented.

Board Action: Mr. Koertge made a motion to approve the 2001-2002 Program Review/Accountability Report as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-I. 2002-2003 IECC Marketing/Information Plan: Ms. Schwartz reviewed the District-Wide Marketing/Information Plan for the 2002-2003 academic year. The Director of Information and Marketing, Recruiting, and Office of Institutional Development compiled the document. The plan has three broad goals for reaching residents of the district and beyond with information regarding educational and cultural activities that are available, and to improve and increase communications within the district. The CEO recommended approval of the 2002-2003 IECC Marketing/Information Plan as presented.

Board Action: Dr. Fischer made a motion to approve the 2002-2003 IECC Marketing/Information Plan as recommended. Mr. Musgrave seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #9 – “Bid Committee Report” –

#9-A. IECC – Computers and Computer Equipment: Mr. Browning and Mr. Cline presented the following recommendations of the Bid Committee for purchase of computers and computer equipment totaling \$508,792.20, as outlined. The CEO recommended approval.

(1) Printers: Bid Committee recommends acceptance of the bid from Dell Computer Corp., Round Rock, Texas, for 6 Xerox 1235N color printers @ \$2,110 each, and 12 HP 4100N laserjet printers @ \$1,352.10 each, for a grand total of \$28,885.20.

(2) LCD Projectors: Bid Committee recommends acceptance of the bid from CIM – Audio Visual, Evansville, Indiana, for a total of \$60,416.00 for LCD projectors, as follows: 24 Mitsubishi

XL1U Projectors @ \$2,174 each, total \$52,176; 20 Ceiling Mount Kits @ \$264 each, total \$5,280; 20 AV Cables @ \$96 each, total \$1,920; 20 Control Cables @ \$52 each, total \$1,040; Grand Total \$60,416.00.

(3) Interactive Whiteboards: Bid Committee recommends acceptance of the bid from MCSI, Decatur, Illinois, for 4 smart boards with accessories totaling \$6,728.00.

(4) Mobile Multimedia Cabinets: Bid Committee recommends acceptance of the bid from MCSI, Decatur, Illinois, for 4 interactive mobile multimedia cabinets totaling \$7,616.00.

(5) Desktop Computers: Bid Committee recommends acceptance of the following bids for desktop computers: Dell Computer Corp, Round Rock, Texas, for all desktop computer items specified except 19" CRT monitors and 17" flat panel LCD monitors for a total of \$192,640.00 (includes base unit \$615 each, plus monitor options, upgrade options, individual options, all as specified and bid). For 19" CRT monitors, Charley, Inc., Robinson, Illinois, for \$3,870.00. For 17" flat panel LCD monitors, Gateway, N. Sioux City, South Dakota, \$21,070.00.

(6) Laptop Computers: Bid Committee recommends acceptance of the bid from Gateway, N. Sioux City, South Dakota, for 37 laptop computers for a grand total of \$67,974.00.

(7) Servers: Bid Committee recommends acceptance of the bid from Dell Marketing, Round Rock, Texas, for 12 servers and options totaling \$64,939.00.

(8) Network Switches: Bid Committee recommends acceptance of the bid from Dell Marketing, Round Rock, Texas, for (4) 470-48-T Network Switches @ \$2,426 each, total \$9,704; (6) 450-2FX Module @ \$474 each, total \$2,844; (9) 400 ST1 Cascade Module @ \$210 each, total \$1,890 – grand total \$14,438.00. Also, accept bid from Cable Express Technologies, Syracuse, New York for (5) 450-24-T Network Switches @ \$1,100 each, total \$5,500.00.

(9) Battery Backup System: Bid Committee recommends acceptance of the bid from Dell Marketing, Round Rock, Texas, for a battery backup system, total \$6,236.00.

(10) Software Licenses: Bid Committee recommends acceptance of the bid from Softmart Government Services, Inc., Downingtown, Pennsylvania, for 1000 Microsoft Office Pro Licenses (2-year software assurance), for a total of \$28,480.00. (Bid Committee recommends rejecting bid received from Norton antivirus software.)

Amend Report: Without objection, the Chair directed that the Bid Committee Report be amended to correct Item #2 – LCD Projectors, to show the total bid amount to be \$60,416.00.

Board Action: Mr. Williams made a motion to accept the foregoing recommendations of the Bid Committee for computers and computer equipment totaling \$508,792.20 as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$742,652.29, as of June 30, 2002.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of July 2002, totaling \$1,005,567.90, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of the district financial obligations for the month of July 2002, in the amounts listed, and payments from the revolving fund for the month of June 2002. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. Employee Insurance Rates.
2. PHS Phase VII Projects.
3. Teacher in a Mailbox.
4. Enrollment Report.
5. LincolnLand Agri-Energy Letter of Support.
6. Tornado Assistance.
7. Recycling Report.
8. Educational Talent Search Grant – 4 Years - \$976,000.
9. FCC LRC Dedication & Ribbon Cutting.
10. Tentative Budget.

AGENDA #12 – “Executive Session” – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(6) of the Open Meetings Act to consider sale or lease of property owned by the district; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:42 p.m.

#12-B. Closed Meeting Ended: Mrs. Culver made a motion to reconvene in open session. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:45 p.m.

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

AGENDA #13 – “Approval of Executive Session Minutes” – Miss Wolfe made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, June 18, 2002, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Employment of Personnel

- A. Faculty
 - 1. Teresa Diekmann – Nursing Instructor
- B. Classified
 - 1. Sandra Lloyd – Office Assistant – LTC

400.2. Change in Status

- A. Faculty
 - 1. Judy Neikirk, from Academic Support Specialist (Grant), DO, to Social Work/Sociology Instructor. Employment is contingent upon completion of Masters Degree before August 15, 2002.
 - 2. Susan Polgar, from Director, Student Advantage Network (Grant), DO, to Psychology Instructor.
- B. Classified
 - 1. Sibyl Janello, from Office Assistant, WED, (\$17,115 per fiscal year), to Program Assistant, WED, (\$20,540 per fiscal year), effective July 1, 2002.

400.3. Special Assignments for FY02-03

- A. Wabash Valley College – Academic
 - 1. Judy Neikirk, Lead Inst, Social Services, \$450
- B. Frontier Community College – Extra Curricular
 - 1. Jeanette Wiles, Phi Theta Kappa Advisor, \$300

400.4. Leave Request

- A. Classified
 - 1. Tim Bower, Custodian, OCC, effective June 24, 2002.

400.5. Termination of Employment

- A. Professional/Non-Faculty
 - 1. Donna Meadows, Manager of Food Services, LTC, effective July 31, 2002.

400.6. Resignation

- A. Faculty
 - 1. Joe Wilson, Chemistry Instructor, effective August 16, 2002.

Board Action to Approve Personnel Report: Dr. Fischer made a motion to approve the Personnel Report as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Mr. Williams made a motion to adjourn. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:50 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

A. None

Agenda Item #7

Policy Second Reading

A. None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Phase VII Bonds, Projects and Resolutions

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 20, 2002
RE: Phase VII Bonds, Projects and Resolutions

Under the Protection, Health, Safety bonding authority afforded the Board of Trustees, the Board has \$3.6 million in bond issuance authority.

Roger Browning, the Presidents, and the college building superintendents, have prepared a list of projects that could be completed within this bond authority. A list of those projects will be sent by separate e-mail because of the length of the documents.

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

I ask the Board's approval of the Capital Project Application Form and related Resolution to Approve PHS Construction Projects for each listed project.

TLB/rs

Agenda Item #8B

5-Year Verizon Services Contract

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 20, 2002
RE: Five-Year Verizon Service Contract

The Board of Trustees currently has a five-year service contract with Verizon Operating Telephone Company, which is coming to a conclusion. Verizon has proposed a new contract for an additional five-year period at the existing current rates.

Verizon provides to the Board DS1 clear channel lines at a rate of 2@\$24 per month; DS1 learning link at a rate of 2@\$150 per month; and a DS1 learning link special transport line at a rate of 1@\$140 per month. The Board's monthly charge is \$488.00 per month for these lines.

I would ask the Board's approval of this five-year contract for telephone services.

TLB/rs

Agenda Item #8C

2003-2005 Calendar

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 20, 2002
RE: 2003-2005 Calendar

The Board of Trustees is obligated to adopt an annual calendar. Under the existing contract with the IECEA, the Board is obligated to confer with the IECEA concerning the calendar. Pam Schwartz has met with the Union and they have agreed to the calendar proposed to the Board.

I would ask the Board's approval of the attached proposed calendar.

TLB/rs

Attachment

Calendar 2003-2005

2003 Summer Intersession

May	19	First Day of Classes
May	26	Colleges Closed. Memorial Day
May	29	Midterm
June	6	Last Day of Classes

2003 Summer Semester

June	9	Faculty Workshop
June	10-11	Registration, Testing, Orientation, Fee Paying
June	12	First Day of Classes
July	4	Colleges Closed. Independence Day
July	8	Midterm
August	5	Last Day of Classes
August	6-7	Final Examinations

2003 Fall Semester

August	14-15	Faculty Workshop
August	18-20	Registration, Testing, Orientation, Fee Paying
August	21	First Day of Classes
September	1	Colleges Closed. Labor Day
October	13	Colleges Closed. Columbus Day
October	14	No Classes. District Faculty/Staff Workshop
October	17	Midterm
November	11	Colleges Closed. Veteran's Day
November	27-28	Colleges Closed. Thanksgiving
December	12	Last Day of Classes
December	15-18	Final Examinations
December	19	Last Day of Semester

(Colleges closed December 22 - January 2. Winter Break)

2004 Spring Semester

January	5	Colleges Open
January	7	Faculty Workshop
January	8-9	Registration, Testing, Orientation, Fee Paying
January	12	First Day of Classes
January	19	Colleges Closed. Martin Luther King, Jr. Day
February	16	Colleges Closed. President's Day
March	5	Midterm
March	8	No Classes. Pulaski Day
March	9-12	No Classes. Spring Break
April	9	Colleges Closed. Spring Holiday
May	7	Last Day of Classes
May	10-13	Final Examinations
May	14	Graduation

2004 Summer Intersession

May	17	First Day of Classes
May	26	Midterm
May	31	Colleges Closed. Memorial Day
June	4	Last Day of Classes

CALENDAR

2004 Summer Semester

June	7	Faculty Workshop
June	8-9	Registration, Testing, Orientation, Fee Paying
June	10	First Day of Classes
July	5	Colleges Closed. Independence Day
July	7	Midterm
August	3	Last Day of Classes
August	4-5	Final Examinations

2004 FALL SEMESTER

August	12-13	Faculty Workshop
August	16-18	Registration, Testing, Orientation, Fee Paying
August	19	First Day of Classes
September	6	Colleges Closed. Labor Day
October	11	Colleges Closed. Columbus Day
October	12	No Classes. District Faculty/Staff Workshop
October	15	Midterm
November	11	Colleges Closed. Veteran's Day
November	25-26	Colleges Closed. Thanksgiving
December	10	Last Day of Classes
December	13-16	Final Examinations
December	17	Last Day of Semester

(Colleges closed December 20 - December 31. Winter Break)

2005 Spring Semester

January	3	Colleges Open
January	5	Faculty Workshop
January	6-7	Registration, Testing, Orientation, Fee Paying
January	10	First Day of Classes
January	17	Colleges Closed. Martin Luther King, Jr. Day
February	21	Colleges Closed. President's Day
March	4	Midterm
March	7	No Classes. Pulaski Day
March	8-11	No Classes. Spring Break
March	25	Colleges Closed. Spring Holiday
May	6	Last Day of Classes
May	9-12	Final Examinations
May	13	Graduation

2005 Summer Intersession

May	16	First Day of Classes
May	25	Midterm
May	30	Colleges Closed. Memorial Day
June	3	Last Day of Classes

2005 SUMMER SEMESTER

June	6	Faculty Workshop
June	7-8	Registration, Testing, Orientation, Fee Paying
June	9	First Day of Classes
July	4	Colleges Closed. Independence Day
July	6	Midterm
August	2	Last Day of Classes
August	3-4	Final Examinations

Agenda Item #8D

Resolution for Participation in Surplus Property Program

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 20, 2002
RE: Resolution for Participation in State of Illinois
Federal Surplus Property Program

Periodically the State of Illinois asks the Board of Trustees to reconfirm its interest in being able to purchase surplus property from the State of Illinois.

The colleges have utilized this program and would wish to continue to participate. Although we used the surplus property program a great deal more in earlier years of the colleges' history, we do have occasion to utilize the program currently.

I ask the Board's approval of the resolution.

TLB/rs

Attachment

**RESOLUTION FOR PARTICIPATION IN
STATE OF ILLINOIS
FEDERAL SURPLUS PROPERTY PROGRAM**

WHEREAS, Illinois Eastern Community Colleges District 529, comprised of the colleges of Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College, has limited fiscal resources available for the procurement of heavy-duty construction equipment, vehicles, commodities, and other property, and

WHEREAS, the State of Illinois' Federal Surplus Property Program offers a variety of surplus property at approximately 5.25 percent of the acquisition value, effectively reducing program costs by acquiring items that have been used to their life expectancy or property that must be replaced for safety or economic reasons; and

WHEREAS, Illinois Eastern Community Colleges District 529 agrees to the following terms and conditions; to use the surplus property only in the official program which it represents; and upon receipt, agrees to place the surplus property into use within one year; and it agrees that the property shall be used for a period of one year (certain items, eighteen months); that it agrees it will not sell, loan, trade or tear down the property without written consent from the State of Illinois; and

WHEREAS, Illinois Eastern Community Colleges District 529 understands that surplus property must be used in an authorized program and that personal use or non-use of surplus property is not allowed;

THEREFORE, WE, THE ELECTED BOARD OF TRUSTEES of Illinois Eastern Community Colleges District 529, do hereby consent and decree that Illinois Eastern Community Colleges District 529 is authorized to participate in the State of Illinois Federal Surplus Property Program.

**BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY
COLLEGES, COMMUNITY COLLEGE DISTRICT NO. 529**

By: _____
Board Chairman Date

By: _____
Board Secretary Date

Agenda Item #8E

Lease of WVC Foundation Building

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 20, 2002
RE: Lease of WVC Foundation Building

Attached is a proposed lease agreement between Illinois Eastern Community Colleges/Wabash Valley College and the WVC Foundation. Wabash Valley College has taken space in the Foundation building adjoining the campus. The lease will partially reimburse the Foundation for renovations required to modify the building to college requirements.

I ask the Board's approval of this lease which is being funded from the WVC budget.

TLB/rs

Attachment

LEASE

This agreement is made this 20th day of August 2002, between the Wabash Valley College Foundation (“Lessor”) and Illinois Eastern Community Colleges District #529 (“Lessee”).

Lessor leases to Lessee approximately 1,600 square feet of interior space on the ground floor of the building located at 2201 College Drive, Mt. Carmel, Illinois, and such other space in the building as may be mutually agreed upon. The term of the lease is for a period of two years, commencing on September 1, 2002, with the monthly rental payment being \$676.53 (or in consolidated prepayments as lessee may choose), for a total lease amount of \$16,236.72 over the entire term of the lease.

Lessee shall occupy and use the premises as an administrative site for offices and programs for Wabash Valley College, and such other activities as the college may choose. Either party may terminate the lease by giving 30 days notice, with the rental amount pro-rated to the date of termination.

Louise Acree
President
Wabash Valley College Foundation

James Lane
Chairman
Board of Trustees
Illinois Eastern Community Colleges
District #529

ATTEST:

Harry Hillis, Jr.
Secretary
Board of Trustees
Illinois Eastern Community Colleges
District #529

Agenda Item #8F

Village of Hutsonville Request for Tax Abatement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 20, 2002
RE: Hutsonville Tax Abatement

The Village President of the Village of Hutsonville has asked all taxing bodies involved to abate taxes on “new construction only” for a grocery store to be located in Hutsonville, Illinois. Bob’s Fairway Foods would continue to pay property taxes at its current level, but no additional tax would be levied on the new construction for a period of five years if the Board approves the abatement proposed. The new construction is contemplated to cost approximately \$210,000.00.

The Hutsonville Community Unit School District and the Village of Hutsonville have abated taxes for ten years. The Crawford County Board, the Hutsonville Township Board, the Hutsonville Township Park District, and the Hutsonville Township Fire Protection District have abated taxes for five years on the new construction.

I ask the Board’s support for the resolution abating taxes for five years for new construction only.

TLB/rs

Attachment

ORDINANCE NO. _____

**ORDINANCE ABATING REAL ESTATE TAXES ON NEW CONSTRUCTION
COMPLETED IN 2002 ON REAL ESTATE OWNED BY BOB'S FAIRWAY FOODS, INC.
AND LOCATED IN THE VILLAGE OF HUTSONVILLE, ILLINOIS**

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges desires to assist Bob's Fairway Foods, Inc. by abatement of real estate taxes on new construction in order that it might help insure its financial success.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, as follows:

SECTION 1:

The Illinois Eastern Community College Board of Trustees finds that it is empowered by Illinois Compiled Statutes 35 ILCS 200/18-165 upon majority vote of the Board to order the County Clerk to abate any portion of the taxes on property of an industrial or commercial firm in the State of Illinois; that Bob's Fairway Foods Inc. has requested a real estate tax abatement for a period of five years on new construction completed in 2002 lying within the Village of Hutsonville, Illinois; that a majority of the Illinois Eastern Community Colleges Board of Trustees does hereby approve a real estate tax abatement for new construction completed in 2002 owned by Bob's Fairway Foods, Inc. as hereinafter described and located within Crawford County, Illinois.

SECTION 2:

That the request of Bob's Fairway Foods Inc. for a real estate tax abatement on new construction completed in 2002 owned by said corporation located within the Village of Hutsonville, Illinois, be and the same is hereby accepted and approved; the County Clerk of Crawford County is hereby ordered to abate real estate taxes for a period of five years on real estate owned by Bob's Fairway Foods Inc. involved in new construction completed in 2002 located within the Village of Hutsonville, Illinois; said abatement shall commence on January 1,

2003, and end on December 31, 2007, for taxes incurred in taxable years 2003 for real estate taxes due and payable in 2004, and thereafter through 2008.

SECTION 3:

That the Secretary of Illinois Eastern Community Colleges shall file a certified copy of this Ordinance with the County Clerk of Crawford County, Illinois.

SECTION 4:

All Ordinances or parts of Ordinances in conflict herewith are hereby expressly repealed to the extent of such conflict.

SECTION 5:

This Ordinance shall be in full force and effect immediately upon its passage and approval as provided by law, this _____ day of August 2002.

Aye votes _____

Nay votes _____

Absent _____

ILLINOIS EASTERN COMMUNITY COLLEGES
BOARD OF TRUSTEES

BY: _____
Chairman

ATTEST:

Secretary

Agenda Item #8G

Certification of Chargeback

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: August 15, 2002
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY03 is attached. The out-of-district cost per semester hour is \$185.44. The chargeback reimbursement per semester credit hour figure is \$95.65. The cost per semester credit hour for out-of-state and international students is \$233.18. That figure was \$217.54 in FY02.

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

Thank you.

RB/cr

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529

CERTIFICATION OF CHARGEBACK REIMBURSEMENT
FOR FISCAL YEAR 2003

ALL FISCAL YEAR 2002 NONCAPITAL AUDITED OPERATING EXPENDITURES
FROM THE FOLLOWING FUNDS:

1. Education Fund:	\$ 19,511,624	
2. Operations and Maintenance Fund:	1,970,264	
3. Public Building Commission Operation and Maintenance Fund:	-	
4. Bond and Interest Fund:	1,379,919	
5. Public Building Commission Rental Fund:	-	
6. Restricted Purposes Fund:	7,469,055	
7. Audit Fund:	19,026	
8. Liability, Protection, and Settlement Fund:	236,736	
9. Auxiliary Enterprises Fund (Subsidy Only):	824,704	
10. TOTAL NONCAPITAL EXPENDITURES		\$ 31,411,328
11. Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment) paid from sources other than state and federal funds	1,965,293	
12. TOTAL COSTS INCLUDED		33,376,621
13. Total certified semester credit hours for FY 2002	143,139.0	
14. PER CAPITA COST		233.18
15. All FY 2002 state and federal operating grants for noncapital expenditures, except for ICCB grants	6,833,758	
16. FY 2002 state and federal grants per semester credit hour (line 15 divided by line 13)		47.74
17. District's average ICCB grant rate (excluding equalization grants) for FY 2003		47.79
18. District's student tuition and fee rate per semester credit hour for FY 2003		<u>42.00</u>
19. Chargeback reimbursement per semester credit hour (line 14 minus lines 16, 17 and 18)		<u>\$ 95.65</u>

Approved: _____ Date: _____
Chief Fiscal Officer

Approved: _____ Date: _____
Chief Executive Officer

Agenda Item #8H

FY2003 Capital Renewal Application

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: August 15, 2002
SUBJECT: FY2003 Capital Renewal Application

Enclosed is Illinois Eastern Community Colleges FY2003 Capital Renewal Grant application with an estimated cost of \$298,400. Additionally, there is a Capital Renewal Resolution enclosed that is required along with the application.

The projects in this application were identified by the Presidents and Superintendents at each campus. We would request that the Board of Trustees approve this FY2003 Capital Renewal Grant application and the related Resolution for Capital Renewal Grant Funds application.

RB/cr

Enclosures

CAPITAL PROJECT APPLICATION FORM
(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges Dist. #529

Contact Person Roger Browning

Project Title FY2003 Capital Renewal Projects

Project Budget \$298,400 check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date: August 15, 2002.

Application Type (check the appropriate application type and follow instructions):

Locally Funded New Construction--complete/submit Sections I, II and III.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA and the Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB.
Anticipated date of completion

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

- C. Has the site been determined professionally to be suitable for construction purposes?
Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

ATTACHMENT TO APPLICATION FOR
CAPITAL RENEWAL GRANT FUNDS

Illinois Eastern Community Colleges District No. 529

August 12, 2002

1. A narration which justifies the use of capital renewal funds for the project:

Lincoln Trail College: This is the second phase of a two-phase replacement of the theater lights dimming system. The remaining original part system in the Zwerman Arts Center is approximately 25 years old. The system is extremely unreliable and safety is a concern. The contactors and micro switches are continually breaking, and replacement parts must be custom fabricated because original parts are no longer available.

Site lighting will be installed on the west side of campus. Currently, lighting is received only from the parking lot lights, and areas are not adequately lit. This continuation of the site lighting work done previously will make for safer and more secure travel for students and staff.

Skylights on Williams Hall roof are approximately 20 years old and in need of replacement. They are cracked in places and leak when it rains.

Olney Central College: The personal computer laboratories housed in Wattleworth Hall Rooms 205, 206, 207, 208, and 209 generate more heat than can be cooled by the building's existing HVAC units. The rooms require additional cooling only (no additional heating) in order to be conducive to teaching and learning.

More than 90% of the existing ceiling tiles in the Anderson Learning Resources Center are broken, badly chipped, or discolored due to water leaks. Although repairs to the roof have been completed several years ago, the ceiling tiles have not been fixed. The existing ceiling tiles are original and have not been painted or replaced since the building was originally constructed more than 25 years ago. Due to the present state of the tiles, it is recommended that all tiles be replaced.

More than 85% of the existing ceiling tiles in the ceiling of the second floor of Wattleworth Hall are broken, badly chipped, or discolored due to water leaks. Although repairs to the roof have been completed several years ago, the ceiling tiles have not been fixed. The existing ceiling tiles are original and have not been painted or replaced since the building was originally constructed more than 25 years ago. Due to the present state of the tiles, it is recommended that all tiles be replaced.

The paint on the ceiling, walls, and supporting columns in the OCC Student Union (Cafeteria), located in Wattleworth Hall, is chipped, scratched, and discolored due to 25 years of use. The Student Union has not been painted since the building was originally constructed more than 25 years ago. Due to the present state of the appearance of the paint, it is recommended that the entire Student Union be re-painted.

Wabash Valley College: The Machine Shop Parking Lot is presently road pack and has holes in it in the parking stalls. Resurfacing this parking lot with asphalt will provide long-term benefits and value. The six small sections off service road in front of woods are also included in this project.

Service road on back campus has holes and large chunks broken from the sides of the road; resurfacing with asphalt overlay of 3" is recommended. This will greatly increase the life and service of the road.

**ATTACHMENT TO APPLICATION FOR
CAPITAL RENEWAL GRANT FUNDS CONTINUED**

Illinois Eastern Community Colleges District No. 529
August 15, 2002

2. A project scope:

Lincoln Trail College: Replace the remaining portion of the worn-out theater lights dimming system with components compatible with the phase one work.

Install site lighting on the west side of the campus.

Replace seven (7) skylights on Williams Hall Roof

Olney Central College: Install a 3-Ton cooling unit on the roof of Wattleworth Hall for each of the existing Rooms 205, 206, 207, 208, and 209.

Replace 100% of the acoustical tiles in the Anderson Learning Resources Center in Wattleworth Hall at Olney Central College.

Replace 100% of the acoustical tiles in the second floor ceiling in Wattleworth Hall at Olney Central College.

Paint the ceiling, walls, and supporting columns of the Student Union (Cafeteria) in Wattleworth Hall at Olney Central College.

Wabash Valley College: Grade parking lot to smooth out. Lay 3" asphalt over existing road pack base. Bid to include painting lines for parking stalls.

This may need to be done in two phases with the section from Oak Street South to the Applied Arts Building first, then the front of the Applied Arts Building to Risley Avenue.

Attachment #1
Project Budget

Check One:

- New Construction
- X Remodeling

**Project
Name**

Miscellaneous Improvements - LTC, OCC, & WVC

	<u>Budget Amounts</u>
Land	
Site Development	\$60,245
Construction (including Fixed Equipment)	45,000
Mechanical	44,855
Electrical	85,000
General Conditions (CDB Construction Administration Fee)	3,900
Contingency (10%)	23,500
A/E Professional Fees and Reimbursables	35,900
Total	\$298,400

**Protection, Health and Safety Project
Name**

Budget Amounts

- Project Costs
- Contingency
- A/E Professional Fees

- Total

**Attachment #2
Funding Source**

District/College Name Illinois Eastern Community Colleges
Project Name FY2003 Capital Renewal Projects

Check the source(s) of funds:

Available fund balance _____ Fund name(s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance(s): _____
(including protection, health,
and safety bonds)

Protection, Health and _____ Tax rate/fiscal year: _____
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): FY2003

ADA _____
Access for All Funding _____ Proposed Fiscal Year Source(s)

11/3/99

ARCHITECT RECOMMENDATION FORM

(To Be Submitted For Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:
- Capital Development Board in-house services (skip to 2)
 - Capital Development Board to select A/E firm (skip to 2)
 - Using an A/E firm with whom we have a satisfactory relationship. *Attach a separate letter which states the projects completed over the last five years by the A/E firm and the college's satisfaction with that work. List the A/E firm below (only one needed).*
 - College recommended A/E firm (must supply the name, address, phone number, and contact person of your top three choices).

1st Choice: Image Architects Inc.
1118 West Main Street
P.O. Box 850
Carbondale, IL 62901

2nd Choice: _____

3rd Choice:

Provide the following if the A/E firm was college recommended:

The firm recommended is not _____ (is or is not) CDB certified as a minority business enterprise/female business enterprise company.

The firm recommended was chosen using a quality-based selection process.

Yes No

If A/E firm will use a consultant, please provide the following information:

Name of consultant/firm

Type of work to be performed (mechanical, electrical, etc.)

Percentage of work estimated to be completed by a consultant

Minority or Female owned business? Yes or No

2. Please attach a copy of the local board minutes approving the project.

Please return this form along with any attachments and the board minutes to:

Edward Smith

Director for System Finances

Illinois Community College Board

401 East Capitol Avenue

Springfield, Illinois 62701-1711

Agenda Item #8I

FY2003 Capital Renewal Board Resolution

Resolution for Capital Renewal Grant Funds Application

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, that authorization is hereby given to file with the Illinois Community College Board, this district’s FY2003 Capital Renewal Grant Application and attachments thereto, including justification narration and project scope, with an estimated cost of \$298,400, as follows:

- 1. The capital renewal allocated amount is \$298,400.
- 2. The estimated project budget is hereby approved in the following amounts:

LTC: Theater lighting, replacement of skylights, installation of site lighting	
\$108,697	
OCC: Install cooling units in Wattleworth Hall, paint student union,	66,158
replace ceiling tiles in Learning Resource Center and	
in second floor	
WVC: Resurface Machine Shop Parking Lot & Service Road	60,245
Subtotal	<u>\$235,100</u>
Contingency	23,500
Construction Administration Fee	3,900
A/E Compensation	26,900
On-Site Observation & Reimbursables	<u>9,000</u>
Total Estimated Project Cost	\$298,400

Resolution adopted by roll call vote this 20th day of August 2002.

Approved: Chairman: _____

Secretary: _____

Agenda Item #9

Bid Committee Report

Agenda Item #10

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT July 31, 2002

FUND	BALANCE
Educational	\$209,996.96
Operations & Maintenance	\$197,367.70
Operations & Maintenance (Restricted)	\$954,721.61
Bond & Interest	\$37,651.49
Auxiliary	\$1,579,440.00
Restricted Purposes	(\$75,867.28)
Working Cash	\$23,484.36
Trust & Agency	\$311,556.16
Audit	\$20,163.03
Liability, Protection & Settlement	\$245,194.99
TOTAL ALL FUNDS	\$3,503,709.02

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

July 2002

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
06/28/02	08/28/02	2.75	Old National Bank in Mt. Carmel	2,000,000	2,004,583	4,583
Operations & Maintenance						
Operations & Maintenance Fund (Rest)						
Bond & Interest						
Auxiliary Fund						
Restricted Purposes						
Working Cash Fund						
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
Trust & Agency Fund						
Liability & Protection Fund						
03/28/02	09/28/02	3.00	Old National Bank in Mt. Carmel	300,000	304,500	4,500

Total

4,490,000

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	510,270	906,328
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	5,025,000	7,650,000
RECEIVABLES	8,546,824	6,320,491
ACCRUED REVENUE		41,800
INTERFUND RECEIVABLES	75,890	91,446
TOTAL ASSETS AND OTHER DEBITS:	14,160,984	15,013,065
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,016	14,797
ACCOUNTS PAYABLE	326,153	264,468
ACCRUED EXPENSE	29,019	29,252
INTERFUND PAYABLES		93
DEFERRED REVENUE	6,093,168	5,773,150
OTHER LIABILITIES	435,627	464,045
TOTAL LIABILITIES:	6,886,983	6,545,805
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	6,523,789	5,710,799
RESERVE FOR ENCUMBRANCES	750,212	2,756,461
TOTAL EQUITY AND OTHER CREDITS:	7,274,001	8,467,260
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	14,160,984	15,013,065

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	172,205	250,060
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	440,000	600,000
RECEIVABLES	273,597	57,599
ACCRUED REVENUE		4,539
INTERFUND RECEIVABLES		
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	1,321,761	1,348,157
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	27,121	12,820
ACCRUED EXPENSE	23,313	22,059
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	50,435	34,879
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND BALANCE	-41,952	405,876
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,271,326	1,313,278
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,321,761	1,348,157

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH		65,949	65,949	30,125
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	135,000	2,325,000	2,427,500
RECEIVABLES		102,912	102,912	2,637
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,190,000	303,861	2,493,861	2,460,262
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		4,143	4,143	1,097
ACCRUED EXPENSE		--		210
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		144,093	144,093	141,257
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTED CHANGE TO FUND BALANCE		--		
Fund Balances:				
FUND BALANCE	2,190,000	155,676	2,345,676	2,313,089
RESERVE FOR ENCUMBRANCES		4,092	4,092	5,915
TOTAL EQUITY AND OTHER CREDITS:	2,190,000	159,769	2,349,769	2,319,005
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,190,000	303,861	2,493,861	2,460,262
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2002
 (With comparative totals for 30-JUN-2001)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	748,423	1,186,513
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,790,000	10,677,500
RECEIVABLES	8,923,333	6,380,726
ACCRUED REVENUE		46,339
INTERFUND RECEIVABLES	75,890	91,446
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	17,976,606	18,821,484
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	3,016	14,797
ACCOUNTS PAYABLE	357,417	278,384
ACCRUED EXPENSE	52,332	51,522
INTERFUND PAYABLES	139,950	140,043
DEFERRED REVENUE	6,093,168	5,773,150
OTHER LIABILITIES	435,627	464,045
TOTAL LIABILITIES:	7,081,510	6,721,941
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND	-41,952	405,876
BALANCE		
Fund Balances:		
FUND BALANCE	8,869,465	8,023,889
RESERVE FOR ENCUMBRANCES	754,304	2,762,376
TOTAL EQUITY AND OTHER CREDITS:	10,895,096	12,099,543
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	17,976,606	18,821,484

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

EDUCATIONAL FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,686,410.00	1,774,002.12	87,592.12	5.194
STATE GOVT SOURCES	11,286,524.00	11,107,600.81	-178,923.19	-1.585
STUDENT TUITION & FEES	6,652,043.00	7,192,069.57	540,026.57	8.118
SALES & SERVICE FEES	60,000.00	23,253.86	-36,746.14	-61.244
FACILITIES REVENUE	.00	.00	.00	.000
INVESTMENT REVENUE	150,000.00	157,462.09	7,462.09	4.975
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	.00	.00	.000
OTHER REVENUES	100,000.00	135,135.85	35,135.85	35.136
PROV FOR CONTINGENCY	200,000.00	.00	-200,000.00	-100.000
DUMMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,134,977.00	20,389,524.30	254,547.30	1.264
EXPENDITURES:				
INSTRUCTION	9,651,133.89	9,112,574.01	-538,559.88	-5.580
ACADEMIC SUPPORT	527,766.05	480,886.72	-46,879.33	-8.883
STUDENT SERVICES	1,220,076.97	1,158,957.96	-61,119.01	-5.009
PUBLIC SERV/CONT ED	73,733.00	70,383.03	-3,349.97	-4.543
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	140,994.00	135,763.06	-5,230.94	-3.710
INSTITUTIONAL SUPPORT	4,949,234.09	4,394,854.30	-554,379.79	-11.201
SCH/STUDENT GRNT/WAIVERS	3,465,000.00	3,477,124.00	12,124.00	.350
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,027,938.00	18,830,543.08	-1,197,394.92	-5.979
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	704,704.00	720,328.78	15,624.78	2.217
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	704,704.00	720,328.78	15,624.78	2.217
NET INCREASE/DECREASE IN NET ASSETS				
	-597,665.00	838,652.44	1,436,317.44	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	722,745.00	760,286.65	37,541.65	5.194
STATE GOVT SOURCES	1,538,080.00	1,522,684.64	-15,395.36	-1.001
FACILITIES REVENUE	55,000.00	32,305.28	-22,694.72	-41.263
INVESTMENT REVENUE	10,000.00	13,092.54	3,092.54	30.925
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	100,000.00	100,000.00	#####
OTHER REVENUES	30,000.00	4,548.69	-25,451.31	-84.838
	-----	-----	-----	-----
TOTAL REVENUES:	2,355,825.00	2,432,917.80	77,092.80	3.272
EXPENDITURES:				
ACADEMIC SUPPORT	.00	28.48	28.48	#####
STUDENT SERVICES	.00	208.14	208.14	#####
OPER & MAINT PLANT	2,462,864.00	2,034,504.70	-428,359.30	-17.393
INSTITUTIONAL SUPPORT	.00	200,000.00	200,000.00	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,462,864.00	2,234,741.32	-228,122.68	-9.262
NET INCREASE/DECREASE IN NET ASSETS	-107,039.00	198,176.48	305,215.48	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	85,771.00	85,712.87	-58.13	-.068
INVESTMENT REVENUE	94,050.00	148,221.50	54,171.50	57.599
OTHER REVENUES	98,100.00	101,944.32	3,844.32	3.919
	-----	-----	-----	-----
TOTAL REVENUES:	277,921.00	335,878.69	57,957.69	20.854
EXPENDITURES:				
OPER & MAINT PLANT	85,771.00	85,770.91	-.09	-.000
INSTITUTIONAL SUPPORT	3,504,299.00	2,533,921.10	-970,377.90	-27.691
	-----	-----	-----	-----
TOTAL EXPENDITURES:	3,590,070.00	2,619,692.01	-970,377.99	-27.030
NET INCREASE/DECREASE IN NET ASSETS	-3,312,149.00	-2,283,813.32	1,028,335.68	31.047

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,466,402.00	1,421,208.15	-45,193.85	-3.082
INVESTMENT REVENUE	.00	3,985.64	3,985.64	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,466,402.00	1,425,193.79	-41,208.21	-2.810
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,412,923.00	1,365,798.50	-47,124.50	-3.335
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,412,923.00	1,365,798.50	-47,124.50	-3.335
NET INCREASE/DECREASE IN NET ASSETS	53,479.00	59,395.29	5,916.29	11.063

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	.00	95,654.84	95,654.84	#####
STUDENT TUITION & FEES	376,026.00	295,249.23	-80,776.77	-21.482
SALES & SERVICE FEES	2,545,577.00	2,376,390.44	-169,186.56	-6.646
FACILITIES REVENUE	1,715.00	930.00	-785.00	-45.773
INVESTMENT REVENUE	11,589.00	47,187.80	35,598.80	307.177
OTHER REVENUES	113,499.00	54,466.87	-59,032.13	-52.011
	-----	-----	-----	-----
TOTAL REVENUES:	3,048,406.00	2,869,879.18	-178,526.82	-5.856
AUXILIARY ENTERPRISES:				
SALARIES	1,260,136.00	1,063,259.84	-196,876.16	-15.623
EMPLOYEE BENEFITS	113,328.00	57,181.22	-56,146.78	-49.544
CONTRACTUAL SERVICES	291,646.00	250,073.53	-41,572.47	-14.254
GEN. MATERIAL & SUPPLIES	2,272,847.00	1,760,958.30	-511,888.70	-22.522
CONF/TRAVEL MEETING EXPENSE	298,088.00	243,445.98	-54,642.02	-18.331
FIXED CHARGES	65,791.00	55,813.72	-9,977.28	-15.165
UTILITIES	13,450.00	6,912.08	-6,537.92	-48.609
CAPITAL OUTLAY	285,002.00	159,929.11	-125,072.89	-43.885
INTERFUND TRANSFERS	824,704.00	-824,704.00	-1,649,408.00	#####
OTHER EXPENDITURES	143,382.00	138,961.22	-4,420.78	-3.083
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,568,374.00	2,911,831.00	-2,656,543.00	-47.708
NET INCREASE/DECREASE IN NET ASSETS	-2,519,968.00	-41,951.82	2,478,016.18	98.335

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	120,000.00	104,282.22	-15,717.78	-13.098
TOTAL REVENUES:	----- 120,000.00	----- 104,282.22	----- -15,717.78	----- -13.098
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	104,282.22	224,282.22	#####
TOTAL TRANSFERS AMONG FUNDS:	----- -120,000.00	----- 104,282.22	----- 224,282.22	----- #####
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	.00	-240,000.00	-100.000

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	35,000.00	33,932.66	-1,067.34	-3.050
INVESTMENT REVENUE	.00	369.72	369.72	#####
	-----	-----	-----	-----
TOTAL REVENUES:	35,000.00	34,302.38	-697.62	-1.993
EXPENDITURES:				
INSTITUTIONAL SUPPORT	43,340.00	19,026.04	-24,313.96	-56.101
	-----	-----	-----	-----
TOTAL EXPENDITURES:	43,340.00	19,026.04	-24,313.96	-56.101
NET INCREASE/DECREASE IN NET ASSETS	-8,340.00	15,276.34	23,616.34	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-JUN-2002
Percentage of time remaining through the Budget: .000

LIAB, PROTECT, SETTLEMENT

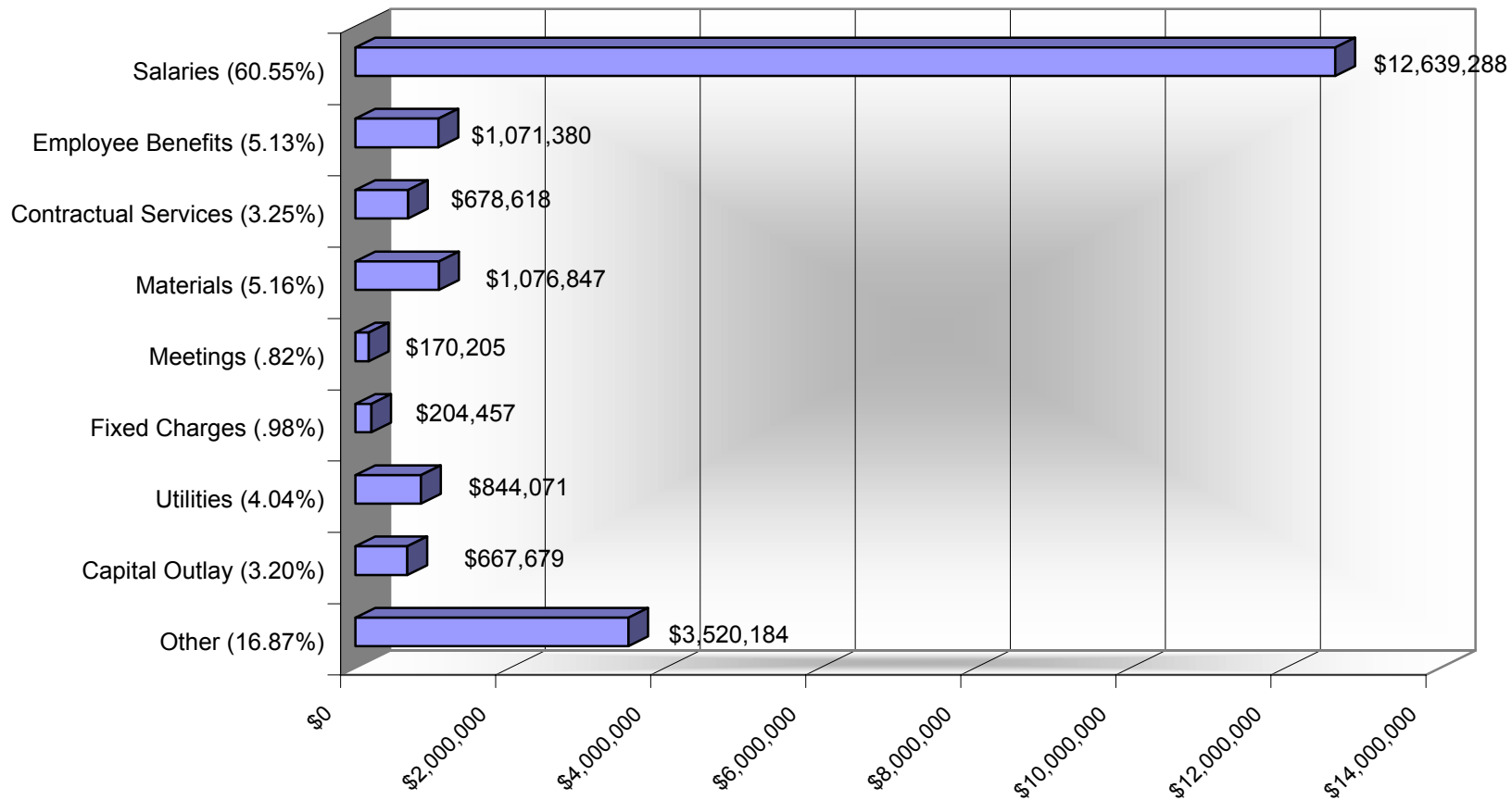
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	320,000.00	308,847.74	-11,152.26	-3.485
INVESTMENT REVENUE	.00	21,619.17	21,619.17	#####
OTHER REVENUES	.00	3,015.88	3,015.88	#####
	-----	-----	-----	-----
TOTAL REVENUES:	320,000.00	333,482.79	13,482.79	4.213
EXPENDITURES:				
INSTITUTIONAL SUPPORT	940,872.00	236,736.05	-704,135.95	-74.839
	-----	-----	-----	-----
TOTAL EXPENDITURES:	940,872.00	236,736.05	-704,135.95	-74.839
NET INCREASE/DECREASE IN NET ASSETS	-620,872.00	96,746.74	717,618.74	#####

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY00-02

College	Category	FISCAL YEAR 2000			FISCAL YEAR 2001			FISCAL YEAR 2002				Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru FY00	% of Bdgt	Annual Budget	Spent Thru FY01	% of Bdgt	Annual Budget	Spent Thru FY02	% of Bdgt	% of Year		
Frontier	Bills		\$1,174,967			\$1,315,039		\$1,474,623					
	Payroll		1,632,109			1,623,481		1,747,580					
	Totals	\$2,620,195	2,807,076	107%	\$3,172,980	2,938,520	93%	\$3,284,528	3,222,203	98%	100%		
Lincoln Trail	Bills		1,074,795			1,208,490		1,091,478					
	Payroll		2,091,869			2,233,574		2,302,093					
	Totals	3,250,689	3,166,664	97%	3,499,900	3,442,064	98%	3,637,973	3,393,571	93%	100%		
Olney Central	Bills		1,446,367			1,629,713		1,508,040					
	Payroll		2,948,954			3,121,674		3,251,453					
	Totals	4,484,872	4,395,321	98%	4,703,754	4,751,387	101%	4,927,734	4,759,493	97%	100%		
Wabash Valley	Bills		1,247,315			1,395,098		1,181,691					
	Payroll		2,378,964			2,545,048		2,634,859					
	Totals	3,694,006	3,626,279	98%	3,967,821	3,940,146	99%	4,058,086	3,816,550	94%	100%		
Workforce Educ.	Bills		1,064,046			1,112,656		1,200,996					
	Payroll		1,197,197			1,287,319		1,319,392					
	Totals	1,619,930	2,261,243	140%	2,394,245	2,399,975	100%	2,425,081	2,520,388	104%	100%		
District Office	Bills		252,539			259,067		284,944					
	Payroll		734,232			791,302		845,462					
	Totals	1,086,064	986,771	91%	1,130,151	1,050,369	93%	1,230,418	1,130,406	92%	100%		
District Wide	Bills		981,346			1,611,070		1,491,668					
	Payroll		481,471			547,888		538,450					
	Totals	2,018,560	1,462,817	72%	2,485,981	2,158,958	87%	2,926,982	2,030,118	69%	100%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		18,774,316	18,706,171	100%	21,354,832	20,681,419	97%	22,490,802	20,872,729	93%	100%		

Excludes DOC

Illinois Eastern Community Colleges FY2002 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of June 30, 2002 - \$20,872,729

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: August 16, 2002
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.4, 400.8, 400.10, and 400.11, will be mailed separately.

mk

Attachments

INDEX

- 400.1. Employment of Personnel**
- 400.2. Adoption of Resolution and Reemployment of Full-time Staff (Appendix A)**
- 400.3. Administrative Contracts**
- 400.4. FY02-03 Full-time Staff Wages**
- 400.5. FY02-03 Educational Level Changes**
- 400.6. Leave Request (external report)**
- 400.7. Request for Approval of Proposed Non-College Employment (external report)**
- 400.8. Rescinded Resignation**
- 400.9. Termination of Employment**
- 400.10. Resignations**
- 400.11. Retirement**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Tiffany Devine – Chemistry Instructor
2. Nicole Moore – Nursing Instructor
3. Charlene Snow – Math Instructor

B. Classified

1. Sherry Nelson – Academic Support Specialist – DO (WVC)
2. Gayle Zaring – Library Assistant – LTC

400.2. Adoption of Resolution and Reemployment of Full-time Staff – Appendix A

It is recommended that the attached resolution be adopted. The employment of personnel whose wages are supported by Department of Corrections, grant, or auxiliary funds is completely dependent upon continued funding from those sources. Should the account terminate or revenues cease, employment is null and void and the rights of both parties are at an end.

400.3. Administrative Contracts

400.4. FY02-03 Full-time Staff Wages

400.5. FY02-03 Educational Level Changes

A. Faculty

	<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
	Matt Fowler	B	B+16	\$1,000
*	Matt Fowler	B+16	M	\$1,000
	Carole Fusco	M+12	M+24	\$1,000
*	Larry Hoeszle	M+36	M+48	\$1,000
	Richard Poskin	M	M+12	\$1,000

* Pending transcript verification.

400.6. Leave Request (external report)

400.7. Request for Approval of Proposed Non-College Employment (external report)

400.8. Rescinded Resignation

A. Professional/Non-Faculty

- a. Brenda Helm, Director of Adult Education Recruitment and Advisement, FCC.

400.9. Termination of Employment

A. Classified

1. Jill Meeks, Resource Room Advisor, effective July 25, 2002.

400.10. Resignations

A. Professional/Non-Faculty

1. Rodney Ranes, Director, Educational Talent Search, DO, effective September 10, 2002.

B. Classified

1. Darla Morthland-Ditter, Program Advisor, Educational Talent Search, DO, effective August 9, 2002.

400.11. Retirement

A. Professional/Non-Faculty

1. James Cox, Director, Radio/TV Broadcasting, WVC, effective September 30, 2002.

ADMINISTRATIVE

APPENDIX A

FRONTIER COMMUNITY COLLEGE

<u>Name</u>	<u>Position</u>
Ted Davis	Director of LRC
Blenda Demaret	Assistant to the Dean of the College
Jerry Hefley	Dean of the College
Carroll Hilliard	Director of Financial Assistance and Community Services
LaVonna Miller	Director of Business
Stacey Vinson	Director of Public Info & Marketing

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
Vicky Bell	Director of LRC
Jamie Henry	Interim Director of Business
Debbie Kull	Director of Financial Aid
Gayle Lawn-Day	Dean of the College

CORRECTIONAL CENTERS

<u>Name</u>	<u>Position</u>
** Glen Donaldson	Associate Dean (DOC) (RCC)
** Tim Watson	Correctional Site Director (DOC) (LCC)

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Donna Henry	Assoc Dean, Nursing & Allied Health
Jennifer Mathes	Dean of Instruction
Doug Shipman	Director of Business
Fran Stencil	Director of LRC
Chris Webber	Assistant Dean for Student Services

**Employment is completely dependent upon funding from the Department of Corrections.

WABASH VALLEY COLLEGE

Name

Louise Acree
Sandra Craig
Wayne Henegar
Diana Spear
Cynthia Walls

Position

Director of Public Information & Marketing
Director of LRC
Dean of Instruction
Assistant Dean of Student Services
Director of Business

WORKFORCE EDUCATION

Name

John Howard
George Woods

Position

Associate Dean, CMT
Dean of Workforce Education

DISTRICT OFFICE

Roger Browning
Tara Buerster
Chris Cantwell
Alex Cline
* Kathleen Pampe
Pam Schwartz

Chief Finance Officer
Director of Personnel
Assoc Dean, Academic & Student Support Services
Director of Information & Communications Technology
Assoc Dean, Career Education & Econ Dev (GRANT)
Assoc Dean, Institutional Development

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

PROFESSIONAL/NON-FACULTY

APPENDIX A

FRONTIER COMMUNITY COLLEGE

	<u>Name</u>	<u>Position</u>
*	Jim Beers	Dir Human Services & Job Dev/Retention (GRANT)
	Robert Boyles	Program Director, Adult & Continuing Ed
	Suzanne Brooks	Coordinator of Registration & Records
	Galen Dunn	Supervisor of Building & Grounds
*	Brenda Helm	Dir of Adult Ed Recruitment & Advisement (GRANT)
*	Janet Herman	Coordinator of Literacy Development (GRANT)
*	Lawrence Houston	Director of Admissions & Special Populations (GRANT)
	Janice Tucker	Director of Recruitment & Advisement
	Wesley Weber	Program Director, Emergency Preparedness & Industrial Quality Management
	Jeanette Wiles	Coordinator of Student Success

LINCOLN TRAIL COLLEGE

	<u>Name</u>	<u>Position</u>
*	Rick Arp	Athletic Director/Coach (AUXILIARY)
*	Liz Grant	Manager of Bookstore (AUXILIARY)
*	Mitch Hannahs	Sports Center Mgr/Coach (AUXILIARY)
	Danelle Hevron	Coordinator, Public Information & Marketing
*	Tony Hill	Coach (AUXILIARY)
	Richard Kent	Building Superintendent
	Becky Mikeworth	Director of Admissions
	Brad Musgrave	Director of Recruitment & Advisement
	Kristina Zane	Career Advisor

CORRECTIONAL CENTERS

	<u>Name</u>	<u>Position</u>
**	Amber Ramsey	Youthful Offender Counselor (DOC) (RCC)
**	Jody Rusk	Youthful Offender Counselor (DOC) (LCC)

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

**Employment is completely dependent upon funding from the Department of Corrections.

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Judy Burroughs	Director of the Cosmetology Program
* Dennis Conley	Athletic Director/Coach (AUXILIARY)
Kristi Crawford	Coordinator, Community Programming & Student Activities
* James Glash	Coach (AUXILIARY)
* Donita Kaare	Director of LSC (GRANT)
* Jessica Mehringer	Coach (AUXILIARY)
* Andrea Pampe	Director of Transition Center (GRANT)
Deanna Ratts	Coordinator, Public Information & Marketing
J. Robert Story	Building Superintendent
Vicki Stuckey	Financial Aid Coordinator
* Ed Wright	Manager of Bookstore (AUXILIARY)

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
Elaine Brown	Coordinator, Academic Assistance Center
** James Cox	Director, Radio/TV Broadcasting
* Greg Goldman	Manager of Bookstore (AUXILIARY)
* Mark Nelson	Coach (AUXILIARY)
Steve Patberg	Coordinator, Career Advisement
* Glenda Raber	Coordinator, Radio Information Services (GRANT)
* Judy Riggs	Manager of Food Services (10 mos) (AUXILIARY)
Glen Schwartz	Building Superintendent
Melinda Silvernale	Financial Aid Coordinator
* Stephanie Smith	Coach (AUXILIARY)
Tim Zimmer	Director of Academic Advising

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

** Retirement effective September 30, 2002.

WORKFORCE EDUCATION

Name

Position

John Highhouse
Diane Lutes

Prog Dir, Telecommunications Training
Director of Admissions & Financial Aid

DISTRICT OFFICE

Name

Position

	Rita Adams	Program Director, College Support Services
*	Byron Brumfiel	Program Director, SBDC (GRANT)
	Bonnie Chaplin	Director of Business Services
*	Renaë Crank	Curriculum Development Specialist, Title III (GRANT)
	Jack Dunn	Communications Analyst
	Ada Fleearty	Coordinator, Personnel Services
	John Frazier	Asst Program Director, Hainan Project
	Marilyn Grove	Treasurer
*	LeAnn Hartleroad	Director, Upward Bound (GRANT)
*	Peggy Jausel	Director of Dislocated Worker Program (GRANT)
	Pam Madden	Prog Dir, Internat'l St/Dir Dist Student Recruitment
*	Jervaise McGlone	Prog Dir, Title III, Coord/Activity Director (GRANT)
*	David McKimmy	Director of Business & Industry Training (GRANT)
*	Katherine Overstreet	Educational Technology Specialist (GRANT)
*/**	Rodney Ranés	Director, Educ Talent Search (GRANT)
*	Kathy Swinson	Director, Welfare to Work (GRANT)
	Jill Winter	District Student Recruiter Coordinator

* Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

** Resignation effective September 10, 2002.

CLASSIFIED**APPENDIX A****FRONTIER COMMUNITY COLLEGE**

<u>Name</u>	<u>Position</u>
Barbara Bennett	Administrative Assistant
Karen Bryant	Office Assistant
Terry Chapman	Emergency Preparedness Technician
Dixie Cherry	Clerk/Receptionist
Trena Cline	Library Assistant
* Jeffery Davenport	Computer Technician (GRANT)
Debra Dawkins	Office Assistant
Tara Farleigh	Administrative Assistant to President
* Lyndal Hefley	Literacy Development Center Technician (GRANT)
Denise Hilliard	Administrative Assistant
Freda Hoffman	Administrative Assistant
Janie Lake	Administrative Assistant
* Amy Loss	Clerk (GRANT)
Andy Pottorff	Custodian
Kent Staley	Custodian
Scott Talbert	Textbook Library/Equipment Technician
* Kathy Wheeler	Clerk/Receptionist (GRANT)

LINCOLN TRAIL COLLEGE

<u>Name</u>	<u>Position</u>
* Shelly Allensworth	Special Needs/Academic Advisor (GRANT)
Sheri Bayne	Office Assistant
Donna Boyd	Administrative Assistant
Deanna Chrysler	Administrative Assistant to President
Carolyn DiBeasi	Office Assistant
Douglas Edwards	Lead Custodian
Sharon Hanson	Clerk
Kenneth Hawkins	Maintenance Worker
Julie Higginbotham	Office Assistant
* Laura Johnson	Computer Technician (GRANT)
Freda Kelley	Custodian
Sandra Lloyd	Office Assistant
Albert Miller	Custodian
Ricky Rich	Groundskeeper
Gary Upton	Custodian

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

CORRECTIONAL CENTERS

<u>Name</u>	<u>Position</u>
** Kay Conour	Office Assistant (DOC) (RCC)
** Bev Hemrich	Office Assistant (DOC) (LCC)
** Carol Watts	Records Assistant (DOC) (LCC/RCC)

OLNEY CENTRAL COLLEGE

<u>Name</u>	<u>Position</u>
Reba Bower	Office Assistant
Timothy Bower	Custodian
* Stacey Bradbury	Computer Technician (GRANT)
Karen Devall	Library Assistant
Jean Duckworth	Administrative Assistant
Jaye Fehrenbacher	Administrative Assistant
Kathy Fehrenbacher	Office Assistant
Larry Gangloff	Maintenance Worker
Carla Gardner	Administrative Assistant to President
Lawrence Harbaugh	Custodian
Tammy Harmon	Administrative Assistant
Carla Heckenbach	Administrative Assistant
Linda Horn	Office Assistant
Larry Johnson	Groundskeeper
Cheryl Knight	Administrative Assistant
Sara Kocher	Office Assistant
Olivia McVicker	Career Advisor
Damona Nease	Custodian
* Joyce Nix	Special Needs/Academic Advisor (GRANT)
Carl Sager	Lead Custodian
Vavette Sexton	Administrative Assistant
John Stoll	Custodian
* Rose Teel	Job Developer/Intake Processor (GRANT)
Christine Weber	Jobs Advisor
Kim Wilson	Office Assistant

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

**Employment is completely dependent upon funding from the Department of Corrections.

WABASH VALLEY COLLEGE

<u>Name</u>	<u>Position</u>
Karissa Anderson	Office Assistant
Darla Brooke	Computer Lab Assistant
Margaret Donahoo	Custodian
Kathryn Head	Lead Custodian
Pamela Henegar	Administrative Assistant
Betty Hocking	Office Assistant
Nellie Jackman	Custodian
Cindy Kruse	Administrative Assistant
Ron Martin	Groundskeeper
Kay Meier	Custodian
Barbara Minniear	Office Assistant
Bobby Moyes	Computer Technician (GRANT)
Jane Owen	Office Assistant
Dwight Piper	Maintenance Worker
Cathy Seaton	Administrative Assistant
Becky Sharp	Library Assistant
Julie Tennis	Custodian
Audrey Tice	Administrative Assistant to President
Judy Wilkinson	Office Assistant

WORKFORCE EDUCATION

<u>Name</u>	<u>Position</u>
Kay Brown	Program Assistant – Carterville
Shirley Buche	Program Assistant – Harrisburg
Becky Coomer	Program Assistant – Robinson
Sibyl Janello	Program Assistant – Carterville
Lynda Price	Program Assistant – Marissa
Gina Sinclair	Telecom Recruiter/Advisor - Robinson

DISTRICT OFFICE

*	Marla Bayler	College Academic Advisor, Ed Talent Search (GRANT)
*	Carrie Benefield	Office Assistant, St Adv Network Title IV (GRANT)
	Charles Bennett	Systems Technician
*	Jan Columbia	Office Assistant (GRANT)
	Cynde Frost	Payroll Clerk
*	Brett Gardner	Upward Bound Student Advisor (GRANT)
*	Jeff Gumbel	Webmaster (GRANT)
	Terri Harris	International Student Liaison
	Chris Heindselman	Research Assistant
	Eva Hubble	Administrative Assistant
	Amy Johnson	Office Assistant
	Melanie Kent	Administrative Assistant
*	Sarah Kincaid	Office Assistant (GRANT)
*	Robert Long	Academic Support Specialist Title IV (GRANT) (FCC)
	Barbara McGuire	Computer Lab Assistant
	Maria Michels	Accounts Payable Clerk
	Lona Peavler	Business Office Clerk
	Chris Raley	Administrative Assistant
*	Carol Redman	Program Advisor, Ed Talent Search (GRANT)
*	Kristi Renshaw	Academic Support Specialist Title IV (GRANT)(OCC)
*	Laurie Rist	Office Assistant (GRANT)
	Jan Robards	Bookkeeper
*	Julie Robinson	Upward Bound Student Advisor (GRANT)
*	Michael Robinson	Network/Web Technician (GRANT)
*	Wilma Seiler	Case Worker (GRANT)
	Jackie Shamhart	Office Assistant
	Rebecca Shultz	Computer Operator
*	Kathy Slichenmyer	Office Assistant (GRANT)
	Rhoda Slichenmyer	International Student Liaison
	Renee Smith	Executive Assistant to CEO
	Paul Tait	Networking Technician
	Barbara Thomas	Administrative Assistant
*	Ruth Trowbridge	Case Worker (GRANT)
*	Cora Weger	Academic Support Specialist Title IV (GRANT) (LTC)
*	Lisa Weiler	Case Worker (GRANT)
	Lucinda Wingert	Database Specialist
	Debbie Wolfe	International Student Liaison

*Employment is completely dependent upon continued funding from a grant or profitable operation of the auxiliary fund object account.

FACULTY

APPENDIX A

CORRECTIONAL CENTERS

<u>Name</u>	<u>Position</u>
** Amy Bowler	Food Service Technology Instructor (DOC) (RCC)
** Larry Conour	Computer Technology Instructor (DOC) (RCC)
** Alice Holtzhouser	Business Management Instructor (DOC) (RCC)
** Karen Mason	Food Service Technology Instructor (DOC) (LCC)
** Ida McVaigh	Business Management Instructor (DOC) (LCC)
** Harvey Ricker	Commercial Custodial Service Instructor (DOC) (RCC)
** Mary Roark	Computer Technology Instructor (DOC) (LCC)
** Paul Stouse	Horticulture Instructor (DOC) (RCC)

**Employment is completely dependent upon funding from the Department of Corrections.

Agenda Item #15

Agenda Item #15

Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

Phase III

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

Phase IV

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

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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07/31/2002

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase V and ADA

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natorium Mechanical Replacement LTC	\$272,300										
Acoustics & Pool Lighting Replacement LTC	\$102,900										
Structural System & Metal Components Repair LTC	\$171,400										
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200										
PHASE V PROJECT TOTAL	\$955,600										
ADA PROJECTS FCC, LTC, OCC & WVC	\$158,510										
Gym Floor OCC	\$356,500										
GRAND TOTAL	\$1,470,610		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

07/31/2002

**TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase VI**

	Estimated Budget										
Replace Energy Management Systems LTC, OCC, WVC	\$381,200										
Replace/Supplement HVAC Systems LTC, OCC, WVC	\$1,636,600										
Site Paving and Lighting FCC	\$35,800										
Exterior Rehabilitation FCC	\$160,400										
Replace Floor Drain Pipe LTC Crisp	\$26,600										
Replace Bleachers OCC	\$147,600										
GRAND TOTAL	\$2,388,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

07/31/2002