

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES  
MONTHLY MEETING**

**August 16, 2005**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**August 16, 2005**

**7:00 p.m.**

**Wabash Valley College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes.....CEO Bruce
3. Recognition of Visitors and Guests .....Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval).....Bruce
  - A. Appropriate Use of Information Technology Resources 200.2
  - B. Revolving Fund and Utility Fund 300.15
7. Policy Second Reading .....Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. EIU Dual Admission Pilot Revised..... Cantwell
  - B. Phase VIII PHS Project Applications and Resolutions ..... Bruce
  - C. Additional Auditing Services ..... Bruce
  - D. Extension of Flora-Clay County Enterprise Zone ..... Bruce
  - E. Phlebotomy Program Fees..... Bruce
  - F. Federal Surplus Property Resolution..... Bruce
  - G. International Transportation Fee ..... Bruce
  - H. Tentative FY2006 Budget .....Browning
  - I. Chargeback Certification .....Browning
9. Bid Committee Report .....Browning
  - A. OCC Electronic Sign

10. District Finance
  - A. Financial Report .....Browning
  - B. Approval of Financial Obligations .....Browning
11. Chief Executive Officer's Report ..... Bruce
12. Executive Session ..... Bruce
13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes..... Bruce
14. Approval of Personnel Report ..... Bruce
15. Collective Bargaining ..... Bruce
16. Litigation ..... Bruce
17. Acquisition and Disposition of Property..... Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, July 19, 2005.

**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. and directed the Board Secretary, Mr. 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:

Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Trustees absent: Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Miss Laura Tiusaba Guzman (student trustee). There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Dr. Harry Benson, President of Wabash Valley College.  
Mr. Jack Davis, President of Olney Central College.  
Dr. Michael Dreith, President of Frontier Community College.  
Dr. Carl Heilman, President of Lincoln Trail College.  
Mr. Roger Browning, Chief Finance Officer.  
Mrs. Tara Buerster, Director of Human Resources.  
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Mr. Alex Cline, Director of Information & Communications Technology.  
Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

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

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, Tuesday, June 21, 2005, were presented for disposition.

**Board Action:** Miss Wolfe made a motion to approve minutes of the foregoing meeting as prepared. 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 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:** Written reports from each of the four colleges were noted.

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

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

**#6-A. Student Personnel Policy – Tuition Waiver (500.14):** The following revisions of Board Policy Student Personnel – Tuition Waiver (500.14) were presented. These revisions will align the policy to recent changes approved by the Cabinet to the Procedures Manual.

- A. Clarification of tuition waivers for Senior Citizens.
- B. Conditions for dependent children of full-time employees to qualify for tuition waiver.
- C. Maximum of 3 credit hours for part-time non-faculty employees working 10 or more hours per week.
- D. Maximum of 3 credit hours per semester for part-time faculty who teach at least 3 load hours per semester.
- E. Clarification of before or after 6 p.m. waivers.

**Recommendation:** An amended copy of the foregoing revised policy was presented and without objection the Chair directed that the amended copy be accepted and made a part of the records of this meeting. The CEO recommended that second reading be waived and the foregoing revised policy be adopted.

**Board Action:** Mr. Williams made a motion to waive second reading and adopt the revised Student Personnel Tuition Waiver Policy (500.14) as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Dr. Fischer, Miss Tiusaba. The motion having received 5 yeas 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.

**Change Order of Agenda:** Without objection, the Chair directed that the order of the agenda be changed for consideration of action items list under Agenda #8.)

**#8-D. IECC 2005-2007 Catalogs:** Ms. Schwartz reviewed the new District Catalog. Every two years the Board of Trustees is requested to approve the District catalog. It is the contract with students who attend IECC’s four colleges. It also contains course offerings and program descriptions. The complete catalog was mailed to the Board of Trustees. Following are the changes made since the last previous Board approval of a catalog. Numerous other changes that will appear in the catalog have been approved individually and separately by the Board. This would include such matters as changes in policy, the calendar, fees, and tuition.

**Deleted Programs from 2003-2005 Catalog**

Air Conditioning and Refrigeration Degree (LTC)  
Sheet Metal Certificate (LTC)

**Added Programs to 2005-2007 Catalog**

Computer Security Certificate (LTC)  
Crime Scene Technician Degree (OCC)  
Electrical Distribution Systems Certificate (FCC)  
Industrial Maintenance HVAC I Certificate (OCC)  
Medical Assistant Certificate (LTC)  
Network Support Specialist Degree (OCC)  
Pharmacy Technician Certificate (LTC)  
Turf and Landscape Design Certificate (WVC)

**Revised Programs**

Administrative Assistant Certificate/Degree (FLOW) and Information Processing Certificate/Degree (FLOW) combined into Administrative Information Tech Certificate/Degree (FLOW)

**To Be Withdrawn**

Architectural Drafting Degree/Certificate (LTC)  
Computer Aided Drafting Certificate (LTC)  
Industrial Engineering Drafting Degree/Certificate (LTC)  
Microcomputer Business Systems Degree (LTC)  
Quality Improvement Specialist Degree/Certificate (LTC)  
Quality Management Certificate (LTC)

**Recommendation:** The CEO recommended approval of the 2005-2007 Catalog as outlined.

**Board Action:** Mr. Williams made a motion to approve the 2005-2007 IECC District Catalog as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Dr. Fischer, Miss Tiusaba. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**(Note: Trustee George Andrew Fischer entered the meeting at the hour of 7:10 p.m.)**

**#8-E. Phlebotomy Handbook:** IECC has recently begun a Phlebotomy Program at Olney Central College. To meet program requirements, a student handbook must be developed. This handbook has been developed by President Jack Davis and Dean Donna Henry following the existing Nursing Student Handbook. (The complete Phlebotomy Handbook was included in the Board mailing for this meeting.) The CEO recommended approval.

**Board Action:** Dr. Rost made a motion to adopt the Phlebotomy Handbook as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Accountability and Program Review Report:** Ms. Pampe reviewed the 2004-2005 Accountability and Program Review Report. The Illinois Community College Board requires IECC's Board and administration to review career and technical degree and certificate programs to see if they are current and appropriate for the student and the employer of today. In addition, the review explores the accountability of transfer programs as well as academic and support services of the District and colleges. This report contains those programs that will be altered or eliminated. The CEO recommended approval of the Accountability and Program Review Report, which will be filed with the Illinois Community College Board on August 1, 2005.

**Board Action:** Mr. Williams made a motion to approve the 2004-2005 Accountability and Program Review Report as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Performance Report:** Ms. Pampe reviewed the Performance Report for fiscal year 2005. The Performance Report is a document compiled and completed by all higher education institutions to determine progress, activities and support for the Illinois Board of Higher Education's "Illinois Commitment," and the six goals within the commitment, which are economic development, teaching and learning, affordability, access and diversity, higher expectations and quality, productivity and accountability. The district and its four colleges have responded to each of the six goals for the Performance Report, describing current activities, along with planned and future activities that will continue and expand IECC's efforts. The district has met and will continue to meet the six goals that are outlined in the Illinois Commitment. IECC

remains the only higher education resource for many district residents. Workforce development and preparation continue to be emphasized and supported through staffing, centers, and funding. The district enjoys strong collaboration and partnership with the district's 17 school districts, plus joint agreements, articulation agreements, capstone programs, and dual enrollment with Illinois and Indiana universities. New initiatives of the district include a focus on diversity through the development of a new general education course and the development and implementation of a student learning outcomes assessment plan. Program development and review will continue to be a priority, in order to meet the educational needs of individual citizens, plus skill requirements for business and industry to remain competitive. The Performance Report will be submitted to the Illinois Community College Board and the Illinois Board of Higher Education. The CEO recommended approval.

**Board Action:** Dr. Fischer made a motion to approve the Performance Report for FY05 as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-A. Proposed PHS Bond Issue:** Preparations are being made for a \$3.5 million issue of Protection, Health, Safety (PHS) Bonds. Projects for this new issue have been identified and the required Capital Project Application Forms are being prepared for submittal to the ICCB. The CEO and CFO have been working with bond counsel and the underwriters to coordinate the issuance of the series 2005 PHS Bonds with the expiring outstanding PHS Bonds. The Board of Trustees will be asked to take action on the 2005 issuance in October of this year. With the collection of property tax proceeds, pursuant to the IECC levy and extension for bond and interest, the Board will pay for the proposed 2005 PHS Bond issuance over a three to five year period. The CEO recommended that the Board accept this proposal as outlined, and allow the CEO and CFO to proceed with preparation for a 2005 PHS bond issue.

**Board Action:** Mr. Williams made a motion to authorize the administration to proceed with preparations for a 2005 PHS bond issue as outlined and recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Required Bond Issuance Hearing:** Before the Board of Trustees can issue Protection Health Safety (PHS) bonds, a Bond Issuance Hearing must be held at least seven days prior to Board action authorizing the issuance of the bonds. The CEO recommended that a special meeting be held on Monday, October 3, 2005, in the Board's meeting room at 233 East Chestnut Street, Olney, Illinois. The hearing will be from 8:00 to 8:30 a.m. with the Board of Trustees meeting at 8:30 a.m. to transact any required business. The PHS bonds can then be authorized at the regular meeting, Tuesday, October 18, 2005.

**Board Action:** Mr. Koertge made a motion hold a special meeting Monday, October 3, 2005 for a Bond Issuance Hearing as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:



Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Approval of Bond Counsel and Underwriter:** The CEO recommended that the Board retain Kurt Froehlich of Evans, Froehlich, Beth & Chamley of Champaign, Illinois, to handle the issuance, and Bill Morris of Kirkpatrick Pettis, Chicago, Illinois to originate, underwrite and distribute the 2005 PHS Bonds.

**Board Action:** Mr. Williams made a motion retain Bond Counsel and Underwriter as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#9-A. IECC – Projectors:** Mr. Browning presented the following recommendation of the Bid Committee to accept the bid of Dukane Corporation, St. Charles, IL, for purchase of eight (8) model 8910 projectors @ \$1,941.00 and six (6) model 8755 projectors @ \$1,153.00, for a total of \$22,446.00. Department: Title III and the Technology Plan.

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

**Board Action:** Mr. Koertge made a motion to accept the foregoing recommendation of the Bid Committee for purchase of projectors as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. IECC – Computers:** Mr. Browning presented the recommendation of the Bid Committee for purchase of computers as follows:

Grace Computers, Salt Lake City, UT – One (1) Desktop Pentium 4, 3.0 GHz @ \$648.96: Total \$648.96.

Grace Computers, Salt Lake City, UT – Nine (9) Desktop Pentium 4, 3.4 GHz @ \$830.06: Total \$7,470.54.

Dell, Round Rock, TX – Nine (9) 17” Flat Monitor @ \$215.00: Total \$1,935.00.

Grace Computers, Salt Lake City, UT – Two (2) 19” Flat Monitor @ \$263.96: Total \$527.92.

Gateway, N. Sioux, SD – Fourteen (14) Notebook Computers @ \$1,450.00: Total \$20,300.00.

**Grand Total: \$30,882.42.**

Source of Funds: Various District-Wide. Departments: Various District-Wide.

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

**Board Action:** Mr. Williams made a motion to accept the foregoing recommendation of the Bid Committee for purchase of computers as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. IECC – 2005-2007 Catalog:** Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Wayne County Press, Fairfield, IL, for a total of \$14,550.00, for printing of Illinois Eastern Community Colleges 2005-2007 District Catalog. Source of Funds: College Educational Fund.

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

**Board Action:** Dr. Fischer made a motion to accept the foregoing recommendation of the Bid Committee for printing of the 2005-2007 Catalog as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. IECC – Janitorial Equipment & Supplies:** Mr. Browning presented the recommendation of the Bid Committee to accept bids from the following vendors for janitorial equipment and supplies:

All-Type Vacuum & Janitorial, St. Louis, MO, \$3,760.02; American Sanitary Supply, Evansville, IN, \$332.04; Black & Company, Effingham, IL, \$5,699.39; Earth Lab/KRS, Evansville, IN, \$49.26; Fox Valley Chemical, Ringwood, IL, \$12.80; HP Products, Indianapolis, IN, \$13,511.77; Industrial Soap, St. Louis, MO, \$7,463.15; Moore Research, St. Louis, MO, \$827.04; Prestige Office Products, Hickory Hills, IL, \$108.16; Pro-Tex-All, Evansville, IN, \$4,058.35; Royal Wholesale, Mt. Vernon, IL, \$184.31.

Grand Total: \$36,006.29.

Source of Funds: Operations & Maintenance Fund. Department: Maintenance.

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

**Board Action:** Mr. Williams made a motion to approve the recommendation of the Bid Committee for purchase of janitorial equipment and supplies as outlined. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$1,415,906.41, as of June 30, 2005.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for July 2005, totaling \$1,057,270.02, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of district financial obligations for July 2005, in the amounts listed, and payments from the revolving fund for June 2005. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – None.

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

**#12-A. Executive Session:** Mr. Koertge made a motion to hold an executive session to consider the matters outlined by the CEO. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:05 p.m.

**#12-B. Executive Session Ended:** Dr. Fischer made a motion to reconvene in open session. 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 and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:30 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

**AGENDA #13 – “Approval of Executive Session Minutes”** – The following actions were taken relative to executive session minutes.

**#13-A. Written Executive Session Minutes:** The CEO recommended that written minutes of an executive session held during the regular meeting Tuesday, June 21, 2005 be approved and remain closed at this time.

**Board Action:** Miss Wolfe made a motion to approve, as prepared, minutes of an executive session held June 21, 2005, but that executive session minutes of that date will 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.

**#13-B. Approval of Audio Recording of Executive Session:** The CEO recommended that the audio recording of an executive session of Tuesday, June 21, 2005 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

**Board Action:** Miss Wolfe made a motion to approve the audio recording of an executive sessions of June 21, 2005 as recommended. 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 amended Personnel Report and recommended approval.

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

- A. Professional/Non-Faculty
  - 1. Mike Burris, Men’s Basketball Coach, OCC, effective July 21, 2005.
- B. Classified
  - 1. Tina Pierce, International Student Liaison, DO, effective July 21, 2005.

#### **400.2. Change in Status**

- A. Classified
  - 1. Karen Bryant, Office Assistant, FCC, to Administrative Assistant, FCC, effective September 1, 2005.
  - 2. Galen Dunn, Supervisor of Building and Grounds, FCC, to Maintenance/Groundskeeper, FCC, effective September 1, 2005.

#### **400.3. Temporary Employment**

- A. Temporary Faculty

1. Anne Hustad, Nursing Instructor for the term of August 11, 2005 thru September 30, 2005.

#### **400.4. Approval to Hire Faculty Prior to Start of Fall Semester**

The CEO was authorized to hire faculty as needed prior to the start of the Fall Semester.

#### **400.5. Special Assignments**

##### **A. Frontier Community College**

###### Extra-Curricular

1. Galen Dunn, O&M Team Leader, \$5,000 (2005-2006).

##### **B. Lincoln Trail College**

###### Extra-Curricular

1. Dan Leggett, O&M Team Leader, \$5,000 (2005-2006).

##### **C. Olney Central College**

###### Extra-Curricular

1. Larry Gangloff, O&M Team Leader, \$5,000 (2005-2006).

##### **D. Wabash Valley College**

###### Extra-Curricular

1. Ron Martin, O&M Team Leader, \$5,000 (2005-2006).

#### **400.6. Honorable Dismissals**

##### **A. Administrative**

1. Stacey Vinson.

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

1. Robert Glen Schwartz.

2. Bob Story.

#### **400.7. Resignations**

##### **A. Faculty**

1. Nancy Simmons, Medical Assistant Instructor, effective August 11, 2005.

##### **B. Classified**

1. Jan Adams, Custodian, WVC, effective June 27, 2005.

#### **400.8. Retirements**

- A. Faculty
  - 1. Carolyn VonAlmen, Nursing Instructor (Effective date listed in addendum).
- B. Professional/Non-Faculty
  - 1. Marilyn Grove, Treasurer, DO, effective November 30, 2005.

#### **400.9. Leave Request**

- A. Faculty
  - 1. Alice Holtzhouser, LTC/RCC, Family Medical Leave, effective at 10 a.m. on July 5, 2005 with up to 12 weeks of leave. The requested leave is unpaid with allowance for substitution of paid leave time.

#### **Personnel Report Addendum**

#### **400.10. Change in Status**

- A. Faculty
  - 1. David Johnston, Computer Technology Instructor, LTC/LCC, to Microsoft Support Specialist Instructor, effective August 11, 2005.

#### **400.11. Rescind Termination & Approve Resignation**

- A. Professional/Non-Faculty
  - 1. James Glash, Men's Basketball Coach, OCC, resignation effective August 15, 2005.

#### **400.12. Amended Retirement**

- A. Faculty
  - 1. Carolyn VonAlmen, Nursing Instructor. Original effective date was September 1, 2005. New effective date is June 1, 2005.

**#14-A. Board Action to Amend Personnel Report:** Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.10, 400.11, and 400.12, as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

**#14-B. Board Action to Approve Personnel Report:** Mr. Koertge made a motion to approve the foregoing amended Personnel Report as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Trustees voting nay: None. Trustees absent: Mrs. Culver, Miss Tiusaba. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – “Litigation”** – None.

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

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

**AGENDA #19 – “Adjournment”** – Mr. Williams made a motion to adjourn. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:35 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Agenda Item #1**

**Call to Order & Roll Call**



**Agenda Item #2**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**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. Appropriate Use of Information Technology Resources 200.2**
- B. Revolving Fund and Utility Fund 300.15**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: Appropriate Use of Information Technology Resources 200.2

In June of 1996, the Board of Trustees adopted policy concerning the responsible use of information technology. There have been some minor revisions to this policy, but it has remained basically unchanged since that date.

Alex Cline, Director of Information Technology, has been working with our attorneys to draft a more current Appropriate Use of Information Technology Resources policy. The proposed new policy clarifies our existing policy and clarifies the use of district liability for credit card use, use of trademark, copyright, or intellectual property, redefines inappropriate and illegal use of district equipment, restricts lab use by age, limits the saving of work, prohibits the installation of non-approved software, restricts the use of network bandwidth, disallows connection to the internal district network, advises users that the district does not enforce any security or encryption devices and is not responsible for damage to computers or software during Internet use, expands the disapproval of commercial use of the district's network, and changes the user agreement to clarify that users have no expectation of privacy or confidentiality while using the system.

I ask the Board's approval of this policy revision.

TLB/rs

Attachment

**Responsible Use of Information Technology**  
**Appropriate Use of Information Technology Resources (200.2)**

Effective date: June 11, 1996

*Revised: August 17, 2005*

In pursuit of its mission to provide educational opportunities and public services to the colleges of southeastern Illinois, the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology and resources" (*as defined in IECC Policies and Procedures 200.2*) for students, faculty members and staff members and other authorized users within institutional priorities and financial capabilities.

Access to the District's information technology and resources is a privilege granted to District students, faculty members and staff members and other authorized users. Access to District information technology and resources may be granted by the data owners of that information based on *their data owner's* judgment of the following factors: relevant laws and contractual obligations, the requestor's need to know *have access to the information technology and resources*, the information's *technology and resources'* sensitivity and the risk of damage to or loss by the District *which could result from its disclosure*.

The District reserves the right to extend, limit, restrict or deny ~~computing~~ privileges and access to its information *technology and* resources. Data owners--whether departments, units, students, faculty members or staff members--may allow individuals other than District students, faculty members and staff members access to information which they own or for which they are responsible, so long as such access does not violate any license or contractual agreement, District policy or any federal, state, county or local law or ordinance.

IECC information technology and resources are to be used for the District-related activities for which they are intended and authorized. District information technology and resources are **not** to be used for commercial purposes or non-college related activities without written authorization from the District. In these cases, the *District College* will require payment of appropriate fees. This policy applies equally to all District-owned or District-leased computers and peripherals.

~~Information technology provides important means of communication, both public and private. Authorized users and system administrators will respect the privacy of person to person communications in all forms, including voice (telephone), text (electronic mail and file transfer), and image (graphics and television). For faculty members, the principle of academic freedom will apply to public communications in all these forms. In accordance with guidelines in procedure, the district may monitor individual usage of any information technology and resources. The District reserves the right to monitor and record the usage of all information technology and resources if threatening or abusive behavior has been reported.~~

All members of the college community who use IECC's information technology and resources must act responsibly in their use of the resources. ~~Every user is responsible for the integrity of the resources.~~ All users of District-owned or District-leased information technology and resources must respect the rights of other users, ~~respect the integrity of the physical facilities and controls~~ and comply with all pertinent licenses and contractual agreements. IECC's policy requires that all *students, faculty and staff members and other authorized users* of its community act in accordance with these responsibilities, relevant laws and contractual obligations and the highest standard of ethics. Each user must remember that his/her freedom to access, display or publish information is constrained by the rights of others who have the right not to be subjected to material that they find offensive. Information posted and/or published *on the Internet* may be accessible by any computer on the Internet.

Authorized users and system administrators must all guard against abuses that disrupt or threaten the viability of any and all systems, including those at the college *campuses* and those on networks to which the District's systems are connected. Access to information technology and resources without proper

authorization from the data owner(s), unauthorized use of District computing facilities, and intentional or negligent corruption or misuse of information technology and resources are direct violations of the District's standards for conduct as outlined in IECC Policies and Procedures, District collective bargaining agreement and the Faculty Handbook and may also be considered civil or criminal offenses.

### **IECC Computer Use Policy (200.3)**

Effective Date: October 20, 1998

~~The use of IECC district computing resources such as Internet access, e-mail, web publishing, and network resources, is a privilege granted to students, faculty, staff and other users, and Availability to these resources is subject to the discretion of IECC's Information Technology Department and to the college in which the computer system resides. Use of the IECC computing resources is limited to purposes that are consistent with the mission of IECC. Individual departmental guidelines and procedures must also be observed, but cannot contradict this policy. If in conflict, the district policy will prevail.~~

~~Each user must remember that his/her freedom to access, display or publish information is constrained by the rights of others who have the right not to be subjected to material that they find offensive. Information posted and/or published on the Internet may be accessible by any computer on the Internet.~~

#### **Privacy and Content**

**USERS SHOULD HAVE NO EXPECTATION OF PRIVACY OR CONFIDENTIALITY IN THE CONTENT OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES SENT AND RECEIVED ON THE DISTRICT COMPUTER NETWORK OR STORED IN HIS/HER DIRECTORY. THE DISTRICT COMPUTER NETWORK'S SYSTEM OPERATOR, OR OTHER DISTRICT EMPLOYEES, MAY, AT ANYTIME, REVIEW THE SUBJECT, CONTENT, AND APPROPRIATENESS OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES, AND REMOVE THEM IF WARRANTED, REPORTING ANY VIOLATION OF RULES TO THE DISTRICT ADMINISTRATION AND/OR LAW ENFORCEMENT OFFICIALS.**

#### **E-Mail – Information Exchange – Security**

~~Your Internet~~ User IDs and passwords are provided only for personal use. Users should not share passwords with anyone and should not use anyone else's password regardless of how the password was obtained. If a user suspects someone has discovered their password, the password should be changed immediately. Users shall not intentionally ~~seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.~~ When sending electronic communications, users should be cautious when including personal information. IECC is not responsible for personal information ~~gathered from~~ *which is obtained by unauthorized recipients or interceptors of electronic communications. Use of personal credit cards on an IECC owned computer is done at the user's own risk and IECC is not responsible for any loss or damages resulting from this use.*

#### **Copyrighted Material**

Users shall not: copy and forward; ~~copy and~~, download; ~~copy~~, and/or upload to the IECC network or Internet server any copyrighted, trademarked, and other intellectual property *without express authorization from the owner of the trademark, copyrights or intellectual property right.*

Unauthorized copying, use or distributions of software is illegal, strictly prohibited, and subject to criminal penalties. Similarly, other *intellectual property* content owners may take criminal or civil action against a user *for unauthorized copying, use or distribution of intellectual property materials.* All the content transmitted via e-mail and web publishing must either be the users' own or must be transmitted with express authorization for distribution by IECC *or by the individual who owns the trademark, copyright or intellectual property right.* ~~Copyrighted material is anything written by someone else, such as e-mail messages, a game, a story, an encyclopedia entry, or software.~~

#### **Inappropriate and Illegal Use of Computers**

*Examples of inappropriate and illegal use include:*



1. Accessing, e-mailing or web publishing of material, including text or images, determined to be obscene and/or pornographic.
2. *Use of information technology to facilitate, engage in and/or encourage* academic dishonesty.
3. Email distribution or web publishing of derogatory statements intended to offend other individuals, groups, or organizations *or which violate*.—Statements are also subject to IECC's anti-discrimination/harassment policy and procedures. (*See policy 100.8 and procedure 100.8 for more information.*)
4. *Use of the computer network system in a manner that violates the IECC Computer Use Policy or Procedures, any other District/College policy, and/or local, state or federal law.*
5. Intentionally infiltrate, or "hack," IECC or outside computing systems and/or networks.
6. Release viruses, worms, or other programs that damage or otherwise harm IECC's network, or an outside computing system, or network.
7. Knowingly disrupt a system or interfere with another *student's, staff or faculty member's or other authorized user's* ability to use that system (e.g., by sending "e-mail bombs" that cause disk fill up, a network to bog down, or software application to crash).
8. Willfully damage or destroy computer hardware, software, or data belonging to IECC or its users.

### **System Integrity**

Users shall not:

#### **Priority Usage of Computer Hardware, Software and/or Facilities**

Priority shall be given to classroom activities, assignments and/or research and to IECC faculty, staff, and students.

#### **Lab User Age Restriction**

*Patrons under the age of 18 who are not enrolled students are not permitted to use the open lab computers without obtaining authorization from the college's Learning Resource Director or Lab Supervisor.*

#### **Saving Work**

*Users are not allowed to store personal work and/or software on the hard disk drives in the open lab and all users should have a personal data disk for saving their work. Any files or software found on the hard drives will be deleted. IECC is not responsible for data lost for any reason including but not limited to: power failure, computer failure, or any other unplanned or unavoidable event or emergency.*

#### **Software**

*Students are not allowed to install any software onto any IECC computers.*

#### **Network Bandwidth**

*Network capacity is limited and users must not exceed reasonable usage. Recreational network activities such as: downloading large files, viewing streaming video and listening to streaming audio are prohibited unless pre-approved by the Director of Information and Communications Technology.*

#### **Internal Network**

*Only authorized IECC technical staff are allowed to connect personal computers or other devices to the internal IECC network.*

#### **Public Internet Access**

*Public Internet access areas have been established in some areas to provide Internet connectivity for personal computing devices. **Please be advised that the public network does not enforce any security or encryption.** Transmissions of secure information such as ID's, credit card numbers, passwords, etc. may be intercepted by wireless users in or near the open networks. **IECC is not responsible for damage to personal property or other injury, including damage to computers resulting from software/hardware installation or Internet use.***

### **Commercial Use**

Users shall not use the district's computer network to *set up web pages to advertise or sell products or services*, solicit sales or conduct business (e.g., by posting an advertisement to a news group) *without prior written approval and, if required, the payment of an appropriate fee.* ~~Users shall not set up web pages to advertise or sell products or services. In instances where commercial use is allowed, prior written approval must be obtained and may require payment of appropriate fees.~~

### **Sanctions**

Alleged violations of this policy will be processed according to the ~~processes~~ *disciplinary policies* outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college's catalog. IECC treats access and use violators of information technology and resources seriously. IECC computing resources may also be subject to prosecution by state or federal authorities.

IECC has the right to remove, without notice, any material *from its system* found to be ~~offensive,~~ *threatening, obscene, pornographic or which violates the District's anti-discrimination/ harassment policy or any other District policy.* *Such action may result in the termination of the user's account.* ~~account of the user. All decisions made by the IECC district in this regard are final~~

### **Policy Adoption – Administration – Liability**

This policy will be reviewed and updated periodically *and the current policy, inclusive of any revisions,* will be electronically posted on the IECC Internet and web servers.

### Implementation

The Chief Executive Officer, Presidents *and Director of Information and Communications Technology* are responsible for supervising adoption of guidelines to implement this policy. ~~System administrator may adopt additional guidelines for use of their own systems.~~

### Enforcement

Alleged violations of this policy will be processed according to the processes outlined in the IECC Policies and Procedures Manual, IECC collective bargaining agreement and the college's catalog. IECC treats access and use violations of information technology and resources seriously. IECC will pursue criminal and civil prosecution of violators as it deems necessary.

(The following area is for policy print out and is not to be included in the catalog.)

**STUDENT *USER* AGREEMENT**

I agree to and will abide by the attached policy concerning the use of computer, Internet, and web publishing access provided to me through Illinois Eastern Community Colleges (IECC). at the \_\_\_\_\_ campus.

*I understand that alleged violations of this policy will be processed according to the ~~processes~~ disciplinary policies outlined in the IECC Policies and Procedures Manual, the IECC collective bargaining agreement and the college's catalog. IECC treats access and use violators of information technology and resources seriously. IECC computing resources may also be subject to prosecution by state or federal authorities.*

~~may cause me to lose my computer/Internet access privileges and other penalties as the incident requires. Policy violations may also result in referral to the Student Discipline Committee.~~

***I UNDERSTAND THAT I SHOULD HAVE NO EXPECTATION OF PRIVACY OR CONFIDENTIALITY IN THE CONTENT OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES SENT AND RECEIVED ON THE DISTRICT COMPUTER NETWORK OR STORED IN HIS/HER DIRECTORY. THE DISTRICT COMPUTER NETWORK'S SYSTEM OPERATOR, OR OTHER DISTRICT EMPLOYEES, MAY, AT ANYTIME, REVIEW THE SUBJECT, CONTENT, AND APPROPRIATENESS OF ELECTRONIC COMMUNICATIONS OR OTHER COMPUTER FILES, AND REMOVE THEM IF WARRANTED, REPORTING ANY VIOLATION OF RULES TO THE DISTRICT ADMINISTRATION AND/OR LAW ENFORCEMENT OFFICIALS.***

NAME: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

DATE: \_\_\_\_\_

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: Revolving Fund 300.15

The Board has authorized the creation of a revolving fund in the amount of \$225,000.00. This account is used to pay a series of bills in advance of the Board meeting, so that discounts can be received or penalties can be avoided.

In recent years the bookstores have made significant purchases at the beginning of the fall and spring semesters and the rising cost of textbooks has made the existing \$225,000.00 limit inadequate. It is proposed that language be added to exclude bookstore purchases made during the beginning of the fall and spring semesters and that such purchases be made outside the existing \$225,000.00 limit.

In addition, with the rising cost of utilities, it is now necessary to create a separate utility fund in addition to the revolving fund, in the amount of \$100,000.00, so that utility bills can be promptly paid without penalty.

Payments made from the revolving fund will be noted with an "R" in the monthly vendor report indicating a revolving fund payment and utility payments will be reflected on the monthly vendor report with a "U" indicating a utility fund payment.

TLB/rs

Attachment

## BUSINESS PROCEDURES - 300

### **Revolving Fund *and Utility Fund* (300.15)**

Date Adopted: December 19, 1989

Date Revised: November 21, 1995

*Date Revised: August 17, 2005*

A revolving fund shall be established and maintained in the amount of \$225,000, *and a utility fund shall be established and maintained in the amount of \$100,000*, to pay obligations of the District in accordance with the Prompt Payment Act as set forth by ~~Chapter 110, Article 3, Section 110 ILCS~~ 805/3-27.3 of the Illinois Public Community College Act. These obligations include utilities, monthly charges on annual contracts, invoices offering cash discounts, staff travel reimbursements and advances, restricted and auxiliary fund payouts, freight bills, overdue bills, postage, scholarship funds, or other emergency bills which receive approval by the Chief Finance Officer, and/or the Chief Executive Officer. *However, payments for bookstore textbook purchases for fall and spring semesters shall not be included in the revolving fund cap of \$225,000.* The Board of Trustees being notified of all payments made through such Revolving Fund *and Utility Fund* by listing said payments in a separate column on the Board of Trustees bill list. The total of the bill list shall constitute the monthly reimbursement to the revolving fund *and utility fund* upon approval by the Board of Trustees.

**Agenda Item #7**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**EIU Dual Admission Pilot Revised**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 10, 2005  
RE: Revised Dual Admission Agreement with EIU

Eastern Illinois University and Illinois Eastern Community Colleges recently established a Dual Admission Program (DAP). The Dual Admission Transfer Agreement for this pilot program was approved by the Board on December 14, 2004.

In July, EIU asked to revise the Dual Admission Agreement in which changes would make it easier and more beneficial for IECC students to participate in the DAP. The revised agreement provides dual admission to students who meet IECC's admission and the DAP requirements. Students who fulfill the requirements of the DAP Agreement are guaranteed acceptance to EIU with full junior status.

I ask the Board's approval of this revised Dual Admission Agreement.

TLB/rs

**Dual Admission Transfer Agreement  
(Pilot Program)  
Between  
Eastern Illinois University  
And  
Illinois Eastern Community Colleges**

Dual admission to Eastern Illinois University (EIU) and Illinois Eastern Community Colleges is available to students planning to complete an Associate in Arts (A.A.), Associate in Science (A.S.) degree, Associate in Science and Art (A.S.A) degree, or an Associate in Fine Arts (A.F.A) degree at Illinois Eastern Community Colleges and a baccalaureate degree at EIU. The Dual Admission Program (DAP) facilitates the transfer of students from IECC to EIU. Students who fulfill the requirements of the DAP Agreement are guaranteed acceptance to the University with full junior status.

Students participating in the DAP must:

1. Submit an application for admission to IECC.
2. Submit a DAP application for admission and application fee to Eastern.
3. Declare an EIU academic major (other than Undeclared) on the DAP application.
4. Submit a DAP application to EIU before completing 45 semester hours at IECC or any other accredited postsecondary institutions.
5. Send official high school transcripts and ACT/SAT scores to EIU and IECC, if required. Students who received a GED are not required to submit ACT/SAT scores however, if they completed their GED less than five years prior to entering EIU, they must meet the high school course specific admissions requirements.
6. Maintain a cumulative grade point average of 2.00 (on a 4.00 grading system) based on all course work completed at IECC.
7. Complete an A.A., A.S., A.S.A., or A.F.A degree at IECC within 3 years of acceptance into the DAP and enroll at EIU within one academic semester.
8. Sign a waiver for both institutions to share student academic records.

Students enrolled in a Certificate and/or Associate in Applied Sciences (A.A.S.) degree program should consider, if available, a 2 plus 2 program level articulation agreement by contacting an IECC counseling/advising office at the college they are attending. Also, students who do not meet the above criteria may apply for regular admission to EIU.

Upon a student's acceptance into the DAP (Pilot Program):

1. EIU will notify IECC of the student's acceptance into the program.
2. IECC will send an official transcript to EIU at the end of each semester at no cost upon receipt of a list of dual admission students from EIU.
3. EIU will complete a degree audit each semester for students in the DAP based on the Major selected on the EIU application for admission.
4. EIU will make available the degree audit to students through Panther Access Web Services (PAWS).
5. Students will receive academic advising from IECC staff that have been assigned the responsibility to coordinate with the EIU liaison for the DAP.
6. Students will be invited to an orientation/registration day at EIU prior to the semester they plan to enroll.
7. Students will have access to financial aid planning and academic advising assistance at EIU.
8. Students will be assessed the tuition rate in effect at the time of their initial enrollment at EIU.

**Illinois Eastern Community Colleges** and the **Board of Trustees of Eastern Illinois University** form a cooperative relationship to improve the transfer process for students interested in completing an associate degree and then transferring to complete a baccalaureate degree. The effective date of the DAP (Pilot Program) will be the 2005 Fall Semester. The DAP (Pilot Program) will be evaluated and amended by EIU and IECC staff on a regular bases throughout the duration of the Pilot Program. The Pilot Program is expected to continue for two academic years and may be extended by mutual consent of EIU and IECC. Either IECC or EIU may dissolve this agreement by giving one-year advance notice to the other institution's president or academic vice president.

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For Eastern Illinois University:

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Louis V. Hencken, President      Date

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

Rev. 7/20/05

For Illinois Eastern Community Colleges:

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Terry Bruce, CEO      Date

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Chris Cantwell      Date  
Associate Dean of Academic  
and Student Support Services

**Agenda Item #8B**

**Phase VIII PHS Project Applications and Resolutions**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: Phase VIII PHS Project Applications and Resolutions

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

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

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

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

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

TLB/cr

## Phase 8 PHS Projects Summary

<b>Project:</b>	<b>Budget</b>
Repair Stairways & Elevators	121,460
Combustible Wall Panel Replacement	178,291
Bleacher Replacement	179,850
Floor Tile Replacement	38,400
Greenhouse Glass Replacement	51,400
ADA Natatorium Renovations	245,000
Tuckpoint Exterior Walls	37,200
ADA Compliance Work	287,400
Roof Replacement/Repair	1,013,755
Asbestos Surveys & Abatement	529,507
Upgrade Plumbing	67,200
HVAC Supplement & Upgrade	593,505
Lighting & Fire Alarm Upgrade	<u>154,600</u>
	<u><u>3,497,568</u></u>

**Agenda Item #8C**

**Additional Auditing Services**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: Additional Auditing Services

The auditing firm of Clifton Gunderson has asked to provide additional auditing services to include an audit of the balance sheet for IECC's Cooperative Work Study Program Grant for the period ending June 30, 2005.

Clifton Gunderson proposes to charge a fee of \$1,000.00.

The contract is not available electronically and will be made available to the Board at the meeting.

I would ask the Board's approval of this contract for additional auditing services.

TLB/rs

**Agenda Item #8D**

**Extension of Flora-Clay County Enterprise Zone**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: Extension of the Flora-Clay County Enterprise Zone Termination Date

The Flora City Council, the Clay County Board, and the Clay City Village Board conducted a public hearing on July 5, at which time they proposed to extend the original termination date of the Enterprise Zone by an additional ten years to July 1, 2017.

Each of the affected taxing districts must approve the extension of the termination date.

I ask the Board's approval of the extension of the termination date to July 1, 2017.

TLB/rs

**Agenda Item #8E**

**Phlebotomy Program Fees**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: Phlebotomy Program Fees

With the creation of the new Phlebotomy Program at OCC, the Board is required to establish certain fees involved with the program.

It is proposed that there be created a:

1. \$10 per lab hour for PHB 1220 (2 Lab Hrs), PHB 1222 (2 Lab Hrs.), and PHB 1224 (4 Lab Hrs)
2. \$5 handbook fee (one time)
3. \$12 per academic year program Liability Insurance Fee

I request the Board's approval of these fees.

TLB/rs

**Agenda Item #8F**

**Federal Surplus Property Resolution**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 16, 2005

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, consisting 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 #8G**

**International Transportation Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: International Transportation Fee

International students pay \$75.00 per semester as a transportation fee. The District operates a van with a driver at each of the campuses that enroll International students. The van is used to take them to and from class and to take them on cultural outings.

Because of the increased cost of van operation, it is necessary to raise the transportation fee to \$100.00 per semester.

I ask the Board's approval of this fee increase.

TLB/rs

**Agenda Item #8H**

**Tentative FY2006 Budget**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: FY06 Tentative Budget

A tentative fiscal year 2006 budget was sent to the Board of Trustees under separate cover. The tentative budget projects operating revenues of \$25,218,132 for the Education and the Operations and Maintenance funds.

The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2006. It is based on information available to date. I recommend that the Board of Trustees accept the tentative budget as presented. As required by law, we will hold a Budget Hearing on September 20, 2005 and subsequently a final budget will be presented to the Board for approval.

TLB/cr

**Agenda Item #8I**

**Chargeback Certification**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 16, 2005  
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback form for FY06 is attached. The out-of-district cost per semester hour is \$184.63. The chargeback reimbursement per semester credit hour figure is \$95.78. The cost per semester credit hour for out-of-state and international students is \$228.55.

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

Thank you.

TLB/cr

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
 CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
 FOR FISCAL YEAR 2006**

ALL FISCAL YEAR 2005 NONCAPITAL AUDITED OPERATING EXPENDITURES FROM THE FOLLOWING FUNDS:

<b>1</b>	Education Fund	<u>\$ 21,203,618</u>	
<b>2</b>	Operations and Maintenance Fund	<u>\$ 2,421,460</u>	
<b>3</b>	Public Building Commission Operation and Maintenance Fund	<u>\$ -</u>	
<b>4</b>	Bond and Interest Fund	<u>\$ 1,496,097</u>	
<b>5</b>	Public Building Commission Rental Fund	<u>\$ -</u>	
<b>6</b>	Restricted Purposes Fund	<u>\$ 7,764,515</u>	
<b>7</b>	Audit Fund	<u>\$ 29,234</u>	
<b>8</b>	Liability, Protection, and Settlement Fund	<u>\$ 333,010</u>	
<b>9</b>	Auxiliary Enterprises Fund (subsidy only)	<u>\$ 751,238</u>	
<b>10</b>	<b>TOTAL NONCAPITAL EXPENDITURES</b> (sum of lines 1-9)		<u>\$ 33,999,172</u>
<b>11</b>	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	<u>\$ 2,316,312</u>	
<b>12</b>	<b>TOTAL COSTS INCLUDED</b> (line 10 plus line 11)		<u>\$ 36,315,484</u>
<b>13</b>	Total certified semester credit hours for FY 2005	<u>\$ 158,898</u>	
<b>14</b>	<b>PER CAPITA COST</b> (line 12 divided by line 13)		<u>\$ 228.55</u>
<b>15</b>	All FY 2005 state and federal operating grants for noncapital expenditures DO NOT INCLUDE ICCB GRANTS	<u>\$ 6,978,931</u>	
<b>16</b>	FY 2005 state and federal grants per semester credit hour (line 15 divided by line 13)		<u>\$ 43.92</u>
<b>17</b>	District's average ICCB grant rate (excluding equalization grants) for FY 2006		<u>\$ 40.85</u>
<b>18</b>	District's student tuition and fee rate per semester credit hour for FY 2006		<u>\$ 48.00</u>
<b>19</b>	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)		<u>\$ 95.78</u>

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

**Agenda Item #9**

**Bid Committee Report**



BID COMMITTEE REPORT

AUGUST 16, 2005

Olney Central College

1. Outdoor Entrance Sign

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Outdoor Entrance Sign  
DATE: August 16, 2005

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 that met specifications from **Nevco Scoreboard Company** located in Greenville, IL for a total of **\$26,199.30**. The lower bid from Electronic Signs did not include installation charges and does not conform to the guarantee provisions outlined in the specifications.

<u>Company</u>	<u>Total Bid</u>
Electronic Signs. Ltd. Claymont, DE	\$23,452.00
<b>Nevco Scoreboard Co. Greenville, IL</b>	<b>\$26,199.30</b>
Adsled, Inc. Austin, TX	\$26,861.00

Respectfully submitted,

Roger Browning  
Jack Davis  
Harry Hillis, Jr.

Source of Funds: Education Fund and OCC Foundation

The “Advertisement for Bids” was placed in the Robinson Daily News for one 1) day.

**OCC Outdoor Entrance Sign  
Bid Specifications**

**1. Message Board (Double-Sided)**

<b>Model:</b>	<b>17mm High Definition Series</b>
<b>Cabinet Dimensions (ft &amp; in):</b>	<b>9.5' x 2.3' x 8"</b>
<b>Resolution (Pixel Matrix):</b>	<b>32mm (H) x 160mm (W)</b>
<b>Pixel Pitch:</b>	<b>17 mm (.67")-----Center-to-Center Distance Between Pixels</b>
<b>Color Options:</b>	<b>Red "or" Amber</b>
<b>Color Capability:</b>	<b>256 Shades of Red or Amber</b>
<b>Character Height Range:</b>	<b>4.7" – 21.4"</b>
<b>No. of Characters per Line</b>	<b>26 (4.7" Characters)      13 (9" Characters)</b>
<b>No. of Lines</b>	<b>4 (4.7" Characters)      2 (9" Characters)</b>
<b>Power Consumption:</b>	<b>860 Watts      8 Amperage (Watts/120)</b>
<b>Communication Options:</b>	<b>RF Wireless Modem Included suitable for communication from OCC Student Services to sign</b>
<b>Display Element:</b>	<b>Oval LED: 1 Red or 1 Amber LED per pixel</b>
<b>Brightness:</b>	<b>&gt; 5,000 NIT (cd/m2)</b>
<b>Estimated LED Lifetime:</b>	<b>100,000 hours</b>
<b>Viewing Angle:</b>	<b>Horizontal: 140 Degrees      Vertical: 60 Degrees</b>
<b>Service Access:</b>	<b>Front or Rear access</b>
<b>Graphic Capabilities:</b>	<b>Text, Animations, Logos, Multiple fonts, Moving Messages, Corporate Advertising, etc...</b>
<b>Hanging Weight:</b>	<b>17.3 lbs. per square foot (approx.)</b>
<b>Controller:</b>	<b>Standard Windows based PC / Laptop with 128 MB RAM</b>
<b>Message Storage:</b>	<b>40 GB Hard Disk Storage Built In</b>
<b>Message / Playlist Backup</b>	<b>Automatic</b>
<b>Minimum Operating System:</b>	<b>Windows 98'</b>
<b>Control Software:</b>	<b>Ability to import avi and bmp images from preferred software, i.e.: Adobe products</b>
<b>Switching Power Supply</b>	<b>Input: 110 VAC/230 VAC      Output: 5.3 VDC</b>
<b>Display Dimming:</b>	<b>100 degrees of light controlled by automatic sensor or time scheduled</b>
<b>Display Cabinet:</b>	<b>Strong, sleek and durable cabinet built from aluminum extrusions</b>
<b>Paint:</b>	<b>Automotive grade paint with UV inhibitor for long lasting finish</b>
<b>Compliance Information:</b>	<b>ETL / C-ETL</b>
<b>Operating Environment</b>	<b>-20 to 55 degrees Celsius      0% - 95% Non Condensing Humidity</b>
<b>Wireless Signal Booster Guarantee:</b>	<b>Increases transmission of signal for lengths over 1000' 5 Year Guarantee on parts 5 Year Guarantee on labor</b>
<b>Digital Temperature Probe</b>	<b>Provided</b>

**2. MARQUEE SIGNAGE, TOP PANEL, ILLUMINATED, BACK-LIT**

**ADL Signage:**

**Size:** 9.5 – 10'L x 2'H x 8"D, double sided approximately 16" deep

**Power:** Two (2) each 120 Volts, 3 Amps, 50/60 Hz, approximately 99 pounds each.

**General:** Signs illuminated, type ADL, UL Listed/CSA Certified for outdoor use.

**Sign Face:** The sign face material shall be LEXAN 1/8" thick, pan type imprinted.

**Imprinting:** Imprinting shall be on the inside surface with white background color, or as selected. Imprint and layout per rendering provided, or other as selected by the customer. Provide PMS colors and camera ready artwork.

**Lamps:** High output fluorescent.

**Service:** Lamps and other parts are front service, easy access. Face slides right or left by removing end retainer.

**Guarantee:** Product guaranteed for five years parts and five years labor.

-----  
**All freight, delivery and installation charges are included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.**

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT July 31, 2005**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,863,309.71
Operations & Maintenance	\$90,008.73
Operations & Maintenance (Restricted)	\$196.73
Bond & Interest	\$87,970.70
Auxiliary	(\$2,366.21)
Restricted Purposes	(\$25,953.86)
Working Cash	\$0.00
Trust & Agency	\$76,979.25
Audit	\$7,023.40
Liability, Protection & Settlement	(\$188,211.73)
<b>TOTAL ALL FUNDS</b>	<b>\$3,908,956.72</b>

Respectfully submitted,

Marilyn Grove, Treasurer

## ILLINOIS EASTERN COMMUNITY COLLEGES

## Combined Balance Sheet - All Funds

July 31, 2005

## ALL FUNDS

	<u>Fiscal</u> <u>Year</u> <u>2005</u>
ASSETS:	
CASH	3,908,957
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	6,500,000
RECEIVABLES	3,391,491
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	99,206
INVENTORY	459,225
OTHER ASSETS	429,772
TOTAL ASSETS AND OTHER DEBITS:	<u>14,812,151</u>
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	4,236
ACCOUNTS PAYABLE	22,549
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	236,226
TOTAL LIABILITIES:	<u>402,961</u>
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,424,185
PR YR BDGTD CHANGE TO FUND BALANCE	(238,952)
FUND BALANCES:	
FUND BALANCE	875,949
RESERVE FOR ENCUMBRANCES	12,348,008
TOTAL EQUITY AND OTHER CREDITS	<u>14,409,190</u>
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	<u><u>14,812,151</u></u>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF July 31, 2005

ALL FUNDS

	YEAR-TO-DATE
<b>REVENUES:</b>	
LOCAL GOVT SOURCES	289,923
STATE GOVT SOURCES	1,914
STUDENT TUITION & FEES	3,604,064
SALES & SERVICE FEES	88,455
FACILITIES REVENUE	3,228
INVESTMENT REVENUE	10,546
OTHER REVENUES	6,477
<b>TOTAL REVENUES:</b>	4,004,607
 <b>EXPENDITURES:</b>	
INSTRUCTION	501,222
ACADEMIC SUPPORT	30,559
STUDENT SERVICES	96,378
PUBLIC SERV/CONT ED	3,924
OPER & MAINT PLANT	195,547
INSTITUTIONAL SUPPORT	661,039
SCH/STUDENT GRNT/WAIVERS	140,806
AUXILIARY SERVICES	356,286
<b>TOTAL EXPENDITURES:</b>	1,985,761
 <b>TRANSFERS AMONG FUNDS:</b>	
INTERFUND TRANSFERS	0
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	0
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 2,018,846

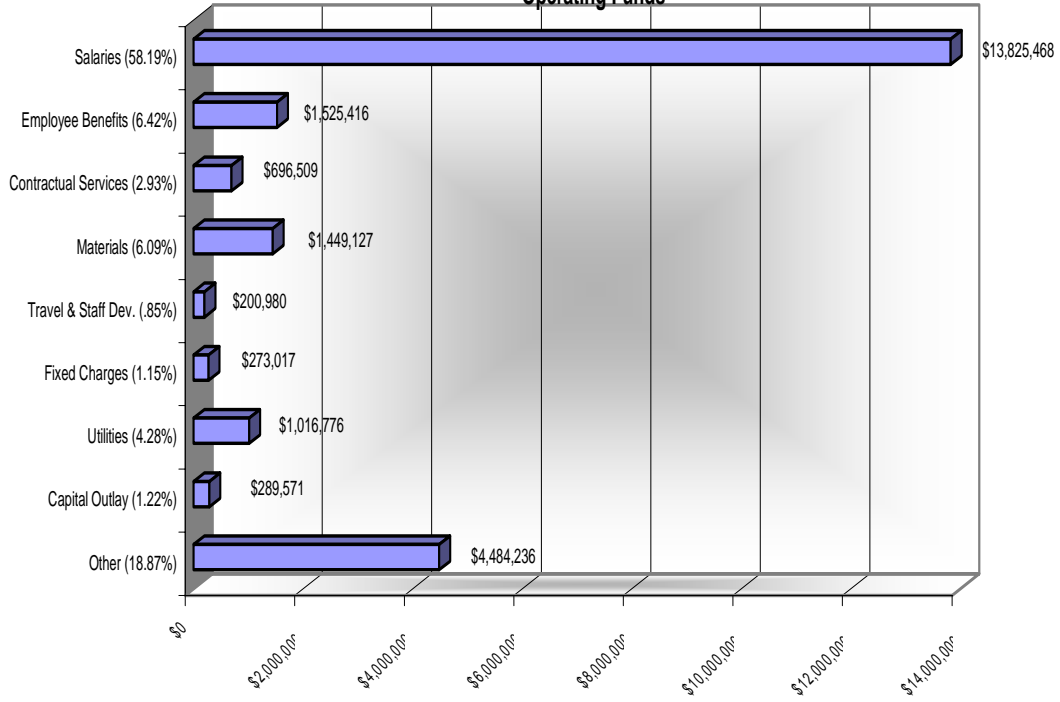


ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY03-05

College	Category	FISCAL YEAR 2003			FISCAL YEAR 2004			FISCAL YEAR 2005			
		Annual Budget	Spent Thru FY 03	% of Bdgt	Annual Budget	Spent Thru FY 04	% of Bdgt	Annual Budget	Spent Thru FY 05	% of Bdgt	% of Year
Frontier	Bills		\$1,692,941			\$1,684,087			\$1,711,030		
	Payroll		1,876,769			1,950,553			1,977,988		
	Totals	\$3,508,940	3,569,710	102%	\$3,628,050	3,634,640	100%	\$3,739,618	3,689,018	99%	100%
Lincoln Trail	Bills		1,178,066			1,243,834			1,319,069		
	Payroll		2,167,597			2,220,488			2,265,341		
	Totals	3,483,498	3,345,663	96%	3,592,572	3,464,322	96%	3,663,473	3,584,410	98%	100%
Olney Central	Bills		1,757,063			1,920,914			1,854,358		
	Payroll		3,422,046			3,541,058			3,743,576		
	Totals	5,213,613	5,179,109	99%	5,497,192	5,461,972	99%	5,547,557	5,597,934	101%	100%
Wabash Valley	Bills		1,557,129			1,646,281			1,739,142		
	Payroll		2,687,499			2,823,786			2,910,188		
	Totals	4,106,754	4,244,628	103%	4,337,053	4,470,067	103%	4,454,896	4,649,330	104%	100%
Workforce Educ.	Bills		1,192,266			1,318,272			1,427,142		
	Payroll		1,325,620			1,358,981			1,431,394		
	Totals	2,452,852	2,517,886	103%	2,697,665	2,677,253	99%	2,843,784	2,858,536	101%	100%
District Office	Bills		291,631			237,761			251,231		
	Payroll		863,962			854,328			876,085		
	Totals	1,252,323	1,155,593	92%	1,150,891	1,092,089	95%	1,217,781	1,127,316	93%	100%
District Wide	Bills		1,580,173			1,664,874			1,633,660		
	Payroll		545,941			612,638			620,896		
	Totals	2,915,211	2,126,114	73%	2,869,669	2,277,512	79%	2,956,704	2,254,556	76%	100%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$22,933,191	\$22,138,703	97%	\$23,773,092	\$23,077,855	97%	\$24,423,813	\$23,761,100	97%	100%

Excludes DOC

**Illinois Eastern Community Colleges  
FY2005  
Operating Funds**



Illinois Eastern Community Colleges Dist. #529  
 As of June 30, 2005 - \$23,761,100

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** August 11, 2005  
**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 400.5. will be mailed under separate cover.

## **INDEX**

- 400.1. Change in Status**
- 400.2. FY05-06 Staff Salary Increases (external report)**
- 400.3. FY 05-06 Educational Level Changes**
- 400.4. Special Assignments**
- 400.5. Retirements**



## PERSONNEL REPORT

### 400.1. Change in Status

#### A. Classified

1. Karissa Anderson, Office Assistant, WVC, to Library Assistant, WVC, July 18, 2005

### 400.2. FY05-06 Staff Salary Increases (external report)

### 400.3. FY05-06 Educational Level Changes

#### A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Roger Chapman	M+48	Ph.D.	\$1,000

### 400.4. Special Assignment

#### A. Lincoln Trail Academic 2005-06

1. David Johnston Lead Inst Microcomputer Support Spec \$450

### 400.5. Retirement

#### A. Professional / Non-Faculty

1. Larry Houston, Director of Admissions / Career Advisement, FCC, effective October 31, 2005

#### B. Classified

1. Carolyn DiBeasi, Office Assistant, LTC, effective August 5, 2005.

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

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

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

	Estimated Budget										
Science Building Roof Replacement WWC	\$325,200										
<b>GRAND TOTAL</b>	<b>\$325,200</b>		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	A

7/31/2005