

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

August 15, 2006



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

August 15, 2006

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 Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. 2007-2009 Academic Calendar Schwartz
 - B. FY07 Tentative Budget Browning
 - C. Eagle Country Water Works Waiver of Real Estate Tax Bruce
 - D. Van Lease with Wabash Valley College Foundation Bruce
 - E. Acceptance of HLC Offer to Join Academy for Assessment of Student Learning Bruce
 - F. Acceptance of Bridger Opportunity Assessment Report Bruce
 - G. After School Program and Summer Success at LTC Bruce
9. Bid Committee Report Bruce
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 Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, July 18, 2006.

AGENDA #1 – “Call to Order & Roll Call” – In the absence of the Chairman, the meeting was called to order at 7:00 p.m. by Dr. George Andrew Fischer, Vice-Chairman, who chaired the meeting. The Board Secretary, Mr. Harry Hillis, Jr., was directed 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:

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Ms. Jessica Lowe, student trustee. Trustees absent: Mr. James W. Lane, Jr., Dr. Larry Rost. 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. Harry Benson, President of Wabash Valley College.
Dr. Jack Davis, President of Olney Central College.
Dr. Michael Dreith, President of Frontier Community College.
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:

BITS – Business Industry Training Services
DO – District Office
DOC – Department of Corrections
DRS – Division of Rehabilitation Services
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
LWIB – Local Workforce Investment Board
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 20, 2006, were presented for disposition.

Board Action: Mr. Williams 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 carried.

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

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

#3-B. IECCEA Representative: None.

#3-C. Special Presentation: A review of Title III in the IECC District was given by Jervaise McGlone, Coordinator. The Title III grant for institutional advancement has been \$389,000 for each of the five years the grant has been received. Among the accomplishments of Title III have been placement testing online, regular meetings of Learning Skills Center Directors, infusion of technology in development courses, training of adjunct developmental faculty and academic advisors, student and staff surveys, establishment of 10 year data sets, four years of faculty mini-grants and training for faculty and staff.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Reports from each of the four colleges were noted.

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

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

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

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

#8-A. 2006-2007 Marketing and Information Plan: Ms. Schwartz reviewed the 2006-2007 Marketing and Information Plan. The document was compiled by the Director of Public Information and Marketing, Recruiting, and Office of Institutional Development. The plan has 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 Marketing Plan includes the publications that IECC will be preparing and mailing, along with recruiting efforts of personnel, reports that will be prepared to see the effects of marketing and recruiting programs on enrollment, training that will be done, and public relations contacts that will be made with various groups. Finally, the plan sets forth the advertising program and goals of each of the colleges and the district office.

Recommendation: The CEO recommended approval of the Marketing and Information Plan.

Board Action: Mr. Williams made a motion to approve the foregoing 2006-2007 Marketing and Information Plan 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Accountability & Program Review 2005-2006 Report: Ms. Pampe reviewed the IECC Accountability and Program Review Report for the 2005-2006 academic year. This report contains summaries of instructional program reviews and program improvements, reviews of occupational programs, evaluation of instructional, student and academic support services, public service, administrative functions, and overall academic productivity relative to program quality, need and cost. Thirty-four degree and certificate programs were reviewed, along with humanities and the arts, and administrative services. The report, which will be submitted to the Illinois Community College Board, helps the district focus on its mission and priorities.

Recommendation: The CEO recommended approval of the Accountability and Program Review Report for the 2005-2006 academic year.

Board Action: Mrs. Culver made a motion to approve IECC's Accountability and Program Review Report for the 2005-2006 academic year as recommended. Ms. Lowe 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Performance Report: Ms. Pampe reviewed the Performance Report for fiscal year 2006. 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 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. More than 43 percent of graduates from the 18 high schools in the Illinois Eastern Community Colleges District enrolled at one of the four IECC colleges in 2005. The report also showed that the IECC tuition and fee structure over a three year period averaged \$52, compared to the state average of \$64 for community colleges. For the 2005 academic year, 717 students were served through adult education courses. For the fall semester 2005 and spring semester 2006 there were 1,915 students enrolled in dual credit courses for high school juniors and seniors. Graduate satisfaction with the quality and effectiveness of IECC offerings was 89.7 percent for 2005-06.

Recommendation: The CEO recommended approval of the Performance Report for FY2006.

Board Action: Mr. Koertge made a motion adopt the Performance Report as recommended. Mr. Williams 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Radiography Program Application & Admission Revisions: Students seeking admission to the Radiography Program must submit a comprehensive application and meet stringent requirements prior to admission. The applications process sets forth to prospective students the ranking requirements, the due date for transcripts, the successful completion of a site visit form, and the test scores required on the ASSET/COMPASS Test. The application also sets forth other program requirements dealing with eyesight, hearing, verbal skills, motor skills, and emotional and

mental functions. Once the application process is completed, the procedures set forth the ranking of applicants and clarify the grade point average and course requirements needed for admission and successful completion of the program. The CEO recommended approval of the Radiography application requirements as presented.

Board Action: Miss Wolfe made a motion adopt the Radiography Program application requirements 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreement with Casey Healthcare: IECC wishes to enter into a new affiliation agreement with Casey Healthcare, Casey, Illinois. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

#8-F. Affiliation Agreement with Sikorski Chiropractic: IECC wishes to enter into a new affiliation agreement with Sikorski Chiropractic, Robinson, Illinois. This new affiliation agreement for the Medical Assistant Program is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Mr. Williams made a motion to approve affiliation agreements with Casey Healthcare and Sikorski Chiropractic for the Medical Assistant Program as recommended. Ms. Lowe 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” –

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

Black & Company, Effingham, IL, \$102.60; Cannon Distributing, Herrin, IL, \$40.00; Corporate Express, St. Louis, MO, \$618.54; HP Products, Indianapolis, IN, \$15,275.29; Industrial Soap, St. Louis, MO, \$2,016.12; Pro-Tex-All, Evansville, IN, \$4,152.07; Royal Wholesale, Mt. Vernon, IL, \$5,863.70; Schnaible Service & Supply, Lafayette, IN, \$77.65; Universal Inc., Glen Ellyn, IL, \$258.24.

Grand Total Janitorial: \$28,404.21.

Copy Paper: Corporate Express, St. Louis, MO, \$21,957.60.

Source of Funds: Operations & Maintenance Fund. Department: Maintenance and Various Offices (copy paper).

Board Action: Mr. Williams made a motion to approve the recommendation of the Bid Committee for purchase of janitorial equipment and supplies, and copy paper as outlined. 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. IECC – Laptop Computers: The CEO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications from Gateway Computers, Salt Lake City, UT, for 31 laptop computers @

\$1,231.00 each, for a total of \$38,161.00. A lower bid received from Dell did not meet specifications because their bid included a 6 cell battery and not an 8 cell battery as specified.

Source of Funds: Various. Department: Various.

Board Action: Miss Wolfe made a motion to approve the recommendation of the Bid Committee for purchase of laptop computers from Gateway Computers as outlined. 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. IECC – Projectors: The CEO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications from United Visual, Inc., Itasca, IL, for projectors for a total of \$27,305.00. A lower bid received from Dell did not meet specifications because their bid included a 260 watt lamp instead of a 300 watt bulb as specified.

Source of Funds: Various. Department: Various.

Board Action: Ms. Lowe made a motion to approve the recommendation of the Bid Committee for purchase of projectors from United Visual as outlined. 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-D. WVC – Diesel Lawn Mower: The CEO presented the recommendation of the Bid Committee to accept the low bid that meets all specifications from McLean Implement, Inc., Albion, IL, for a diesel lawn mower for a total of \$14,250.00.

Source of Funds: Operation & Maintenance. Department: Grounds.

Board Action: Miss Wolfe made a motion to approve the recommendation of the Bid Committee for purchase of a diesel lawn mower from McLean Implement as outlined. Mr. Williams 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$4,253,750.29, as of June 30, 2006. (This balance is prior to the accrual run and any year-end adjusting journal entries.)

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for July 2006, totaling \$1,394,640.31, 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 2006, in the amounts listed, and payments from the revolving fund for June 2006. 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. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 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 Board of Trustees did not hold an executive session at this meeting.

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, June 20, 2006.

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

400.1. Employment of Personnel

A. Faculty

1. Michelle Burgess, Chemistry Instructor, effective August 14, 2006.
2. Shirley Smithenry, Nursing Instructor, effective August 14, 2006. Employment is contingent upon completion of Master’s Degree prior to August 14, 2006.
3. Angelia Williams, Nursing Instructor, effective August 14, 2006.

B. Classified

1. William Bogard, Maintenance Worker, LTC, effective August 1, 2006.
2. Theodore LaVinge, Custodian, LTC, effective August 1, 2006.
3. Kerry Pinkstaff, Custodian/Groundskeeper, WVC, effective July 20, 2006.

400.2. Approval to hire Women’s Basketball Coach prior to August Board Meeting

400.3. Leaves of Absence approved by CEO since June 20, 2006 – None.

400.4. Resignation

A. Professional/Non-Faculty

1. Denise Young, Women’s Basketball Coach, LTC, effective August 1, 2006.

400.5. Retirement

A. Administrative

1. Ted Davis, Director of Learning Resource Center, FCC, effective September 1, 2006.

Personnel Report Addendum

400.6. Employment of Personnel

A. Professional/Non-Faculty

1. Chad Killinger, Head Women’s Basketball Coach and Pool Manager, LTC, effective July 24, 2006.

#14-A. Board Action to Amend Personnel Report: Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Section 400.6 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 carried.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane, Dr. Rost. The motion having received 5 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. Koertge 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 carried, and the meeting adjourned at 8:15 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

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)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

2007-2009 Academic Calendar

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2006
RE: 2007-2009 Calendar

Dr. Harry Benson, Dr. Jack Davis, and Pam Schwartz have worked diligently to prepare an academic calendar covering the period 2007-2009. The calendar needs to be adopted now because of the preparation of the catalog and upcoming class schedules of the colleges.

Pursuant to the existing contract with the bargaining unit, the calendar was submitted to Dan Tahtinen as union president and he was asked to circulate it to members of the union Communications Committee.

I ask for the adoption of the 2007-2009 calendar.

TLB/rs

Attachment

**ACADEMIC CALENDAR
2007 - 2009**

2007 Fall Semester

August	15-16	Faculty Workshop
August	17, 20-21	Registration, Testing
August	22	First Day of Classes
September	3	Colleges Closed. Labor Day
September	17	Constitution Observance Day. Classes in Session
October	2	No Classes. District Faculty/Staff Professional Development Day
October	8	Colleges Closed. Columbus Day
October	18	Midterm
November	12	Colleges Closed. Veterans' Day Observed
November	22-23	Colleges Closed. Thanksgiving
December	12	Last Day of Classes
December	13-14	Final Exams
December	17-18	Final Exams
December	19	Last Day of Semester

(Colleges closed December 20 – January 2, 2008. Winter Break)

2008 Spring Semester

January	3	Colleges Open
January	7	Faculty Workshop
January	8-9	Registration, Testing
January	10	First Day of Classes
January	21	Colleges Closed. Martin Luther King, Jr. Day
February.....	18	Colleges Closed. Presidents' Day
March	3	No Classes. Pulaski Day
March	4-7	No Classes. Spring Break
March	14	Midterm
March	21	Colleges Closed. Spring Holiday
May	8	Last Day of Classes
May	9	Final Exams
May	12-14	Final Exams
May	16	Graduation

2008 Summer Intersession

May	19	First Day of Classes
May	26	Colleges Closed. Memorial Day
May	28	Midterm
June	6	Last Day of Intersession

2008 Summer Semester

June	9	Faculty Workshop
June	10	First Day of Classes
July	4	Colleges Closed. Independence Day
July	7	Midterm
August	1	Last Day of Classes
August	4-5	Final Exams

2008 Fall Semester

August	14-15	Faculty Workshop
August	18-20	Registration, Testing
August	21	First Day of Classes
September	1	Colleges Closed. Labor Day
September	17	Constitution Observance Day. Classes in Session
October	7	No Classes. District Faculty/Staff Professional Development Day
October	13	Colleges Closed. Columbus Day
October	16	Midterm
November	11	Colleges Closed. Veterans' Day
November	27-28	Colleges Closed. Thanksgiving
December	12	Last Day of Classes
December	15-18	Final Exams
December	19	Last Day of Semester

(Colleges closed December 22 – January 2, 2009. Winter Break)**2009 Spring Semester**

January	5	Colleges Open
January	7	Faculty Workshop
January	8-9	Registration, Testing
January	12	First Day of Classes
January	19	Colleges Closed. Martin Luther King, Jr. Day
February	16	Colleges Closed. Presidents' Day
March	2	No Classes. Pulaski Day
March	3-6	No Classes. Spring Break
March	13	Midterm
April	10	Colleges Closed. Spring Holiday
May	8	Last Day of Classes
May	11-14	Final Exams
May	15	Graduation

2009 Summer Intersession

May	18	First Day of Classes
May	25	Colleges Closed. Memorial Day
May	27	Midterm
June	5	Last Day of Intersession

2009 Summer Semester

June	8	Faculty Workshop
June	9	First Day of Classes
July	3	Colleges Closed. Independence Day Observed
July	6	Midterm
July	31	Last Day of Classes
August	3-4	Final Exams

Agenda Item #8B

FY07 Tentative Budget

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2006
RE: FY07 Tentative Budget

A tentative fiscal year 2007 budget was sent to the Board of Trustees under separate cover. The tentative budget projects operating revenues of \$26,234,043 for the Education and the Operations and Maintenance funds. This represents an increase in revenues of \$1,015,911 over fiscal year 2006 budgeted revenues.

The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2007. 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, a Budget Hearing will be held on September 19, 2006 and following the hearing, a final budget will be presented to the Board for its approval.

TLB/rs

Agenda Item #8C

Eagle Country Water Works Waiver of Real Estate Tax

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2006
RE: Eagle Country Water Works Waiver of Real Estate Tax

Eagle Country Water Works Inc. (ECWW) is a tax-exempt not-for-profit charitable organization which donates all income, after expenses, to other non-profit groups.

ECWW purchased the old IGA property in Newton, but failed to apply in time for an exemption from the 2005 real estate taxes for which they would have qualified. The 2006 real estate tax exemption has been timely filed.

ECWW has requested that the Board waive the District's portion of the 2005 real estate taxes assessed against the property in the amount of \$235.36.

In that ECWW would have qualified for an exemption from taxation had their application properly filed, I think it is appropriate that the Board waive the taxes that have been assessed in 2005 and due and collectable in 2006.

TLB/rs

Agenda Item #8D

Van Lease with Wabash Valley College Foundation

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2006
RE: Van Lease with Wabash Valley College Foundation

The Wabash Valley College Foundation has agreed to purchase two vans that will be leased to the International Program under the terms of the lease agreement which follows.

I ask the Board's approval of the lease agreement.

TLB/rs

Attachment

LEASE WITH OPTION TO PURCHASE

This agreement entered into the 15th day of August, 2006, by and between the Wabash Valley College Foundation, Mt. Carmel, Illinois, hereinafter referred to as "Lessor" and Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee".

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described property:

2005 GMC Silver 15 Passenger Van, 9,586 miles, VIN# 1GJHG39UO51232128
\$19,475, including License and Title

2006 GMC Red 15 Passenger Van, 12,332 miles, VIN# 1GJHG39UX61214642
\$20,975, including License and Title

The consideration to be paid for the lease shall be \$40,450, plus 6% simple interest to reflect a total lease amount, including interest, of \$44,174.92, payable as follows:

1. An initial payment of \$10,000 to be paid on August 18, 2006.
2. Two payments of \$11,391.64, to be due and payable on the 15th day of August, 2007 and 2008. A final payment of \$11,391.64 shall be due and payable on the 15th day of August, 2009.
2. The final payment, due August 15, 2009, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicle for an additional ten dollars (\$10.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above referenced vehicle shall be reflected in the name of the Lessor.
5. During the term of the lease, the Lessee takes full responsibility for the following obligations:
 - a. To provide and pay for all necessary expenses to operate the leased vehicle.
 - b. To maintain said vehicle in a state of good repair, subject only to normal wear associated with the operation of same for college purposes, to include all routine and major maintenance of all kinds.
 - c. To maintain proper insurance on said vehicle.

LESSOR:
WABASH VALLEY COLLEGE FOUNDATION

BY: _____

LESSEE:
ILLINOIS EASTERN COMMUNITY COLLEGES

BY: _____

Agenda Item #8E

Acceptance of HLC Offer to Join Academy for Assessment of Student Learning

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: August 15, 2006

RE: Acceptance of HLC Offer to Join Academy for
Assessment of Student Learning

The District applied to the Higher Learning Commission for acceptance into the new Academy for Assessment of Student Learning.

On August 4th the HLC unanimously recommended the acceptance of Illinois Eastern into the Commission's Academy for Assessment of Student Learning for 2006-2007. More than three times the number of institutions that could be accommodated applied for admission.

The Assessment Academy can provide excellent guidance to IECC in its development of a realistic strategy to engage our faculty, staff, and administration in the assessment of student learning at all levels.

The Academy fee for the first year is \$7,000 and \$4,000 for each of the three remaining years that IECC would remain in the Academy. Additional costs could include travel to conferences, workshops, and roundtables for IECC representatives. I estimate that the total cost for participation should be less than \$20,000 for the first year.

The Academy will provide a Planning and Design Workshop. The workshop will provide IECC an in-depth view of how the academy works, develop on-site experiences, provide publications showcasing academy projects, and provide on-site consultation and institutional coaching.

The Academy will assist IECC in mapping out assessment goals, developing a timeline, providing approaches to assessment, and helping in event planning for the four years that IECC will be in the Academy.

Acceptance into the Academy also fulfills any Commission required follow-up material to its Accreditation Visit, including the Monitoring Report on Assessment of Student Learning due on October 1, 2008.

I believe that acceptance of the HLC's offer to join the Academy will establish IECC as a leader in development of assessment of student learning. I ask the Board's acceptance of this offer.

TLB/rs

Agenda Item #8F

Acceptance of Bridger Opportunity Assessment Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2006
RE: Acceptance of Bridger Opportunity Assessment Report

In the Spring of 2006, the Board retained The Bridger Corporation to make an evaluation of possible operational improvements and cost savings at the District's four colleges. Bridger conducted an on-site survey of the District's facilities, asked for and received a large amount of written information, and then spent six weeks analyzing the on-site information and the data that the District submitted.

On July 26, Bridger submitted its final report to the District. In its report, Bridger identified a total of \$254,318 in annual savings opportunities for the District. These recommendations for savings include:

\$153,035 - Custodial Staffing: Reduce custodial staffing, establish cleaning standards and performance requirements and increase supervision and training to improve productivity levels of the custodial staff.

\$8,068 - Vehicles: Eliminate eight vehicles from various departments and colleges.

\$45,148 - Energy: Make energy management and reduced energy consumption a priority and provide incentives to focus on this goal.

\$15,120 - Telephony Management: Consolidate existing accounts into one consolidated account and renegotiate existing contracts.

\$32,947 - Equipment, Supplies and Services: Aggressively pursue cost economies through collaborative procurement arrangements by developing specifications and bidding for contract services.

Bridger noted in its study that for the past five years, IECC has been ranked either the lowest or second to the lowest in per capita cost when compared to all other colleges in the Illinois Community College System. Bridger further noted that IECC's per capita costs are approximately 55% lower than the community college with the highest per capita cost and 28% lower than the state-wide average for all community colleges. Although Bridger thought these numbers were commendable, the company felt that there could be improvement upon these numbers.

Copies of the complete report will be available at the Board meeting and the report can be discussed in more detail at future Board meetings.

I ask the Board's acceptance of the Bridger Study.

TLB/rs

Agenda Item #8G

After School Program and Summer Success at LTC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: August 15, 2006
RE: After School Program and Summer Success at LTC

Since 1997 the Project Success local governing board has operated an After- School Program and a Summer Success Program. The initiative began as an entitlement program from the Department of Agriculture and the Illinois State Board of Education to provide breakfast and lunches to children from 0-18 years of age. The program was expanded from providing nutrition to a summer project dealing with life skills, academic assistance, and the provision of learning and growing environment called the Summer Success Program.

Since the program's beginning, it has served over 1,000 area children and served over 100,000 meals. Attached is a letter from Jolie Finkbiner, Director, which sets forth in more detail the operation of both the After-School Program and the Summer Success Program.

After 13 years of being located in a local church, the program found it necessary to move and the programs are essentially "homeless" and looking for both a new place to meet and a new partner.

I believe that Lincoln Trail College is uniquely positioned to partner with the current After-School Program and the Summer Success Program. Both programs would meet at times that facilities at Lincoln Trail College are available. The After-School Program would convene following the completion of most classes at LTC and the Summer Success Program of 8 weeks would come during a lull in LTC activities.

Therefore, I would recommend that the Board agree to house these two programs from August 21, 2006 through August 3, 2007 and develop a partnership that would be mutually beneficial to both the college and this excellent community organization.

TLB/rs

Attachment

Mr. Terry Bruce, CEO
Illinois Eastern Community Colleges
Lincoln Trail College
11220 State Hwy 1
Robinson, IL 62454

August 9, 2006

Dear Mr. Bruce:

My name is Jolie Finkbiner. I am the Director of the After-School Community Enrichment (A.C.E.) After-School Program, Summer Success and the Robinson Community Summer Food Program. I serve as Teen REACH Program Coordinator and Prevention Specialist through Southeastern Illinois Counseling Centers, Inc., fiscal agent for the grants which fund our efforts. I was also employed as Program Coordinator for the First United Methodist Church of Robinson from June, 1993 – September, 2005.

A.C.E. After-School Program and Summer Success provide nutrition, academic enrichment, recreation, educational and cultural opportunities for children grades 3 – 12 during out of school time. The programs were housed at First United Methodist Church of Robinson from June 1993 – July 28, 2006. After 13 years, we found it necessary to vacate the church facility. The programs are now essentially “homeless” and looking for a new partner and another place to meet.

The programs began thirteen years ago when a Unit #2 School Administrator came to Rev. Jim Barnett and myself with the concern that many children were going without proper nutrition during the summer months when they did not have access to the school's free and reduced lunch program. Rev. Barnett and I began to explore ways that the church could work in partnership with state and local resources to meet the needs of these children. We secured an entitlement from the Department of Agriculture administered through the Illinois State Board of Education and began the Robinson Community Summer Food Program which provides breakfast and lunch to children ages 0 – 18 years of age. That summer it became apparent that the children were hungry for so much more than food. They were hungry for attention, life skills, academic assistance and a safe place to learn and grow. The next summer we began the Summer Success Program which included meals as well as enrichment activities between breakfast and lunch. In 1997, the A.C.E. After-School Program was developed after a year-long community needs assessment conducted by the Project Success Local Governing Board. A.C.E. and Summer Success were able to expand through a grant from Illinois Teen REACH through the Department of Human Services. Local donations allowed the program to continue to serve younger children who could not otherwise participate due to the grant's age restrictions. Since their beginning, the programs have served over 1,000 area children and served over 100,000 meals. It has been an honor to work with the children and their families and has been an incredible blessing to those of us who have had the privilege of being allowed into their lives.

We would like to ask you and the IECC Board of Trustees to consider allowing our programs to be housed on the Lincoln Trail College Campus beginning August 21, 2006 – August 3, 2007. During that time, we would hope to partner with the college in expanding the opportunities available to our participants, their parents and Lincoln Trail College students. We are excited about the possibilities which could be mutually beneficial to both of our organizations and would be delighted if the programs could continue at LTC long after August, 2007 if the experience proved positive for everyone involved.

Thank you for considering this request. Please feel free to contact me at (618)544-4311 if you have questions or need more information.

Sincerely,

Jolie Finkbiner, *Director*
A.C.E. After-School Program & Summer Success
Crawford County Teen REACH

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529

TREASURER'S REPORT July 31, 2006

FUND	BALANCE
Educational	\$3,580,907.42
Operations & Maintenance	\$457,574.56
Operations & Maintenance (Restricted)	\$1,621,342.23
Bond & Interest	\$223,165.95
Auxiliary	\$288,946.57
Restricted Purposes	(\$66,671.37)
Working Cash	\$0.00
Trust & Agency	\$137,271.09
Audit	\$71,410.29
Liability, Protection & Settlement	\$173,540.32
TOTAL ALL FUNDS	\$6,487,487.06

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
July 31, 2006

	ALL FUNDS
	Fiscal Year 2006
ASSETS:	
CASH	6,487,487
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	6,690,000
RECEIVABLES	3,368,097
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	463,200
OTHER ASSETS	438,608
TOTAL ASSETS AND OTHER DEBITS:	17,480,892
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	3,976
ACCOUNTS PAYABLE	12,168
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	151,746
TOTAL LIABILITIES:	307,840
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,628,423
PR YR BDGTD CHANGE TO FUND BALANCE	(391,332)
FUND BALANCES:	
FUND BALANCE	1,908,511
RESERVE FOR ENCUMBRANCES	14,027,450
TOTAL EQUITY AND OTHER CREDITS	17,173,052
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	17,480,892

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF July 31, 2006

ALL FUNDS

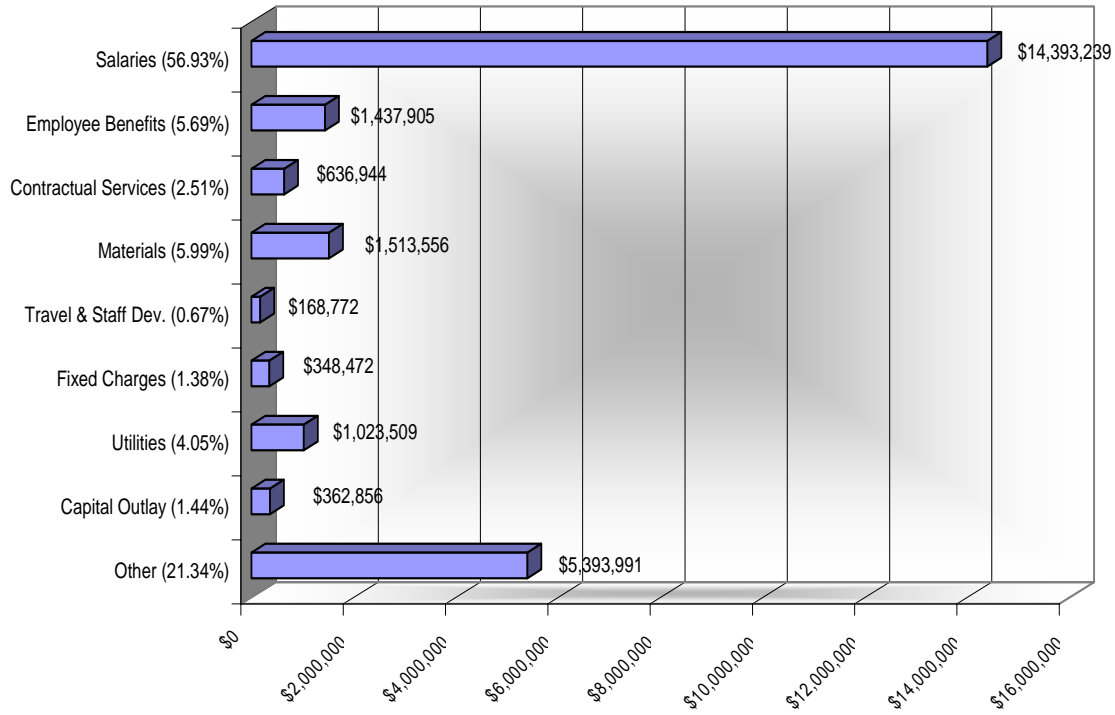
	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	529,300
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	3,848,708
SALES & SERVICE FEES	88,125
FACILITIES REVENUE	3,919
INVESTMENT REVENUE	37,589
OTHER REVENUES	<u>2,686</u>
TOTAL REVENUES:	4,510,327
EXPENDITURES:	
INSTRUCTION	481,653
ACADEMIC SUPPORT	32,883
STUDENT SERVICES	103,459
PUBLIC SERV/CONT ED	3,723
OPER & MAINT PLANT	242,884
INSTITUTIONAL SUPPORT	663,942
SCH/STUDENT GRNT/WAIVERS	198,050
AUXILIARY SERVICES	<u>491,359</u>
TOTAL EXPENDITURES:	2,217,953
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0
NET INCREASE/DECREASE IN NET ASSETS	<u>2,292,374</u>

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY04-06

College	Category	FISCAL YEAR 2004			FISCAL YEAR 2005			FISCAL YEAR 2006			
		Annual Budget	Spent Thru FY 2004	% of Bdgt	Annual Budget	Spent Thru FY 2005	% of Bdgt	Annual Budget	Spent Thru FY 2006	% of Bdgt	% of Year
Frontier	Bills		\$1,684,087			\$1,711,030			\$1,871,357		
	Payroll		1,950,553			1,977,988			2,022,974		
	Totals	\$3,628,050	3,634,640	100%	\$3,739,618	3,689,018	99%	\$3,835,099	3,894,331	102%	100%
Lincoln Trail	Bills		1,243,834			1,319,069			1,287,748		
	Payroll		2,220,488			2,265,341			2,250,071		
	Totals	3,592,572	3,464,322	96%	3,663,473	3,584,410	98%	3,527,579	3,537,819	100%	100%
Olney Central	Bills		1,920,914			1,854,358			1,894,642		
	Payroll		3,541,058			3,743,576			4,084,757		
	Totals	5,497,192	5,461,972	99%	5,547,557	5,597,934	101%	5,863,445	5,979,399	102%	100%
Wabash Valley	Bills		1,646,281			1,739,142			1,826,568		
	Payroll		2,823,786			2,910,188			2,921,921		
	Totals	4,337,053	4,470,067	103%	4,454,896	4,649,330	104%	4,640,749	4,748,489	102%	100%
Workforce Educ.	Bills		1,318,272			1,427,142			1,889,278		
	Payroll		1,358,981			1,431,394			1,527,751		
	Totals	2,697,665	2,677,253	99%	2,843,784	2,858,536	101%	2,997,567	3,417,029	114%	100%
District Office	Bills		237,761			251,231			232,347		
	Payroll		854,328			876,085			888,583		
	Totals	1,150,891	1,092,089	95%	1,217,781	1,127,316	93%	1,233,158	1,120,930	91%	100%
District Wide	Bills		1,664,874			1,633,660			1,884,065		
	Payroll		612,638			620,896			697,182		
	Totals	2,869,669	2,277,512	79%	2,956,704	2,254,556	76%	3,120,535	2,581,247	83%	100%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$23,773,092	\$23,077,855	97%	\$24,423,813	\$23,761,100	97%	\$25,218,132	\$25,279,244	100%	100%

Excludes DOC

**Illinois Eastern Community Colleges
FY2006
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
 As of June 30, 2006 - \$25,279,244

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's 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 10, 2006

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.4, 400.5., 400.7. and 400.8. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. FY06-07 Staff Salaries (External Report)**
- 400.3. FY06-07 Educational Level Changes**
- 400.4. Leave of Absence approved by CEO since July 18, 2006 (External Report)**
- 400.5. Approval of Proposed Non-College Employment (External Report)**
- 400.6. Special Assignment**
- 400.7. Resignation**
- 400.8. Retirement**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Trina Dunkel, Office Assistant, WVC, effective August 17, 2006

400.2. FY06-07 Staff Salaries (External Report)

400.3. FY06-07 Educational Level Changes

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Shasta Bennett	B	B+16	\$1,000
Jeff Cutchin	B+16	M	\$1,000
Carole Fusco	M+24	M+36	\$1,000
John Kendall	M+36	M+48	\$1,000
Rob Mason	M+36	M+48	\$1,000
Christian Mathews	M	M+24	\$2,000
Cathy Robb	M+36	M+48	\$1,000

400.4. Leave of Absence approved by CEO since July 18, 2006 (External Report)

400.5. Approval of Non-College Employment (External Report)

400.6. Special Assignment

A. Wabash Valley

1. Academic

		Recommended <u>2006-07</u>
Kyle Peach	Director of Broadcasting	\$8,000

B. Workforce Education

1. Administrative

Diane Lutes	Coordinator, Coal Mining Grant	\$3,400
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400.7. Resignation

A. Professional / Non-Faculty

1. Toby Madison, Head Men's Basketball Coach, WVC, effective August 25, 2006.

B. Classified

1. Tiffany Keller, Program Advisor, ETS, DO, effective August 1, 2006.

400.8. Retirement

A. Faculty

1. Sharon Welty, Faculty, Allied Health, effective September 1, 2006.

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 VIII

	Estimated Budget											
Repair Stairways & Elevators	\$121,460											
Combustible Wall Panel Replacement	\$178,291											
Bleacher Repair & Replacement	\$179,850											
Floor Tile Repair & Replacement	\$38,400											
Replacement of Greenhouse Glass	\$51,400											
ADA - Natatorium Renovations	\$245,000											
Tuckpointing of Exterior Walls	\$37,200											
Other ADA Compliance Work	\$287,400											
Roof Repair and Replacement	\$1,013,755											
Asbestos Survey and Potential Abatement	\$529,507											
Districtwide Upgrade of Plumbing	\$67,200											
HVAC Supplement and Upgrade	\$593,505											
Upgrade of Lighting & Firealarm System	\$154,600											
GRAND TOTAL	\$3,497,568		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	