

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

December 14, 2004



Location:

**Olney Central College
305 North West Street
Olney IL 62450**

**Dinner – 6:00 p.m. – Banquet Room
Meeting – 7:00 p.m. – Banquet Room**

**Illinois Eastern Community Colleges
Board Agenda**

**December 14, 2004
7:00 p.m.
Olney Central 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 –
Introduction of Former IECC Board of Trustees Members
 - 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. Background Check Determinations
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Cooperative Agreements with Lake Land and Lewis & Clark Colleges Cantwell
 - B. Dual Admission Agreement with EIU Cantwell
 - C. 2006 Fiscal Year Holiday Calendar Browning
 - D. Payment of End of Year Bills..... Bruce
 - E. Appointment of Deputy Election Clerk..... Bruce
 - F. Resolution for Filing Election Petitions Bruce
 - G. General Education Mission Statement and Learning Outcomes..... Bruce
 - H. New Miner Internship Program Cooperative Agreement Bruce
 - I. FY 2005 Environmental Scan Bruce
 - J. Standardization of Computer Servers..... Bruce
 - K. Change of Telephone Software Supplier..... Bruce
 - L. Lab Fee Increase..... Bruce
 - M. Acceptance of Higher Learning Commission Self-Study Chapter Three Bruce
 - N. HLC Self-Study Full Report..... Bruce

- 9. Bid Committee ReportBrowning
Frontier Community College
 2002 or Newer Mini-Van

- 10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning

- 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
 - C. Semi-Annual Review of Executive Session Minutes..... Bruce

- 14. Approval of Personnel Report Bruce

- 15. Collective Bargaining Bruce

- 16. Litigation Bruce

- 17. Acquisition and Disposition of Property..... Bruce

- 18. Other Items

- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, November 16, 2004.

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:

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Miss Marilyn J. Wolfe. Also present was Miss Andrea Pennington, student trustee. Trustees absent: Mr. Kevin C. Williams. 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.
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
IECEA – Illinois Eastern 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, October 19, 2004, were presented for disposition.

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

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

#3-A. Visitors & Guests: Visitors & guests present were recognized. A review of the Student Advantage Network program was presented by Cora Weger, Director. The SAN program assists income-eligible and first-generation college students and individuals with disabilities to graduate from college. Services include assistance with securing financial aid; personal, academic and career counseling; academic instruction; assistance with transition to four-year programs; assistance with applying to graduate and professional programs. IECC’s Student Advantage Network program was funded at \$270,190 for fiscal year 2003-04 by the U.S. Department of Education.

#3-B. IECEA Representative: Mr. Dan Tahtinen, President of Illinois Eastern Colleges Education Association, was recognized.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Dr. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman presented informational reports from their colleges.

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

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

#6-A. Web Site Privacy Policy: IECC is required to post a privacy policy on our web site. A policy was presented that contains sections on Purpose, Information Collection and Use, E-Commerce, Cookies and Login Security, Links, Log Files, Children’s Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA), and Questions.

Recommendation: The CEO recommended that second reading be waived and that the Web Site Privacy Policy be adopted, as published in the Board Agenda mailing for this meeting.

Board Action: Miss Wolfe made a motion to waive second reading and adopt the Web Site Privacy Policy as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

#8-A. FY2005 Institutional Effectiveness Plan: The CEO recommended approval of the IECC Institutional Effectiveness Plan for 2005. The plan, formerly called the Assessment Plan, focuses on the district’s overall effectiveness. The assessment and evaluation contained in the document provides a systematic process for measuring the district against its stated mission objectives. It thus gives a review of how the district is doing in fulfilling its mission. The plan also uses assessment as a measure for decision-making and planning. The plan deals with 12 success characteristics of these mission objectives, as follows: 1) successful preparation for transfer or employ, 2) measurable student learning outcomes, 3) effective and quality programs and partnerships which strengthen the industrial base of southeastern Illinois, 4) effective partnerships and collaboration for life-long learning, 5) quality academic programs and institutional services, 6) quality adult and continuing education, 7) accessible, functional, and appropriate remedial programs, 8) student satisfaction with accessible quality services and activities, 9) quality curricula and programs to meet both short-term and long-term needs of the District, 10) accessible and appropriate community education and community services activities, 11) continuous and effective professional growth opportunities, and, 12) effective, efficient resource management and allocation.

Board Action: Dr. Fischer made a motion to accept the FY2005 Institutional Effectiveness Plan as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. Resolution for Time and Place of Board Meetings: The CEO recommended adoption of the following Resolution for Time and Place of Board Meetings.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2005:

- Tuesday, January 18, 2005, 7 p.m., Frontier Community College
- Tuesday, February 15, 2005, 7 p.m., Lincoln Trail College
- Tuesday, March 15, 2005, 7 p.m., Wabash Valley College
- Tuesday, April 19, 2005, 7 p.m., Olney Central College
- Tuesday, May 17, 2005, 7 p.m., Frontier Community College
- Tuesday, June 21, 2005, 7 p.m., Lincoln Trail College
- Tuesday, July 19, 2005, 7 p.m., Olney Central College
- Tuesday, August 16, 2005, 7 p.m., Wabash Valley College
- Tuesday, September 20, 2005, 7 p.m., Frontier Community College
- Tuesday, October 18, 2005, 7 p.m., Lincoln Trail College
- Tuesday, November 15, 2005, 7 p.m., Olney Central College

*Tuesday, December 13, 2005, 7 p.m., Wabash Valley College

*Board meetings in December will be held on the second Tuesday of the month due to Winter Break.

Board Action: Dr. Fischer made a motion to adopt the foregoing Resolution for Time and Place of Board Meetings as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. Protection Health and Safety Project Application: Under the Protection, Health, and Safety bonding authority afforded the Board of Trustees, the Board issued \$3.5 million worth of PHS bonds in December of 2002. Because of the nature of the bids on the original nineteen (19) projects, and because the projects were completed efficiently with minimal change orders, we have excess PHS funds available to be carried over and an additional project completed. The Chief Finance Officer, the Presidents, and the College Building Superintendents have determined that the Roof Replacement project for the Science Building at WVC should have priority for these remaining PHS funds. This project has been incorporated into a Capital Project Application, as follows:

Roof Replacement – WVC – \$325,200. (Project Costs \$268,800; Contingency \$26,900; A/E Professional Fees \$29,500.)

Scope of Work: Remove the existing mechanically fastened EPDM roof system down to the roof deck. Install new rigid insulation to comply with the current R-value requirements of the BOCA National Building Code and a new roof system with associated flashings and sheet metal.

Following Board approval, the project will be submitted to the Illinois Community College Board for approval. If the project application is approved by the ICCB, the IECC District will proceed to bid and complete the project.

The CEO recommended approval of the Capital Project Application Form, including Programmatic Justification, Scope of Work, Project Budget, Funding Source, Architect's Certification, and Resolution, as presented.

Board Action: Dr. Fischer made a motion to approve the Capital Project Application Form and related documents for the foregoing Phase VII Carryover Funds PHS Project as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Resolution for Protection Health and Safety Project: The CEO recommended adoption of the following resolution for the Protection Health and Safety construction project listed:

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with protection, health, and safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are projects at IECC which require repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3.01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Roof Replacement, Science Building – WVC: \$325,200.

Total estimated cost including fees and contingency: \$325,200.

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District No. 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary for the protection, health, and safety of the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.
5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Board Action: Dr. Fischer made a motion to adopt the foregoing resolution for the listed PHS Construction Project as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Acceptance of Higher Learning Commission Self-Study: The CEO reviewed preparations for the upcoming accreditation visit of the Higher Learning Commission of the North Central Association, April 18, 19 and 20, 2005. In preparation for the visit, a committee of district staff and employees has prepared a self-study consisting of five chapters, plus an introduction and a summary. The Higher Learning Commission will concentrate on five separate criteria and each of these criteria is covered by a chapter in the self-study. The administration and trustees reviewed and discussed chapter two at this meeting. Chapters 3-5 will be reviewed at regular meetings in December, January and February.

Board Action: Miss Pennington made a motion to accept the premises of chapter two of the HLC Self-Study as outlined and discussed. 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, the motion is adopted.

AGENDA #9 – "Bid Committee Report" –

#9-A. WVC – (2) Digital Copier/Network Printer: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Tri-State Business Equipment, Harrisburg, IL, for two (2) Toshiba Model e-Studio 350 Digital Copiers for a total of \$13,106.00. The bid includes a finisher and the networkable feature as follows: Base Price \$9,728.00; Finisher \$1,730.00; Networkable \$1,648.00; Total \$13,106.00. Note: Includes trade-in of Sharp SF1030. Source of Funds: Technology Plan.

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

Board Action: Miss Wolfe made a motion to approve the recommendation of the Bid Committee for purchase of two digital copiers as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. 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 \$1,705,146.56, as of October 31, 2004.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for November 2004, totaling \$547,269.12, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for November 2004, in the amounts listed, and payments from the revolving fund for October 2004. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. MAP Taxation Meeting. (Re: Marathon Refinery property tax assessment.)
2. Web Registration.
3. DOC Recidivism Report. (Only 14% of 559 vocational or academic completers went back to prison.)
4. Office Proficiency Assessment Certification (OPAC) Software.
5. Educational Talent Search Update. (675 Junior High and Senior High students in program.)
6. Illinois GED Examiner’s Conference. (Jack Davis recognized for presentation at conference.)
7. Former members of the Board of Trustees will be recognized at the December 14, 2004 regular meeting.
8. Enrollment Report.

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)(5) of the Open Meetings Act to consider purchase of real property; 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: Dr. Fischer made a motion to hold an executive session to consider the matters outlined by the CEO. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. 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 8:30 p.m.

#12-B. Executive Session Ended: Dr. Fischer made a motion to reconvene in open session. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:25 p.m.

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

AGENDA #13 – “Approval of Executive Session Minutes” – The Chair directed that the minutes reflect the fact that the Board of Trustees did not hold an executive session at the October 19, 2004 regular meeting and that therefore there are no executive session minutes to be approved.

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. Carol Kocher, Director of Radiography, OCC.
 - 2. Amy Neikirk, Clinical Coordinator of Radiography, OCC.

400.2. Retirement

- A. Technical
 - 1. Karen Devall, Library Technician, OCC, effective January 1, 2005.

Personnel Report Addendum

400.3. Temporary Employment

- A. Temporary Faculty
 - 1. Stephanie Holmes, Math Instructor for Spring '05 Semester only, effective January 5, 2005.

Board Action to Amend Personnel Report: Dr. Fischer made a motion to amend the Personnel Report, to add an addendum containing Section 400.3, Temporary Employment, as recommended. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

Board Action to Approve Personnel Report: Dr. Fischer 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. Lane, Dr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. 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. Koertge made a motion to adjourn. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:30 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. IECEA 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. Back Ground Check Determinations

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Background Investigation Determinations

Rules and regulations have been adopted that require a criminal background investigation of students entering our Allied Health Program, namely Nursing and Radiology. Neither the extent nor manner of the investigation is set forth. However, the Board must have a policy on criminal background investigations.

Therefore, the policy that is being suggested makes clear that the president having jurisdiction over the program or the CEO can determine what is required in a criminal background investigation. The president or the CEO have clear authority to make a determination as to the sufficiency of the material provided to meet the requirements of a criminal background investigation.

I ask the Board's approval of this policy.

TLB/rs

Attachment

STUDENT PERSONNEL – 500

Background Check Determinations (500.22)

Date Adopted: _____

In any instance where the student is required to complete a student criminal background check, the College President having program responsibility, or the CEO, will be the final authority to determine whether such criminal background check is sufficient.

Agenda Item #7

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Cooperative Agreements with Lake Land and Lewis & Clark Colleges

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Cooperative Agreements with Lake Land and Lewis & Clark Colleges

Attached are proposed cooperative agreements between Land Land College and Illinois Eastern Community Colleges and Lewis & Clark College and Illinois Eastern Community Colleges. Changes and updates to these agreements from last year's are:

Lake Land College

Lake Land removed Air Conditioning/Refrigeration AAS/Certificate from the agreement.

Lewis and Clark Community College

Lewis and Clark added Exercise Science/AAS to the agreement.

I would ask the Board's adoption of these cooperative agreements with Lake Land College in Mattoon and Lewis & Clark College in Godfrey.

TLB/rs

Attachment

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
and
LAKE LAND COLLEGE, DISTRICT #517

This agreement is made this ___ day of _____, 2004 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LAKE LAND COMMUNITY COLLEGE, DISTRICT #517, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LAKE LAND COLLEGE, DISTRICT #517, in the following programs:

Emergency Prep/Vol. Firefighter II (Frontier)	Certificate
Collision Repair Technology (Olney Central)	AAS
Welding & Cutting (Olney Central)	Certificate
Assoc in Fine Arts-Music Education (Lincoln Trail and Olney Central)	AAS
Assoc in Fine Arts-Music Performance (Lincoln Trail and Olney Central)	AAS
Hospitality Management (Lincoln Trail)	AAS
Radiography (Olney Central)	AAS

LAKE LAND COLLEGE, DISTRICT #517, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Civil Engineering Technology	AAS
Dental Hygiene	AAS
Physical Therapy Assistant	AAS
Intro to GIS	Certificate
GIS Raster	Certificate
GIS Vector	Certificate

STUDENT ENROLLMENT AND RESPONSIBILITY

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

RECEIVING DISTRICT'S RESPONSIBILITIES

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
and
LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536

This agreement is made this ___ day of _____, 2004 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536 for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, in the following programs:

Diesel Equipment Technology	AAS
Mining Technology	AAS
Radiography	AAS
Telecommunications Technology	AAS & Certificate

LEWIS AND CLARK COMMUNITY COLLEGE, DISTRICT #536, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Dental Assisting	Certificate
Dental Hygiene	AAS & Certificate
Occupational Therapy Assistant	AAS
Exercise Science	AAS

STUDENT ENROLLMENT AND RESPONSIBILITY

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

The Receiving District shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution, as well as for Illinois State Military Scholarships and Illinois State Scholarship Commission Grants.

RECEIVING DISTRICT'S RESPONSIBILITIES

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

V. FINANCE

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

Procedurally, students who wish to enroll at a Receiving District in one of the programs herein identified will secure from their Sending District a letter designating them as eligible to participate in the specific program covered by this Cooperative

Agenda Item #8B

Dual Admission Agreement with EIU

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Dual Admission Agreement with EIU

Eastern Illinois University and Illinois Eastern Community Colleges, represented by Associate Dean Chris Cantwell, have been working to establish a Dual Admission Program (DAP). Both institutions have agreed to offer a DAP as a pilot program.

The DAP will allow IECC to form a cooperative relationship with EIU to improve the transfer process for students who wish to transfer and complete a baccalaureate degree. The DAP would begin in the Spring Semester of 2005, then be evaluated and amended throughout the duration of the pilot program, which is expected to be two academic years. At the end of the pilot program, either party may extend the agreement.

I ask the Board's approval of this pilot Dual Admission Program.

TLB/rs

Attachment

**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 (IECC) is available to students planning to complete an Associate in Arts (A.A.) degree, 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 IECC and a baccalaureate degree at EIU. The Dual Admission Program (DAP) facilitates the transfer of students from IECC to EIU.

Students participating in the DAP must:

1. Meet either:
 - a. Freshmen admission requirements prior to completing 30 semester hours of credit at IECC and other accredited postsecondary institutions, or;
 - b. Transfer student admission requirements after completing 30 semester hours or more of earned credit at IECC and other accredited postsecondary institutions.
2. Submit an application for admission to IECC.
3. Submit an application for admission to EIU and request the DAP.
4. A DAP application to EIU must be submitted before completing 45 semester hours at IECC and other accredited postsecondary institutions.
5. Have official high school transcripts and ACT/SAT scores sent to EIU and IECC. 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.
7. Complete an A.A., A.S., A.S.A., or A.F.A degree at IECC within 3 years of admission to the DAP and transferring to EIU.
8. Sign a release of information 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 who will 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 Spring 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.

For Eastern Illinois University:

Louis V. Hencken, President Date

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

For Illinois Eastern Community Colleges:

Terry L. Bruce, CEO Date

Chris Cantwell Date
Associate Dean of Academic
and Student Support Services

Rev. 11-17-04

Agenda Item #8C

2006 Fiscal Year Holiday Calendar

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: FY2006 Holiday Calendar

Attached is a proposed holiday schedule for Illinois Eastern Community Colleges full-time employees for Fiscal Year 2006.

I request Board approval of this calendar.

TLB/cr

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

2006 Fiscal Year Holidays for
 Administrative, Technical,
 Professional Non-Faculty,
 Clerical & Maintenance Staff

2005	Monday	July 4	Independence Day
	Monday	September 5	Labor Day
	Monday	October 10	Columbus Day
	Friday	November 11	Veteran's Day
	Thursday Friday	November 24 November 25	Thanksgiving
	Tuesday thru Friday	December 20 thru the 23	Winter Break
	Monday	December 26	Christmas (Observed)
	Tuesday thru Friday	December 27 thru December 30	Winter Break
2006	Monday	January 2, 2006	New Year's Day (Observed)
	Monday	January 16	Martin Luther King Jr. Day
	Monday	February 20	President's Day
	Friday	April 14	Spring Break
	Monday	May 29	Memorial Day
	_____	Prior to June 30, 2006	Floating Day - This replaces the former "Pulaski Day" holiday. Refer to Personnel Policy 400.4 (K) for details.

Agenda Item #8D

Payment of End of Year Bills

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Payment of End of Year Bills

Since the Board of Trustees meeting is occurring on December 14, bills will be received that should be paid before the close of the year.

I ask that a motion be made to pay bills received after the Board meeting. If desired, these bills can be forwarded to the Board for review at the January Board meeting.

TLB/rs

Agenda Item #8E

Appointment of Deputy Election Clerk

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Deputy Election Clerk

The Board of Trustees is responsible for various election duties for the Board of Trustees election to be held on April 5, 2005.

Before each election, in addition to Board Secretary Harry Hillis, the Board appoints a deputy election clerk to receive petitions and otherwise assist Secretary Harry Hillis in his election duties.

I would propose that Susan Renee Smith be selected as Deputy Election Clerk to Board Secretary Harry Hillis for the April 5, 2005 Board election, and that she serve as Deputy Election Clerk until such time as her successor is appointed and qualified.

TLB/rs

Agenda Item #8F

Resolution for Filing Election Petitions

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Resolution for Filing Election Petitions

As part of the duties of the Board of Trustees, the Board must establish filing dates for petitions, appoint an election clerk and deputy election clerk, and establish the office hours for acceptance of petitions.

The following resolution fulfills the election requirements of the Board.

I ask the Board's acceptance of this resolution.

TLB/rs

Attachment

Resolution for Filing Election Petitions

WHEREAS, the election for members of the Board of Trustees will be held on Tuesday, April 5, 2005, and petitions and other nomination papers are to be filed in the main office of Illinois Eastern Community Colleges District No. 529, at 233 East Chestnut Street, Olney, Illinois.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said community college district, that petitions of candidacy and other nomination papers are to be filed with Harry Hillis, Jr., Board Secretary, or Susan Renee Smith, Deputy Election Clerk, in the district office, between the hours of 8:00 a.m. and 4:30 p.m., during the filing period. Filing dates are Monday, January 17, 2005, through Tuesday, January 25, 2005. The District office will be closed January 17th in observance of the Martin Luther King Holiday. The filing date is extended through Tuesday, January 25, because of the observance of this holiday. The office will be open until 5:00 p.m. on the final filing date, January 25th.

Agenda Item #8G

General Education Mission Statement and Learning Outcomes

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: General Education Mission Statement and Learning Outcomes

In December of 2003, a General Education Assessment Committee was formed to begin the planning process for the assessment of student learning outcomes within the general education core curriculum. This General Education Assessment Committee is a district-wide committee composed of faculty, staff, students and administrators.

The General Education Assessment Committee developed a general education mission statement with specific learning outcomes which was reviewed and approved by the faculty and the Cabinet. The General Education Mission Statement and Learning Outcomes are tied directly to the District's mission and purposes statement.

General Education Mission Statement

General Education at Illinois Eastern Community Colleges provides students a foundation of values, attitudes, and skills necessary to become responsible and concerned citizens and life long learners possessing the ability to think critically, communicate effectively, and solve problems in a diverse global society.

General Education Learning Outcomes

Students will be able to read and comprehend college level work.

Students will be able to explain and defend ideas orally and in writing.

Students will be able to examine ideas using critical thinking and reasoning.

Students will be able to solve problems using logic, mathematics, technology, and creative thinking.

Students will be able to demonstrate information and technology literacy.

Students will be prepared to engage in lifelong learning and to participate as responsible members of a culturally diversified global society.

I recommend the Board's approval of the General Education Mission Statement and Learning Outcomes.

TLB/rs

Agenda Item #8H

New Miner Internship Program Cooperative Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: New Miner Internship Program

George Woods, Dean of Workforce Education and John Howard, Associate Dean of Coal Mining Technology, have been working for some time to develop a New Miner Internship Program.

For several years, the mining industry has not had a need to develop and train new miners. With lay-offs, experienced miners have been available to fill all the vacancies. However, with expansion of the coal mining industry and the development of new mines, a demand has been created for training individuals as new miners.

George and John have worked with Big Ridge, Inc., an Illinois corporation, and Arclar, LLC, an Indiana limited liability company, to establish a new miner internship program. Arclar owns and Big Ridge operates the Willow Lake Mine and a coal preparation plant in Saline and Gallatin Counties. Arclar and Big Ridge are willing to hire interns from IECC for the purpose of conducting on-the-job training to our students in an internship program.

Fifteen interns would be given hands-on training and be paid \$8.00 an hour for classroom time and \$12.00 per hour for underground training.

I would ask the Board's approval of this new internship program.

TLB/rs

Attachment

**NEW MINER INTERNSHIP PROGRAM
COOPERATIVE AGREEMENT**

This Agreement is entered into as of the _____ day of _____, 2004, between Illinois Eastern Community College ("IECC"), Big Ridge, Inc., an Illinois corporation with principal offices and place of business at 420 Long Lane Road, Equality, Illinois 62934 ("Big Ridge") and Arclar Company, LLC, an Indiana limited liability company with principal offices and place of business at 420 Long Lane Road, Equality, Illinois 62934 ("Arclar").

1. RECITALS

1.1 IECC has established an internship program to provide practical training and work experience to inexperienced new employees in the coal mining industry. The training provided in the internship program consists of a combination of classroom instruction and on-the-job training in actively operating coal mines. In order to provide this on-the-job training, IECC desires to enter into cooperative agreements with coal mine owners and operators to obtain access to actively operating coal mines for training purposes.

1.2 Arclar owns and Big Ridge operates the Willow Lake Mine Business Unit, (an operating underground coal mine and preparation plant), located in Saline and Gallatin Counties, Illinois (the "Mine"). Arclar and Big Ridge are willing to hire interns from IECC for the purpose of conducting on-the-job training to students in the internship program on the terms and conditions set forth in this Agreement.

2. TERM

2.1 The term of this Agreement shall be a period of six (6) months, commencing on the date hereof. This Agreement may be terminated prior to the expiration of its term as provided in Section 2.2 and 2.3 below, and the term of this Agreement may be extended or renewed by agreement of all of the parties.

2.2 IECC may terminate this Agreement by ten (10) days' written notice to Arclar and Big Ridge in any of the following events:

a) Inability to recruit or retain a sufficient number of suitable internship program candidates; or

b) Discontinuance of the internship program for any other reason.

2.3 Arclar or Big Ridge may terminate this Agreement by ten (10) days' written notice to IECC in any of the following events:

a) Closure of or suspension of operations at the Mine for any reason; or

b) The occurrence or threat of any strikes, work disruption, grievance, lawsuit or other labor dispute at or affecting the Mine due to the Mine's participation in the internship programs.

3. RESPONSIBILITIES OF IECC

3.1 IECC shall recruit and select candidates to participate in the internship program. All candidates selected shall satisfy all applicable legal requirements for employment in underground coal mines in Illinois. All candidates selected must pass the same physical examination required of Big Ridge newly hired miners.

3.2 IECC shall administer or cause to be administered to all candidates selected for the internship program all necessary safety training for newly employed coal miners required by Illinois or federal law.

3.3 IECC shall provide classroom instruction to interns participating in the internship program in the subjects and according to the agreed upon schedule prior to starting any training sessions.

3.4 IECC shall examine and evaluate all interns at the conclusion of the internship program.

4. RESPONSIBILITIES OF BIG RIDGE AND ARCLAR

4.1 Big Ridge shall provide work sites for up to fifteen (15) interns at the Mine for hands-on training. Big Ridge shall provide a sufficient number of experienced miners to work with the interns to satisfy all applicable state and local legal requirements regarding inexperienced miners.

4.2 Big Ridge shall provide task training and hazard recognition training to the interns as required by state and federal law.

4.3 Big Ridge shall provide the interns with transportation into and out of the mine (from the surface) and shall provide the interns with all necessary safety equipment while working at the Mine except the following, which shall be the intern's responsibility to furnish through a payroll deduction:

- a) Metatarsal boots
- b) Mine belt

4.4 Big Ridge shall compensate interns for all time spent in the classroom at a rate of \$8.00 per hour and for all time spent underground at a rate of \$12.00 per hour. No intern shall be permitted to work more than forty (40) hours at the Mine in any week while participating in the internship program.

4.5 Big Ridge shall withhold and remit to the appropriate agencies and officers all state, federal and local income taxes imposed on the wages paid to the interns while participating in the internship program.

4.6 Big Ridge shall pay all payroll taxes and make all legally required contributions to governmental agencies with respect to the interns participating in the internship program.

4.7 Big Ridge shall create and maintain all records concerning the employment of the interns at the Mine while participating in the internship program. Big Ridge shall retain all such records for the period required by applicable law.

4.8 Arclar as owner of the Mine consents to all of Big Ridge's undertakings concerning the Mine, but assumes no responsibility for the performance of Big Ridge's undertakings.

5. EQUAL EMPLOYMENT OPPORTUNITY

The non-discrimination clauses contained in Section 202 of Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein.

6. MANAGEMENT OF MINE AND STATUS OF INTERNS

6.1 Big Ridge reserves the right to remove from or refuse admittance to the Mine to any intern who in Big Ridge's sole judgment;

a) Fails to comply with state and federal safety laws and regulations and with Big Ridge's safety rules;

b) Does not have all necessary safety training, safety clothing and personal safety equipment; or

c) Disrupts mining operations by failing to comply with the instructions of Big Ridge's management and supervisors.

Neither Big Ridge nor Arclar shall have any liability to IECC for the removal or exclusion of any intern from the Mine.

6.2 The number of interns receiving on-the-job training at the Mine shall be reduced whenever necessary at Big Ridge's discretion to avoid interference with mining operations. The number of interns receiving on-the-job training at the Mine may be increased from time to time by agreement of the parties.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement the day and year first above written.

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529

By: _____

BIG RIDGE, INC.

By: _____

ARCLAR COMPANY, LLC

By: _____

Agenda Item #8I

FY 2005 Environmental Scan

Agenda Item #8I

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: FY 2005 Environmental Scan

IECC has been involved in Strategic Planning for many years. An important addition to improving our strategic planning has been the development of an Environmental Scan. Environmental scanning allows us to analyze historical and current demographic data to forecast future internal and external needs for college programs and services.

President Jack Davis did an excellent job in preparing the prior Environmental Scan, and has continued his high quality and excellent work preparing the Environmental Scan for Fiscal Year 2005. President Davis has used software tools that allow forecasts to be calculated that fall within a ninety-five percent probability of being accurate.

Twenty-two data elements were selected for scanning, including such things as population, credit hours generated, equalized assessed valuation, per capita income, farm employment, average wages, full-time student enrollment, and other important indicators of the status of the District.

The Environmental Scan was mailed to the Board.

I ask the Board's acceptance of the Fiscal Year 2005 Environmental Scan.

TLB/rs

Agenda Item #8J

Standardization of Computer Servers

Agenda Item #8J

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
SUBJECT: Server Standards and Procurement

To maintain consistent network server hardware, Alex Cline, Director of Information Technology recommends standardizing on Dell brand servers. Standardizing on a single platform will allow for better hardware compatibility and support.

Dell Inc. has a purchasing agreement with the Midwestern Higher Education Compact (MHEC) that provides discounted hardware pricing to colleges and universities in Illinois and other Midwestern states.

MHEC is an interstate compact of ten Midwestern states dedicated to advancing Higher Education through interstate cooperation. The MHEC computing Hardware Purchasing Program provides discounts on a broad range of computing products tailored to the needs of college and university faculty, staff and students in the MHEC Member States of Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio and Wisconsin.

I am requesting approval to purchase the following equipment using the MHEC/Dell hardware purchasing agreement. Purchasing the servers from the MHEC agreement will save \$3,146.08 over standard higher education pricing.

Description	<u>QTY</u>	<u>Standard Price</u>		<u>MHEC Price</u>		<u>Savings</u>
		<u>Unit Cost</u>	<u>Total Cost</u>	<u>Unit Cost</u>	<u>Total Cost</u>	
Dell PowerEdge 1800	2	\$3,223.60	\$6,447.20	\$2,823.41	\$5,646.82	\$800.38
Dell PowerEdge 1850	5	\$3,085.80	\$15,429.00	\$2,616.66	\$13,083.30	\$2,345.70
Total			\$21,876.20		\$18,730.12	\$3,146.08

The servers will be used as Active Directory domain controllers for our Microsoft Windows 2003 network. The servers can be purchased using Technology Plan funds.

Mr. Chairman, I request approval to standardize servers.

TLB/rs

Agenda Item #8K

Change of Telephone Software Supplier

Agenda Item #8K

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
SUBJECT: Change of Telephone Software Supplier

We have been exploring upgrade options to our current voice mail and telephone PBX systems currently supported by Verizon. During this process it was discovered Verizon failed to register IECC for a free software upgrade resulting in a loss of \$34,000 in free software. We believe this loss was due to a lack of account oversight and multiple administrative staff changes. Currently, there is no Verizon account manager assigned to IECC.

Consolidated Communications located in Mattoon, IL has been aggressive in their sales offers and we feel will provide better service than we are currently receiving from Verizon.

	Verizon	Consolidated
Call Pilot Upgrade	\$24,919.79	\$26,300.00
Telephone System Upgrade	\$31,752.26	\$29,873.00
Totals	\$56,672.05	\$56,173.00

I request Board approval to upgrade voicemail and PBX software from Consolidated Communications. These upgrades could be purchased using Technology Plan funds.

TLB/rs

Agenda Item #8L

Lab Fee Increase

Agenda Item #8L

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Lab Fee Increase

With the change in our relationship with Richland Memorial Hospital, Olney, Illinois, we need to review our lab fees in the Radiology Program.

Richland Memorial charged an activity fee that covered costs of the program. With IECC operating the program in a more direct fashion, there is a need to establish fees to cover expenses of purchasing film badges and student identification markers.

RAD 1206 Applied Clinical Radiology I	\$10 per semester hour
RAD 1208 Radiology Patient Care	\$10 per semester hour
RAD 1226 Applied Clinical Radiology II	\$10 per semester hour
RAD 1236 Applied Clinical Radiology III	\$10 per semester hour
RAD 1246 Applied Clinical Radiology IV	\$10 per semester hour
RAD 1256 Applied Clinical Radiology V	\$10 per semester hour

I ask the Board's approval of the fees set forth.

TLB/rs

Agenda Item #8M

Acceptance of Higher Learning Commission Self-Study Chapter Three

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: Higher Learning Commission (HLC)
Self-Study – Chapter Three

In preparation for the visit from the HLC scheduled for April 18, 19, and 20, 2005, a committee of District staff and employees prepared a Self-Study. The HLC visit will concentrate on five separate criteria, and therefore the Self-Study is also in five chapters, plus an introduction and a summary.

By agreement with the Board, we will review a chapter each month in October, November, December, January, and February. In March, we will cover the summary and review all five earlier chapters.

Chapter Three and the pages dealing with Chapter Three from the Handbook for Accreditation have been mailed to you. Please bring your copy with you to the Board meeting.

TLB/rs

Agenda Item #8N

HLC Self-Study Full Report

Agenda Item #8N

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 14, 2004
RE: HLC Self-Study Full Report

The HLC Steering Committee has completed the final draft of the HLC Self-Study. I present it to the Board for your approval.

The Self-Study is a comprehensive review of the operation of Illinois Eastern Community Colleges. It is a document that I hope the Board will use again and again to analyze the mission, financial status, student assessment, staff and faculty development, academic responsibility and service to the community provided by the four colleges of Illinois Eastern Community College District #529.

Although many individuals played major roles in the development of the self-study, three people should be given special recognition by the Board. Jack Davis and Pam Schwartz have kept the entire process moving forward and ensured that the eventual work product would be of the highest quality. They have worked together and have worked independently to make the self-study an important document, analyzing both the past and the future of IECC. Harry Benson has been a wonderful editor of the self-study. Reviewing the work of numerous committees and individuals, Harry has been able to meld the varying writing styles and points of view into a consistent, coherent, and understandable document.

I ask the Board's acceptance of the Higher Learning Commission Self-Study.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

December, 2004

Frontier Community College

1. Used 2002 or Newer Mini-Van

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Used 2002 or Newer Mini-Van

DATE: December 14, 2004

The Bid Committee recommends acceptance of the bid received that meets all specifications from **Eagleson Olds-Cad-Chevrolet in Olney** for a **2004 Chevy Venture** with 14,000 miles for a total bid of **\$12,975.00**. The bid includes trade-in of a 1999 Oldsmobile Silhouette with 118,000 miles. A lower bid was received from Uebelhor & Sons; however the van being bid had 25,153 miles on it. The Bid Committee feels that the difference in mileage warrants acceptance of the recommended bid which is \$575.00 higher.

Respectfully submitted,

Roger Browning
Michael Dreith
Harry Hillis, Jr.
LaVonna Miller

Source of Funds: Educational Fund

Department: Staff and Faculty

Rationale for Purchase: Van is needed to replace the 1999 Oldsmobile Silhouette with 118,000 miles. Van will be used by faculty and staff.

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

Frontier Community College

2002 or Newer Mini-Van

BID TABULATION

Company	Make/Model	Mileage	Bid	Less Trade-in	Total Bid
Uebelhor & Sons, Inc. Jasper, IN	2004 Chevy Venture	25,153	\$14,900.00	\$2,500.00	\$12,400.00
Eagleson Olds-Cad-Chevrolet Olney, IL	2004 Chevy Venture	14,000	\$14,794.00	\$1,899.00	\$12,975.00
Eagleson Olds-Cad-Chevrolet Olney, IL	2004 Olds Silhouette	22,000	\$15,024.00	\$1,899.00	\$13,205.00
Eagleson Olds-Cad-Chevrolet Olney, IL	2004 Chevy Venture	9,000	\$15,184.00	\$1,899.00	\$13,365.00
J. Wilderman Autoplex Mt. Carmel, IL	2004 Olds Silhouette	24,172	\$18,995.00	\$5,000.00	\$14,125.00

Used 2002 or newer mini-van meeting the following specifications: **(In stock)**

- Less than 30,000 miles
- Remainder of original factory warranty
- Body-on-frame type construction preferred
- Removable center and rear seats
- V-6 engine
- Automatic transmission
- Power brakes
- Front and rear heat and air conditioning
- Cruise control
- Power steering
- Tilt steering wheel
- AM/FM radio
- Power locks
- Floor mats front and rear
- Body and interior to be in excellent condition
- To include trade-in of 1999 Oldsmobile Silhouette with 118,000 miles

NOTE: Following Board approval, bid will be awarded on **December 14, 2004**

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

VAN
YEAR _____ COLOR _____ MILEAGE _____ MAKE _____ MODEL _____
_____ BID \$ _____

LESS TRADE-IN \$ _____ TOTAL BID
\$ _____

DELIVERY
DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE NO _____

FAX NO _____

DATE _____

Note: Please submit bid in duplicate.

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT November 30, 2004

FUND	BALANCE
Educational	\$2,167,472.09
Operations & Maintenance	\$359,423.25
Operations & Maintenance (Restricted)	\$454,760.21
Bond & Interest	\$32,674.48
Auxiliary	\$575,664.25
Restricted Purposes	(\$67,174.84)
Working Cash	\$9,127.45
Trust & Agency	\$100,545.68
Audit	\$14,633.02
Liability, Protection & Settlement	\$275,591.04
TOTAL ALL FUNDS	\$3,922,716.63

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF NOVEMBER 30, 2004

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,522,607
STATE GOVT SOURCES	3,468,689
STUDENT TUITION & FEES	6,656,784
SALES & SERVICE FEES	1,322,107
FACILITIES REVENUE	12,037
INVESTMENT REVENUE	52,383
OTHER REVENUES	54,897
TOTAL REVENUES:	16,089,504
 EXPENDITURES:	
INSTRUCTION	3,977,798
ACADEMIC SUPPORT	214,792
STUDENT SERVICES	516,492
PUBLIC SERV/CONT ED	36,461
OPER & MAINT PLANT	1,082,513
INSTITUTIONAL SUPPORT	4,188,462
SCH/STUDENT GRNT/WAIVERS	1,892,157
AUXILIARY SERVICES	1,791,887
TOTAL EXPENDITURES:	13,700,562
 TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
 NET INCREASE/DECREASE IN NET ASSETS	 2,388,942

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
November 30, 2004

ALL FUNDS

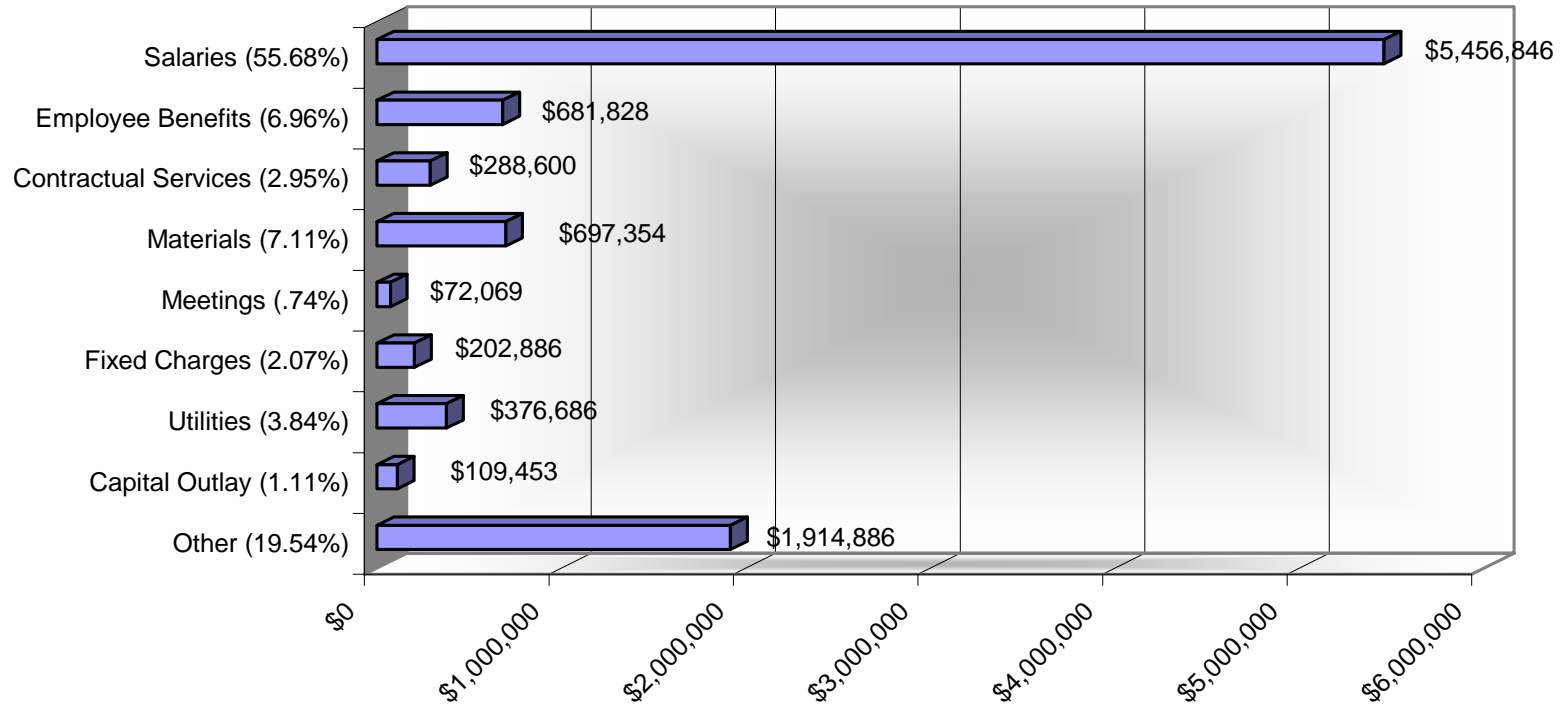
	Fiscal Year 2005
ASSETS:	
CASH	3,922,717
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	7,490,000
RECEIVABLES	2,589,867
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	459,225
OTHER ASSETS	429,771
TOTAL ASSETS AND OTHER DEBITS:	14,915,080
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	3,674
ACCOUNTS PAYABLE	(454,889)
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	335,022
TOTAL LIABILITIES:	23,757
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,472,541
PR YR BDGTED CHANGE TO FUND BALANCE	488,050
 FUND BALANCES:	
FUND BALANCE	4,026,110
RESERVE FOR ENCUMBRANCES	8,904,622
TOTAL EQUITY AND OTHER CREDITS	14,891,323
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	14,915,080

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 November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	% of Year
Frontier	Bills		\$801,592			\$660,892			\$728,614		
	Payroll		753,248			742,510			821,123		
	Totals	\$2,745,276	1,554,840	57%	\$2,873,567	1,403,402	49%	\$2,828,951	1,549,737	55%	42%
Lincoln Trail	Bills		583,969			490,114			605,684		
	Payroll		856,645			877,277			918,848		
	Totals	3,111,881	1,440,614	46%	3,094,155	1,367,391	44%	2,980,418	1,524,532	51%	42%
Olney Central	Bills		706,514			719,062			837,996		
	Payroll		1,388,655			1,400,235			1,514,288		
	Totals	4,762,523	2,095,169	44%	4,886,299	2,119,297	43%	4,835,493	2,352,284	49%	42%
Wabash Valley	Bills		706,022			669,700			753,061		
	Payroll		1,103,259			1,102,715			1,179,896		
	Totals	3,572,889	1,809,281	51%	3,592,981	1,772,415	49%	3,616,953	1,932,957	53%	42%
Workforce Educ.	Bills		433,422			476,288			533,191		
	Payroll		388,759			402,844			409,045		
	Totals	1,832,426	822,181	45%	2,027,797	879,132	43%	2,028,794	942,236	46%	42%
District Office	Bills		102,154			93,306			97,855		
	Payroll		364,186			353,356			360,868		
	Totals	1,265,567	466,340	37%	1,187,944	446,662	38%	1,217,781	458,723	38%	42%
District Wide	Bills		790,182			811,297			787,361		
	Payroll		229,824			249,369			252,778		
	Totals	5,642,629	1,020,006	18%	6,110,349	1,060,666	17%	6,915,423	1,040,139	15%	42%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$22,933,191	\$9,208,431	40%	\$23,773,092	\$9,048,965	38%	\$24,423,813	\$9,800,608	40%	42%

Excludes DOC

**Illinois Eastern Community Colleges
FY2005
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
As of November 30, 2004 - \$9,800,608

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**
- C. Semi-Annual Review of Executive Session Minutes**

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: December 10, 2004
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional Information for Item 400.1. has been mailed under separate cover.

dh

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400.1. Employment of Personnel

400.2. Authorization to hire Lawrence Correctional Center employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Kim Underwood, WED Instructor

400.2. Authorization to hire Lawrence Correctional Center employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Faculty

1. Justin Miller, Business Management Instructor, LTC/LCC
2. David Johnston, Computer Technology Instructor, LTC/LCC

Agenda Item #15

Agenda Item #15
Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

