

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

***MONTHLY MEETING***

December 14, 1999



**Location:**

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

**Dinner – 6 p.m. – Cafeteria  
Meeting – 7 p.m. – SB61**

**IECC BOARD AGENDA**

**7 P.M.**

**December 14, 1999**

1. **Call to order & Roll Call..... Chairman Lane**
2. **Disposition of Minutes..... CEO Bruce**
3. **Recognition..... Bruce**
  - A. **Visitors and Guests**
  - B. **IECCEA Representative**
4. **Public Comment**
5. **Reports**
  - A. **Report from Trustees**
  - B. **Report from Presidents**
  - C. **Report from George Woods**
  - D. **Report from Cabinet**
6. **Policy First Readings (and Possible Approval)**
  - A. **Loss Control Policy..... Allard**
7. **Staff Recommendations for Approval**
  - A. **Corporate Authorization Resolution ..... Allard**
  - B. **FY2000 ICCB ADA Grant Architect ..... Allard**
  - C. **Campus Pipeline Software Implementation..... Bruce**
  - D. **DOC Contract Amendment ..... Bruce**
8. **Bid Committee Report ..... Allard**

None
9. **District Finance**
  - A. **Financial Report ..... Allard**
  - B. **Approval of Financial Obligations ..... Bruce**
10. **Chief Executive Officer's Report ..... Bruce**
11. **Executive Session..... Bruce**
12. **Approval of Executive Session Minutes..... Bruce**
13. **Approval of Personnel Report..... Bruce**
14. **Collective Bargaining**
15. **Litigation ..... Bruce**
16. **Acquisition and Disposition of Property ..... Bruce**
17. **Other Items**
18. **Adjournment**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, November 16, 1999.

**AGENDA #1 – “Call to Order & Roll Call”** - Mr. Terry L. Bruce, Chief Executive Officer, called the meeting to order at 7:10 p.m..

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

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Also present was Mr. Douglas C. Dollahan, student trustee. Trustees absent: Dr. Kent L. Wattleworth. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

**Adjournment of Old Board:** Mrs. Kessler made a motion that the old Board adjourn sine die. Ms. Jameson 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 and the old Board stands adjourned sine die.

**AGENDA #2 – “Oath of Office and Seating of Trustees Elected April 13”** - The oath of office was administered to Brenda K. Culver and Shirley B. Kessler, who were elected members of the Board of Trustees at the election April 13, 1999. Mrs. Culver and Mrs. Kessler were duly seated.

**AGENDA #3 – “Organization of New Board”** – The Board organized for the next two years as follows:

**#3-A. Roll Call:** The Chair directed the roll call of the new Board. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Also present was Mr. Douglas C. Dollahan, student trustee. Trustees absent: None. There being a quorum present, the Chairman 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. Hans Andrews, President of Olney Central College.  
Dr. John Arabatgis, President of Lincoln Trail College.  
Dr. Harry Benson, President of Wabash Valley College.  
Dr. William J. Lex, President of Frontier Community College.  
Mr. George Woods, Dean of Community Development & Workforce Education.  
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Ms. Kathleen Vespa, Associate Dean of Education to Careers Program.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mrs. Nancy J. Allard, Comptroller & Director of Finance.  
Mrs. Marty Novak, Director of Personnel.  
Mrs. Terry Stanford, Executive Secretary to the CEO.

Mr. Harry Hillis, Jr., Board Secretary.

**#3-B. Election of Chairman:** The Chair asked for nominations for Chairman. Mrs. Culver nominated **Mr. Lane** to be Chairman of the Board of Trustees for the next two years. Ms. Jameson seconded the nomination. Mr. Dollahan made a motion that nominations be closed. 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 and the Chair declared that the “Ayes” have it and that nominations for Chairman are closed.

**Board Action:** On a recorded roll call vote ordered by the Chair on the question of election of Mr. James W. Lane, Jr. as Chairman of the Board of Trustees the following trustees voted yea:

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

**#3-C. Election of Vice-Chairman:** The Chair asked for nominations for Vice-Chairman. Mr. Lane nominated **Ms. Jameson** to be Vice-Chairman of the Board of Trustees for the next two years. Mr. Dollahan seconded the nomination. Dr. Fischer made a motion that nominations be closed. Mr. Dollahan 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 that nominations for Vice-Chairman are closed.

**Board Action:** On a recorded roll call vote ordered by the Chair on the question of election of Ms. Karen Marie Jameson as Vice-Chairman of the Board of Trustees the following trustees voted yea:

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

**#3-D. Election of Secretary Pro Tempore:** The Chair asked for nominations for Secretary Pro Tempore. Ms. Jameson nominated **Dr. Fischer** to be Secretary Pro Tempore of the Board of Trustees for the next two years. Mr. Lane seconded the nomination. Mr. Lane made a motion that nominations be closed. 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 and the Chair declared that the “Ayes” have it and that nominations for Secretary Pro Tempore are closed.

**Board Action:** On a recorded roll call vote ordered by the Chair on the question of election of Dr. G. Andrew Fischer as Secretary Pro Tempore of the Board of Trustees the following trustees voted yea:

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

**#3-E. Election of Secretary:** The Chair asked for nominations for Board Secretary. Dr. Fischer nominated **Harry Hillis, Jr.** to be Secretary of the Board of Trustees for the next two years. Mrs. Turkal seconded the nomination. Miss Wolfe made a motion that nominations be closed. 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 that nominations for Board Secretary are closed.

**Board Action:** On a recorded roll call vote ordered by the Chair on the question of election of Mr. Harry Hillis, Jr. as Secretary of the Board of Trustees the following trustees voted yea:

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

**Mr. Lane Assumes Chair:** Mr. Lane assumed the Chair.

**#3-F. 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:

Tuesday, December 14, 1999 *	7 p.m.	Wabash Valley College
Tuesday, January 18, 2000	7 p.m.	Frontier Community College
Tuesday, February 15, 2000	7 p.m.	Lincoln Trail College
Tuesday, March 21, 2000	7 p.m.	Olney Central College
Tuesday, April 18, 2000	7 p.m.	Wabash Valley College
Tuesday, May 16, 2000	7 p.m.	Frontier Community College
Tuesday, June 20, 2000	7 p.m.	Lincoln Trail College
Tuesday, July 18, 2000	7 p.m.	Olney Central College
Tuesday, August 15, 2000	7 p.m.	Wabash Valley College
Tuesday, September 19, 2000	7 p.m.	Frontier Community College
Tuesday, October 17, 2000	7 p.m.	Lincoln Trail College
Tuesday, November 21, 2000	7 p.m.	Olney Central College
Tuesday, December 12, 2000 *	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. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#3-G. Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards:** The CEO recommended adoption of the following resolution.

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

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

**Board Action:** Miss Wolfe made a motion to adopt the foregoing resolution and procedures. The motion was seconded by Ms. Jameson and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #4 – “Disposition of Minutes”** – Open meeting minutes of the special meeting, held Tuesday, October 19, 1999, and the regular meeting, held Tuesday, October 19, 1999, were presented for approval.

**Board Action:** Mrs. Turkal made a motion to approve the foregoing open meeting minutes as prepared. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #5 – “Recognition”** –

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

**#5-B. IECCEA Representative:** Mr. Jim Burnett, President of Illinois Eastern Community Colleges Education Association, was recognized.

**AGENDA #6 – “Public Comment”** – None.

**AGENDA #7 – “Reports”** -

**#7-A. Report from Trustees:** Mr. Lane and Mrs. Kessler presented a report on the recent meeting in Chicago of Illinois Community College Trustees Association. Ms. Jameson reported on student response to a questionnaire relative to the need for more local access to courses from four-year institutions.

**#7-B. Report from Presidents:** Informational reports from each of the four colleges were presented by Dr. Andrews, Dr. Arabatgis, Dr. Benson and Dr. Lex.

**#7-C. Report from George Woods:** Mr. Woods presented an informational report on Workforce Education.

**#7-D. Report from Cabinet:** None.

**AGENDA #8 – “Policy Readings”** – None.

**AGENDA #9 – “Staff Recommendations for Approval”** - The following staff recommendations were presented for approval.

**#9-A. Designation of Board of Trustees Chairman Emeritus:** The CEO recommended that Dr. Kent L. Wattleworth be designated as Chairman Emeritus of the Board of Trustees.

**Board Action:** Mrs. Turkal made a motion to designate Dr. Kent L. Wattleworth as Chairman Emeritus of the Board of Trustees. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#9-B. FY2000 Assessment Plan:** The CEO recommended approval of the fiscal year 2000 Assessment Plan for Illinois Eastern Community Colleges. The plan focuses on planning, assessment of accomplishments of students and 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 objections. It also uses assessment as a measure for decision-making and planning. The plan deals with ten goals of IECC, as outlined in its mission statement.

**Board Action:** Ms. Jameson made a motion to approve the FY2000 Assessment Plan as presented. The motion was seconded by Mr. Dollahan and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#9-C. Jasper County Dual-Credit Agreement:** The CEO recommended approval of the IECC District Dual-Credit Agreement with the Jasper County School District. The agreement is to be the standard IECC District Dual-Credit Agreement as previously approved by the Board of Trustees.

**Board Action:** Mrs. Turkal made a motion to approve the IECC Dual-Credit Agreement with the Jasper County School District. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #10 – “Bid Committee Report”** – The Bid Committee presented the following report and recommendations, followed by Board action as recorded.

**#10-A. Frontier Community College – Used 1998 or Newer Mini-Van and Used 1999 or Newer Automobile:** Bid Committee recommends acceptance of the following low bids that meet all specifications:

Item #1: Eagleson Oldsmobile-Cadillac-Chevrolet, Olney, IL; 1999 Oldsmobile Silhouette Mini-Van, with 27,100 mileage; \$13,085.

Item #2: Eagleson Oldsmobile-Cadillac-Chevrolet, Olney, IL; 1999 Oldsmobile Intrigue, with 18,000 mileage; \$11,985.

Source of Funds: Education Fund; Department: All.

**Board Action:** Mrs. Kessler made a motion to accept the Report of the Bid Committee and approve purchase of the two vehicles listed, from Eagleson Oldsmobile-Cadillac-Chevrolet, Olney, Illinois. The motion was seconded by Mrs. Culver and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #11 – “District Finance”** – The following District financial matters were presented:

**#11-A. Financial Report:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$973,198.98, as of October 31, 1999. The reports were accepted.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of November, 1999, totaling \$661,678.97, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of the district financial obligations for the month of November, 1999, in the amounts listed, and payments from the revolving

fund for the month of October, 1999. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #12 – “Chief Executive Officer's Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. NCA Final Draft – Concerns at OCC No Longer Exist.
2. Training Projects (Hershey, Airtex, Industrial Maintenance at Flora High School, IBHE Information Technology, Briggs).
3. PHS Funds.
4. Telecommunications Advisory Council Meeting.
5. Woodwork Program - OCC.
6. Nursing Course at Flora High School.
7. LRC Meeting at FCC.
8. Honors – Jack Davis – First Community College Leadership Fellowship for U. of I.
9. Enrollment Comparison Chart – Up 2% Districtwide.
10. Campus Pipeline Implementation in March, 2000.
11. New Student Board Member Elected for April, 2000.
12. USI Visit December 1.
13. Meeting with EIU.

**AGENDA #13 – “Executive Session”** - The Chair recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Sections 2(c)(5)&(6) of the Open Meetings Act to consider purchase or sale 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.

**#13-A. Closed Meeting:** Mrs. Kessler made a motion to hold a closed meeting to consider the matters outlined by the Chair. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted as recorded:

Mrs. Culver, yea; Dr. Fischer, yea; Ms. Jameson, nay; Mrs. Kessler, yea; Mr. Lane, yea; Mrs. Turkal, yea; Miss Wolfe, yea. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 8:45 p.m.

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

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

**AGENDA #14 – “Approval of Executive Session Minutes”** – Ms. Jameson made a motion to approve, as prepared, minutes of a closed meeting held during a special meeting, Tuesday, October 19, 1999, and during the regular meeting,

Tuesday, October 19, 1999, and to open said minutes as a part of the public record. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #15 – “Approval of Personnel Report”** – The CEO presented the following amended Personnel Report and recommended it be approved.

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

##### A. Maintenance/Custodial

1. Lawrence Harbaugh: Initial full-time employment as Custodian at Olney Central College. Amount: Based upon \$14,200 per fiscal year. Effective: November 29, 1999.

#### **400.2. Request for Approval of Non-College Employment (external report)**

Judith Puckett; Self-Employed Freelance Writing, approximate time 2 days per month, 18 days per year.

#### **Personnel Report – Addendum 1**

##### **400.1. Resignation**

##### A. Professional/Non-Faculty

1. Kristi Masinelli, District Student Recruiter Coordinator, effective November 30, 1999.

#### **Personnel Report – Addendum 2**

##### **400.1. Change in Status**

##### A. Professional/Non-Faculty

1. Byron Brumfiel, from Assistant Program Director, SBDC (grant), \$33,022 per fiscal year to Program Director, SBDC (grant), \$36,225 per fiscal year, effective November 17, 1999.

**#15-A. Board Action to Add Addendum 1:** Dr. Fischer made a motion to add Addendum 1, resignation of Kristi Masinelli, to the Personnel Report. The motion was seconded by Mrs. Culver and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#15-B. Board Action to Add Addendum 2:** Ms. Jameson made a motion to add Addendum 2, change in status for Byron Brumfiel, to the Personnel Report and approve the Personnel Report as amended. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted as recorded:

Mrs. Culver, pass; Dr. Fischer, yea; Ms. Jameson, yea; Mrs. Kessler, nay; Mr. Lane, yea; Mrs. Turkal, yea; Miss Wolfe, yea. Student advisory vote: Yea. Trustees absent: None. The motion having received 5 yea votes and 1 nay vote and 1 abstention, the Chair declared the motion carried.

**AGENDA #16 – “Collective Bargaining”** – None.

**AGENDA #17 – “Litigation”** – None.

**AGENDA #18 – “Acquisition & Disposition of Property”** - None.

**AGENDA #19 – “Other Items”** – None.

**AGENDA #20 – “Adjournment”** – Dr. Fischer 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 that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 10:00 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #3**

**Recognition**

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

**Agenda Item #4**

**Public Comment**

## **Agenda Item #5**

### **Reports**

- A. Report from Trustees**
- B. Report from Presidents**
- C. Report from George Woods**
- D. Report from Cabinet**

**Agenda Item #6**

**Policy First Readings (and Possible Approval)**

**Loss Control Policy**

**MEMORANDUM**

**TO:** Terry Bruce  
**FROM:** Nancy Allard  
**SUBJECT:** Board Policy- Loss Control Policy (300.19)  
**DATE:** December 9, 1999

We are requesting the Loss Control Policy be presented to the Board of Trustees for first reading in December. This policy has been reviewed and approved by the Cabinet.

This policy has been developed for safe working conditions and loss prevention awareness, primarily in the workers' compensation area.

Thank you.

NA/cr

Attachment



BUSINESS PROCEDURES – 300

Loss Control (300.19)

Strive to provide the employees with the knowledge and information necessary to perform their job in a safe and efficient manner.

Recognizes that providing safe working conditions and maintaining continuity of employment is of continual concern.

Will not knowingly permit unsafe conditions to exist, nor will they permit employees to indulge in unsafe acts. Compliance with district safety rules and policies is a condition of employment. Violations of district rules and regulations could result in disciplinary action.

Dated Adopted:



**Agenda Item #7**

**Staff Recommendations for Approval**

- A. Corporate Authorization Resolution**
- B. FY2000 ICCB ADA Grant Architect**
- C. Campus Pipeline Software Implementation**
- D. DOC Contract Amendment**

**Agenda Item #7A**

**Corporate Authorization Resolution**

## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 30, 1999

RE: Corporate Authorization Resolution

Mr. Chairman, I recommend approval of the revision to the safe deposit box resolution. This is required due to a change in the organization of the Board of Trustees.

TLB/tes

**MEMORANDUM**

TO: Terry Bruce  
FROM: Nancy Allard  
SUBJECT: Safe Deposit Box  
DATE: November 26, 1999

Due to the reorganization of the Board, we need to revise the attached safe deposit #619 resolution. We have changed the name of the Board Chairman to James Lane and also changed Karen Jameson's title from Secretary Pro Tempore to Vice-Chairman.

Please submit the attached Corporate Authorization Resolution to the Board of Trustees for consideration in December.

Thank you.

NA/aj

Attachment

# CORPORATE AUTHORIZATION RESOLUTION

By: Illinois Eastern Community Colleges  
Community College District No. 529  
233 East Chestnut Street  
Olney, IL 62450

A. I, Harry Hillis, Jr., certify that I am Secretary Board of Trustees of the above named Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, a body politic and corporate organized under the laws of the State of Illinois, Federal I.D. Number 37-0906196, engaged in business under the name of Illinois Eastern Community Colleges, Community College District No. 529, and that the following is a correct copy of a resolution adopted by the said Board of Trustees duly and properly called on December 14, 1999. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that,

Two persons A & B listed below to be authorized to:

(1) Enter into written lease for the purpose of renting and maintaining Safe Deposit Box #619 in the following financial institution: Community Bank & Trust, located at 240 East Chestnut Street, Olney, Illinois.

**Name and Title**

**Signature**

(A) Terry Bruce, Chief Executive  
Officer

\_\_\_\_\_

(B) James Lane, Chairman,  
Board of Trustees

\_\_\_\_\_

(C) Karen Jameson, Vice-Chairman,  
Board of Trustees

\_\_\_\_\_

Two authorized persons required to gain access and/or to terminate the lease.

C. I further certify that the Board of Trustees has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

I Witness Whereof, I have hereunto subscribed my name and affixed the seal of this Board of Trustees \_\_\_\_\_.

\_\_\_\_\_  
Chairman, Board of Trustees

(SEAL)

\_\_\_\_\_  
Secretary, Board of Trustees

**Agenda Item #7B**

**FY2000 ICCB ADA Grant Architect**



## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 1, 1999

RE: FY2000 ICCB ADA Grant Architect

Mr. Chairman, I recommend approving Image Architects as IECC's assigned architectural firm for ADA grant projects.

TLB/tes

## MEMORANDUM

TO: Terry Bruce  
FROM: Nancy Allard  
SUBJECT: FY2000 ICCB ADA Grant Architect  
DATE: November 29, 1999

We are required by board action to assign an architect for ADA grant projects. This is the first year ADA funding has been provided by the state to community colleges. IECC FY2000 ADA grant amount is \$157,527.

Official approval of the architect recommendation will partially meet the requirements for this grant. We will be presenting to the Board at a later date the list of ADA projects that will be supported by this grant. We are recommending Image Architects, formerly known as Garrison Jones Architects for these projects. We need to meet this requirement now to prevent IECC from being responsible for architectural fee expenses.

Please present this recommendation to the Board in December for consideration.

NA/cr

Attachment

**ARCHITECT RECOMMENDATION FORM**  
(To be submitted for Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:

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

1<sup>st</sup> Choice: \_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

Yes  No

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

Name of consultant/firm Image Architects

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

Percentage of work estimated to be completed by a consultant -0-

Minority or  Female owned business? Yes or No

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

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

Edward Smith  
Associate Director for System Finances  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, Illinois 62701-1711

**Agenda Item #7C**

**Campus Pipeline Software Implementation**

## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 6, 1999

RE: Campus Pipeline Software Implementation

Mr. Chairman, the Campus Pipeline training sessions held on November 29 for administration, faculty, and students, were very successful and met with much enthusiasm.

I recommend implementation of the Campus Pipeline Software. We plan completion of the software implementation by February 16, 2000.

**Agenda Item #7D**

**DOC Contract Amendment**

**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: December 6, 1999

RE: Department of Corrections Contract Amendment

Mr. Chairman, I recommend approval of the amendment to the Illinois Department of Corrections Contract. The amendment reflects changes in three line items as delineated in the following letter from Dr. Arabatgis.

TLB/tes

TO Terry Bruce  
FROM: John Arabatgis  
RE: Amendment #1 FY 2000 DOC Contract  
DATE: December 3, 1999

I am requesting approval for an Amendment to the FY 2000 Contract with the Illinois Department of Corrections School District #428. School District #428 has verbally approved the proposed amendment. The amendment will result in a total increase in the budget of \$11,322.

The amendment reflects changes in three line items. The first is an increase of \$4,225 in Personnel. This is the result of the pay increase of \$25.00 per credit hour for part-time instructors, and approval by DOC to fund \$1,100 for a second LTC free world student intern position within the educational programs at the Robinson Correctional Center. The second is an increase of \$3,450 to purchase equipment. The third line item increase is for \$1,800 in commodities to purchase \$1,000 in new textbooks and increase the indirect costs \$847.

The current budget with corrections is \$402,978. The \$11,322 increase will result in an amended budget of \$414,300.

If you have any questions, please feel free to contact me.



**Agenda Item #8**

**Bid Committee Report**

**None**

**Agenda Item #9**

**District Finance**

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

ILLINOIS EASTERN COMMUNITY COLLEGES

DISTRICT 529

TREASURER'S REPORT November 30, 1999

<u>FUND</u>	<u>BALANCE</u>
Educational	\$2,072,885.05
Operations & Maintenance	\$543,119.31
Operations & Maintenance (Restricted)	\$286,665.94
Bond & Interest	(\$274,641.81)
Auxiliary	\$83,483.06
Restricted Purposes	(\$255,605.52)
Working Cash	\$924.83
Trust & Agency	\$62,909.93
Audit	\$949.52
Liability, Protection & Settlement	\$242,624.01
<b>TOTAL ALL FUNDS</b>	<b><u>\$2,763,314.32</u></b>

Respectfully submitted,

Marilyn Grove, Treasurer

**LIST OF INVESTMENTS**  
**November, 1999**

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of Interest</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to be Earned</b>
<b>Education Fund</b>						
5/5/99	5/5/2000	5.06	Civitas Bank (CD)	32,000	33,619	1,619
11/18/99	6/18/00	5.75	Old National Bank (CD)	1,500,000	1,550,313	50,313
<b>Operations &amp; Maintenance Fund</b>						
11/18/99	6/18/00	5.75	Old National Bank (CD)	150,000	155,031	5,031
<b>Operations &amp; Maintenance Fund (Rest)</b>						
6/9/99	12/9/99	5.05	Mercantile Bank (CD)	500,000	512,625	12,625
8/31/99	2/29/00	5.71	Community Bank & Trust (CD)	300,000	308,565	8,565
11/9/99	4/11/00	6.02	Trust Bank (CD)	600,000	615,240	15,240
<b>Auxiliary Fund</b>						
8/31/99	12/2/99	5.62	Community Bank & Trust (CD)	600,000	608,430	8,430
11/9/99	4/11/00	6.02	Trust Bank (CD)	500,000	512,700	12,700
<b>Restricted Purposes</b>						
8/31/99	12/2/99	5.62	Community Bank & Trust (CD)	350,000	354,917	4,917
<b>Working Cash Fund</b>						
12/16/98	6/16/00	5.10	Old National Bank (CD)	1,515,000	1,630,898	115,898
10/20/99	4/20/01	5.95	Citizens National Bank of Albion (CD)	675,000	735,244	60,244
10/20/99	6/18/00	5.95	Civitas Bank (CD)	28,000	29,111	1,111
11/9/99	4/11/00	5.75	Old National Bank (CD)	10,000	10,335	335
<b>Trust &amp; Agency Fund</b>						
5/5/99	5/5/2000	5.06	Civitas Bank (CD)	118,000	123,971	5,971
8/31/99	2/29/00	5.71	Community Bank & Trust (CD)	100,000	102,855	2,855
<b>Liability &amp; Protection Fund</b>						
11/9/99	4/11/00	5.75	Old National Bank (CD)	150,000	155,031	5,031

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-NOV-1999

Percentage of time remaining through the Budget: 58.356

GENERAL FUNDS

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
LOCAL GOVT SOURCES	2,407,000.00	1,795,755.08	-611,244.92	-25.394
STATE GOVT SOURCES	11,982,378.00	5,755,482.95	-6,226,895.05	-51.967
STUDENT TUITION & FEES	4,606,000.00	4,277,010.51	-328,989.49	-7.143
FACILITIES REVENUE	40,000.00	9,584.50	-30,415.50	-76.039
INVESTMENT REVENUE	50,000.00	35,901.75	-14,098.25	-28.197
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	21,286.40	21,286.40	#####
OTHER REVENUES	100,000.00	79,887.96	-20,112.04	-20.112
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	19,185,378.00	11,974,909.15	-7,210,468.85	-37.583
EXPENDITURES:				
INSTRUCTION	8,286,290.44	3,193,961.35	-5,092,329.09	-61.455
ACADEMIC SUPPORT	551,825.66	218,619.60	-333,206.06	-60.382
STUDENT SERVICES	928,597.50	396,897.06	-531,700.44	-57.258
PUBLIC SERV/CONT ED	65,539.00	28,052.51	-37,486.49	-57.197
OPER & MAINT PLANT	2,499,584.00	831,137.20	-1,668,446.80	-66.749
INSTITUTIONAL SUPPORT	4,615,479.40	1,393,610.23	-3,221,869.17	-69.806
SCH/STUDENT GRNT/WAIVERS	1,827,000.00	1,430,939.41	-396,060.59	-21.678
	-----	-----	-----	-----
TOTAL EXPENDITURES:	18,774,316.00	7,493,217.36	-11,281,098.64	-60.088
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	576,890.00	716,890.00	140,000.00	24.268
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	576,890.00	716,890.00	140,000.00	24.268
NET INCREASE/DECREASE IN NET ASSETS	-165,828.00	3,764,801.79	3,930,629.79	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-NOV-1999

Percentage of time remaining through the Budget: 58.356

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	1,867,178.00	67,178.00	-1,800,000.00	-96.402
INVESTMENT REVENUE	.00	17,159.49	17,159.49	#####
OTHER REVENUES	.00	9,905.01	9,905.01	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,867,178.00	94,242.50	-1,772,935.50	-94.953
EXPENDITURES:				
OPER & MAINT PLANT	1,493,254.00	135,175.06	-1,358,078.94	-90.948
INSTITUTIONAL SUPPORT	2,208,133.00	108,335.18	-2,099,797.82	-95.094
	-----	-----	-----	-----
TOTAL EXPENDITURES:	3,701,387.00	243,510.24	-3,457,876.76	-93.421
NET INCREASE/DECREASE IN NET ASSETS	-1,834,209.00	-149,267.74	1,684,941.26	91.862

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-NOV-1999

Percentage of time remaining through the Budget: 58.356

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,330,085.00	999,324.64	-330,760.36	-24.868
INVESTMENT REVENUE	.00	1,688.20	1,688.20	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,330,085.00	1,001,012.84	-329,072.16	-24.741
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,309,776.00	1,236,155.25	-73,620.75	-5.621
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,309,776.00	1,236,155.25	-73,620.75	-5.621
NET INCREASE/DECREASE IN NET ASSETS	20,309.00	-235,142.41	-255,451.41	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-NOV-1999

Percentage of time remaining through the Budget: 58.356

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	760,175.00	71,580.49	-688,594.51	-90.584
SALES & SERVICE FEES	2,538,873.00	912,535.92	-1,626,337.08	-64.057
FACILITIES REVENUE	1,800.00	455.00	-1,345.00	-74.722
INVESTMENT REVENUE	.00	13,356.14	13,356.14	#####
OTHER REVENUES	710,881.00	32,794.62	-678,086.38	-95.387
	-----	-----	-----	-----
TOTAL REVENUES:	4,011,729.00	1,030,722.17	-2,981,006.83	-74.307
AUXILIARY ENTERPRISES:				
SALARIES	1,135,431.35	339,516.02	-795,915.33	-70.098
EMPLOYEE BENEFITS	67,590.00	21,336.26	-46,253.74	-68.433
CONTRACTUAL SERVICES	292,478.50	59,973.88	-232,504.62	-79.495
GEN. MATERIAL & SUPPLIES	2,847,899.70	858,211.26	-1,989,688.44	-69.865
CONF/TRAVEL MEETING EXPENSE	236,012.00	64,852.75	-171,159.25	-72.521
FIXED CHARGES	38,700.00	10,496.28	-28,203.72	-72.878
UTILITIES	25,543.45	5,844.84	-19,698.61	-77.118
CAPITAL OUTLAY	388,210.00	53,105.70	-335,104.30	-86.320
INTERFUND TRANSFERS	716,890.00	-716,890.00	-1,433,780.00	#####
OTHER EXPENDITURES	352,507.00	34,760.63	-317,746.37	-90.139
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	6,101,262.00	731,207.62	-5,370,054.38	-88.015
NET INCREASE/DECREASE IN NET ASSETS	-2,089,533.00	299,514.55	2,389,047.55	#####



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-NOV-1999

Percentage of time remaining through the Budget: 58.356

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	140,000.00	38,924.83	-101,075.17	-72.197
	-----	-----	-----	-----
TOTAL REVENUES:	140,000.00	38,924.83	-101,075.17	-72.197
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-140,000.00	.00	140,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-140,000.00	.00	140,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	280,000.00	38,924.83	-241,075.17	-86.098

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-NOV-1999  
Percentage of time remaining through the Budget: 58.356

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	40,000.00	25,017.32	-14,982.68	-37.457
INVESTMENT REVENUE	.00	453.34	453.34	#####
	-----	-----	-----	-----
TOTAL REVENUES:	40,000.00	25,470.66	-14,529.34	-36.323
EXPENDITURES:				
INSTITUTIONAL SUPPORT	21,000.00	21,996.89	996.89	4.747
	-----	-----	-----	-----
TOTAL EXPENDITURES:	21,000.00	21,996.89	996.89	4.747
NET INCREASE/DECREASE IN NET ASSETS	19,000.00	3,473.77	-15,526.23	-81.717

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-NOV-1999  
Percentage of time remaining through the Budget: 58.356

LPS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	450,000.00	341,302.76	-108,697.24	-24.155
INVESTMENT REVENUE	.00	2,088.04	2,088.04	#####
	-----	-----	-----	-----
TOTAL REVENUES:	450,000.00	343,390.80	-106,609.20	-23.691
EXPENDITURES:				
INSTITUTIONAL SUPPORT	613,546.00	106,836.95	-506,709.05	-82.587
	-----	-----	-----	-----
TOTAL EXPENDITURES:	613,546.00	106,836.95	-506,709.05	-82.587
NET INCREASE/DECREASE IN NET ASSETS	-163,546.00	236,553.85	400,099.85	#####



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2000  
 (With comparative totals for July 01, 1999 )  
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2000	Prior Year 1999
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,615,997	3,341,418
CASH IN BANK		
IMPREST FUND	1,000	1,100
CHECK CLEARING	2,000	2,000
INVESTMENTS	3,582,000	3,740,000
RECEIVABLES	2,016,256	5,007,985
INTERFUND RECEIVABLES	627	6,067
TOTAL ASSETS AND OTHER DEBITS:	8,217,879	12,098,570
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	4,487	47,308
CURRENT OBLIGATIONS PAYABLE		24,786
ACCOUNTS PAYABLE	-291,034	-2,758
ACCRUED EXPENSE		
INTERFUND PAYABLES	627	6,067
DEFERRED REVENUE		4,113,673
OTHER LIABILITIES	272,284	682,807
TOTAL LIABILITIES:	-13,635	4,871,883
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	1,341,575	-1,066,357
RESERVE FOR ENCUMBRANCES	6,889,940	8,293,044
TOTAL EQUITY AND OTHER CREDITS:	8,231,515	7,226,687
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	8,217,879	12,098,570

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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2000  
 (With comparative totals for July 01, 1999 )  
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2000	Prior Year 1999
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	83,483	-946,047
CASH IN BANK		
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,100,000	1,100,000
RECEIVABLES	76,096	49,153
INTERFUND RECEIVABLES		
INVENTORY	371,248	348,431
TOTAL ASSETS AND OTHER DEBITS:	1,651,328	572,037
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-30,045	-55,858
ACCRUED EXPENSE		
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		-710,443
TOTAL LIABILITIES:	-30,045	-766,301
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,333,763	899,315
REVENUE CONTROL	347,610	439,023
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,681,372	1,338,339
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,651,328	572,037
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2000  
 (With comparative totals for July 01, 1999 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2000	Prior Year 1999
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	925	62,910	63,835	191,927
CASH IN BANK		--		
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,228,000	218,000	2,446,000	2,282,000
RECEIVABLES		2,893	2,893	
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,228,925	283,803	2,512,728	2,473,927
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
CURRENT OBLIGATIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		27,636
TOTAL LIABILITIES:		139,950	139,950	167,586
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
REVENUE CONTROL		--		
Fund Balances:				
FUND BALANCE	2,228,925	125,651	2,354,576	2,289,872
RESERVE FOR ENCUMBRANCES		18,202	18,202	16,468
TOTAL EQUITY AND OTHER CREDITS:	2,228,925	143,853	2,372,778	2,306,341
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,228,925	283,803	2,512,728	2,473,927
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2000  
 (With comparative totals for July 01, 1999 )  
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2000	Prior Year 1999
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	2,763,314	2,587,297
CASH IN BANK		
IMPREST FUND	21,500	21,600
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,128,000	7,122,000
RECEIVABLES	2,095,246	5,057,139
INTERFUND RECEIVABLES	627	6,067
INVENTORY	371,248	348,431
	12,381,935	15,144,534
TOTAL ASSETS AND OTHER DEBITS:		
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	4,487	47,308
CURRENT OBLIGATIONS PAYABLE		24,786
ACCOUNTS PAYABLE	-321,078	-58,616
ACCRUED EXPENSE		
INTERFUND PAYABLES	140,577	146,017
DEFERRED REVENUE		4,113,673
OTHER LIABILITIES	272,284	
	96,270	4,273,168
TOTAL LIABILITIES:		
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,333,763	899,315
REVENUE CONTROL	347,610	439,023
Fund Balances:		
FUND BALANCE	3,696,151	1,223,515
RESERVE FOR ENCUMBRANCES	6,908,142	8,309,513
	12,285,665	10,871,366
TOTAL EQUITY AND OTHER CREDITS:		
	12,381,935	15,144,534
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	=====	=====



ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY98-00

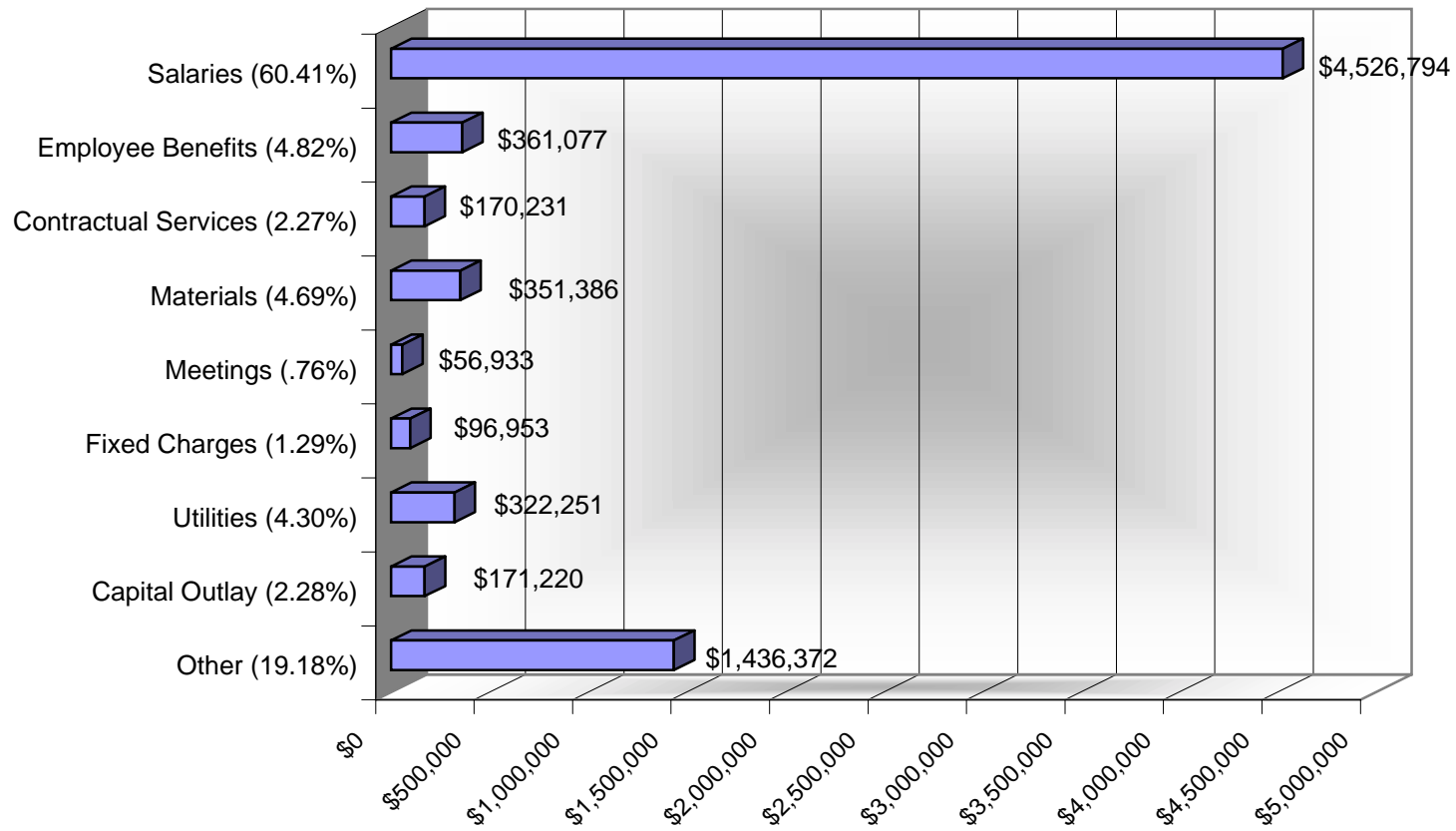
College	Category	FISCAL YEAR 1998			FISCAL YEAR 1999			FISCAL YEAR 2000				Cost per Semester Hour	
		Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	Annual Budget	Spent Thru November	% of Bdgt	% of Year		Summer Hours
Frontier	Bills		\$209,010			\$148,838			\$422,482				
	Payroll		553,304			505,465			637,153				
	Totals	\$1,982,133	762,314	38%	\$2,077,018	654,303	32%	\$2,638,593	1,059,635	40%	42%	3,676	\$288.26
Lincoln Trail	Bills		286,203			282,907			459,240				
	Payroll		609,389			533,374			842,113				
	Totals	2,602,512	895,592	34%	2,697,681	816,281	30%	3,250,689	1,301,353	40%	42%	1,832	710.35
Olney Central	Bills		408,537			281,921			533,013				
	Payroll		956,800			784,246			1,205,591				
	Totals	3,700,904	1,365,337	37%	3,761,268	1,066,167	28%	4,484,872	1,738,604	39%	42%	3,633	478.56
Wabash Valley	Bills		314,665			237,478			425,812				
	Payroll		748,865			646,787			963,489				
	Totals	2,822,934	1,063,530	38%	2,944,978	884,265	30%	3,694,006	1,389,301	38%	42%	3,101	448.02
Workforce Educ.	Bills		108,359			86,058			485,696				
	Payroll		499,608			385,884			369,534				
	Totals	1,608,675	607,967	38%	1,769,316	471,942	27%	1,619,930	855,230	53%	42%	3,732	229.16
District Office	Bills		118,671			113,327			95,639				
	Payroll		271,600			211,637			304,241				
	Totals	910,368	390,271	43%	924,251	324,964	35%	1,072,747	399,880	37%	42%		
District Wide	Bills		805,442			380,825			544,541				
	Payroll		99,304			91,133			204,673				
	Totals	2,037,720	904,746	44%	1,407,496	471,958	34%	2,013,479	749,214	37%	42%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		15,665,246	5,989,757	38%	15,582,008	4,689,880	30%	18,774,316	7,493,217	40%	42%	15,974	469.09

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
ANNUAL COMPARISON REPORT FY96-97

College	Category	FISCAL YEAR 1996			FISCAL YEAR 1997		
		Annual Budget	Spent Thru FY96	% of Bdgt.	Annual Budget	Spent Thru FY97	% of Bdgt.
Frontier	Bills		280,697			329,606	
	Payroll		1,261,346			1,329,343	
	Totals	1,584,532	1,542,043	97%	1,669,767	1,658,949	99%
Lincoln Trail	Bills		376,901			413,208	
	Payroll		1,451,821			1,469,308	
	Totals	1,910,994	1,828,722	96%	1,891,732	1,882,516	100%
Olney Central	Bills		508,385			587,464	
	Payroll		2,444,855			2,436,174	
	Totals	2,992,001	2,953,240	99%	3,051,721	3,023,638	99%
Wabash Valley	Bills		414,722			375,255	
	Payroll		1,827,712			1,803,006	
	Totals	2,282,100	2,242,434	98%	2,216,259	2,178,261	98%
Workforce Educ.	Bills		195,431			229,218	
	Payroll		1,301,780			1,391,784	
	Totals	1,519,113	1,497,211	99%	1,534,554	1,621,002	106%
District Office	Bills		210,287			230,566	
	Payroll		601,776			639,092	
	Totals	816,740	812,063	99%	904,204	869,658	96%
District Wide	Bills		520,503			933,803	
	Payroll		211,558			259,357	
	Totals	838,763	732,061	87%	1,378,951	1,193,160	87%
O & M	Bills		1,248,157			1,199,831	
	Payroll		594,759			618,734	
	Totals	1,908,058	1,842,916	97%	1,904,920	1,818,565	95%
GRAND TOTALS		13,852,301	13,450,690	97%	14,552,108	14,245,749	98%

## Illinois Eastern Community Colleges FY2000 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of November 30, 1999 - \$7,493,217



**Agenda Item #10**

**Chief Executive Officer's Report**

**Agenda Item #11**

**Executive Session**

**Agenda Item #12**

**Approval of Executive Session Minutes**

**Agenda Item #13**

**Approval of Personnel Report**



## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** December 7, 1999  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

mk

Attachment

# **PERSONNEL REPORT**

## **INDEX**

**400.1. Employment of Personnel**

**400.2. Additional Assignment**

## PERSONNEL REPORT

### 400.1. Employment of Personnel

#### A. Professional/Non-Faculty

1. Tara Buerster: Initial full-time employment as District Student Recruiter Coordinator.  
Amount: Based upon \$23,500 per fiscal year. Effective: January 10, 2000.  
Code: 018-8117D-1201-302

### 400.2. Additional Assignment

#### A. Professional/Non-Faculty

1. Ed Wright: Additional assignment as Food Service Manager for Olney Central College.  
Amount: Based upon \$800 per month. Effective: November 15, 1999.  
Code: 56100O-6100O-1202-601

**Agenda Item #14**

**Collective Bargaining**

**Agenda Item #15**

**Litigation**

**Agenda Item #16**

**Acquisition & Disposition of Property**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**



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

Phase III										
<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>	<b>Estimated Budget</b>									
Misc. ADA Improvements All campuses & DO	\$505,000									
Exit Door Modifications OCC	\$126,000									
Phase IV										
Environmental Barriers FCC, LTC & WVC	\$366,300									
Exit Modifications - WVC	\$61,700									
Replace Stage Curtains OCC & WVC	\$55,700									
Stage Floor Replacement OCC	\$48,400									
Flooring Replacements Asbestos - WVC	\$105,000									
Roof Replacements OCC & WVC	\$128,400									
		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>

11/29/99

**TENTATIVE  
Protection, Health, and Safety  
Projects Schedule**

**Phase IV**

**Phase IV**

<b>MECHANICAL &amp; ELECTRICAL PROJECTS:</b>	<b>Estimated Budget</b>										
Replace Rooftop Units LTC	\$363,000										
Replace Rooftop Units OCC	\$779,300										
HVAC/Dehumidification Upgrades – WVC	\$284,300										
HVAC Replacement FCC	\$137,900										
Fire Alarm & Emergency Lighting Replacement LTC & WVC	\$382,000										
Electrical Renovations WVC	\$284,300										
Furnace Replacement FCC	\$84,700										
Lighting & Fire Alarm Upgrades - FCC & OCC	\$69,600										
<b>TOTALS :</b> ESTIMATED BUDGET \$3,781,600 BID AMOUNT \$2,727,815			<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>

11/29/99