

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 21, 2012



Location:

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

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

The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.

**Illinois Eastern Community Colleges
Board Agenda**

February 21, 2012

7:00 p.m.

**Frontier Community College
Foundation Hall**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) Bruce
 - A. Policy 100.3 Meetings and Minutes – Public Comment
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Joint Agreement with Southwestern Illinois College Cantwell
 - B. NJCAA Report Bruce
 - C. International Student Admission Fee Bruce
 - D. Environmental Scan FY2012 Bruce
 - E. IGEN Intergovernmental Agreement Bruce
 - F. Ameren Underground Electric Easement for Lincoln Trail College Bruce
 - G. 2012 Holiday Calendar Bruce
 - H. Statements of Final Construction Compliance Bruce
 - I. Intergovernmental Agreement between the City of Robinson and IECC Bruce
 - J. Intergovernmental Agreement for the Local Debt Recovery Program Bruce
 - K. Affiliation Agreement with Fairfield Memorial Hospital – Emergency Response Bruce
 - L. Motorcycle Rider Safety Course Facility Usage Agreement between SIU-C and FCC
Motorcycle Rider Safety Course Facility Usage Agreement between SIU-C and LTC
Motorcycle Rider Safety Course Facility Usage Agreement between SIU-C and OCC
Motorcycle Rider Safety Course Facility Usage Agreement between SIU-C and WVC

- 9. Bid Committee Report.....Bruce
 - A. Frontier Community College
 - 1. Tractor-Mower
 - B. Lincoln Trail College
 - 1. 2009 or Newer 12-Passenger Van
 - 2. Roof Replacement – McCoy Building
 - C. Olney Central College
 - 1. Custom Engine Trainer w/HVAC
 - D. Workforce Education
 - 1. Hydraulic Training System

- 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 MinutesBruce

- 14. Approval of Personnel ReportBruce

- 15. LitigationBruce

- 16. Other Items

- 17. 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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Science Building Room 61, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, January 17, 2012.

AGENDA #1 – “Call to Order & Roll Call” – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, 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:

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Also present was Miranda Steinman, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Matt Fowler, President of Wabash Valley College.
Mitch Hannahs, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Timothy Taylor, President of Frontier Community College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.
Alex Cline, Director of Information & Communications Technology.
Pamela Schwartz, Associate Dean of Institutional Development.
Renee Smith, Executive Assistant to CEO.
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
HRSA – Health Resources & Services Administration
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
OCC – Olney Central College
PHS – Protection, Health & Safety
SAN – Student Advantage Network
SBDC – Small Business Development Center
SURS – State Universities Retirement System
WED – Workforce Education

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, December 13, 2011 were presented for disposition. One correction was noted. The wording of the second sentence in agenda item #6-A should be corrected to read properly. No substantive changes were noted.

Board Action to Approve Minutes: Trustee Brenda Culver made a motion to approve minutes of the foregoing meeting as prepared and corrected. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

#3-A. Visitors & Guests: Visitors & guests present were recognized, including several college staff members.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – Kevin Emerick addressed the Board of Trustees relative to problems in the LTC basketball program. Three LTC basketball players spoke in support of Mr. Emerick as LTC Head Men’s Basketball Coach.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Written reports were presented from each of the colleges.

#5-C. Report from Cabinet: None.

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

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

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

#8-A. Transfer Agreement between UIUC and IECC: The College of Agricultural, Consumer Environmental Sciences (ACES) at the University of Illinois at Urbana-Champaign and Illinois Eastern Community Colleges have developed a transfer agreement, to allow students who complete the prescribed courses at IECC to be admitted to the College of ACES, UIUC, at the junior level. This Transfer Agreement will facilitate transfer, minimize duplication of instruction, and build on community college and university learning experiences. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement, which will be effective with the 2011-2012 academic year and is subject to renewal every two years. The CEO recommended approval of the Transfer Agreement between the College of ACES, UIUC, and IECC.

Board Action: Trustee Marilyn Wolfe made a motion to approve the Transfer Agreement between the College of ACES, UIUC, and IECC as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea.

Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Installation of Drainage Tile on District Property at Lincoln Trail College: The CEO recommended approval of a request for installation of drainage tile on property owned by the District at Lincoln Trail College. Involved is tillable land leased to Joe Trimble, who would like to install drainage tile in a small area that remains too wet for tillage. The total cost of the project is approximately \$2,000 and the LTC Foundation has agreed to pay the total cost. The project will be completed this Spring when the fields have dried out enough for such installation.

Board Action: Trustee Gary Carter made a motion to approve the foregoing project for installation of drainage tile at Lincoln Trail College as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Amendment to Lease on WVC Advanced Manufacturing Building: The IECC District currently leases the Advanced Manufacturing Building in Mt. Carmel from the Wabash Valley College Foundation (WVCF). The Foundation had purchased the building for \$269,585.59. The existing lease is for five years from July 25, 2009 to July 25, 2014, at \$5,091.86 per month. The District has been paying the monthly lease amount from the Department of Labor Grant which expires in February 2012. The WVC Foundation has agreed to amend the existing lease and extend it for an additional ten years, from March 1, 2012 to March 1, 2022 at \$1,401.75 a month. All other terms and conditions of the existing lease shall be continued. The CEO recommended approval of the amendment to the lease agreement for the WVC Advanced Manufacturing Building as follows:

AMENDMENT TO LEASE AGREEMENT

Wabash Valley College Foundation, Mt. Carmel, Illinois, hereinafter called "Foundation" and Illinois Eastern Community College District #529, 233 East Chestnut Street, Olney, Illinois, hereinafter called "District" entered into a lease for premises located at 310-314 West Third Street, in the City of Mt. Carmel, Wabash County, Illinois on the 25th day of July, 2009.

Under the terms of the lease, the District would occupy the premises from July 25, 2009 to July 25, 2014 and the District, after payment of \$1.00, would become the owner of the premises.

The District was to pay the sum of \$5,091.86 per month on the 25th of each month and the District has made such payments since the inception of the lease.

The Foundation and the District have agreed to amend the existing lease agreement as follows:

The lease period will be from March 1, 2012 to March 1, 2022.

The monthly lease payment due shall be \$1,401.75 due on the 25th of each month.

All other terms and conditions of the existing lease shall remain in effect.

Board Action: Trustee William Hudson made a motion to approve the amendment to the lease on the WVC Advanced Manufacturing Building as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. IECC Fiscal Year 2013 Holidays: By consensus, action on this item was deferred until the February 2012 meeting.

#8-E. Memorandum of Agreement with IECEA: The Illinois Eastern Colleges Education Association and the College Administration have agreed, subject to Board approval, to allow a faculty member to work from her home for a part of the Spring 2012 Semester. This alternative work arrangement is being requested on a trial basis and the Board could discontinue this arrangement with seven days' notice. In addition, there is no obligation by the Board to continue this alternative work arrangement beyond the current semester. The agreement is non-precedential and is being implemented due to unique circumstances. The CEO recommended approval of the following Memorandum of Agreement, which has been agreed to by the Association and the faculty member involved.

Memorandum of Agreement

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, Illinois Community College District No. 529 ("Board"), the Illinois Eastern Colleges Education Association, IEA-NEA ("Association"), and Amie Mayhall ("Ms. Mayhall"). The parties hereby agree as follows:

1. The Board will allow Ms. Mayhall to work from her home for part of the Spring 2012 semester, subject to the remaining terms of this Agreement.
2. The above alternative work arrangement is being permitted on a trial basis. The Board may discontinue the arrangement at any time with seven (7) calendar days prior notice to both the Association and Ms. Mayhall if the President of Olney Central College or his designee determines that such arrangement is detrimental to the best interests of the students or the District. In addition, there shall be no obligation to continue the alternative work arrangement beyond the end of the current semester.
3. This Agreement is non-precedential in all aspects. The alternative work arrangement set forth herein shall not be cited or relied upon in connection with other faculty members or any future requests for an alternative work arrangement of any kind.
4. The alternative work arrangement described herein is being implemented on a trial basis for a short-term period due to unique circumstances, including Ms. Mayhall's situation, the timing of her request, the particular courses involved, and the Board's evaluation of the efficacy of the arrangement.

Board Action: Trustee Marilyn Wolfe made a motion to approve the foregoing Memorandum of Agreement with IECEA as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: John Brooks, nay; Gary Carter, yea; Michael Correll, yea; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Marilyn 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.

AGENDA #9 – "Bid Committee Report" – None.

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 the balance in all funds as of December 31, 2011.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2012, totaling \$626,905.60, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for January 2012, in the amounts listed, and payments from the revolving fund for December 2011. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay:

None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

AGENDA #12 – “Executive Session” – The CEO stated that an executive session to discuss a specific personnel matter would be 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].

#12-A. Executive Session: Trustee Brenda Culver made a motion to hold an executive session under Section 2(c)(1) of the Open Meetings Act. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and an executive session was held beginning at 7:34 p.m.

#12-B. Executive Session Ended: Trustee Gary Carter made a motion to adjourn the executive session and reconvene in open session. Trustee Marilyn 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 the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:47 p.m.

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

AGENDA #13 – “Approval of Executive Session Minutes” – None. (No executive session was held during the regular meeting, Tuesday, December 13, 2011.)

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

400.1. Employment of Personnel

A. Classified

1. Kyle Ziegler, Custodian, OCC, effective January 19, 2012.

400.2. Temporary Employment

A. Professional/Non-Faculty

1. Mike Ray, Full-time Temporary Men’s Basketball Coach, LTC, effective January 18, 2012.

400.3. Change in Status

A. Professional/Non-Faculty

1. Tara Farleigh, Administrative Assistant to the President, FCC, to Coordinator of Assessment and Accreditation, DO, effective February 1, 2012.

400.4. Termination of Employment

A. Professional/Non-Faculty

1. Kevin Emerick, Men's Basketball Coach, LTC, effective January 18, 2012.

400.5. Reductions-In-Force & Adoption of Resolution

A. Professional/Non-Faculty

1. Mike Gill, Program Director, Business and Industry Services (GR), DO, effective February 15, 2012.
2. Tanya Pfeifer, Business and Industry Trainer/Technician (GR), DO, effective February 15, 2012.

Resolution to Reduce Professional/Non-Faculty Personnel

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to dismiss any professional/non-faculty personnel employed by the Board; and

WHEREAS, the Board has decided to reduce staff due to the completion of the Department of Labor Grant.

WHEREAS, the Board of Trustees has therefore decided to dismiss Michael Gill and Tanya Pfeifer as professional/non-faculty employees in and for this Community College District effective on the 15th day of February, 2012.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

1. That the Board of Trustees has decided to and hereby does dismiss Michael Gill and Tanya Pfeifer as professional/non-faculty employees in and for this Community College District effective on the 15th day of February, 2012.
2. That the dismissal of said individuals constitutes honorable dismissal.
3. That the Chairman and Secretary of the Board are hereby empowered and directed to give notice to the said individuals of the dismissal.
4. That this resolution shall be in full force and effective immediately upon its adoption.

400.6. Retirements

A. Faculty

1. Gaziur Rahman, Business Instructor, effective June 1, 2012.

B. Classified

1. Rebecca Coomer, Program Assistant, WED/LTC, effective July 1, 2012.
2. Judy Wilkinson, Office Assistant, WVC, effective June 30, 2012.

Board Action to Approve Personnel Report: Trustee William Hudson made a motion to approve the Personnel Report as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote

ordered by the Chair the following trustees voted as follows: John Brooks, yea; Gary Carter, yea; Michael Correll, abstain; Brenda Culver, yea; Andrew Fischer, yea; William Hudson, yea; Marilyn Wolfe, yea. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 6 yea votes and 0 nay votes, with 1 abstention, the Chair declared the motion carried.

AGENDA #15 – “Litigation” – None.

AGENDA #16– “Other Items” – None.

AGENDA #17 – “Adjournment” – Trustee John Brooks made a motion to adjourn. Student Trustee Miranda Steinman 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 was adjourned at 9:51 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

Policy 100.3 Meetings and Minutes – Public Comment

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Policy 100.3 Meetings and Minutes - Public Comment

The Illinois Open Meetings Act requires that each agenda of the Board have a place for public comment. Currently, the Board has no policy on limiting the amount of time for public comment. Courts have allowed Boards to limit public comment if the Board has adopted a written policy.

The proposed policy allows public comment and allows the Board to impose reasonable restrictions so as to insure the Board can conduct its business in an orderly fashion. Further, the Board has a right to limit individual participation to five minutes. Finally, the policy indicates that the Board is not required to act on any item introduced or discussed in public comment, but is not on the agenda. I ask the Board's approval of this policy concerning public comments.

TLB/rs

Attachment

Meetings and Minutes (100.3)

Date Adopted: December 19, 1989

Revised: September 20, 2011

- A. The Board of Trustees shall operate in compliance with the Open Meetings Act, (Ill. Rev. Statutes, Chapter 102, Par. 41, et seq.).
- B. Meetings of the Board of Trustees shall be open to the public, except for purposes listed in the Illinois Open Meetings Act as proper for discussion in closed meetings. Each public meeting agenda shall contain an agenda item for "Public Comment". Members of the public may address the Board at that point in the agenda in regard to any item on the agenda, subject to such reasonable restrictions as shall be imposed by the Board at that meeting to ensure the orderly conduct of business. The Board reserves the right to limit individual participation to 5 minutes to permit the presentation of all pertinent points of view and information bearing upon a matter before the Board. By allowing "Public Comment", the Board does not obligate itself to receive or act upon new items introduced or discussed at a Board meeting which are not on the agenda.
- C. Minutes shall be kept of all meetings, open or closed, to include date, time and place of the meeting, members of the Board present, and a general description of matters discussed.
- D. The Secretary of the Board of Trustees shall be custodian of all minutes of the Board.
- E. Minutes of closed meetings shall be kept confidential if any two members state that it is necessary to protect the public interest or the privacy of an individual.
- F. Approval of minutes of closed meetings shall require the affirmative vote of at least four members.
- G. Minutes of closed meetings shall not be made public unless the motion for approval so states, except as otherwise provided by law or policy.
- H. Minutes of closed meetings shall be reviewed at least semi-annually to determine the need for such minutes to remain confidential.
- I. In the event the Board agrees to conduct a board meeting utilizing video conference, telephone or other electronic means of communication, a quorum of members of the board must be physically present in order for other members to participate in a board meeting electronically. Therefore, four members of the board will be required to be physically present to establish a quorum to conduct a board meeting. Thereafter, up to three members of the board will be permitted to connect to a board meeting using electronic means of communication.
- J. Board members who are members on January 1, 2012 must complete the electronic training curriculum developed by the Illinois Attorney General's Public Access Counselor by January 1, 2013. Any Board member sworn in after January 1, 2012 must complete the training no later than the 90th day after being sworn into office. The failure of one or more members to complete the training required does not affect the validity of any action taken by the Board. Each Board member who successfully completes the electronic training shall file a copy of the Certificate of Completion with the Secretary to the Board of Trustees.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Joint Agreement with Southwestern Illinois College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Joint Agreement with Southwestern Illinois College

Attached is the Joint Agreement between Illinois Eastern and Southwestern Illinois College. Changes and updates to this agreement include the following:

Illinois Eastern Community Colleges added:

Automotive Service Tech I	Certificate
Computer Telephony	AAS Degree

Southwestern Illinois College removed:

Construction Management Technology	AAS Degree
Fire Science	AAS Degree/Certificate
Paralegal Studies	AAS Degree
Paramedic	AAS Degree

I request Board approval of the joint agreement with Southwestern Illinois College.

TLB/rs

Attachment

A JOINT AGREEMENT FOR EDUCATION COOPERATION
between
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
and
SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522

This agreement is made this _____ day of _____, 2012 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, 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.

I. 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".

II. EDUCATIONAL PROGRAMS

SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Aviation Maintenance Technology	AAS Degree
Aviation Pilot Training	AAS Degree/Certificates
Industrial Pipefitting	AAS Degree/Certificate
Physical Therapist Assistant	AAS Degree
Respiratory Care	AAS Degree
Sign Language/Basic Communication	Certificate
Sign Language/Interpreter	AAS Degree
Ward Clerk	Certificate of Completion

ILLINOIS EASTERN COMMUNITY COLLEGES, District #529, agree to accept students from SOUTHWESTERN ILLINOIS COLLEGE, District 522, in the following programs:

Professional Ag Applicator	Certificate
Agricultural Technology/Business	AAS Degree
Agricultural Technology/Production	AAS Degree
Automotive Service Specialist	Certificate
Automotive Service Technology	AAS Degree/Certificate
Automotive Service Tech I & II	Certificate
Computer Telephony	AAS Degree
Diesel Equipment Technology	AAS Degree
Electrical Distribution Systems	Certificate
Engine Performance Specialist	Certificate
Industrial Management	AAS Degree
Interconnect Technician	Certificate
OSP Technician	Certificate
Pharmacy Technician	Certificate
Radio/TV Broadcasting	AAS Degree
Telecommunications Technology	AAS Degree

III. 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.

IV. 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.

VI. PUBLICITY AND CATALOG

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will be a coordinated effort with prior arrangements being made.

VII. AMENDMENTS TO AGREEMENT

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or SOUTHWESTERN ILLINOIS COLLEGE, DISTRICT #522. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY
COLLEGES District #529

SOUTHWESTERN ILLINOIS
COLLEGE District #522

Chairman, Board of Trustees Date

Chairman, Board of Trustees Date

Secretary, Board of Trustees Date

Secretary, Board of Trustees Date

Illinois Eastern Community Colleges and Southwestern Illinois College do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.

Agenda Item #8B

NJCAA Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: NJCAA Report

On January 31, 2012, the National Junior College Athletic Association (NJCAA), in a Letter of Findings asked that Lincoln Trail College submit a report in February concerning the basketball program at Lincoln Trail College.

The report, which follows, fulfills the requirements for the February report to the NJCAA and indicates that the District has made progress on the audit of the Lincoln Trail College athletic program, the development of a financial report on dorm receipts, a procedure for educating college staff and booster members on NJCAA rules, and the development of a handbook for college coaches and staff relative to NJCAA rules.

The February report indicates the areas where the District is responding and a report in March will include our on-going progress on the NJCAA findings and the need for better oversight of the athletic program at Lincoln Trail College.

The February report that is attached was submitted to the NJCAA on February 15th. I ask the Board to approve that submission.

TLB/rs

Attachment

February Report to the National Junior College Athletic Association (NJCAA)

Lincoln Trail College

February 15, 2012

As Requested in a NJCCA Letter of Findings of January 31, 2012

In the fall of 2011, the administration of Lincoln Trail College, Robinson, Illinois [*Editor's Note—Lincoln Trail College is a college within the Illinois Eastern Community College District. The District is operated by a 7 member elected Board of Trustees*] became aware of actions taken in the basketball program at the college that the administration felt might be violations of NJCAA rules. After a preliminary investigation, the college President Mitch Hannahs and Illinois Eastern Community College District CEO Terry Bruce concluded that violations had occurred and self-reported these suspected violations to the NJCAA. As part of its investigation, the NJCAA asked a series of questions, which were answered in a timely fashion. The NJCAA made a finding of violations on January 31, 2012 and placed the basketball program on probation for the 2011-2012 season.

The NJCAA asked the college to:

1. Audit the Lincoln Trail College Athletic program in the areas of:
 - a. Student-athlete athletic aid
 - b. Eligibility
 - c. The Lincoln Trail College Booster Club.
2. Report to the NJCAA no later than April 1 2012 on:
 - a. A written process addressing the financial reporting of dorm receipts for scholarship athletes between the Lincoln Trail Booster Club and Lincoln Trail College, and that the process be submitted to the NJCAA for approval
 - b. Adopt a procedure for educating college staff and Booster Club members on NJCAA rules
 - c. Suggest policies and procedures to be followed by college coaches and administration relative to the Booster Club.
3. Update the NJCAA monthly on the scheduling and progress on the required program audit.

PROGRESS ON THE AUDIT OF THE LINCOLN TRAIL COLLEGE ATHLETIC PROGRAM

Immediately following the receipt of the NJCAA's letter, the College and the District began a search for an appropriate person to conduct an independent review as requested. On February 8, 2012, the District signed an engagement letter with Kevin Williams, Certified Public Accountant, from Mt. Carmel, Illinois. Mr. Williams agreed to conduct an independent review of the Lincoln Trail College Athletic program encompassing student-athlete athletic aid, eligibility and the LTC Booster Club (LTCBC). Mr. Williams agreed to include in his report a written process addressing the financial tracking of the dorm receipts for scholarship athletes between the LTCBC and Lincoln Trail College.

In the engagement letter, Mr. Williams stated that he would apply the procedures as outlined in the NJCAA bylaws as to "Eligibility Audits" and more specifically, would review 100% of the Lincoln Trail College student athlete's eligibility files as follows:

- 1) The Submitted Copy of the eligibility form complete with college seal, student-athlete signature, athletic director signature, eligibility chairman signature, and the registrar or Dean signature.
- 2) All college transcripts (past and present), transfer waivers where applicable, and current student-athlete class schedules for all student-athletes.
- 3) Proof of high school graduation or GED
- 4) Signed and submitted copies of the Letter of Intent for each student-athlete where applicable
- 5) Delay and Break of Enrollment statements where applicable
- 6) Copy of sports schedule
- 7) Copy of team roster
- 8) Documentation of academic or medical hardships, part-time attendance rule, certified learning disabilities hardship, non-high school graduate and/or 18 calendar month non-college attendance rule.
- 9) I-20 forms for all non-United States citizen student-athletes
- 10) Letter of admission for all non-United States student-athletes
- 11) List of those student-athletes who are Permanent Residents (or Green Card Holders) and appropriate documentation proving such
- 12) Any other documents certifying the student-athlete's eligibility.

Mr. Williams will conduct his work using NJCAA definitions. As stated by the NJCAA, an athletic scholarship recipient shall be defined as an individual who is receiving institutional financial aid that is countable against the total number of allowable NJCAA scholarships by sport established by the NCJAA in Article V, Section 19. An "Athletic Scholarship" is defined as any financial assistance awarded to the student-athlete, from any source, because of his/her athletic capabilities and is considered to be counted under Article V, Section 19. The Letter of Intent/Scholarship Agreement Form shall be prescribed by the NJCAA and shall be in effect for one (1) academic year. An "academic year" is defined as August 1st to July 31st of the following year.

Mr. Williams agreed that a major part of his review of procedures will be to reconcile the expenditures of the Lincoln Trail Booster club in its role in support of the Lincoln Trail College athletic teams. Per the NJCAA, the financial assistance awarded to a student-athlete, regardless of source (i.e. college, booster club, foundation, civic groups, private citizens,) must be officially recorded in and disbursed by the college's office of financial aid and the business office. Mr. Williams agreed to reconcile the books of the LTC Booster Club to make sure that all transactions were processed through the books of Lincoln Trail College so that the financial assistance recorded for each student-athlete is properly recorded.

Mr. Williams agreed to report on all files reviewed, to report on LTC Booster Club activity, and to prepare an "audit of compliance report" to be used by the College and District in their response to the NJCAA. The Williams' report will list the procedures performed and findings. Also, Mr. Williams will propose a written process to be followed to make sure that all support of student-athletes is properly recorded and tracked through the books of LTC.

Arrangements have been made so that Mr. Williams can begin his on-site review on February 21, 2012. Mr. Williams has agreed, unless unforeseeable problems are encountered, that the engagement will be completed and his report filed in time for inclusion in the April 1st Final Report. Mr. Williams has requested cooperation and assistance from Mr. Hannahs and District Chief Financial Officer Roger Browning to make sure that the timeline is met. The College and District is committed to this cooperation and assistance. At the conclusion of the engagement, the College will submit to Mr. Williams a "Representation Letter" from the College that, among other things, will confirm the college's responsibility for the maintenance and presentation of all academic and financial records for his review and that nothing was withheld from any documentation request either verbally or written.

PROGRESS ON ADOPTING A PROCEDURE FOR EDUCATING COLLEGE STAFF AND BOOSTER CLUB MEMBERS ON NJCAA RULES.

Following the NJCAA finding, the District and College began to develop a Handbook for Athletic Boosters. The First Draft follows and is being reviewed by staff of the athletic department and College and District staff. It will be reviewed by the Board of Trustees at its regular meeting on February 21, 2012, and will be submitted to the Board for its approval at its March 21, 2012 meeting.

ILLINOIS EASTERN COMMUNITY COLLEGES

LINCOLN TRAIL COLLEGE

NJCAA COMPLIANCE

HANDBOOK FOR ATHLETIC BOOSTERS

Thank you for your ongoing support of Lincoln Trail College athletics. The National Junior College Athletic Association (NJCAA) mandates that the responsibility for control and conduct of athletic programs is the responsibility of Lincoln Trail College (LTC). This responsibility extends not just to the actions of our coaches and enrolled student-athletes, but also to members of booster organizations.

RECRUITING

For this reason, please be aware that NJCAA rules prohibit you from making in-person recruiting contacts (on- or off-campus) or having written, telephone or electronic communication with recruits or their relatives or legal guardians. Any violations of these rules may impact LTC's ability to recruit prospects and could lead to significant penalties and damage to LTC's reputation as a first-rate community college.

EXTRA BENEFITS

Please also note that NJCAA rules restrict the benefits and special arrangements that student-athletes or their family members may receive. **An extra benefit is defined as any special arrangement to provide an enrolled student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NJCAA rules.** Some examples of extra benefits include providing monetary or other financial support, loans, discounts, transportation, entertainment, meals or anything else of material value to enrolled student-athletes or their family members. Any extra benefit given to a student-athlete, regardless of the relative value of the benefit, is a violation of NJCAA rules and may adversely impact the student-athlete's eligibility for competition and result in sanctions against the LTC athletic program from the NJCAA.

If you are aware of information related to a potential violation of NJCAA rules, we are counting

on you to report such information to the President of LTC. As an NJCAA member institution, it is the college's obligation to investigate all potential violations.

Rules compliance is a shared responsibility. As a supporter of LTC athletic programs, the college is counting on your help. Please contact the LTC President if you have any questions.

THE TOP 10 THINGS ATHLETIC BOOSTERS SHOULD KNOW

1. The NJCAA holds Lincoln Trail College accountable for the actions of its boosters.
2. Boosters may not be involved in recruiting prospective student-athletes on behalf of Lincoln Trail College. A prospective student-athlete is any student who has started classes for the ninth grade or above (seventh grade or above in men's basketball).
3. Boosters may not be involved in arranging for a prospect, an enrolled Lincoln Trail College student-athlete, or their family to receive money or financial assistance of any kind.
4. Boosters may not provide transportation to a prospect, an enrolled student-athlete, or their family and friends.
5. Boosters may not spend funds to entertain prospects, enrolled student-athletes, or their family and friends.
6. Boosters may not use a photo or name of an enrolled student-athlete for commercial purposes or sell student-athlete memorabilia.
7. Boosters may not provide tickets to a prospect, an enrolled student-athlete, or their family and friends, or purchase tickets from a current student-athlete.
8. Boosters may notify the Lincoln Trail College coaching staff of talented prospects and may send newspaper clippings and other information about prospects to the LTC coaching staff.
9. Violations of NJCAA rules can render prospects and enrolled student-athletes ineligible for competition at LTC and cause negative publicity for those involved in the violations.
10. Always ask before you act.

PROGRESS ON ASSURING INSTITUTIONAL COMPLIANCE WITH NJCAA RULES.

Part 1—adoption of college and district procedure and policy

After the finding of violations by the NJCAA on January 31, 2012, the College and District began a review of existing policies to improve on the institutional controls of the District as they relate to the administration of athletic programs within the District. The District wishes to make clear the institutional commitment to compliance, to make staff of the District aware that compliance is a shared responsibility, that an Athletic Compliance Coordinator is being hired, and that an Athletics Handbook was being prepared. So that student-athletes are aware of the various rules and regulations, a Student Athlete Handbook would also be written.

The Athletic Compliance Coordinator is to be considered for hiring at the February 21, 2012 meeting of the Board of Trustees. The duties of the Athletic Compliance Coordinator are set forth below in Part 2 of this report on Institutional Compliance. The Athletics Handbook and the Student Athlete Handbook are to be prepared no later than December 31, 2012.

INSTITUTIONAL ATHLETIC COMPLIANCE PROCEDURE

Illinois Eastern Community College District (District) and Lincoln Trail College (LTC) have developed a strong commitment to maintaining institutional control of its athletics program by: A) sharing responsibility for compliance throughout the college; B) establishing a system of sound policies and procedures that will help ensure compliance with NJCAA regulations and internal college and District rules; and C) auditing and evaluating the compliance program to ensure that adequate internal controls are in place.

SHARING RESPONSIBILITY WITHIN THE IECC DISTRICT AND LINCOLN TRAIL COLLEGE

Several entities through the District share responsibility for compliance. The Board of Trustees of Illinois Eastern Community Colleges formulates District policy and delegates the execution of those policies to its administrative officers, chief among them, the District's Chief Executive officer (CEO). Under the direction of the CEO, the College President serves as the chief executive officer of Lincoln Trail College and, as such, is responsible for institutional control of the athletic programs. As a practical matter, the President has delegated the day-to-day operation of the program and its compliance component to the College's Athletic Director. In addition, the CEO has appointed the District's Athletic Compliance Coordinator to be a liaison to the Athletic Director, in order to provide close communication on goals and strategic plans, and to ensure that governmental, NJCAA, College and District rules, regulations, and requirements are met.

The CEO, the College President, the Athletic Director and the Athletic Compliance Coordinator are responsible for: A) confirming that the athletic program adheres to the District's academic and educational objectives; and B) overseeing the financial and personnel management and other operational aspects of the athletic program; and C) monitoring the academic progress of all student-athletes.

To have an effective oversight, accountability must be shared throughout the institution. Therefore several offices outside of the athletic program must be involved and made aware that they also share responsibility in the compliance function. The Office of Student Financial Aid and the Office of Admissions and Records play critical roles in determining student-athlete eligibility and must be aware of and have a commitment to compliance with NJCAA and District and College regulations. Meetings between the Athletic Director and the Athletic Compliance Coordinator and representatives of student financial service and admissions and record should be held regularly to ensure good communication on issues and problems and the Athletic Director and the Athletic Compliance Coordinator should provide rules and educational programs for the staff in these

offices.

The responsibility for compliance goes through the entire organization, from the CEO, the Athletic Compliance Coordinator, the President and the Athletic Director and other administrators to the coaching staff and student athletes. The Athletic Director expresses the importance of compliance to coaches in the hiring process, during annual evaluations, and when determining compensation levels. The job description for all coaches includes clauses which state that compliance with NJCAA rules is an expectation for continued employment. Coaches are expected to attend rules education sessions and to understand and adhere to the rules.

ESTABLISHING SOUND POLICIES AND PROCEDURES

Illinois Eastern Community Colleges has a system of policies and procedures in place to guide the actions of coaches, athletic staff, and others involved in the recruitment and retention of student-athletes. This system is administered by the CEO and the President who monitor and verify compliance with all NJCAA regulations. The Athletic Director reports directly to the President and has a "dotted-line" relationship to the Athletic Compliance Coordinator who serves as liaison to the Athletic Director. This relationship provides an avenue of communication about problems that might stem from actions taken by coaches within the athletic program.

The Athletic Director has responsibility for providing rules and education to athletic department personnel; to student-athletes; and to outside organizations, such as clubs that support the athletic programs. The Athletic Director creates systems to ensure compliance with NJCAA, evaluates documentation and reports from coaches in all sports, interprets rules, and obtains advice from NJCAA. The Athletic Director works to correct any weaknesses in the compliance effort to prevent violations and keeps the President informed of the status of compliance. The system is documented in the Athletics Handbook, which is given to all athletic staff and the handbook informs athletics personnel of many compliance-related policies and procedures and NJCAA rule interpretation procedures. A Student Athlete Handbook is to be given to all student athletes. These compliance manuals are under development by the Athletic Compliance Coordinator with an expected completion date of December 31, 2012.

REVIEWING AND EVALUATING

In order to monitor rules compliance, the District has retained an independent CPA to review the athletic programs at LTC as requested by the NJCAA in its January 31, 2012 report. The CPA's report will cover student-athlete athletic aid, eligibility, and Booster Club transactions. The findings and recommendations of this report are to be reviewed by the CEO, the President, and the District Chief Financial Officer and reported to the Board of Trustees and will be utilized to determine the adequacy of internal control systems currently in place to ensure that the programs are conducted in compliance with NJCAA and District financial and administrative policies and procedures. Actions will be taken to ensure that the system in place is adequate to the task of preventing or discovering deliberate or inadvertent violations of rules. Upon review of this report, the Chief Financial Officer will recommend improvements in procedures and inform the CEO of the status of compliance.

SUMMARY

The primary components of a comprehensive system of institutional control at Illinois Eastern Community Colleges--sharing responsibility, effective policies and procedures, reviewing and evaluating the system--represent a strong commitment to maintaining compliance with NJCAA and District policy. The continuing development of systems, strengthening of relationship between the Athletic staff and units within the college and booster clubs and other groups outside the college, and the implementation of recommendations for improvement stemming from independent reviews and evaluations will help achieve the District's goal of having a robust program of institutional control and maintaining a record of compliance.

PROGRESS ON ASSURING INSTITUTIONAL COMPLIANCE WITH NJCAA RULES.

Part 2—Hiring of Athletic Compliance Coordinator

Illinois Eastern and Lincoln Trail College wish to be fully compliant with rules, regulations and policies of the NJCAA and the Great Rivers Athletic Conference. To remain compliant, the District and the College will hire an Athletic Compliance Coordinator (ACC). The ACC will develop and oversee a total compliance program that will enable the IECC college athletic programs to operate within the rules, regulations, and procedures of the NJCAA and Great Rivers Athletic Conference (GRAC).

The Athletic Compliance Coordinator shall:

- Assist the Athletic Directors of each IECC college in promoting compliance with all IECC, NJCAA, and GRAC policies and regulations.
- Coordinate, monitor, and evaluate the colleges athletic compliance programs within NJCAA and GRAC requirements.
- Conduct educational sessions and interpret NJCAA rules for staff in the athletic departments, financial aid, and admissions.
- Develop and oversee annual student-athlete orientation sessions.
- Oversee and approve various NJCAA compliance reports.
- Ensure the colleges are in full compliance with NJCAA and GRAC regulations.
- Work with the college Athletic Directors to monitor the recruiting process and initial eligibility of athletes being recruited.
- Work with the college Athletic Directors to monitor athletes' eligibility and satisfactory academic progress in their classes.
- Assist with the development of a comprehensive compliance program including rules and education for student-athletes, coaches and administrators.
- Develop a compliance manual and student-athlete handbook and revise as necessary.
- Represent IECC at NJCAA conferences and seminars as necessary, and develop a working relationship with NJCAA and GRAC representatives for our local region.
- Report quarterly to CEO on compliance issues and progress.

The District is seeking an individual who has knowledge of NJCAA and GRAC rules and Illinois Community College Board academic and admissions requirements. The individual must be able to operate NJCAA Compliance Assistance Software; interpret compliance rules with many variations and apply them to changing situations; and establish rapport and work with college Athletic Directors. The District plans to fill this position by March 1, 2012.

CONCLUSION OF FEBRUARY REPORT

The College submits this report in compliance of the NCJAA required February monthly report. The Board of Trustees will consider this report for approval at its meeting on February 21, 2012. The second monthly report will be submitted on or about March 15, 2012 and reviewed by the Board of Trustees on March 21, 2102. The District will submit the Final Report on or before April 1, 2012.

Submitted this 15th day of February 2012.



Terry L. Bruce
Chief Executive Officer
Illinois Eastern Community Colleges and on behalf of
Lincoln Trail College

Revised 2 15 12 130p

Agenda Item #8C

International Student Admission Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: International Student Admission Fee

International students currently pay \$75.00 to have their file considered for admission to an IECC college. Mailing costs have increased significantly and the fee needs to be increased to \$100.00. The fee increase, if approved, would be effective with the Fall Semester 2012.

I ask the Board's approval of this increase of the International Student Admission Fee to \$100.00.

TLB/rs

Agenda Item #8D

Environmental Scan FY2012

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Environmental Scan FY2012

Rodney Ranes, President of Olney Central College, has prepared the FY2012 Environmental Scan which is used by the District to forecast future internal and external needs for both college programs and services. The data assists the District in developing the Strategic Plan, the Career and Technical Education Plan, and the On-Line Education Plan.

Data of particular interest:

- Number of high school students that qualify for free or reduced lunches has increased the last three years. Almost 40% of the total high school population is in this category.
- Median household income and per capita personal income lagged significantly behind the statewide average and the cost of higher education will continue to be an issue.
- Local high schools have had a decrease in graduates in the last three years.
- On-Line enrollments now exceed 5,000 students enrolled, the highest since on-line learning was offered.
- Changes in Estimated Family Contribution for Federal Pell Grants means that fewer students will be eligible.
- Illinois Monetary Awards Grants continue to squeeze out more and more community college students because of earlier eligibility dates.
- Funding opportunities through local Workforce Investment Agencies have decreased reducing the dollars for retraining for new technical skills.

The District continues to review items for inclusion in the Environmental Scan. Items being considered include residential building permits, home foreclosures and migration in and out of the District.

Future reviews will consider data related to remedial and developmental education to respond to the State's implementation of Performance Funding and the State focus on degree completion.

I ask the Board's acceptance of this Environmental Scan which has been mailed to each Board member.

TLB/rs

Agenda Item #8E

IGEN Intergovernmental Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: IGEN Intergovernmental Agreement

The Illinois Green Economy Network (IGEN) has been established to foster sustainability centers, provide training for the green workforce, and deploy energy conservation and techniques and renewable energy technology by local community colleges.

IGEN wishes the District to enter into an Intergovernmental Agreement to establish a network for cooperation and collaboration in promoting sustainability.

Under the Intergovernmental Agreement, the District may be required to receive funds from IGEN and cooperate with that agency in the operation of the IGEN network.

Under the Intergovernmental Agreement, the Board may withdraw from IGEN with 30 days' notice of withdrawal.

I ask the Board's approval of the resolution approving the intergovernmental agreement and the intergovernmental agreement itself. Both the agreement and the resolution follow.

TLB/rs

Attachment

**INTERGOVERNMENTAL AGREEMENT
ESTABLISHING THE ILLINOIS GREEN ECONOMY NETWORK**

THIS INTERGOVERNMENTAL AGREEMENT is entered by and between the signatories hereto, all being community colleges organized and operating under the laws of the State of Illinois, for the purpose of establishing the Illinois Green Economy Network (“IGEN”).

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network (“IGEN”) in order to create and foster sustainability centers, provide training and education for a “green collar” workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, College of Lake County, Southwestern Illinois College and Heartland Community College, all Community College districts organized and existing under the laws of the state of Illinois, are the Administrative Member Districts of the IGEN; and,

WHEREAS, all community college districts organized and existing under the laws of the State of Illinois, are Districts eligible to join as members of IGEN and desire to join into a network for cooperation and collaboration to promote sustainability by becoming members of IGEN; and,

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and,

WHEREAS, IGEN provides opportunities for all community college districts in this State to engage in the activities to promote energy efficiency and sustainability on their campuses and in their districts as more fully set forth in public documents, grants, and by-laws to this Intergovernmental Agreement.

NOW, THEREFORE, the Illinois community colleges signatory hereto agree as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The following Illinois community college districts shall be Administrative Members of IGEN:

College of Lake County, Southwestern Illinois College, and Heartland Community College.

3. All other community college districts in the State of Illinois shall be eligible to become and known as Member Districts of IGEN.

4. By executing this Intergovernmental Agreement, each Board of Trustees for each Illinois community college shall become a member of IGEN in the designated class as described herein.

5. The President of each Administrative Member District or the President's alternate will comprise the standing members of the Steering Committee of IGEN. The standing members of the Steering Committee may appoint up to three additional voting members of the Steering Committee from among the Presidents of the Member Districts. The appointed voting members shall serve one (1) year terms or until a new appointment is made after expiration of a term. The standing members may appoint a replacement for resignations or inability to serve by an appointed member. In addition, the Steering Committee may appoint the Chief Executive Officer of the Illinois Community College Board, or his/her designee, as an *ex officio*, non-voting member of the Steering Committee.

5.1 The Steering Committee will develop and adopt by-laws, including the designation of the quorum required to take action, other governing rules, and, if necessary, a supplement to this Intergovernmental Agreement.

5.2 The Steering Committee shall select a Chair and Vice-Chair, at least one of which shall be an Administrative Member, and such other officers as it deems appropriate.

5.3 Each Steering Committee meeting will be held at a location convenient to its members or meetings may be conducted through electronic media.

5.4 The Steering Committee shall provide governing oversight of IGEN activities including: reviewing and approving necessary budgets, strategic plans and grant submissions; arranging steering committee and working group meetings; interfacing with potential public and private partners; hiring of the IGEN Executive Director; provision of ongoing support and guidance to ensure the success of the IGEN Executive Director role, and any other items necessary to maintain IGEN as a viable entity.

6. College of Lake County shall serve as Administrative Agent for IGEN, and Southwestern Illinois College shall serve as Fiscal Agent for IGEN.

7. Upon a 2/3 affirmative vote of the Steering Committee or upon the resignation of a community college from the Administrative Member class, a member of the Member District class may be nominated to become an Administrative Member class. In the event that College of Lake County and/or Southwestern Illinois College resigns from the Administrative Member Class, this Intergovernmental Agreement and the IGEN by-laws shall be amended to reflect the appropriate change of Administrative Agent and/or Fiscal Agent designations.

8. Each community college, regardless of member class designation, shall pay annual, non-refundable membership dues up to Three Thousand Dollars (\$3,000) into the IGEN Fund. These membership dues may be established at the community college whose President serves as the Steering Committee Fiscal Agent or, all or a portion thereof, may be handled through another agency such as the Illinois Community College Trustees Association.

9. Each grant submitted by IGEN to State or Federal agencies or private foundations or corporations, will include, where permitted, a line item for legal and administrative costs.

10. Pursuant to the authority granted in Section 3-27.2 of the Illinois Public Community College Act (110 ILCS 805/3-27.2) and Section 2(a) of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/2(a)), the Administrative and Member Districts agree to participate with one another in joint purchases of personal property, supplies and services related to the subject matter of this Intergovernmental Agreement and associated grants. All such joint purchases shall be by competitive bids, with the letting of bids conducted by the Fiscal Agent for IGEN under this Intergovernmental Agreement, in accordance with the provisions of the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1 *et seq.*). The expenses of such bid-letting shall be shared by the participating Administrative and Member Districts in proportion to the amount of personal property, supplies or services each participating Administrative and Member District purchases.

11. IGEN shall exist as long as at least three (3) Administrative or Member Districts remain members. Community colleges may withdraw from IGEN by providing IGEN at least thirty (30) days notice of withdrawal. In addition, Member Districts may be removed by the Standing Committee for failure to pay membership dues.

12. Any member may make additional voluntary payments to the IGEN Fund consistent with State law.

13. If IGEN should cease to exist, any remaining funds after the payment of all claims shall be distributed amongst the then remaining Member Districts in equal payments.

14. This Intergovernmental Agreement with any subsequent written and duly authorized amendment(s) hereto, constitute the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated in this Agreement.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

WHEREFORE, the undersigned has executed this Agreement as of the 21 day of
February, 2012.

BOARD OF TRUSTEES
Illinois Eastern Community Colleges

By: _____
Chair

Attest: _____
Secretary

[REMAINDER OF PAGE INTENTIONALLY BLANK]

Agenda Item #8F

Ameren Underground Electric Easement for Lincoln Trail College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Ameren Underground Electric Easement for Lincoln Trail College

Ameren Illinois has asked for the approval of an underground electric easement for Lincoln Trail College for the replacement and rerouting of electric service for the college.

The easement goes from an existing utility pole and terminates at a pad mounted transformer which is 935 feet south of the center line of County Road 1150N and 1072 feet west of the center line of Illinois State Route 1.

The described easement would be 15 feet wide from the utility pole to the pad mounted transformer.

The District has been negotiating with Ameren Illinois to upgrade electrical service to the college and this project has been placed on their Spring 2012 construction program.

I ask the Board's approval of this easement requested by Ameren Illinois for service to Lincoln Trail College.

TLB/rs

Attachment

EASEMENT
(Underground Electric)

KNOW ALL MEN BY THESE PRESENTS, this _____ day of _____, 2012, that BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT NO. 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS, its successors and assigns whether one or more and whether an individual, individuals, a corporation, or other legal entity (hereinafter "Grantor"), for and in consideration of the sum of One and No/100ths Dollars (\$1.00) and other valuable consideration in hand paid, the receipt of which is hereby acknowledged, does hereby grant unto AMEREN ILLINOIS COMPANY d/b/a AMEREN ILLINOIS, an Illinois corporation, its successors, assigns, licensees, agents, lessees, contractors, sub-contractors and tenants (hereinafter "Grantee"), the perpetual right and easement to install, rebuild, use, operate, add to the number of and maintain underground electric and communication line or lines, cables, fixtures, appliances, and equipment appurtenant thereto, including above ground transformers, cabinets and pedestals, upon, over, across and under the following described land, in Section 25, Township 7 North, Range 12 West, of the 2nd P.M., Crawford County, Illinois, to-wit:

A strip of land 15 feet of even width, extending over, under, through, and across the following described property:

The East Half of the Southeast Quarter and the East Half of the West Half of the Southeast Quarter of Section 25, Township 7 North, Range 12 West of the Second Principal Meridian, Crawford County, Illinois.

Parcel Number: 05-1-25-000-007-000

The centerline of said 15 foot wide strip is described as beginning at a point on the East line of the above described property approximately 1355 feet South of the centerline of County Road 1150N; said point being the location of an existing utility pole; thence extend Southwesterly approximately 80 feet, thence extend Westerly approximately 742 feet, thence extend Northwesterly approximately 201 feet, thence continue in a Northwesterly direction approximately 357 feet to a point of termination at a padmount transformer, said point being approximately 935 feet South of the centerline of said County Road 1150N and approximately 1072 feet West of the centerline of Illinois State Route 1.

together with all rights reasonably implied by and incidental to the exercise and enjoyment of said easement rights, including without limitation the right of ingress and egress to and over the above described easement area and premises of Grantor adjoining the same, for all purposes herein stated; together with the right to trim, control, cut and remove or cause to be removed at any time and from time to time, by any means, any and all brush, bushes, saplings, trees, roots, undergrowth, rock, overhanging branches and other obstructions upon, over and under the surface of said easement area and of the premises of Grantor adjoining the same deemed by Grantee to interfere with exercise and enjoyment of Grantee's rights hereunder, or endanger the safety of, said facilities; and the right to license, permit or otherwise agree to the use or occupancy of said easement or any portion thereof or of said facilities by any other person, association or corporation, for the

purpose hereinabove set out; and with the further right to remove at any time and from time to time any or all of the said line or lines, and appurtenances thereto located upon, over, across and under said land by virtue hereof.

Grantee shall be responsible for actual damages occurring on the herein described property as a result of the construction, operation, maintenance or repair of Grantee's facilities and shall reimburse the owner thereof for such loss or damages.

Grantor, for itself, its heirs, successors and assigns, does hereby warrant and covenant unto Grantee, (1) that Grantor is the owner of the above described land and has full right and authority validly to grant this easement, (2) that Grantee may quietly enjoy the premises for the purposes herein stated, and (3) that Grantor will not create or permit any building or other obstruction or condition of any kind or character upon Grantor's premises that will interfere with the Grantee's exercise and enjoyment of the easement rights hereinabove conveyed.

IN WITNESS WHEREOF, BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT NO. 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS has caused these presents to be signed by its _____ President and has hereunto affixed the corporate seal.

BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT NO. 529

ATTEST:

By: _____
Name: _____
Title: _____

Secretary

STATE OF ILLINOIS }
COUNTY OF _____ } SS

This instrument was acknowledged before me on _____, 2012, by _____ as _____ of BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT NO. 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS.

Notary Public

Prepared by: Deborah Love

Return to: Deborah Love, Ameren Illinois, 1800 Ford Avenue, Effingham, IL 62401

DAL
WR# 3WAB174680
redocs\easement\
02/17/12

FOR OFFICE USE ONLY				
QTR	QTR-QTR	SUBDIVISION	LOT NO.	FACILITY NAME
SE 1/4				3WAB174680 Lincoln Trail College Reroute & Replace UG Electric

Agenda Item #8G

2012 Holiday Calendar

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: 2012 Holiday Calendar

Attached is a proposed schedule of holidays for Illinois Eastern Community Colleges' full-time employees for Calendar Year 2012. There is no change in the number of holidays from the calendar year 2011.

I request Board approval of this schedule.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

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

Calendar Year 2012

Monday	January 16	Martin Luther King Jr. Day
Monday	February 20	President's Day
Friday	April 6	Spring Break
Monday	May 28	Memorial Day
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Monday	October 8	Columbus Day
Monday	November 12	Veteran's Day
Thursday Friday	November 22 November 23	Thanksgiving
Wednesday	December 19 – 21, 24 December 25 December 26 – 28, 31 January 1, 2013	Winter Break Christmas Winter Break New Year's Day

2/21/12

Agenda Item #8H

Statements of Final Construction Compliance

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
SUBJECT: Statement of Final Construction Compliance

The Illinois Community College Board (ICCB) requires the Board of Trustees to file a Statement of Final Construction Compliance for projects completed each year. Projects covered by the requirement include those funded by Protection, Health and Safety, Capital Renewal, state, and locally funded projects.

Attached is Illinois Eastern Community Colleges' Statement of Final Construction Compliance. Construction costs for Protection, Health and Safety projects completed this past year totaled \$129,743. Budgeted costs for the project was \$144,000.

I request the Board's approval of the attached Statement of Final Construction Compliance.

<u>Project Number</u>	<u>Project Name</u>	<u>Actual Cost</u>	<u>Funds</u>
2122-0511	Security Surveillance Systems District-Wide	\$129,743	TE

TLB/rs

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Image Architects
1118 W. Main St.
Carbondale, IL 62901

Final cost of the project: Security Surveillance Systems, District-wide

Approved Budget \$ 144,000 Actual Cost \$ 129,743

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Board of Trustees

Date

Signed _____
Chairperson

Secretary

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Intergovernmental Agreement between the City of Robinson and IECC

The District currently has an Intergovernmental Agreement with the City of Robinson concerning the Fitness Center located at 501 South Cross Street in Robinson.

Under the agreement, the City of Robinson owns and operates the facility and the college currently pays \$275.00 per month toward utilities to the building, which is approximately 50% of the cost of the utilities. The City would like to continue the \$275.00 monthly utility cost and add an additional \$81.49 per month for internet services to the building and add \$200.00 per month for janitorial services and supplies which means the college's payment would increase to \$556.49 per month. The college believes that this is a fair price for the use of the facility and for payment of its share of utilities, Internet service, and janitorial service for the facility.

In addition, the City shares with the college 40% of all collected user fees associated with use of the fitness center equipment which was provided by the college when the agreement began. The City would like to reduce the amount of money shared with the District from 40% to 30%. The College has received from 04-10-2010 through 03-31-2011 \$7,854.00 as its 40% share of those collected fees.

I ask the Board's approval of the revised Intergovernmental Agreement with the City of Robinson which will increase our monthly payment for the use of the facility and reduce by 10% the amount the City shares with the college for collected user fees.

TLB/rs

Attachment

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made February 21, 2012, by and between Illinois Eastern Community College District No. 529, hereinafter referred to as the COLLEGE and the City of Robinson, Illinois, an Illinois Municipal Corporation of Robinson, Illinois, hereinafter referred to as the CITY.

WITNESSETH:

WHEREAS, the CITY is the owner of certain real estate located at 501 South Cross Street, Robinson, Illinois; and

WHEREAS, the parties hereto are desirous of developing said premises for the mutual benefit of the student of the COLLEGE and the residents of the CITY'S community as a recreational facility; and

WHEREAS, the COLLEGE and the CITY are desirous of having located upon said premises a health and fitness facility; and

WHEREAS, the parties have determined to fulfill said goal, the COLLEGE and the CITY shall contribute to the cost of developing such health and fitness facility, with such facility to then be owned and managed by the CITY pursuant to the terms of this Agreement:

WHEREAS, Article 8, Section 10 of the Constitution of the State of Illinois authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS the parties have determined that it is in the best interests of the students of the COLLEGE and the residents of the CITY, for the parties to enter into this Agreement with respect to the equipping and operation of said health and fitness facility and to carry out the purposes of this Agreement; and the governing bodies of each party hereto have adopted an ordinance or resolution approving this Intergovernmental Agreement and authorizing its execution.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein and of other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. Ownership and Equipping

The COLLEGE shall, at its sole expense, purchase and provide all necessary equipment operate a health and fitness facility. The CITY and the COLLEGE have agreed upon a basic equipment list to be provided by the COLLEGE and it is attached hereto and incorporated herein by reference as Exhibit "A". The COLLEGE shall purchase and install such equipment in the facility. Once the facility has been fully equipped at the cost of the COLLEGE, the CITY shall assume sole cost of the maintenance, repair and replacement of such equipment and reserve the right to make all decisions as to the maintenance, repair or replacement of such equipment. Any COLLEGE provided cardio-equipment replaced within two years shall be returned to LTC/IECC. The COLLEGE, may at its expense, add equipment as it may see fit to enhance its programs at any time with the same stipulations as apply to equipment already installed.

2. Operation Expenses

The CITY shall own and operate the health and fitness facility and shall be responsible for all expenses incurred in the operation of the facility after installation of the equipment is complete. However, the COLLEGE agrees to pay the sum of \$275.00 (two hundred seventy-five dollars) per month toward partial payment of utilities, \$81.49 per month in internet lease, and \$200 per month for janitorial services and supplies.

3. Operation and Management of Facility

The CITY shall provide management and clerical services as it shall deem necessary for the operation of the facility. Budgeting and policy decisions concerning the operation of the health and fitness facility shall be in the sole discretion of the CITY.

The CITY shall have the right to establish user fees and rates, collect such user fees and rates, and those shall become general funds of the CITY.

4. Scheduling and Shared Use of the Facility

Priority shall be given to the use of the health and fitness facility by the COLLEGE and COLLEGE classes. Such use shall be scheduled between the designated representative of the CITY and the designated representative of the COLLEGE. The CITY and COLLEGE shall cooperate as necessary to make scheduling changes and to avoid scheduling conflicts. The COLLEGE shall have a duly certified representative in attendance for purposes of supervision and instruction when the health and fitness facility is used by students enrolled in the COLLEGE classes. When the health and fitness facility is used by the students of the COLLEGE, it shall be the responsibility of the COLLEGE at the end of each daily use, to properly secure the building in accordance with written instructions to be provided to it by the CITY. In the event of a disagreement among the parties as to any matter covered by this paragraph, the decision of the CITY with regard to such issue shall be the final, but the CITY shall give due deference to the COLLEGE in decisions involving students. All other disagreements are covered by Paragraph 1 of this Agreement.

5. Revenues from Operation of Facility

The CITY shall determine all fee structures for use of the health and fitness facility. The CITY will provide to the COLLEGE thirty (30) percent of all collected user fees associated with use of fitness center equipment provided by the COLLEGE to be paid on June 30 and December 31 of each year or as soon thereafter as possible. All concessions shall be under the control of the CITY and it shall receive any revenues from those concessions, including vending machines. In the event of a disagreement among the parties as to any matter covered by this paragraph, the decision of the CITY with regard to such issue shall be final.

6. Liability Insurance and Indemnification

Each of the parties hereto shall maintain general liability insurance having liability limits in an amount not less than One Million Dollars (\$1,000,000.00) in force at such party's expense at all times during the term of this agreement and shall name the other party as an additional insured with respect to such policies of insurance. Proof of such insurance shall be given by each party by way of a

certificate of insurance to be provided to the other party no less frequently than annually and when otherwise requested by the other party.

The CITY agrees to defend, indemnify and hold harmless the COLLEGE, its officers, agents, contractors and employees harmless of and from all liabilities and claims of liabilities arising out of the CITY'S use by the general public of the facility.

The COLLEGE agrees to defend, indemnify, and hold the CITY, its officers, agents, contractors, and employees harmless of and from all liabilities and claims of liabilities arising out of the use of the facility by the students of Lincoln Trail College when scheduled for use by them.

7. ~~Return of Equipment~~

~~In the event the College is not able to generate a level of 20 full-time equivalent student yearly enrollment from classes in the health and fitness facility at the conclusion of a 24 month period, then this Agreement shall terminate and the COLLEGE shall regain ownership of the health and fitness equipment described herein, and the COLLEGE shall have no further financial obligation to the CITY.~~

8. Terms of Agreement

This Agreement shall be effective upon execution hereof by both of the parties hereto and shall continue through and including July 1, 2016. Unless either party notifies the other within ninety (90) days of the year of termination of the initial term, or any renewal term, of its desire not to extend the Agreement, the Agreement shall be extended for additional successive one year terms upon the same terms as then existing. In the event of the termination of this Agreement by either party as above provided, such party shall be responsible for all obligations incurred by it during the term of this Agreement. Upon termination of the Agreement, all real estate and improvements made subject hereof shall be the sole property of the CITY and all health and fitness equipment shall be returned to the COLLEGE.

9. Binding Effect

This Agreement shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns; provided, however, that neither party shall have the right to assign its interest in this Agreement either voluntarily or by operation of law without the prior written consent and approval of the other party.

10. Amendment

This Agreement constitutes the entire agreement of the parties and may be altered, modified or amended duly upon the written consent and agreement of both parties after approval by the governing body of each party as required by law.

11. Arbitration

It is hereby agreed that in case of any disagreement or difference shall arise at any time hereafter between the parties hereto, or any person claiming under them, in relation to this Agreement, either as the construction or operation thereof or the respective rights and liabilities there under, such disagreement or difference shall be submitted to the arbitration of two persons, one to be

appointed by each party to this Agreement, and the third to be appointed by the two so appointed. If either party shall refuse or neglect to appoint an arbitrator and served written notice thereof upon the other party requiring it to appoint an arbitrator, then the arbitrator so first appointed shall have the power to proceed to arbitrate and determine the matters of this Agreement or difference as if he were the an arbitrator appointed by both the parties hereto for that purpose, and his decision in writing shall be final, provided such decision shall be made within twenty (20) days after the reference of said arbitrators. All decisions of the arbitrators shall be binding upon the parties hereto as if entered by a court of competent jurisdiction.

Notices

All notices required hereunder shall be in writing and shall be served personally, be registered or certified mail return receipt requested, or by express delivery service as follows:

If to the CITY:

Mayor
300 S. Lincoln
Robinson, IL 62454

If to the COLLEGE:

Chief Executive Officer
233 East Chestnut Street
Olney, IL 62450

In the event of the change of either of the above addresses, to the party whose address changes shall notify the other party in writing of such change and the new address.

12. Severability

If for any reason any provision of this Agreement is determined by the Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed to be severed and this Agreement shall remain in full force and effect with the provision severed or modified by Court Order provided that said provision determined invalid does not substantially impair the intent or substance of this Agreement so that the purposes of this Agreement are not fulfilled and the benefits to the parties hereto are not realized. If said provision does substantially impair the intent or substance, the parties shall attempt to agree on an amendment to this Agreement to address the changes necessary as a result of said Court determination. However, if the parties are unsuccessful in negotiating an amendment, this Agreement shall terminate.

13. Waiver of Performance

The waiver by either party of any term, covenant or condition herein, or the failure of such party to insist upon strict and prompt performances therewith, shall not be deemed or construed to constitute a waiver of such terms, covenant or condition, which shall remain in full force and effect and shall continue to be subject to enforcement.

14. Governing Law and Exclusive Jurisdiction

This Agreement shall be construed and interpreted in accordance with the laws of the State of Illinois.

15. Authority of Officers

Each of the parties hereto represent and warrant that the officers executing this Agreement for and on behalf of such party are fully authorized and empowered by the governing body of such party to make, execute and deliver this Agreement for and on behalf of such party.

CITY OF ROBINSON, ILLINOIS, AN ILLINOIS MUNICIPAL CORPORATION

BY: _____
Mayor

ATTEST: _____
City Clerk

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

BY: _____
Board Chairman

ATTEST: _____
Board Secretary

EXHIBIT "A"

Current Equipment

1. Nine (9) Trotter Circuit Weight Training Stations, including stacked weights
2. Six (6) Stationary Bicycles
3. One (1) Recumbent Bicycle
4. One (1) Stair Climber
5. Two (2) Commercial Grade Treadmills

Equipment to be Purchased

6. Two (2) Treadmills
7. Two (2) Cross Trainers
8. One (1) Stair Climber
9. Two (2) Recumbent Bicycles

Agenda Item #8J

Intergovernmental Agreement for the Local Debt Recovery Program

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Intergovernmental Agreement for the Local Debt Recovery Program

The State of Illinois created the Debt Recovery Program, effective January 2012, which allows local units of government, including community colleges, to partner with the Illinois Office of the Comptroller to recoup dollars local units are owed.

Prior to the Comptroller issuing a state income tax refund check, the amount owed the District will be deducted and deposited into the Comptroller Debt Recovery Trust Fund.

The debtor will be provided written notice of the action and has 60 days to protest the deduction by the Comptroller. If a protest is made, a hearing officer will review the protest, and associated documentation from the colleges, and issue a decision. If no protest is made at the end of the 60 day period, the amount deducted is then disbursed to the colleges.

The District has been in contact with the Comptroller's Office and is currently processing test files to make sure the information the District provided is compatible.

The legislation requires an Intergovernmental Agreement between the District and the Illinois Office of the Comptroller. The Intergovernmental Agreement is attached.

I recommend the Board of Trustees approve the attached agreement so that the District can begin participation in the Local Debt Recovery Program.

TLB/rs

LOCAL DEBT RECOVERY PROGRAM

INTERGOVERNMENTAL AGREEMENT

BY AND BETWEEN

THE ILLINOIS OFFICE OF THE COMPTROLLER

AND

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Frontier Community College

Lincoln Trail College

Olney Central College

Wabash Valley College

REGARDING ACCESS TO THE COMPTROLLER'S OFFSET SYSTEM

This Intergovernmental Agreement (“the Agreement”) is hereby made and entered into as of the date of February 21, 2012, execution by and between the Illinois Office of the Comptroller (hereinafter “IOC”) and Illinois Eastern Community College District #529 (hereinafter “the local unit”) in order to provide the named local unit access to the Comptroller’s Offset System for purposes of collecting both tax and nontax debts owed to the named local unit. Each of the parties hereto is a “public agency” as defined in Section 2 of the Intergovernmental Cooperation Act [5 ILCS 220/2].

WHEREAS, both the State of Illinois and the local unit have a responsibility to collect debts owed to its respective public bodies;

WHEREAS, IOC operates a system, known as the Comptroller’s Offset System (hereinafter, “the System”), for collection of debt owed the State by persons receiving payments from the State;

WHEREAS, the Illinois General Assembly specifically provided for the ability of the local unit to utilize the System when it amended Section 10.05 and added Section 10.05d to the State Comptroller Act [P.A.97-0632; 15 ILCS 405/10.05 and 10.05d];

WHEREAS, IOC and the local unit are empowered under the Illinois Constitution [Ill. Const., Art. VII, Sec.10], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Section 10.05d of the State Comptroller Act (hereinafter, “the Act”) [15 ILCS 405/10.05d] to contract with each other in any manner not prohibited by law;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

Article I – Purpose

The purpose of the Agreement between the IOC and the local unit is to establish the terms and conditions for the offset of the State’s tax and nontax payments in order to collect tax and nontax debts owed to the local unit.

INTERGOVERNMENTAL AGREEMENT

Article II – Authority

The authority for State payment offset is granted under Section 10.05 of the Act [15 ILCS 405/10.05] and the authority for entering into this Agreement is granted under Section 10.05d of the Act [15 ILCS 405/10.05d], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Article VII of the Illinois Constitution [Ill. Const., Art. VII, Sec. 10].

Article III – State Payment Offset Requirements and Operations

A. Legal Requirements. The offset of State payments shall be conducted pursuant to the authority granted in Section 10.05 and 10.05d of the Act [15 ILCS 405/10.05 and 10.05d] and the requirements set forth in this Agreement.

1. Due Process & Notification.

- (a) Before submitting a debt to IOC for State payment offset, the local unit must comply with all of the notification requirements of this Agreement. For purposes of this Agreement, notification of an account or claim eligible to be offset shall occur when the local unit submits to IOC the following information:
 - (i) the name and address and/or another unique identifier of the person against whom the claim exists;
 - (ii) the amount of the claim then due and payable to the local unit;
 - (iii) the reason why there is an amount due to the local unit (i.e., tax liability, overpayment, etc.);
 - (iv) the time period to which the claim is attributable;
 - (v) the local entity to which the debt is owed;
 - (vi) a description of the type of notification has been given to the person against whom the claim exists and the type of opportunity to be heard afforded such person;
 - (vii) a statement as to the outcome of any hearings or other proceedings held to establish the debt, or a statement that no hearing was requested; and,
 - (viii) the date of final determination of the debt.
- (b) IOC will not process a claim under the Agreement until notification has been received from the local unit that the debt has been established through notice and opportunity to be heard.
- (c) The local unit is required to provide the debtor with information about a procedure to challenge the existence, amount, and current collectability of the debt prior to the submission of a claim to IOC for entry into the System. The decision resulting from the utilization of this procedure must be reviewable.

2. Certification.

- (a) The chief officer of the local unit must, at the time the debt is referred, certify that the debt is past due and legally enforceable in the amount stated, and that there is no legal bar to collection by State payment offset.
- (b) Only debts finally determined as currently due and payable may be certified to IOC as a claim for offset.
- (c) The chief officer of the local unit may delegate to a responsible person or persons the authority to execute the statement of the claim required by the Agreement.
- (d) This delegation of authority shall be made on forms provided by the Comptroller and shall contain a signature sample of the person(s) to whom the delegation is made.
- (e) For purposes of this Agreement, “chief officer of the local unit” means the “Chief Executive Officer” of the local unit.

3. Notification of Change in Status.

- (a) The local unit must notify IOC as soon as possible, but in no case later than 30 days, after receiving notice of a change in the status of an offset claim.
- (b) A change in status may include, but is not limited to, payments received other than through a successful offset, the filing of a bankruptcy petition, or the death of the debtor.

B. Operational Requirements. Upon receiving a data file from the local unit pursuant to this Agreement, IOC will perform a match with the local unit’s debt file using a debtor’s name, address, or other unique identifier. The local unit will receive a weekly file from IOC indicating the matches, at which time the local unit will update its debtor records.

- 1. Technical Requirements. IOC agrees to work with the local unit to facilitate information and data procedures as provided for in this Agreement. The local unit agrees to adhere to the standards and practices of IOC when transmitting and receiving data.
- 2. Fee. A fee shall be charged to the debtor in order to recover the cost to IOC for administrating the System. The fee shall be per offset and shall be \$15, unless the offset is for an amount less than \$30, in which case the fee shall be for one-half of the amount offset. The fee will be deducted from the payment to be offset prior to issuance to the local unit.
- 3. Offset Notices. IOC will send offset notices to the debtor upon processing a claim under the Act and this Agreement. The notice will state that a request has been made to make an offset against a payment due to the debtor, identify the local unit as the entity submitting the request, provide the debtor with a phone number made available pursuant to Article III, Paragraph B. Section 6 of the Agreement, and inform he debtor that they may formally protest the offset within sixty (60) days of the written notice.
- 4. IOC Protest Process. If a protest is received, IOC will determine the amount due and payable to the local unit. This determination will be made by a Hearing Officer and will be made in light of all information relating to the transaction in the possession of IOC and any other information IOC may request and obtain from the local unit and the debtor subject to the offset. If IOC requests information from the local unit relating to the offset, the local unit will respond within sixty (60) days of IOC’s request. IOC may grant the local unit an additional sixty (60) day extension for time to respond.

5. IOC Hearing Officer. The local unit hereby agrees to provide the Hearing Officer with any information requested in an efficient and timely manner in order to facilitate the prompt resolution to protests filed as a result of this Agreement. For purposes of this Agreement, any decision rendered by the Hearing Officer shall be binding on the local unit and shall be the final determination on the matter. The Hearing Officer may continue the review of a protest at his/her discretion in order to assure an equitable resolution.
6. Local Unit Call Center. The local unit hereby agrees to provide a working phone number which IOC will furnish to persons offset under this Agreement. The local unit shall ensure that the phone number is properly staffed in order to provide information about the debt the local unit is offsetting under this Agreement. The phone number for purposes of this Section and the Agreement is: 618-393-2982 (extension # 5501)
7. Debt Priorities. If a debtor has more than one debt, the debt with the oldest date of delinquency shall be offset first.
8. Transfer of Payment. Transfer of payment by IOC to the local unit shall be made in the form of electronic funds transfer (EFT). Nothing in this section or this Agreement shall limit the ability of either party to modify this Agreement at a later date in order to provide for an alternative method(s) of payment transfer.
9. Reversal of Offsets. If IOC determines that a payment is erroneous or otherwise not due to the local unit, IOC will process a refund of the offset, and refund the amount offset to the debtor. In the event the refund results in only a partial refund to the debtor, IOC will retain the fee referenced in Article III, Paragraph B, Section 2 above. The fee will only be refunded to the debtor in the event of a full refund of the offset amount.
10. Local Unit Refunds. The local unit is responsible for refunding monies to the debtor if an offset occurred due to inaccurate debt information or over collection, and the local unit has already received payment from IOC. IOC will only refund monies in the event that a payment has not yet been made to the local unit.

Article IV – Permissible Use of Information

IOC acknowledges that the local unit is providing sensitive information about local debts for the purpose of conducting offsets under the Agreement. As such, IOC will use the information solely in connection with the Local Debt Recovery Program. IOC shall safeguard the local information in the same manner as it protects State debt information.

The local unit acknowledges that IOC is providing sensitive information about State payments for the purpose of conducting offsets under the Agreement. As such, the local unit will use the information solely in connection with the local Debt Recovery Program. The local unit shall safeguard State information in the same manner as it protects local debt information

The parties may use information in any litigation involving the parties, when such information is relevant to the litigation.

Article V – Term of the Agreement and Modifications

The Agreement becomes effective as of the Effective Date and shall remain in effect until it is terminated by one of the parties. Either party may terminate this Agreement by giving the other party

written notice at least thirty (30) days prior to the effective date of the termination. Any modifications to the Agreement shall be in writing and signed by both parties.

Article VI – No Liability to Other Parties

Except for the fees described in Article III, paragraph B above, each party shall be responsible for its own costs incurred in connection with the Agreement. Each party shall be responsible for resolving and reconciling its own errors, but shall not be liable to any other parties for damages of any kind as a result of errors. Each party shall be liable for the acts and omissions of its own employees and agents. The Agreement does not confer any rights or benefits on any third party.

Article VII – Issue Resolution

The parties acknowledge that IOC is ultimately responsible for the development, design and operation of the System. Subject to that understanding, the parties agree to work cooperatively to resolve any matters that arise during the development, design, and implementation of the program. If an issue cannot be resolved informally by mutual agreement of staff personnel, then the parties agree to elevate the issue to a senior level manager for resolution of the issue. For purposes of the Agreement, the “senior level managers” are:

1. IOC: Raymond Marchiori, Director – Government and Community Affairs Division
2. Local Unit: Roger Browning, CFO – Illinois Eastern Community College Dist. #529.

Article VIII – Contacts

The points of contacts for this Intergovernmental Agreement are:

IOC: Alissa Camp, General Counsel Illinois Office of the Comptroller 325 West Adams Springfield, IL 62704 Phone: 217/782-6000 Fax: 217/782-2112 E-mail: CampAJ@mail.ioc.state.il.us	Local Unit: Bonnie Chaplin, Director Illinois Eastern Community College Dist. #529 233 E. Chestnut Street Olney, IL 62450 Phone: 618/393-2982 Fax: 618/392-4816 E-mail: chaplinb@iecc.edu
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Article IX – Acceptance of Terms and Commitment

The signing of this document by authorized officials forms a binding commitment between IOC and Illinois Eastern Community College District #529. The parties are obligated to perform in accordance with the terms and conditions of this document, any properly executed modification, addition, or amendment thereto, any attachment, appendix, addendum, or supplemental thereto, and any documents and requirements incorporated by reference.

By their signing, the signatories represent and certify that they possess the authority to bind their respective organization to the terms of this document, and thereby do so.

IN WITNESS WHEREOF, the Illinois Office of the Comptroller and Illinois Eastern Community College District #529 by the following officials sign their names to enter into this agreement.

ILLINOIS OFFICE OF THE COMPTROLELR

By: _____

Date: _____

Name:

Title:

Illinois Eastern Community College District #529

BY: _____

Date: _____

Name: Terry L. Bruce

Title: Chief Executive Officer

Agenda Item #8K

Affiliation Agreement with Fairfield Memorial Hospital – Emergency Response Training

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Affiliation Agreement with Fairfield Memorial Hospital

IECC wishes to enter into a new affiliation agreement with Fairfield Memorial Hospital, located in Fairfield, Illinois.

This affiliation agreement is for Emergency Response Training and is our standard affiliation agreement utilized by the District.

I ask the Board's approval of this affiliation agreement.

TLB/rs

Attachment

AFFILIATION AGREEMENT

Between
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
FRONTIER COMMUNITY COLLEGE
and
FAIRFIELD MEMORIAL HOSPITAL
for
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 26th day of January, 2012, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and FAIRFIELD MEMORIAL HOSPITAL, Fairfield, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

WHEREAS, the AGENCY has agreed to make its facilities available to the PROGRAM students and faculty of the DISTRICT for the desired purpose,

NOW, THEREFORE, for and in consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the ER Medical Director on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's ER Medical Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students), background screen results, drug screen results, immunization record, health examination record, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

7. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
8. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
9. DISTRICT faculty will:
 - a. be responsible for guiding students and teaching the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
10. The AGENCY's ER Medical Director will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Clinical Supervisor;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
13. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
14. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
17. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;
19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
20. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY;
21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
23. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 26th day of January, 2012.

FAIRFIELD MEMORIAL HOSPITAL

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

CEO, FAIRFIELD MEMORIAL HOSPITAL

Chairman, IECC Board of Trustees

ER Medical Director, FAIRFIELD MEMORIAL
HOSPITAL

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

Agenda Item #8L

Motorcycle Safety Course Facility Usage Agreement between SIU-C and:

Frontier Community College

Lincoln Trail College

Olney Central College

Wabash Valley College

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 21, 2012
RE: Motorcycle Rider Safety Course Agreements with SIU-Carbondale
and Frontier College – Lincoln Trail – Olney Central – Wabash Valley

Southern Illinois University Carbondale (SIU-C) has agreed to offer Motorcycle Rider Safety Courses at FCC – LTC – OCC - WVC. SIU-C has proposed continuation of the Motorcycle Training Facility Use Agreements for each college for the Board's consideration.

The proposed agreements set forth the requirements of SIUC and IECC but do not require the payment of funds by either party. The agreements deal extensively with insurance requirements of IECC and SIU-C.

The agreements may be terminated by either party with 30 days notice. The parties may renew these agreements by written mutual agreement.

I ask the Board's approval of these agreements for offering the Motorcycle Rider Safety course at FCC, LTC, OCC and WVC.

TLB/rs

Attachment

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2012, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Frontier Community College (“FCC”) in Fairfield, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses (“Courses”) at FCC pursuant to the Motorcycle Rider Training Program;

WHEREAS, FCC owns property in Fairfield suitable for offering said courses. The parties mutually agree as follows:

1. FCC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by FCC, for offering the courses;
2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:
 - i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. FCC shall be named as additional insured to this policy;
 - ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;
 - iii. Workers’ compensation and employer liability is provided through the State of Illinois Self-Insured Workers’ Compensation Plan, providing statutory limits of coverage for all State employees;
 - iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from FCC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

- B. For the term of this Agreement, FCC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance “occurrence” basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of FCC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of FCC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. FCC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, FCC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of FCC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless FCC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, FCC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of FCC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motorcycle Rider Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If FCC is notified of any such alleged injury, FCC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Eddie E. Starkey, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

6. This Agreement shall be in effect as of April 1, 2012, through the end of the approve course schedule for 2012, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2012, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Lincoln Trail College (“LTC”) in Robinson, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses (“Courses”) at LTC pursuant to the Motorcycle Rider Training Program;

WHEREAS, LTC owns property in Robinson suitable for offering said courses. The parties mutually agree as follows:

1. LTC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by LTC, for offering the courses;
2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:
 - i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. LTC shall be named as additional insured to this policy;
 - ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;
 - iii. Workers’ compensation and employer liability is provided through the State of Illinois Self-Insured Workers’ Compensation Plan, providing statutory limits of coverage for all State employees;
 - iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from LTC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

- B. For the term of this Agreement, LTC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance “occurrence” basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of LTC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of LTC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. LTC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, LTC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of LTC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless LTC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, LTC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of LTC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motorcycle Rider Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If LTC is notified of any such alleged injury, LTC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Eddie E. Starkey, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

6. This Agreement shall be in effect as of April 1, 2012, through the end of the approve course schedule for 2012, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

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

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
LINCOLN TRAIL COLLEGE

By: _____ Date
Deborah Abell
Director
Purchasing
Southern Illinois University Carbondale

By: _____ Date
Terry L Bruce
Chief Executive Officer
Illinois Eastern Community Colleges

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2012, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Olney Central College (“OCC”) in Olney, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses (“Courses”) at OCC pursuant to the Motorcycle Rider Training Program;

WHEREAS, OCC owns property in Olney suitable for offering said courses. The parties mutually agree as follows:

1. OCC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by OCC, for offering the courses;

2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:

i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. OCC shall be named as additional insured to this policy;

ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_service/ben/autoplan.htm, or by printed copy upon request;

iii. Workers’ compensation and employer liability is provided through the State of Illinois Self-Insured Workers’ Compensation Plan, providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from OCC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

B. For the term of this Agreement, OCC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance “occurrence” basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of OCC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of OCC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. OCC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, OCC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of OCC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless OCC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, OCC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of OCC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motorcycle Rider Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If OCC is notified of any such alleged injury, OCC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Eddie E. Starkey, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.
5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.
6. This Agreement shall be in effect as of April 1, 2012, through the end of the approved course schedule for 2012, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___April_____, 2012, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and the Wabash Valley College (“WVC”) in Mt Carmel, Illinois.

WHEREAS, the University wishes to offer Motorcycle Rider Courses (“Courses”) at WVC pursuant to the Motorcycle Rider Training Program;

WHEREAS, WVC owns property in Mt Carmel suitable for offering said courses. The parties mutually agree as follows:

1. WVC will make property available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by WVC, for offering the courses;
2. A. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:
 - i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. WVC shall be named as additional insured to this policy;
 - ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;
 - iii. Workers’ compensation and employer liability is provided through the State of Illinois Self-Insured Workers’ Compensation Plan, providing statutory limits of coverage for all State employees;
 - iv. Educator’s professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from WVC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

- B. For the term of this Agreement, WVC shall procure and maintain the following types of insurance:

i. Commercial general liability insurance “occurrence” basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

ii. Workers compensation insurance for all employees of WVC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of WVC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. WVC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance (“COI”) providing evidence of these coverages may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, WVC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

3. In consideration of WVC providing property for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless WVC, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of the University, its agents or employees, during the term of this Agreement. To the extent permitted by law, WVC shall indemnify and hold harmless the University, its agents and employees, from any claims, demands, or action arising out of the negligent acts or omissions of WVC, its agents or employees, during the term of this Agreement.

B. This Agreement shall apply only to injuries or damage arising out of the Motorcycle Rider Training Program, for the specific dates on which the Course is held, during the term of this Agreement. If WVC is notified of any such alleged injury, WVC shall notify the University within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice. Notice shall be sent to Eddie E. Starkey, Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

4. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

5. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

6. This Agreement shall be in effect as of April 1, 2012, through the end of the approve course schedule for 2012, unless either party terminates this Agreement as set forth in Section 4 herein. The parties may renew this agreement by written mutual agreement.

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

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
WABASH VALLEY COLLEGE

By: _____ Date
Deborah Abell
Director
Purchasing
Southern Illinois University Carbondale

By: _____ Date
Terry L Bruce
Chief Executive Officer
Illinois Eastern Community Colleges

Agenda Item #9

A. Frontier Community College

- 1. Tractor-Mower**

B. Lincoln Trail College

- 1. 2009 or Newer 12-Passenger Van**
- 2. Roof Replacement – McCoy Building**

C. Olney Central College

- 1. Custom Engine Trainer w/HVAC**

D. Workforce Education

- 1. Hydraulic Training System**

BID COMMITTEE REPORT

February 21, 2012

Frontier Community College

1. Tractor-Mower

Lincoln Trail College

1. 2009 or Newer 12-Passenger Van
2. Roof Replacement – McCoy Building

Olney Central College

1. Custom Engine Trainer w/HVAC

Workforce Education

1. Hydraulic Training System

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Tractor-Mower
 DATE: February 21, 2012

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **McLean Implement** located in Wayne City, Illinois for a total bid of **\$13,957.74**.

Tractor-Mower Frontier Community College				
Company	Model	Bid	Less Trade-in	Total Bid
Herschel Johnson Imp. Albion, IL	Massey Ferguson 1529 FWD Compact Tractor	17,900.00	3,000.00	14,900.00
McLean Implement Wayne City, IL	John Deere 2520 Compact Utility Tractor	16,007.74	2,050.00	13,957.74
Sloan Implement Co. Effingham, IL	John Deere 2520 4-Wheel Drive Tractor	16,469.70	1,750.00	14,719.70
Vincennes Tractor Vincennes, IN	John Deere 2720 4-Wheel Drive Tractor	17,200.00	3,000.00	14,200.00

Respectfully submitted,

Terry Bruce
 Harry Hillis, Jr.
 Tim Taylor

Source of Funds: Operations and Maintenance

Department: Operations and Maintenance

Rationale for Purchase: The tractor has a motor that is bad. The cost to replace the motor would be \$7000.00. Given the age of the tractor we felt it was best to replace this equipment. The loader will only work with the JD 855. The other attachments are small enough that they wouldn't be functional with the new tractor.

The "Advertisement for Bids" was placed in the Wayne County Press for one (1) day.

TRACTOR-MOWER BID SPECIFICATIONS:

Compact Tractor with Front Wheel Assist Specifications:

- Engine HP -- 26-33
- Cylinders- 3 minimum
- Cooling System- Water Pump
- Electrical type- 12 volt
- Fuel System – Diesel
- Transmission Std. Transmission; Forward/Reverse - Hydro- 2 Range
- Direction Reverser ; Forward/Reverse- Twin Touch Pedals
- Final Drive – Spur Gear
- Brakes- Wet Disk
- Steering- Power Steering
- Hydraulics Type- open Center
- 3-Point Hitch Type- Category 1
- Power Take-Off (PTO) Standard- Standard Rear@540RPM and Mid@2100RPM std.
- Engage On -The -Go Rear Differential Lock
- Rollover Protection Structure
- Front And Rear Turf Bias Tires

Mower Specifications:

- 72 in. Cutting Width
- Three Cutting Blades
- 9 Gauge Stamped Steel Deck
- Front and Rear Adjustable Gauge Wheels
- PTO Shaft
- Mower Lift: Steel Rods from Tractor Rockshaft
- Quick Release Belt Shields
- Spring Loaded Front Gauge Wheels
- Anti-Scalp Rollers(3)
- Hinge Discharge Chute
- Greasable Spindles
- Front Lip Reinforcement

The Following will be traded in on the Tractor/Mower:

- John Deere 855 (1571 hours) with 72in. mid-mount mower (the motor is bad and will not run)
- John Deere 420 CP Loader
- John Deere 503 Rotary Cutter- Integral
- John Deere 45 Rear Blade (serial # W00045x027501)

All the equipment was in working order last time it was used.

ALL FREIGHT SHIPPING, DELIVERY AND HANDLING CHARGES TO FRONTIER COMMUNITY COLLEGE, FAIRFIELD, ILLINOIS ARE TO BE INCLUDED IN BID TOTAL. THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

BID FOR TRACTOR-MOWER \$ _____

LESS TRADE-IN \$ _____

TOTAL BID \$ _____

DELIVERY DATE _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation –2009 or Newer 12-Passenger Van

DATE: February 21, 2012

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the low bid to meet specifications from **Schmidt Ford of Salem** for a **2011 Ford E350** for a total bid of **\$21,235.00**. The lower bid received from Uebelhor & Sons Inc did not meet specs because the mileage was over 20,000.

2009 or Newer 12-Passenger Van Lincoln Trail College			
Company	Year/Make/Model	Mileage	Total Bid
Eagleson Automotive Center Olney, IL	2011 Chevrolet Express	18,xxx	24,975.00
Max Dye Salem, IL	2010 Chevrolet Express	13,857	24,292.00
Morrow Brothers Ford Greenfield, IL	2011 Ford E350	16,400	22,980.00
Morrow Brothers Ford Greenfield, IL	2011 Ford E350	18,781	21,565.00
Morrow Brothers Ford Greenfield, IL	2012 Ford E350	0	23,980.00
Schmidt Ford of Salem Salem, IL	2011 Ford E350	19,283	21,235.00
Silverthorne Chevrolet Inc. Robinson, IL	2011 Chevrolet Express 2500	20,500	23,458.00
Silverthorne Chevrolet Inc. Robinson, IL	2011 Chevrolet Express 2500	879	25,183.00
Uebelhor & Sons Inc Jasper, IN	2011 Ford E350	23,274	18,000.00

Respectfully submitted,

Terry Bruce
Mitch Hannahs
Harry Hillis, Jr.

Source of Funds: Carryover (Ed Fund)

Department: College-Wide

Rationale for Purchase: Adding vehicle based upon need. Will keep college from renting vehicles periodically throughout the year.

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

(1) 12-PASSENGER VAN SPECIFICATIONS:

2009 or Newer 12-Passenger Van, 20,000 miles or less (In-Stock) meeting the following specifications:

Specify Remaining Warranty
Gas V8
Automatic 4-Speed
4-wheel Anti-lock Brakes
Power Steering
Cruise Control
Tilt Steering Wheel
AM/FM Radio
3rd Row Seating
Rubber Floor Mats (optional)
Front and Rear Heat
Front and Rear Air Conditioning
Intermittent Wipers (Optional)
No Sliding Doors
Body and interior to be in excellent condition
Interior must be smoke free/odor free

(No Trade-in)

**NOTE: Following Board approval, bids will be awarded on February 22, 2012.
Delivery no later than _____.**

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

VAN YEAR _____ **COLOR** _____ **MILEAGE** _____

MAKE _____ **MODEL** _____ **BID** _____

DELIVERY DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE NO _____

FAX NO _____

DATE _____

Note: Please submit bid in duplicate

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation – Roof Replacement – McCoy Building
 DATE: February 21, 2012

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Joiner Sheet Metal & Roofing Company** located in Greenville, IL for a total bid of **\$37,465.00** that includes alternate bid #1. The low bid received from Kehrer did not meet specifications in that no certification letter was provided. This is a letter IECC requires from the manufacturer certifying that they will warrant the product as installed by the particular contractor.

BIDDER	BID SECURITY	ADDENDUM NO. 1	ADDENDUM NO. 2	ADDENDUM NO. 3	CERTIFICATION LETTER	BASE BID	ALT. BID #1
Geissler Roofing Belleville, IL	5%	X	X	X	X	50,320.00	2,330.00
Martinsville Roofing Martinsville, IL	5%	X	X	X	X	34,842.00	6,414.00
D.E. Martin Roofing Lebanon, IL	5%	X	X	X		35,876.00	2,863.00
Shay Roofing Millstadt, IL	5%	X	X	X		50,305.00	3,280.00
Lakeside Roofing Collinsville, IL	5%	X	X	X		33,344.00	4,400.00
Kehrer Bros. Construction Albers, IL	5%	X	X	X		31,430.00	3,570.00
Taylor Roofing Belleville, IL	5%	X	X	X		48,593.00	1,200.00
Joiner Sheet Metal & Roofing Greenville, IL	5%	X	X	X	X	37,465.00	Included

Respectfully submitted,

Roger Browning
Terry Bruce
Harry Hillis, Jr.

Source of Funds: DCEO Grant (\$25,000)
Carryover (Operations & Maintenance)

Rationale: Roof at the McCoy Building leaks and needs to be replaced.

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

INVITATION TO BID

ROOF REPLACEMENT
McCOY BUILDING
LINCOLN TRAIL COLLEGE
ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY, ILLINOIS

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529, OLNEY, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

DIVISION I - ALL WORK

at 10:00 a.m. on Wednesday February 15, 2012 at the Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450.

A Pre-Bid Meeting will not be held: Contractors can contact Dan Leggitt a Lincoln Trail College at 618-544-8657 extension 1354 to obtain permission and schedule a time to document existing conditions. Please contact Mr. Leggitt 24 hours in advance of your visit.

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.

DESCRIPTION OF WORK

Work includes but is not limited to: Removal of existing Built Up Roof System or EPDM membrane roof system, insulation and flashings down to wood deck. Install a fully adhered membrane roof system with flashings and insulations.

Bonafide prime bidders may obtain an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) at the office of Image Architects Inc., 1118 West Main Street, Carbondale, Illinois, by depositing \$25.00. Those who submit prime bids may obtain refund of deposit by returning CD-Rom in good condition within fifteen (15) days after bid opening. Those Prime Bidders who do not submit a prime bid or those who do not return the CD-Rom within time stipulated above, or who returns damaged CD-Rom shall forfeit entire deposit.

PRIME BIDDER OPTION: Bonafide prime bidders may obtain copies of Drawings and Specifications at a cost of \$2.50 (24 x 36 sheet size) per sheet for full size drawings and \$0.30 per page of specifications, plus shipping charges, non-refundable.

Material suppliers and subcontractors may purchase for \$25.00 an individual electronic CD-Rom (which includes specifications and drawings in PDF Format) or purchase selected copies of Plans and Specifications at a cost of \$2.50 (24 x 36 sheet size) per sheet for full size drawings and \$0.30 per page of Specifications, plus shipping charges, non-refundable.

Bidding documents, Plans and Specifications may be examined by prospective bidders and material suppliers at the office of Image Architects Inc., and the following Plan Rooms:

MCGRAW-HILL CONSTRUCTION DODGE
St. Louis, Missouri
Evansville, Indiana

SOUTHERN ILLINOIS BUILDERS ASSOCIATION
O'Fallon, Illinois
Marion, Illinois

NATIONAL CONSTRUCTION NEWS, INC.
Evansville, Indiana

Bid security in amount and form stipulated in INSTRUCTIONS TO BIDDERS will be required with each bid. No bid may be withdrawn within 30 days after opening of bids.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor. Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

The Owner is concerned with providing a safe school environment for students, teachers and staff (freedom from drugs, assaults, violence, weapons, etc.). The Contractor shall not employ (nor allow the sub-contractor to employ) any person on the site of this project who is a threat to that safe environment. Further, the Owner reserves the right to perform criminal background checks on any of the successful bidders' employees or workers, or the employees or workers of a sub-contractor, who have direct and/or daily contact with students. The bidder agrees that employees or workers who do not successfully pass a criminal background check will not be utilized on this project.

The successful bidder will insure to the benefit of the School District compliance with 20 USC Paragraph 6082 and 105 ILCS 5/10-20.5b, which requires that the use of tobacco in any form be prohibited. The successful bidder agrees to maintain the project sites smoke and tobacco-free and to discipline employees who violate the prohibition.

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

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Custom Engine Trainer for Olney Central College
DATE: February 21, 2012

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the only bid received that meets all specifications from **S & W Products** located in Waterford, WI for a total of **\$16,760.00**. Very few manufacturers offer this type of engine trainer with these capabilities so options are limited. Current bid amount is in line with previous estimates of this type of engine trainer we used for planning purposes.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Rodney Raney

Source of Funds: Olney Central College Foundation Mini-Grants

Department: Automotive

Rationale for Purchase: The addition of an Engine Trainer Module will assist in providing students with real world experience in both engine repair and diagnosis of issues. Students will be able to diagnose and repair the following systems: HVAC, auto electrical, steering capabilities, engine performance, as well as engine mechanical diagnosis. The addition of this trainer will raise the level of experience for students and allow the instructor to evaluate individual student's ability to diagnose and repair various automotive systems. The trainer will also better prepare students for immediate employment upon completion of the program. This engine trainer is equivalent to equipment used at other colleges and automotive technical programs.

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

**CUSTOM ENGINE TRAINER WITH HVAC
SPECIFICATIONS**

<u>Qty.</u>	<u>Description</u>
1	EM-140 GM 2.2L Ecotec Engine Bench, equivalent to Consulab Educatech #52619
1	EM-250 Fault box for ECM, equivalent to Consulab Educatech #52575
1	EM-254 Fault box for HVAC (heating ventilation and air conditioning), equivalent to Consulab Educatech #52672
1	EM-140-140 HVAC system with sight glasses - orifice tube, equivalent to Consulab Educatech #52718
1	EM-140-15 Functional electric assist power steering, equivalent to Consulab Educatech #52866
1	EM-250-2A Electronic programmable fault box for ECM and HVAC, equivalent to Consulab Educatech #52931
1	EM-140-09 Sight glass for cooling system, equivalent to Consulab Educatech #52910
1	EM-1210 Automatic regulated battery charger, equivalent to Consulab Educatech #52769
1	EM-1200 Lockable vinyl dust cover, equivalent to Consulab Educatech #52700 EM-140-14 HVAC system with sight glasses - TXV (thermostatic expansion valve)

ALL FREIGHT SHIPPING, DELIVERY AND HANDLING CHARGES TO OLNEY CENTRAL COLLEGE, OLNEY, ILLINOIS ARE TO BE INCLUDED IN BID TOTAL. THE QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID FOR ALL ITEMS \$ _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Hydraulic Training System for Workforce Ed
DATE: February 21, 2012

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the bid received from Fluid Power Training Institute in West Valley City, UT that meets all specifications for a total of \$31,925.00. The lower bid received did not meet specifications because it does not have the capability for scan schematics into the system and does not include a computer screen.

Hydraulic Training System Workforce Ed	
Company	Total Bid
Advanced Technologies Northville, MI	\$30,094.10
Fluid Power Training Institute West Valley City, UT	\$31,925.00

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Mike Thomas

Source of Funds: Education Fund

Department: Workforce Education

Rationale for Purchase: Hydraulic Training System needed to meet industry demand for maintenance training.

The “Advertisement for Bids” was placed in the Olney Daily Mail for one (1) day.

Hydraulic Training System

OBJECTIVE

The Illinois Eastern Community Colleges (hereinafter *The Board of IECC*) is soliciting proposals from qualified vendors to provide a new Main Frame hydraulic training simulator single sided with electronic troubleshooting option. The simulator must be capable of teaching Basic through Advanced Hydraulics and extensive System/Component Diagnostics, as well as electronic troubleshooting options.

DESIGN REQUIREMENTS

The Hydraulic training simulator must include the following features:

1. *Turnkey Training System* – Instructor’s manuals, full-color, dynamic CD’s (PowerPoint and interactive formats), student manuals and workbooks, 24/7 on-line help, and a one week train-the-trainer program.
2. *Integrated Loading* – The simulator cylinder must be able to operate with and without load.
3. *No Product Bias* – The training system must be built with products from a number of reputable manufacturers, i.e. no product bias.
4. *No Industry Bias* – An instructor must be able to teach mobile hydraulics as well as teaching industrial hydraulics.
5. *Time Efficient Learning* – Must include at least 50 typical component related problems that can be introduced automatically via an onboard PC. The student should never have to leave the simulator while the instructor “builds-in” a fault.
6. *Fixed Displacement Pump & Pressure Compensated Pump Environment on One Simulator* – The instructor must be able to teach and allow students to learn fixed displacement pump circuits and graduate seamlessly to pressure compensated pump circuits.
7. *Teach both Practical Hydraulics and Troubleshooting Hydraulic Components and Systems with one training system* - The Hydraulic Training Simulator must transition seamlessly from a basic/advanced hydraulics simulator into a comprehensive troubleshooting hydraulic components simulator. To facilitate “one-on-one” pump testing, the entire power-unit must swing out into plain view. This feature will allow the student to learn how to execute-in-line pump flow testing, pump inlet restriction testing, and prime-mover speed testing.

8. *Features components typically found in mobile and industrial hydraulic systems* – Must include over 20 different components, and more than 12 diagnostic instruments.

9. *Industry Standard Markings* – for safety purposes, all components will feature port identification markings, which are industry standard. Absolutely no component will be altered for the purpose of training.

10. *Flat-Faced Quick-Disconnects* – To enhance safety in the classroom the simulator will be equipped with state-of-the-art, flat-faced quick-disconnect fittings. Since quick-disconnects are notorious for locking if a student should make an error by connecting one end and not the other. The simulator must include a built in a quick-disconnect release system.

11. *Ability to Add Almost any Valve* – The simulator must come equipped with a Flex Plate that allows for a wide range of specified cartridge valves to be added to the simulator expeditiously.

SPECIFICATIONS

The hydraulic simulator must be equipped with the following standard components:

- 1) All-steel, uni-frame design with tubular construction
- 2) All non-flexible transmission lines made from stainless steel tubing with O-ring Face Seal type connections.
- 3) All steel parts finished in high-quality powder coating
- 4) Four-wheel, heavy-duty casters with wheel locks
- 5) 4 Gallon (15.14liter) hydraulic reservoir integrated onto frame
- 6) 1HP, 120V, single-phase, electric motors – operates on a single 20-amp circuit
- 7) Pressure-compensated, axial piston-type pumps – 1 GPM (3.785 Lpm), 1000-PSI (69 bar)
- 8) Pressure Control Valves:
 - a) Direct-operated pressure relief valves
 - b) Pilot-operated pressure relief valves with remote option
 - c) Sequence valves
 - d) Counterbalance valves
 - e) Pressure reducing valves
- 9) Directional Control Valves:
 - a) 3-position, 4-way, tandem center, solenoid operated directional control valve
 - b) 3-position, 4-way closed center, solenoid operated directional control valve
 - c) 3-position, 4-way, float center, hand lever operated directional control valve
 - d) 3-position, 4-way, open center, hand-lever operated directional control valve
- 10) Flow Control Valves and Flow Dividers:
 - a) Needle valves
 - b) Flow control valves
 - c) Restrictor type pressure compensated flow control valves

- 11) Check valves:
 - a) Conventional in-line
 - b) Pilot-operated – pilot-to-open
 - c) Shuttle valve (with load sense option)
- 12) Actuators:
 - a) Bi-directional hydraulic motors
 - b) Double-acting, single-rod cylinders
 - c) Double-acting, double-rod cylinders with load/no-load capability
- 13) Hydraulic hoses with quick-disconnect fittings:
 - a) Six (6) 24" hoses
Twelve (12)-four 40" hoses
 - b) Two hose connectors - to extend hose length
- 14) Six (6) "T" Assemblies
- 15) Two In-line flow meters
- 16) Three (3) Glycerine filled, Bourdon tube pressure gauges 0 – 1000 PSI (0-69 bar)
- 17) Digital tachometers
- 18) Digital oil temperature gauges
- 19) Digital ambient temperature gauges
- 20) Electronic stopwatches with auto retract
- 21) Ammeters
- 22) Return-line, spin-on/off filters with by-pass indicators
23. Oil level sight glass
24. Oil reservoir filter/breather
25. Integrated load with mechanical load engagement mechanisms
- 26) Safe-T-Bleed® MicroBleed valves installed on cylinders
- 27) Motor on/off switches with thermal protection
- 28) Two joystick controllers for solenoid-operated valves
- 29) All moveable parts are covered with transparent protective covers
- 30) Lined work tray is located on motor housing to hold diagnostic instruments and tools for pump set-up, adjust, and test.
- 31) Swing-out/stow-away hose caddies, which holds all hydraulic hoses and "T's" neatly.

32) Front panel is fabricated out of 3/16" brushed aluminum. All components are clearly marked with their respective symbols silkscreened onto the aluminum panel for a lifetime finish.

33) Two (2) 24 VDC receptacles

34) Flex Plate

The electronic troubleshooting components must include:

- 1) Panel PC'
- 2) 19" Touchscreen
- 3) All pressure control valves, cylinders, pumps, check valves and four directional control valves equipped with fault capability.
- 4) In-line flow meters with integral load cell and pressure gauge
- 5) Glycerine filled, vacuum gauges with direct adapter
- 6) Glycerine filled, case pressure gauges with direct adapter
- 7) Digital, non-contact laser tachometers
- 8) Pressure/Leak Test system - The objective of pressure/leak testing is to teach students how to test the vast majority of hydraulic components in a hydraulic system while the power source is completely locked out.

Preloaded Schematics (must include the following preloaded schematics):

- 1 – Preloaded schematic of a Joy 14 CM
- 1 – Preload of a Fletcher Roofbolter Schematic

Instructional Power Point format CD's – One (1) Set (covering the following topics):

- 1) Safety with Hydraulics
- 2) Basic Hydraulics
- 3) Pressure Control Valves
- 4) Hydraulic Pumps
- 5) Check Valves, Accumulators, and Actuators
- 6) Reservoirs, Coolers, Hoses, and Connectors
- 7) Directional Control Valves
- 8) Flow Control Valves
- 9) Proactive Maintenance and Filtration
- 10) Simulator Activities
- 11) Troubleshooting Hydraulic Components (with troubleshooting option)

12) Closed-Loop Oil Systems – Hydrostatic Transmissions

13) Highly interactive, self – tutorial CD – How to Interpret ANSI & ISO Fluid Power Symbols.

Books and Manuals (must include one set):

- 1 – Practical Hydraulics Student Workbook with filtration book
- 1 – How to Interpret Flue Power Symbols
- 1 – Pocket Guide for ANSI and ISO Symbols
- 1 – Fluid Power Symbol Drawing Template
- 1 – Troubleshoot Hydraulic Components using Leakage Path Analysis Methods
- 1 – Troubleshooting Hydraulic – student Workbook
- 1 – Flange Identification Template
- 1 – Introduction to Closed-Loop (Hydrostatic Transmissions)

All future book and manual purchases must be purchased with a minimum 40% off existing pricing.

Train-the-Trainer Workshop

The price must include a One (1) week Train-the-Trainer Workshop on Troubleshooting Hydraulics, including all reference and writing materials, lunch, refreshments, and a certificate of completion.

Product Warranty

The respective manufacturer’s warranties will cover all the components used on the simulator. In addition, a two(2) year warranty against defects in materials and workmanship must be included.

EVALUATION CRITERIA

The proposer may be required to make a presentation. Each Proposer will be evaluated against the following criteria to determine their capabilities of meeting the requirements of this proposal in a manner most advantageous to the needs of the Board, price, and other factors considered:

- Overall quality of the proposal including adherence to the specifications.
- The Proposer’s qualifications and prior experience. Provide a minimum of six (6) references.
- The Proposer’s ability to comply with the requirements and specifications of this proposal.
- Ability to meet the delivery requirements.
- Total cost of the Hydraulic Simulator.
- Warranty
- The Proposer’s presentation if requested.

PACKAGING & DELIVERY: The Hydraulic Simulator will be required to be completed and delivered in no more than 8 weeks after issuance of the purchase order. The price should include freight charges.

ELIGIBLE PROVIDERS:

Who can respond: All businesses that have a demonstrated experience in supplying similar hydraulic simulators.

Who Cannot respond: An organization shall not be considered if:

- It has been debarred by an action of any governmental agency;
- It has had a previous contract with any governmental entity terminated for cause;
- It has not complied with an official order of any agency of the State or the United States Department of Labor to repay disallowed costs incurred during its conduct of projects or services.

TERMS AND CONDITIONS

This RFP does not commit *the Board* to award a contract. *The Board* will not pay any costs incurred by the Proposer in the preparation of this proposal. *The Board* may accept or reject any or all proposals received as a result of this RFP, or cancel in part or in its entirety this RFP if it is in the best interest of *The Board* to do so. *The Board* may request additional information or a personal interview in support of the written proposal. *The Board* may award a contract under this RFP without discussion with the Proposer. Therefore, Proposals should be submitted on the most favorable terms from both the technical and cost standpoint.

All proposals must be signed by the authorized representative of the company submitting the proposal.

All freight, shipping, delivery and handling charges are to be included in bid total. The hydraulic training system must be shipped to John A. Logan, 700 Logan College Rd, Carterville, IL 62918 Attn: Diane Russell.

The quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

TOTAL BID \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

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
January 31, 2012**

FUND	BALANCE
Educational	\$5,386,643.07
Operations & Maintenance	\$880,182.62
Operations & Maintenance (Restricted)	(\$60,236.37)
Bond & Interest	\$343,103.41
Auxiliary	\$307,534.39
Restricted Purposes	(\$276,734.28)
Working Cash	\$189,486.97
Trust & Agency	\$386,163.80
Audit	(\$9,328.24)
Liability, Protection & Settlement	\$201,445.60
TOTAL ALL FUNDS	\$7,348,260.97

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
January 31, 2012

	ALL FUNDS
	Fiscal Year 2012
ASSETS:	
CASH	7,348,261
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,190,000
RECEIVABLES	4,296,428
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	577,237
OTHER ASSETS	469,422
TOTAL ASSETS AND OTHER DEBITS:	34,915,748
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	182,585
ACCOUNTS PAYABLE	174,334
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	883,057
TOTAL LIABILITIES:	1,239,976
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,097,988
PR YR BDGTD CHANGE TO FUND BALANCE	719,756
FUND BALANCES:	
FUND BALANCE	23,618,005
RESERVE FOR ENCUMBRANCES	6,240,023
TOTAL EQUITY AND OTHER CREDITS	33,675,772
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	34,915,748

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Statement of Revenues, Expenses,
and Changes in Net Assets
AS OF January 31, 2012

ALL FUNDS

FY 2012
YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,759,242
STATE GOVT SOURCES	5,530,766
STUDENT TUITION & FEES	12,273,654
SALES & SERVICE FEES	2,257,830
FACILITIES REVENUE	2,040
INVESTMENT REVENUE	79,786
OTHER REVENUES	<u>302,103</u>
TOTAL REVENUES:	26,205,421

EXPENDITURES:

INSTRUCTION	6,681,431
ACADEMIC SUPPORT	266,777
STUDENT SERVICES	774,136
PUBLIC SERV/CONT ED	41,400
OPER & MAINT PLANT	1,749,312
INSTITUTIONAL SUPPORT	5,513,263
SCH/STUDENT GRNT/WAIVERS	4,377,720
AUXILIARY SERVICES	<u>2,841,568</u>
TOTAL EXPENDITURES:	22,245,607

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>3,959,814</u>
--	-------------------------

Illinois Eastern Community Colleges
Operating Fund - Income Statement
CASH BASIS
July 1, 2011 -- January 31, 2012

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,381,221	1,020,742	3,401,963
State Government Sources	3,269,744	2,261,022	5,530,766
Net Tuition and Fees	4,025,672	-	4,025,672
Sales & Service Fees	47,406	-	47,406
Facilities Revenue	-	1,330	1,330
Investment Revenue	50,118	10,820	60,938
Other Revenues	61,989	25	62,014
TOTAL REVENUES:	<u>9,836,150</u>	<u>3,293,939</u>	<u>13,130,089</u>
 EXPENDITURES:			
Salaries	8,209,183	474,288	8,683,471
Employee Benefits	1,106,826	86,324	1,193,150
Contractual Services	176,265	167,099	343,364
Materials	832,602	184,494	1,017,096
Travel & Staff Development	125,765	4,313	130,078
Fixed Charges	143,752	197,432	341,184
Utilities	58,502	551,947	610,449
Capital Outlay	-	28,806	28,806
Other	61,739	2,499	64,238
TOTAL EXPENDITURES:	<u>10,714,634</u>	<u>1,697,202</u>	<u>12,411,836</u>
 TRANSFERS :			
Interfund Transfers	<u>(1,079,137)</u>	<u>-</u>	<u>(1,079,137)</u>
TOTAL TRANSFERS:	<u>(1,079,137)</u>	<u>-</u>	<u>(1,079,137)</u>
 NET INCREASE/DECREASE IN NET ASSETS			
	<u><u>(1,957,621)</u></u>	<u><u>1,596,737</u></u>	<u><u>(360,884)</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY10-12**

College	Category	FISCAL YEAR 2010			FISCAL YEAR 2011			FISCAL YEAR 2012			
		Estimated Budget	Spent Thru January	% of Bdgt	Estimated Budget	Spent Thru January	% of Bdgt	Estimated Budget	Spent Thru January	% of Bdgt	% of Year
Frontier	Bills		\$990,686			\$1,134,963			\$1,076,646		
	Payroll		\$1,153,474			1,007,196			1,120,290		
	Totals	\$ 4,389,054	2,144,160	49%	\$ 4,213,492	2,142,159	51%	\$ 4,432,594	2,196,936	50%	58%
Lincoln Trail	Bills		\$960,096			1,242,743			1,245,009		
	Payroll		\$1,446,754			972,062			1,371,880		
	Totals	\$ 4,620,861	2,406,850	52%	\$ 4,436,027	2,214,805	50%	\$ 4,666,700	2,616,889	56%	58%
Olney Central	Bills		\$1,315,450			2,647,602			1,366,032		
	Payroll		\$2,796,439			1,313,190			2,744,281		
	Totals	\$ 7,188,350	4,111,889	57%	\$ 6,900,816	3,960,792	57%	\$ 7,259,658	4,110,313	57%	58%
Wabash Valley	Bills		\$1,625,652			1,680,583			1,536,456		
	Payroll		\$1,831,112			1,457,671			1,749,058		
	Totals	\$ 6,404,243	3,456,764	54%	\$ 5,955,946	3,138,254	53%	\$ 6,265,655	3,285,514	52%	58%
Workforce Educ.	Bills		\$1,226,971			744,961			1,788,440		
	Payroll		\$698,621			1,599,396			752,821		
	Totals	\$ 4,150,932	1,925,592	46%	\$ 4,109,423	2,344,357	57%	\$ 4,323,113	2,541,261	59%	58%
District Office	Bills		\$131,756			457,631			136,203		
	Payroll		\$489,532			137,865			496,071		
	Totals	\$ 1,217,108	621,288	51%	\$ 1,168,424	595,496	51%	\$ 1,229,182	632,274	51%	58%
District Wide	Bills		\$795,047			398,932			936,508		
	Payroll		\$460,811			826,779			449,070		
	Totals	\$ 4,477,402	1,255,858	28%	\$ 3,607,770	1,225,711	34%	\$ 4,500,654	1,385,578	31%	58%
GRAND TOTALS		\$32,447,950	\$15,922,401	49%	\$30,391,898	\$15,621,574	51%	\$32,677,557	\$16,768,765	51%	58%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
January 31, 2012

	<u>FY 2012</u>		<u>FY 2011</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	8,683,471	51.78%	8,307,415	53.18%	376,056
Employee Benefits	1,193,150	7.12%	1,083,292	6.93%	109,858
Contractual Services	343,364	2.05%	308,257	1.97%	35,107
Materials	1,017,096	6.07%	779,470	4.99%	237,626
Travel & Staff Development	130,078	0.78%	110,584	0.71%	19,494
Fixed Charges	341,184	2.03%	350,519	2.24%	(9,335)
Utilities	610,449	3.64%	645,085	4.13%	(34,636)
Capital Outlay	28,806	0.17%	54,172	0.35%	(25,366)
Other	4,421,167	26.37%	3,982,770	25.50%	438,397
	<u>16,768,765</u>	<u>100.00%</u>	<u>15,621,564</u>	<u>100.00%</u>	<u>1,147,201</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 16, 2012
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2., 400.9. and 400.10. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-In-Status**
- 400.3. Bargaining Unit Faculty Seniority List for 2011-2012**
- 400.4. Non-Bargaining Unit Faculty Seniority List for 2011-2012**
- 400.5. Reemployment of Faculty for 2012-2013 Academic Year**
- 400.6. Reemployment of Non-Bargaining Unit Faculty 2012-2013**
- 400.7. Notice of Intent to Renew CEO Contract**
- 400.8. Notice of Intent to Renew President Contracts**
- 400.9. Retirements**
- 400.10. Resignation**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Mary Morningstar Johnson, Coordinator of Financial Aid, WVC, effective March 5, 2012
2. Adam Porter, Broadcast Services Specialist, WVC, effective March 1, 2012

B. Classified

1. Tracy Robinson, Office/Computer Lab Assistant, International Program, DO/WVC, effective February 22, 2012
2. Melanie Wiseman, Administrative Assistant to the President, FCC , effective February 27, 2012

400.2. Change-In-Status

A. Classified

1. Shannon Sneed, Temporary Full-time Program Assistant, WED, to Program Assistant, WED, effective February 22, 2012

400.3. Bargaining Unit Faculty Seniority List for 2011-2012

Accounting

12 yrs.	Kristi Urfer (includes one year seniority for 2011-12 academic year)
2 yrs.	John Kendall (includes one year seniority for 2011-12 academic year)

Administrative Information Technology

11 yrs.	Cathy Robb (Reduced-in-force 5/2010, subject to recall)
8 yrs.	John Kendall (Reduced-in-force 5/2010, see Accounting)
* 6 yrs.	Shasta Bennett (Reduced-in-force 5/2010, see Medical Office Assistant)
* 6 yrs.	Amie Mayhall (Reduced-in-force 5/2010, see Medical Office Assistant)

Advanced Manufacturing

* 3 yrs.	Jay Carter (includes one year seniority for 2011-12 academic year)
* 3 yrs.	Byford Cook (includes one year seniority for 2011-12 academic year)
* 3 yrs.	Gary Wise (includes one year seniority for 2011-12 academic year)

Agricultural Technology

- * 5 yrs. Steve Hnetkovsky (includes one year seniority for 2011-12 academic year)
- * 5 yrs. Doug Robb (includes one year seniority for 2011-12 academic year)

Art

- 4 yrs. Michael Conn (includes one year seniority for 2011-12 academic year)

Automotive Service Tech

- 9 yrs. Rodney Maxey (includes one year seniority for 2011-12 academic year)
- * 4 yrs. Brian Wick
- * 4 yrs. Tyler Boyles (includes one year seniority for 2011-12 academic year)

Business (Transfer)

- 35 yrs. Gaziur Rahman (includes one year seniority for 2011-12 academic year)

Chemical Sciences

- 4 yrs. Nick Wright (includes one year seniority for 2011-12 academic year)
- 1 yr. Laura Bruck (includes one year seniority for 2011-12 academic year)

Collision Repair Technology

- 11 yrs. Mark Fitch (includes one year seniority for 2011-12 academic year)

Computer Science

- 5 yrs. Wayne Morris (Interim Dean, WVC, effective 7-19-10)

Computer Telephony

- 1 yr. Travis Matthews (includes one year seniority for 2011-12 academic year)

Diesel Equipment Technology

- 35 yrs. Larry Hoeszle (includes one year seniority for 2011-12 academic year)
- 10 yrs. Scott Balding (includes one year seniority for 2011-12 academic year)

Drama

- 5 yrs. Barb Shimer (includes one year seniority for 2011-12 academic year)

Early Childhood Development

34.5 yrs. Linda Kolb (includes one year seniority for 2011-12 academic year)

Education

16 yrs. Linda Kolb

9 yrs. Kathy Harris (Dean, LTC, effective 6-14-10)

Electrical Distribution Systems

4 yrs. Steve Rafferty (includes one year seniority for 2011-12 academic year)

Electronics Technology

4 yrs. Jay Carter

English

28 yrs. Brenda Phegley (includes one year seniority for 2011-12 academic year)

17 yrs. William Tucker (includes one year seniority for 2011-12 academic year)

11 yrs. Winifred Wolven (includes one year seniority for 2011-12 academic year)

8 yrs. Kelly Payne (includes one year seniority for 2011-12 academic year)

3 yrs. Mary McGlasson (includes one year seniority for 2011-12 academic year)

2 yrs. Lisa Maple (includes one year seniority for 2011-12 academic year)

English As a Second Language

7.5 yrs. Mary Mersinger (Reduced-in-force 5/2010, subject to recall)

Gunsmithing

3 yrs. Brian Wick (includes one year seniority for 2011-12 academic year)

Health

24 yrs. Clyde Buck (Reduced-in-force 5/2010, subject to recall)

12 yrs. Kathy Harris (Dean, LTC, effective 6-14-10)

Health Programs

3 yrs. Pauletta Gullett (includes one year seniority for 2011-12 academic year)

History

32 yrs. Patricia Owens (includes one year seniority for 2011-12 academic year)
22 yrs. David Denton (includes one year seniority for 2011-12 academic year)
8 yrs. Carmen Jones (includes one year seniority for 2011-12 academic year)

Home Economics

16 yrs. Linda Kolb

Horticulture

5.5 yrs. Paul Stouse (includes one year seniority for 2011-12 academic year)

Industrial Maintenance Technology

36 yrs. Russ Jausel (includes one year seniority for 2011-12 academic year)
9 yrs. Gary Spraggins (Reduced-in-force 5/2010, subject to recall)

Industrial Studies

3 yrs. Byford Cook

Information Processing

11 yrs. Wayne Morris (Interim Dean, WVC, effective 7-19-10)

Life Science

32 yrs. Don Leynaud (includes one year seniority for 2011-12 academic year)
27 yrs. James Burnett (includes one year seniority for 2011-12 academic year)
25 yrs. Anuradha Roy (includes one year seniority for 2011-12 academic year)
13 yrs. Richard Poskin (includes one year seniority for 2011-12 academic year)
12 yrs. Christian Mathews (includes one year seniority for 2011-12 academic year)
* 9 yrs. Nixie Hnetkovsky (includes one year seniority for 2011-12 academic year)
* 9 yrs. Carrie Brown (includes one year seniority for 2011-12 academic year)
6 yrs. Nick Short (includes one year seniority for 2011-12 academic year)

Machine Shop Technology

11 yrs. Byford Cook

Manufacturing Technology

5 yrs. Gary Wise

Marketing Business Management

18 yrs. David Wilderman (includes one year seniority for 2011-12 academic year)

Massage Therapy

5 yrs. Penny Campbell (includes one year seniority for 2011-12 academic year)

Mathematics

19 yrs. C. Allen Brown (includes one year seniority for 2011-12 academic year)
13 yrs. Lisa Benson (includes one year seniority for 2011-12 academic year)
11 yrs. Laurel Cutright (includes one year seniority for 2011-12 academic year)
5 yrs. Kimberly Stevens (includes one year seniority for 2011-12 academic year)
* 3 yrs. Mary Jane Beckett
* 3 yrs. Mary (Linda) Monge (includes one year seniority for 2011-12 academic year)

Medical Office Assistant

* 3 yrs. Shasta Bennett (includes one year seniority for 2011-12 academic year)
* 3 yrs. Amie Mayhall (includes one year seniority for 2011-12 academic year)

Microcomputer Support Specialist

3 yrs. Travis Matthews

Music

21 yrs. Yvonne Newlin (includes one year seniority for 2011-12 academic year)
8 yrs. Suzanne Downes (includes one year seniority for 2011-12 academic year)
1.5 yrs. Mark Doerries (includes one year seniority for 2011-12 academic year)

Nursing

23 yrs. Carole Fusco (includes one year seniority for 2011-12 academic year)
19.5 yrs. Kathleen Hudson (includes one year seniority for 2011-12 academic year)
11.5 yrs. Janet Kinkade (includes one year seniority for 2011-12 academic year)
10 yrs. Teresa Diekmann (includes one year seniority for 2011-12 academic year)
9 yrs. Ruby Houldson (includes one year seniority for 2011-12 academic year)
* 8.5 yrs. Tamara Fralicker (Assoc. Dean of Allied Health effective 1-2010)
* 8.5 yrs. Hollie Kelly (includes one year seniority for 2011-12 academic year)
7.5 yrs. Theresa Marcotte (includes one year seniority for 2011-12 academic year)

**	7 yrs.	Brenda Grove (includes one year seniority for 2011-12 academic year)
**	7 yrs.	Anne Hustad (includes one year seniority for 2011-12 academic year)
**	7 yrs.	Sharen Wolke (includes one year seniority for 2011-12 academic year)
	6.5 yrs.	Holly Farley (includes one year seniority for 2011-12 academic year)
***	6 yrs.	Shirley Smithenry (includes one year seniority for 2011-12 academic year)
***	6 yrs.	Angelia Williams (includes one year seniority for 2011-12 academic year)
	5.5 yrs.	Cheryl Dill (includes one year seniority for 2011-12 academic year)
	5 yrs.	Judith Hudson (includes one year seniority for 2011-12 academic year)
****	3 yrs.	Anne Hahn (includes one year seniority for 2011-12 academic year)
****	3 yrs.	Vicky Lemons (includes one year seniority for 2011-12 academic year)
*****	1 yr.	Wanda Douglas (includes one year seniority for 2011-12 academic year)
*****	1 yr.	Sharon Hoffee (includes one year seniority for 2011-12 academic year)
*****	.5 yr.	Amy Scammon (includes one-half year for 2011-12 academic year)
*****	.5 yr.	Tommie (Libby) Opell (Reduced-in-force 5/2010, subject to recall)

Physical Education

	22 yrs.	Kathy Harris (Dean, LTC, effective 6-14-10)
	7 yrs.	Clyde Buck (Reduced-in-force 5/2010, subject to recall)

Physics

	13 yrs.	Robert Mason (includes one year seniority for 2011-12 academic year)
	1.5 yrs.	Andrew King (includes one-half year seniority for 2011-12 academic year)

Process Technology

	2 yrs.	Chris Boyd (includes one year seniority for 2011-12 academic year)
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Psychology

	12 yrs.	John Day (includes one year seniority for 2011-12 academic year)
	6 yrs.	Andrea Gere (includes one year seniority for 2011-12 academic year)
*	3 yrs.	Jason Hortin (includes one year seniority for 2011-12 academic year)
*	3 yrs.	Philip Thorsen (includes one year seniority for 2011-12 academic year)

Radio/TV Broadcasting

	6 yrs.	Kyle Peach (includes one year seniority for 2011-12 academic year)
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Remedial Education

	17 yrs.	Mary Jane Beckett (includes one year seniority for 2011-12 academic year)
	2 yrs.	Travis Matthews

Social Services

10 yrs. Judy Neikirk (includes one year seniority for 2011-12 academic year)

Speech

13 yrs. James Tucker (includes one year seniority for 2011-12 academic year)

9 yrs. Jill Winter (includes one year seniority for 2011-12 academic year)

Telecommunications Technology

23 yrs. David Goodson (includes one year seniority for 2011-12 academic year)

14 yrs. Tom Baird (includes one year seniority for 2011-12 academic year)

6 yrs. Travis Matthews

4 yrs. Chris Teague (includes one year seniority for 2011-12 academic year)

Welding

1 yr. Reno Bemont (includes one year seniority for 2011-12 academic year)

*/**/**/****/*****/* = same seniority

400.4. Non-Bargaining Unit Faculty Seniority List for 2011-2012

Coal Mining Technology (non-bargaining unit)

21 yrs. 1mo. Mitchell Wolfe (includes one year seniority for 2011-12 academic year)

21 yrs. Fred Schwappach (includes one year seniority for 2011-12 academic year)

11.5 yrs. Gary Wangler (includes one year seniority for 2011-12 academic year)

10.5 yrs. Philip Edmondson (includes one year seniority for 2011-12 academic year)

7.5 yrs. Kim Underwood (includes one year seniority for 2011-12 academic year)

6 yrs. Michael Thomas (Dean of Workforce Ed, effective 9-22-10)

5.5 yrs. Jim Beers (includes one year seniority for 2011-12 academic year)

4 yrs. Donald Bennett (includes one year seniority for 2011-12 academic year)

2.5 yrs. William Rodgers (includes one year seniority for 2011-12 academic year)

1.5 yrs. Stephen Questelle (includes one year seniority for 2011-12 academic year)

1 yr. 3 mo. Phillip Brooks (includes one year seniority for 2011-12 academic year)

1 yr. 1 mo. Vernon Miller (includes one year seniority for 2011-12 academic year)

1 yr. Joshua Lipe (includes one year seniority for 2011-12 academic year)

400.5. Reemployment of Faculty for 2012-2013 Academic Year

A. Continuation of Tenure

1. Tom Baird

2. Scott Balding

3. Mary Jane Beckett

4. Shasta Bennett

5. Tyler Boyles

6. C. Allen Brown

7. Carrie Brown
8. James Burnett
9. Penny Campbell
10. Jay Carter
11. Michael Conn
12. Byford Cook
13. Laurel Cutright
14. John Day
15. David Denton
16. Teresa Diekmann
17. Cheryl Dill
18. Suzanne Downes
19. Holly Farley
20. Mark Fitch
21. Carole Fusco
22. Andrea Gere
23. David Goodson
24. Brenda Grove
25. Nixie Hnetkovsky
26. Steve Hnetkovsky
27. Ruby Houldson
28. Judith Hudson
29. Kathleen Hudson
30. Anne Hustad
31. Russell Jausel
32. Carmen Jones
33. Hollie Kelly
34. John Kendall
35. Janet Kinkade
36. Linda Kolb
37. Don Leynaud
38. Theresa Marcotte

39. Rob Mason
40. Christian Mathews
41. Travis Matthews
42. Rodney Maxey
43. Amie Mayhall
44. Judy Neikirk
45. Patricia Owens
46. Kelly Payne
47. Kyle Peach
48. Brenda Phegley
49. Richard Poskin
50. Steve Rafferty
51. Doug Robb
52. Anurahda Roy
53. Barbara Shimer
54. Nick Short
55. Shirley Smithenry
56. Kimberley Stevens
57. Paul Stouse
58. Christopher Teague
59. James Tucker
60. William Tucker
61. Kristi Urfer
62. Brian Wick
63. David Wilderman
64. Angelia Williams
65. Jill Winter
66. Gary Wise
67. Sharen Wolke
68. Winifred Ann Wolven
69. Nick Wright

B. Initial Tenure

1. Pauletta Gullett
2. Anne Hahn
3. Jason Hortin
4. Vicky Lemons
5. Mary McGlasson
6. Mary (Linda) Monge
7. Philip Thorsen

C. Non-Tenure

1. Reno Bemont
2. Christopher Boyd
3. Laura Bruck
4. Mark Doerries
5. Wanda Douglas
6. Sharon Hoffee
7. Andrew King
8. Lisa Maple
9. Amy Scamman

400.6. Reemployment of Non-Bargaining Unit Faculty 2012-2013

A. Continuation of Tenure

- | | |
|----------------------|-------------------|
| 1. James Beers | 5. Kim Underwood |
| 2. Donald Bennett | 6. Gary Wangler |
| 3. Phillip Edmondson | 7. Mitchell Wolfe |
| 4. Fred Schwappach | |

B. Non-Tenure

1. Phillip Brooks
2. Joshua Lipe
3. Vernon Miller
4. Stephen Questelle
5. William Rogers

400.7. Notice of Intent to Renew CEO Contract

400.8. Notice of Intent to Renew President Contracts

400.9. Retirements

A. Faculty

1. Lisa Benson, Math Instructor, effective June 1, 2012
2. Larry Hoeszle, Diesel Equipment Technology Instructor, effective July 1, 2012

B. Administrative

1. John Howard, Associate Dean, CMT, Workforce Education, effective April 1, 2012

C. Professional/Non-Faculty

1. Mindy Silvernale, Coordinator of Financial Aid, WVC, effective May 31, 2012

400.10. Resignation

A. Classified

1. Nellie Dianne Mitchell, Program Assistant, Workforce Education, effective January 16, 2012

400.11. Special Assignment

A. Athletic

1. Zach Loll, Athletics Compliance Coordinator, DO, \$6,000 per year, effective March 1, 2012

Agenda Item #15

Litigation

Agenda Item #16

Other Items

Agenda Item #17

Adjournment

**Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
FCC Classroom Remodeling	Local	\$392,000								
FCC Parking Lot	CDB	\$207,300								
Lighting Upgrade	Local/DCEO	\$35,440								
FY 2012 Capital Renewal @ LTC, OCC, & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
LTC - Roof Replacement @ the McCoy Building	Local/DCEO	\$25,000								
GRAND TOTAL		\$2,557,640	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

1/31/2012