

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**January 17, 2006**



**Location:**

**Lincoln Trail College  
11220 State Highway 1  
Robinson, Illinois 62454**

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

**Illinois Eastern Community Colleges  
Board Agenda**

**January 17, 2006  
7:00 p.m.  
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Amendment to Existing FY06 DOC Contracts ..... Bruce
  - B. Gingerbread House Daycare Affiliation Agreement - Robinson ..... Bruce
  - C. Gingerbread House Daycare Observation Agreement – Robinson ..... Bruce
  - D. Lawrence County Health Depart. Observation Agreement – Lawrenceville..... Bruce
  - E. Acceptance of HLC Final Action on Accreditation ..... Bruce
  - F. Bridger Management Agreement ..... Bruce
  - G. Crossroads Workforce Investment Board Lease ..... Bruce
9. Bid Committee Report ..... Browning  
HVAC Upgrade & Supplement – OCC and WVC
10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
11. Chief Executive Officer’s Report ..... Bruce

12. Executive Session ..... Bruce
13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes..... Bruce
14. Approval of Personnel Report ..... Bruce
15. Collective Bargaining ..... Bruce
16. Litigation ..... Bruce
17. Acquisition and Disposition of Property..... Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, December 13, 2005.

**AGENDA #1 – “Call to Order & Roll Call”** – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Mr. Harry Hillis, Jr., to call the roll.

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Miss Laura Tiusaba Guzman, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

(Note: In accordance with Board of Trustees Policy No. 100.4, the student trustee shall have an advisory vote, to be recorded in the Board Minutes. The advisory vote may not be counted in declaring a motion to have passed or failed.)

Also present at this meeting, in addition to trustees:

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

Abbreviations Used in Minutes:

BITS – Business Industry Training Services  
DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECCEA – Illinois Eastern Community Colleges Education Association  
LCC – Lawrence Correctional Center  
LTC – Lincoln Trail College  
OCC – Olney Central College  
PHS – Protection, Health & Safety

RCC – Robinson Correctional Center  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, Tuesday, November 15, 2005, were presented for disposition.

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

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

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

**#3-B. IECCEA Representative:** None.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** None.

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

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

**Special Presentation:** Mr. Matt Fowler, Dean of Instruction at Wabash Valley College, reviewed a new community education concept at WVC named Parenting University. It uses Adult Basic Education class offerings from the college that center around parenting skills. These courses are offered to the parents of students from kindergarten through third grade in the local school district. A Parenting Certificate program has been developed.

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

**#6-A. Revision to Student Personnel Policy 500.20:** Illinois Eastern has been developing a large number of on-line courses. Students enrolled in the International Student Program have begun enrolling in these on-line classes, which has raised concern about the value of the International Program to these students. To ensure that international students can enjoy the full benefits of student interaction and experience the cultural aspects of education, it is proposed that international students be limited in the number of on-line courses in which they may enroll. The proposed policy change states that international students cannot enroll in on-line classes without the approval of the Program Director of International Students, as follows:

“Students who are participating in Illinois Eastern Community Colleges International Student Program may not enroll in on-line courses without permission from the Program Director

of International Students, in recognition of the significant learning experience which occurs through cultural immersion in a classroom environment.”

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

**Board Action:** Mr. Williams made a motion to waive second reading and adopt the revised Student Personnel Policy 500.20 as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

**#8-A. Mt. Carmel Enterprise Zone Extension:** Representatives of the City of Mt. Carmel and Alcoa were present to discuss a request by the city to expand their existing Enterprise Zone. The Board has previously approved the existing Enterprise Zone. Under the proposed expansion, the Board is asked to approve the abatement of property taxes upon real estate upon which new improvements are constructed for a period of four years. The amount of the abatement would be 100%. The extension would include the new strip mine being developed by Alcoa, which is located southwest of Mt. Carmel and includes approximately 490 acres. A copy of the resolution and a legal description of the expansion were presented and without objection the Chair directed that these documents be accepted and made a part of the records of this meeting. The CEO recommended approval.

**Board Action:** Mrs. Culver made a motion to approve the Mt. Carmel Enterprise Zone Extension as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-B. Environmental Scan:** To do accurate strategic planning, the District prepares an environmental scan utilizing historical data to forecast future internal and external needs for college programs and services. The environmental scan uses the historical data to calculate forecasts that fall within a 95% probability of being statistically accurate. This forecast enables the District to devise and articulate a strategic operational vision that enables the District to achieve its ever changing and diverse mission. Twenty-four data elements were selected for scanning in FY2006, including District population, District high school graduates, Indiana border county high school graduates, credit hours generated, equalized assessed valuation, per capita personal income, and many others. The CEO recommended acceptance of the FY2006 Environmental Scan.

**Board Action:** Mr. Williams made a motion to accept the FY2006 Environmental Scan as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-C. Medical Assistant Program Fees:** The CEO recommended approval of the following fees for the new Medical Assistant Program: \$10 per lab hour fee; \$5 handbook fee; \$15 per academic year liability insurance fee.

**#8-D. Pharmacy Technician Program Fees:** The CEO recommended approval of the following fees for the new Pharmacy Technician Program: \$10 per lab hour fee; \$5 handbook fee; \$15 per academic year liability insurance fee.

**Board Action:** Miss Wolfe made a motion to approve the fees for the Medical Assistant Program and the Pharmacy Technician Program, as recommended for Agenda Items #8-C and #8-D and that a roll call vote on this motion is to apply to both of the foregoing agenda items. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-E. Phlebotomy Affiliation Agreement – Clay County Hospital, Flora:** The CEO recommended approval of the District's standard Phlebotomy Affiliation Agreement with Clay County Hospital, Flora, Illinois.

**#8-F. Phlebotomy Affiliation Agreement – Good Samaritan Hospital, Vincennes:** The CEO recommended approval of the District's standard Phlebotomy Affiliation Agreement with Good Samaritan Hospital, Vincennes, Indiana.

**Board Action:** Mr. Koertge made a motion to approve standard Phlebotomy Affiliation Agreements with the Clay County Hospital, Flora, Illinois, and the Good Samaritan Hospital, Vincennes, Indiana, as recommended for Agenda Items #8-E and #8-F and that a roll call vote on this motion is to apply to both of the foregoing agenda items. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-G. 2006-2007 Holiday Calendar:** The CEO presented the following proposed holiday schedule for administrative, technical, professional/non-faculty, clerical and maintenance staff for fiscal year 2006-2007 and recommended approval:

Tuesday, July 4, 2006: Independence Day  
Monday, September 4, 2006: Labor Day  
Monday, October 9, 2006: Columbus Day

Friday, November 10, 2006: Veterans Day  
Thursday-Friday, November 23-24, 2006: Thanksgiving  
Tuesday-Friday, December 19-22, 2006: Winter Break  
Monday, December 25, 2006: Christmas  
Tuesday-Friday, December 26-29, 2006: Winter Break  
Monday, January 1, 2007: New Years Day  
Monday, January 15, 2007: Martin Luther King Jr. Day  
Monday, February 19, 2007: Presidents Day  
Friday, April 6, 2007: Spring Break  
Monday, May 28, 2007: Memorial Day  
Prior to June 30, 2007: Floating Day (This replaces the former Pulaski Day holiday)

**Board Action:** Miss Wolfe made a motion to approve the 2006-2007 fiscal year holiday calendar as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-H. 2+2 Nursing Agreement Between IECC and McKendree College:** President Jack Davis, Dean Donna Henry, and Associate Dean Kathy Pampe have worked with McKendree College, Lebanon, Illinois to develop a 2+2 Nursing Agreement. Nurses who complete the appropriate coursework at IECC will be able to make a seamless transfer to McKendree College to complete a Bachelor's Degree in Nursing. The CEO recommended approval of the 2+2 Agreement with McKendree College.

**Board Action:** Mr. Williams made a motion to approve the 2+2 Nursing Agreement with McKendree College as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-I. Joint Agreement Between IECC and Lake Land College:** Ms. Cantwell presented the annual Joint Agreement for Education Cooperation Between Illinois Eastern Community Colleges District #529 and Lake Land College District #517. There are no changes to the existing agreement. The CEO recommended approval.

Under the agreement IECC agrees to accept students from Lake Land College in the following programs:

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



Under the agreement Lake Land College agrees to accept students from IECC in the following programs:

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

**Board Action:** Dr. Fischer made a motion to approve the Joint Agreement between IECC and Lake Land College as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-J. Joint Agreement Between IECC and Lewis & Clark College:** Ms. Cantwell presented the annual Joint Agreement for Education Cooperation Between Illinois Eastern Community Colleges District #529 and Lewis & Clark Community College District #536. Lewis & Clark College has agreed to accept IECC students in two additional programs: Paralegal AAS/Certificate and Process Operations Technology AAS.

Under the agreement IECC agrees to accept students from Lewis & Clark Community College in the following programs:

- Diesel Equipment Technology, AAS
- Mining Technology, AAS
- Radiography, AAS
- Telecommunications Technology, AAS/Certificate

Under the agreement Lewis & Clark Community College agrees to accept students from IECC in the following programs:

- Dental Assisting, Certificate

- Dental Hygiene, AAS/Certificate
- Exercise Science, AAS
- Occupational Therapy Assistant, AAS
- Paralegal, AAS/Certificate
- Process Operations Technology, AAS

**Board Action:** Dr. Fischer made a motion to approve the Joint Agreement between IECC and Lewis & Clark Community College as recommended. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-K. Reduction in Scope of Project:** The Board previously approved a PHS project for HVAC and ventilation work at WVC and OCC. The work included one HVAC unit at WVC, five HVAC units at OCC, and an air ventilation system for both the cadaver lab and the art room at OCC. Because of increased costs that were not apparent during the initial project design phase, the bids received exceeded the project budget approved by the Board of Trustees and accepted by the Illinois Community College Board (ICCB). Therefore, after discussions with Marion Poggas of Image Architects and OCC President Jack Davis the CEO recommended that the scope of the project be reduced to exclude the air ventilation system, described above. This reduction in scope should bring bids down to within the approved budget. The ICCB has been informed of this reduction in scope of work and will make an adjustment in the approved project following IECC Board approval of this reduction in scope for this particular project.

**Board Action:** Miss Wolfe made a motion to approve the reduction in scope of the foregoing PHS project as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**Additions to Agenda:** Without objection, the Chair directed that the following three action items be added to the agenda.

**#8-L. Payment of End of Year Bills:** Since this Board of Trustees meeting is being held on December 13, bills will be received that should be paid before the close of the year. The CEO recommended that approval be given to pay bills received after the Board meeting.

**Board Action:** Miss Wolfe made a motion to approve payment of bills received in December after this Board meeting. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2006:

Tuesday, January 17, 2006, 7 p.m., Lincoln Trail College  
Tuesday, February 21, 2006, 7 p.m., Olney Central College  
Tuesday, March 21, 2006, 7 p.m., Wabash Valley College  
Tuesday, April 18, 2006, 7 p.m., Frontier Community College  
Tuesday, May 16, 2006, 7 p.m., Lincoln Trail College  
Tuesday, June 20, 2006, 7 p.m., Olney Central College  
Tuesday, July 18, 2006, 7 p.m., Wabash Valley College  
Tuesday, August 15, 2006, 7 p.m., Frontier Community College  
Tuesday, September 19, 2006, 7 p.m., Lincoln Trail College  
Tuesday, October 17, 2006, 7 p.m., Olney Central College  
Tuesday, November 21, 2006, 7 p.m., Wabash Valley College

Tuesday, December 12, 2006, 7 p.m., Frontier Community College  
Meetings are held on the third Tuesday of each month, with the exception of the December meeting, which is held on the second Tuesday.

**Board Action:** Dr. Rost made a motion to adopt the foregoing Resolution for Time and Place of Board Meetings as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion is adopted.

**#8-N. Affiliation Agreement with Dialysis Center of Olney:** The CEO recommended approval of an Affiliation Agreement between Illinois Eastern Community Colleges and the Dialysis Center of Olney, Olney, Illinois. This is to be the district's standard affiliation agreement.

**Board Action:** Mrs. Culver made a motion to approve the Affiliation Agreement with the Dialysis Center of Olney as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#### **AGENDA #9 – "Bid Committee Report" –**

**#9-A. PBX Maintenance Contract:** Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Consolidated Communications, Mattoon, IL, for a total of \$97,087.62 for a 3 year PBX maintenance contract. Source of Funds: Operations & Maintenance Fund. Department: Districtwide.

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

**Board Action:** Dr. Fischer made a motion to accept the foregoing recommendation of the Bid Committee to accept the bid of Consolidated Communications for a 3 year PBX maintenance contract as outlined. Miss Tiusaba seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#9-B. Postage Mailing System – District Office:** Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Phoenix Imaging & Office Products, Evansville, IN, for a total of \$9,000.00 for a postage mailing system for the District Office, as follows: 5 year lease/purchase for a Neopost IJ70 mailing machine. \$126.00 per month for first 12 months. \$156.00 per month for next 48 months. Source of Funds: Education Fund. Department: District Office.

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

**Board Action:** Miss Wolfe made a motion to accept the foregoing recommendation of the Bid Committee to accept the bid of Phoenix Imaging & Office Products for a postage mailing system as outlined. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#9-C. Protection, Health & Safety Compliance Work – Phase 8:** Mr. Browning presented the recommendation of the Bid Committee and Marion Poggas of Image Architects, Inc. for acceptance of the following bids for Protection, Health & Safety Work – Phase 8:

Division I – Roof Work: Craftmasters, Inc., Decatur, IL, \$777,000.00.

Division II – Bleacher Work: Interkal, LLC, Kalamooza, MI, \$139,328.00.

Division III – Mechanical Work: Bid Committee recommends rejecting all bids due to the low bid being in excess of the project budget.

Source of Funds: PHS, Phase 8 Funds.

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

**Board Action:** Mr. Williams made a motion to accept the foregoing recommendations of the Bid Committee and Architect relative to PHS Compliance Work, Phase 8, as outlined. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$4,347,931.49, as of November 30, 2005.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for December 2005, totaling \$508,231.37, were presented for approval.

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

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

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

1. HLC Approval (Accreditation Letter Expected December 16, 2005).
2. Appreciation Letter (From High Schools Regarding the Hella Academy).
3. Illinois Council of Continuing Higher Education Conference Presenters.
4. Sex Offender List.
5. Student Satisfaction Survey Results (overall satisfaction rate high).
6. Enrollment Report – District Up 6%.

**AGENDA #12 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the meeting on November 15, 2005.

**Semi-Annual Review of Executive Session Minutes:** The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following recommendations:

**A.** The following written executive session minutes were reviewed in June 2005 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, September 18, 2001.
13. Tuesday, June 18, 2002.
14. Tuesday, July 16, 2002.
15. Tuesday, August 20, 2002.
16. Tuesday, September 17, 2002.
17. Tuesday, December 10, 2002.
18. Tuesday, February 18, 2003.
19. Tuesday, June 17, 2003.
20. Tuesday, August 19, 2003.
21. Tuesday, September 16, 2003.
22. Tuesday, August 17, 2004.
23. Tuesday, December 14, 2004.

**B.** The following written executive session minutes have been approved, but remain closed to the public record, and are being subjected to the semi-annual review for the first time in December 2005:

1. Tuesday, June 21, 2005.
2. Tuesday, July 19, 2005.

3. Tuesday, August 16, 2005.

It is recommended that these written executive session minutes remain closed at this time

**C.** Audio recordings of previously approved executive sessions will remain closed on the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, January 20, 2004.
2. Tuesday, February 17, 2004.
3. Tuesday, April 20, 2004.
4. Tuesday, June 15, 2004.
5. Tuesday, August 17, 2004.
6. Tuesday, November 16, 2004.
7. Tuesday, December 14, 2004.
8. Tuesday, January 18, 2005.
9. Tuesday, February 15, 2005.
10. Tuesday, March 15, 2005.
11. Tuesday, April 19, 2005 (special meeting).
12. Tuesday, June 21, 2005.
13. Tuesday, July 19, 2005.
14. Tuesday, August 16, 2005.

**D.** As part of Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these minutes after December 15, 2005:

1. Tuesday, January 20, 2004.
2. Tuesday, February 17, 2004.
3. Tuesday, April 20, 2004.
4. Tuesday, June 15, 2004.

**E.** As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, September 20, 2005.
2. Tuesday, October 18, 2005.
3. Tuesday, November 15, 2005.

**Board Action:** Mr. Williams made a motion to approve the foregoing recommendations as outlined, for minutes of executive sessions held on the dates listed. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

A. Professional/Non-Faculty

1. Lisa Rauch, Clinical Coordinator of Radiography, Allied Health, OCC, effective January 3, 2006.

#### **400.2. Special Assignment**

A. Olney Central College, Academic 2005-06

1. Anne Hustad, Dept. Head, Nursing/OCC, \$2,500 + 6 hrs release time.

#### **400.3. FMLA Request**

A. Part-Time Hourly

1. Rebecca Calderman, WVC/Part-Time Hourly, Family Medical Leave, effective December 21, 2005 with up to 12 weeks of leave. The requested leave is unpaid with no benefits available.

#### **400.4. Amended Resignation**

A. Professional/Non-Faculty

1. Amy Neikirk, Clinical Coordinator of Radiography, Allied Health, OCC. Original resignation date was December 31, 2005. Amended resignation date is January 30, 2006.

#### **400.5. Rescinded Resignation**

A. Faculty

1. Don Mersinger, Ag Technology Instructor, retirement withdrawn.

#### **Personnel Report Addendum**

#### **400.6. Approval to Hire Faculty prior to start of Spring 2006 Semester**

The CEO was given authorization to hire faculty, if needed, prior to the start of the Spring 2006 Semester.

#### **400.7. Bonuses for all DOC employees hired prior to July 1, 2005**

A bonus of \$500 was approved for all Department of Corrections employees hired prior to July 1, 2005.

#### **400.8. FMLA Request**

A. Professional/Non-Faculty

1. Danelle Hevron, WVC, Coordinator of Public Information & Marketing. Family Medical Leave, 5 days of leave, effective January 30, 2006. The requested leave is unpaid with no benefits.

#### **400.9. Resignation**

##### A. Faculty

1. Freda Neal, Nursing Instructor, OCC, resignation effective January 3, 2006.

**#14-A. Board Action to Amend Personnel Report:** Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.6, 400.7, 400.8, and 400.9 as recommended. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

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

#### **AGENDA #15 – “Collective Bargaining” –**

**#15-A. Amendment to the Existing Contract with IECCEA:** The CEO presented an Amendment to the Existing Contract Between Illinois Eastern Community Colleges District #529 (IECC) And Illinois Eastern Community Colleges Education Association NEA-IEA (IECCEA), and recommended approval. The amendment provides that base pay may be paid every other Friday should the District decide to convert to a bi-weekly payroll cycle. This change to a bi-weekly payroll system may become effective at the beginning of the 2006-2007 academic year, along with other provisions relative to a bi-weekly payroll cycle and an appendix setting forth the scheduled pay dates, thus changing the language in Article IX, Section 9.10 of the existing contract.

A copy of the foregoing amendment to the existing contract was presented and without objection the Chair directed that the amended copy be accepted and made a part of the records of this meeting.

**Board Action:** Mr. Williams made a motion to approve the Amendment to the Existing Contract with IECCEA as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#### **AGENDA #16 – “Litigation” – None.**



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

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

**AGENDA #19 – “Adjournment”** – Mr. Williams made a motion to adjourn. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:15 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

- A. Trustees**
  - B. Presidents**
  - C. Cabinet**
- Coal Mining Technology/Telecom**

**Agenda Item #6**

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Agenda Item #7**

**Policy Second Reading**

**None**



**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Amendment to Existing FY06 DOC Contracts**

**Agenda Item #8A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 17, 2006  
RE: Amendment to Existing FY06 Department of Corrections Contracts

The Department of Corrections (DOC) has proposed amendments to our FY06 contracts for services at the Lawrence Correctional Center and the Robinson Correctional Center.

The changes proposed would increase vocational income by \$778.00 at Lawrence and \$2,801.00 at Robinson because of an ICCB vocational reimbursement rate increase.

DOC also proposes to decrease the personnel services line item at Lawrence for \$2,613.00 because of the lower salary of a beginning instructor. This reduction then causes a decrease of \$261.00 in indirect costs at Lawrence. By agreement, Robinson Correctional Center personnel line item was increased by \$2,613.00 and indirect costs were increased by \$261.00.

TLB/rs

**Agenda Item #8B**

**Gingerbread House Daycare Affiliation Agreement – Robinson**

**Agenda Item #8B**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 17, 2006  
RE: Gingerbread House Daycare Affiliation Agreement – Robinson

Illinois Eastern Community Colleges wishes to enter into a new affiliation agreement with the Gingerbread House Daycare Center, Robinson, Illinois.

This new affiliation is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC - LTC - OCC - WVC**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 15<sup>th</sup> day of December, 2005

by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,

FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY  
CENTRAL

COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing  
Program

(hereinafter referred to as DISTRICT #529) and Gingerbread House Daycare Center,  
Robinson, IL

(hereinafter referred to as AGENCY:

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for  
clinical nursing laboratory practice by students of the Nursing Program for the  
DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing  
students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for 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 of patient  
care for observation and participation by the students and faculty of the DISTRICT #529,  
Associate Degree Nursing 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 Associate Dean and/or Department Head of the Associate Degree Nursing Program  
on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service  
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. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing 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.

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.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 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.

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the A.D. Department Head and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. 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. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

12. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Associate Degree Nursing Program, and participating in the program contemplated herein at the



time that notice to terminate this AGREEMENT is given by either party to the other,  
shall be permitted to complete their nursing laboratory experience needed for graduation  
at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of

\_\_\_\_\_.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL  
COLLEGE

\_\_\_\_\_ COLLEGE

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_  
Department Head of Nursing, ADN

\_\_\_\_\_  
Associate Dean of Nursing &  
Allied Health

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Olney Central College

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

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

**Agenda Item #8C**

**Gingerbread House Daycare Observation Agreement – Robinson**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 17, 2006  
RE: Gingerbread House Daycare Observation Agreement – Robinson

Illinois Eastern Community Colleges wishes to enter into a new observation agreement with the Gingerbread House Daycare Center, Robinson, Illinois.

This new observation agreement is our standard observation agreement utilized by the District.

I ask the Board's approval of this new observation agreement.

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC - LTC - OCC - WVC**

**OBSERVATION EXPERIENCE AGREEMENT**

Agreement made this 15<sup>th</sup> day of December, 2005, between Gingerbread House Daycare Center, Robinson IL, hereinafter referred to as AGENCY, and Illinois Eastern Community Colleges, District 529, Olney Central College Associate Degree Nursing Program, hereinafter referred to as COLLEGE.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency at a designated time to observe the functions of health team and the common well defined health problems of the client treated by said agency.

**COLLEGE AGREES TO:**

1. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
2. Provide the AGENCY with written objectives for each observation experience.
3. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
4. Insure that students are covered by liability insurance.
5. Retain responsibility for student education.
6. Evaluate total clinical experience received by students from AGENCY.

**AGENCY AGREES TO:**

1. Retain responsibility for client care.
2. Encourage student learning experiences by providing opportunity for student to interact with staff.

3. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
4. Evaluate total student observation experience.
5. The AGENCY will determine the number of students allowed for each assignment.
6. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

\_\_\_\_\_  
 \_\_\_\_\_

By \_\_\_\_\_

COLLEGE:

ILLINOIS EASTERN  
 COMMUNITY COLLEGES,  
 DISTRICT 529, OLNEY  
 CENTRAL COLLEGE  
 ASSOCIATE DEGREE  
 NURSING PROGRAM

By \_\_\_\_\_  
 Department Head

By \_\_\_\_\_  
 Associate Dean of Nursing and Allied  
 Health

By \_\_\_\_\_  
 President, Olney Central College

By \_\_\_\_\_  
 Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

**Agenda Item #8D**

**Lawrence County Health Department Observation Agreement – Lawrenceville**

**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 17, 2006

RE: Lawrence County Health Department Observation Agreement –  
Lawrenceville

Illinois Eastern Community Colleges wishes to enter into a new observation agreement with the Lawrence County Health Department, Lawrenceville, Illinois.

This new observation agreement is our standard observation agreement utilized by the District.

I ask the Board's approval of this new observation agreement.

TLB/rs

Attachment



**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529  
OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM  
FCC - LTC - OCC - WVC**

**OBSERVATION EXPERIENCE AGREEMENT**

Agreement made this 16<sup>th</sup> day of December, 2005, between Lawrence County Health Department of Lawrenceville, IL, hereinafter referred to as AGENCY, and Illinois Eastern Community Colleges, District 529, Olney Central College Associate Degree Nursing Program, hereinafter referred to as COLLEGE. Agreement is for the purpose of providing student observation experience in a facility other than the classroom or clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency at a designated time to observe the functions of health team and the common well defined health problems of the client treated by said agency.

**COLLEGE AGREES TO:**

7. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
8. Provide the AGENCY with written objectives for each observation experience.
9. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
10. Insure that students are covered by liability insurance.
11. Retain responsibility for student education.
12. Evaluate total clinical experience received by students from AGENCY.

**AGENCY AGREES TO:**

7. Retain responsibility for client care.
8. Encourage student learning experiences by providing opportunity for student to interact with staff.

9. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
10. Evaluate total student observation experience.
11. The AGENCY will determine the number of students allowed for each assignment.
12. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_

COLLEGE:

ILLINOIS EASTERN COMMUNITY  
COLLEGES, DISTRICT 529, OLNEY  
CENTRAL COLLEGE  
ASSOCIATE DEGREE  
NURSING PROGRAM

By \_\_\_\_\_  
Department Head

By \_\_\_\_\_  
Associate Dean of Nursing and  
Allied Health

By \_\_\_\_\_  
President, Olney Central College

By \_\_\_\_\_  
Chairman, IECC Board of Trustees

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**Agenda Item #8E**

**Acceptance of HLC Final Action on Accreditation**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 17, 2006

RE: Acceptance of Higher Learning Commission Accreditation Notice

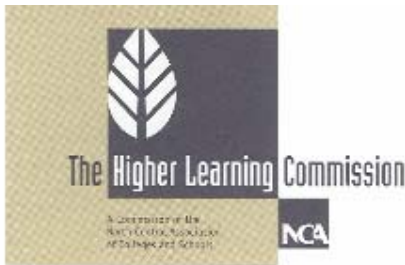
On December 23, 2005, IECC was officially notified by the Higher Learning Commission (HLC) that IECC had been reaccredited until 2014-2015 with a monitoring report on student assessment due in 2008.

In 2003, IECC began the accreditation process by preparing a Self-Study of the operations of the District. This Self-Study was approved by the Board of Trustees in late 2004 and submitted to the HLC for its review and comment. In April of 2005, IECC was host to an 8 person visitation team. Subsequent to that visit, the team submitted a report to the HLC and IECC prepared a timely response to the evaluation report. The evaluation report was then reviewed by a Readers Panel, which submitted a report to the full commission. At the HLC meeting of December 5, 2005, the Institutional Actions Council voted to continue the accreditation of IECC. The HLC Board of Trustees validated the Council action on December 16, 2005, which ended the accreditation process.

The Board of Trustees and its faculty and staff are to be commended for such a successful conclusion of a long and arduous accreditation process. The steering committee co-chaired by Jack Davis and Pam Schwartz did an excellent job of presenting the very best of IECC. The co-chairs were assisted by editor Dr. Harry Benson, who drafted a seamless Self-Study from the work of more than twelve committees so that the document read as if written by a single author.

I ask the Board's acceptance of this accreditation notification.

TLB/rs



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800-621-7440 | Fax: 312-263-7462 | www.ncahigherlearningcommission.org

Serving the common good by assuring and advancing the quality of higher learning

RECEIVED  
JAN 04 REC'D  
CEO'S OFFICE

December 16, 2005

Mr. Terry L. Bruce  
Chief Executive Officer  
Illinois Eastern Community Colleges  
233 E. Chestnut St.  
Olney, IL 62450

Dear Mr. Bruce:

This letter is formal notification of the action taken concerning Illinois Eastern Community Colleges by The Higher Learning Commission. At its meeting on December 5, 2005, the Institutional Actions Council (IAC) voted to continue the accreditation of Illinois Eastern Community Colleges, and to adopt any new items entered on the attached Statement of Affiliation Status (SAS). The Commission Board of Trustees validated the IAC action through its validation process that concluded on December 16, 2005. The date on this letter constitutes the effective date of your new status with the Commission.

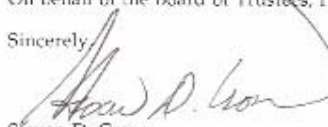
I have enclosed your institution's *Statement of Affiliation Status (SAS)* and *Organizational Profile (OP)*. These documents replace the previous two-part Record of Status and Scope. The *SAS* is a summary of your organization's ongoing relationship with the Commission. The *OP* is generated from data you provided in your most recent, (2004-2005) Annual Report. If the current Commission action included changes to the demographic, site, or distance education information you reported in your Annual Report, we have made the change on the *Organizational Profile*. No other organizational information was changed.

The attached *Statement of Affiliation Status* and *Organizational Profile* will be posted to the Commission website on Monday, January 9, 2006. Before this public disclosure however, I ask that you verify the information in both documents, and inform me before Friday, January 6, 2006, of any concerns that you may have about these documents. Information about notifying the public of this action is found in Chapter 8.3-3 and 8.3-4 of the *Handbook of Accreditation, Third Edition*.

Please be aware of Commission policy on planned or proposed organizational changes that require Commission action before their initiation. You will find the Commission's change policy in Chapter 7.2 of the *Handbook of Accreditation*. I highly recommend that you review it with care and if you have any questions about how planned institutional changes might affect your relationship with the Commission, you write or call Karen J. Solomon, Ed.D., your staff liaison.

On behalf of the Board of Trustees, I thank you and your associates for your cooperation.

Sincerely,

  
Steven D. Crow  
Executive Director

Enclosures: Statement of Affiliation Status  
Organizational Profile

cc: Evaluation Team Members  
Chair of the Board

**Agenda Item #8F**

**Bridger Management Agreement**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 17, 2006  
RE: Bridger Management Agreement

The Bridger Company of Darien, Illinois, is an administrative services consulting firm which has developed a specialty in working with small and mid sized colleges to reduce costs and develop revenues on the non-academic side of the budget.

Bridger identifies and implements practical and effective solutions for community colleges to control non-academic expenses by improving services and capturing savings in the areas of property asset management and service contracts. I have met with Bridger officials and spoken by telephone with the President of Bridger and believe that Bridger could be hired to identify areas where we could reduce costs on the indirect side of our budget.

Bridger has been able to achieve costs savings by a review of: operating budgets; district labor productivity and labor planning; energy management; contracts dealing with physical plant maintenance; telecommunications contracts; and technology costs.

The company could complete the assessment of IECC in six to eight weeks following receipt of required data from the District. The cost of the assessment is a flat fee of \$15,000. If the Board should decide to use Bridger beyond the assessment study, the fee paid would be credited toward any additional management services.

I believe that Bridger should be retained to conduct a management review of IECC's processes to identify available savings.

TLB/rs

Attachment

## BRIDGER SERVICE OFFERING

Bridger helps colleges and universities enhance revenue and reduce costs on the "indirect" side of the budget. Generally, indirect costs are allocated across institutions and not aggressively managed. They account for approximately 30% of the operating budget and because they are allocated, and not managed, annual increases are simply passed on and overlooked.

Our experience has shown that through proven diagnostic and managerial techniques and cost controls, we can generate savings of 10% to 15% of total indirect expenses. This equates to \$.30 to \$.50 per square foot. In some cases the savings are significantly higher.

We work with campus leaders to:

- Align operating methods to academic mission.
- Reduce infrastructure and operating costs to help keep tuition affordable
- Create systems and processes to measure and improve administrative and operating accountability
- Continually measure performance against predetermined metrics to demonstrate value to students, taxpayers, and donor constituents.

Bridger provides the best indirect cost practices for the dual purpose of promoting savings and improving service quality.

## APPROACH

We use the following three-step process to identify and capture savings and deliver service improvements:

1. **Assess the Opportunity** – Complete an opportunity assessment that will identify target savings areas, quantify specific savings opportunities and develop strategies to achieve the desired results
2. **Manage the Processes** – Identify and hire capable staff, place them on campus and give them the tools to implement the savings strategies and service improvements identified in the assessment.
3. **Deliver the Desired Outcomes** – Develop the baseline cost and service levels. Measure savings and service improvements against the baseline over the term of the agreement.



## **PART I - ASSESS THE OPPORTUNITY**

Your institutional mission is unique. However, your expense structures in operations and technology are not. Approximately 90% of total operating expenses can be found in just three categories; labor, utilities and contract services.

Technology is another significant and growing infrastructure expense that on average grows at rates of 7-10% annually. It is an expense that is both difficult to understand and manage.

### **Budget Review**

The first step in the Opportunity Assessment is to review the current and prior year's operating budgets for the square feet that you manage and the number of full time equivalents you have on campus. We will also review technology spend and staffing. This review will provide us with a basic understanding of the expense levels for specific line item accounts. This includes the expenses of both your main campus and any other teaching sites.

### **Labor Productivity and Labor Planning**

Labor is the greatest expense you incur on an annual basis. The analysis will identify which work groups are performing which functions. Specifically, we will look at job titles and functions for each classification and attempt to determine total productive hours. We will also determine what is being performed in-house and what work is being contracted. The objective is to identify how much time is being spent on work order completion, preventive maintenance, routine maintenance, and project work on the campus.

- **Work Order Priorities and Dispatching**

Work order analysis is key to understanding workloads for operations and maintenance. The analysis identifies the necessary steps to eliminate waste, introduce discipline, and promote transparency and accountability.

- **Janitorial Processes**

We will determine what your janitorial staff is doing and the level of management and supervision that is provided to the team. We will determine hourly productivity rates and benchmark them against similar institutions and commercial space. We will investigate practices used by the existing team and make recommendations for improvement. We will also define the cleanable areas that will be used in determining the above.

## **Energy Management and Operating Strategies**

Energy management opportunities exist on both the supply and demand sides. The natural gas supply agreement should be competitively bid and include price risk management assistance from the supplier. With the recent legislative changes, the electrical market will become significantly more competitive in the next several months. The supply agreement for electricity should also be taken to the market in the near future.

The demand side offers significant opportunity as well. Set point management, making sure the systems are being operated at design, and other comprehensive energy management practices can provide significant cost reduction opportunities. The billing and administrative component of utilities management is just as significant as the supply and demands side actions in our cost containment model. Accuracy of billing practices reduces spend; we instruct personnel in best practices.

## **Contracts that Support Plant, Maintenance, Grounds**

Contracting methods will be evaluated to insure that you are getting the greatest value for the contracted service and to limit liability. It also will include an analysis of what goods and services are being purchased using purchase orders and what services are contracted. Our best practices will include an evaluation of your contracts with outside vendors as well as those for your elevators, waste management and pest control, etc.

## **Contracts that support Technology and Telecommunications**

Bridger will review the existing technology and telecommunications contracts and provide insight and recommendations to improve service and reduce costs in the current operation.

## **Technology**

Our technology assessment provides insight into both the expense and service levels generated by the IT area and is performed in conjunction with the plant operations and maintenance review. We look at budgets, staffing, network performance and security, desktop repair expense downtime, and the expenses associated with both hardware and software maintenance. Finally, we provide an unbiased assessment of the effectiveness of technology in the teaching and learning environment.

We work collaboratively with you so you may add other areas in the indirect side of the budget to the Opportunity Assessment. Examples include vehicles and fleet services, foodservice, procurement, space utilization and printing and copying.

### **INFORMATION NEEDED (All information is treated confidentially)**

- **Operating budgets and financials (actuals) for the last two years** with sufficient category detail to differentiate types of facilities costs (e.g., cleaning, general repairs and maintenance, electrical, plumbing, life safety, roads and grounds, etc.). If there is insufficient detail in summary reports, please provide general ledger or list of transactions with descriptions.
- **Staffing plans and organization charts** showing reporting relationships and team members responsible for specific areas (e.g., cleaning, security, dining, maintenance, etc.). Please include **job descriptions**.
- **Wage and salary information** (budget), and actual labor costs for the last two years (including overtime and benefits).
- **Square footage** (both gross and assignable/cleanable) and use for each building.
- **Work order history** for the current and prior years, preferably in sortable electronic format.
- **Preventive maintenance records** for current and prior years.
- **Active contracts** for operations, including all attachments and amendments.
- **Any written descriptions of processes** (e.g., for work requests, approval and payment of invoices, etc.). There is no need for invoices unless the financial data is very sketchy.
- **Strategic planning documents**

Once completed, our Opportunity Assessment identifies and quantifies savings opportunities in each of the specific categories and provides strategies to capture the savings and service improvements. Additionally, we benchmark the institution's performance relative to the peer institutions in a given geographic region.

### **PART II – MANAGE THE PROCESS**

Bridger employs and retains managerial expertise. Our people are specialists in both facilities and property management and technology. We will put an experienced person on-site to work with your team to manage the processes and strategies and achieve the savings levels and service improvements identified in the Opportunity Assessment. We support this individual with best practices and management tools to achieve your desired outcomes.

### **PART III – DELIVER THE DESIRED OUTCOMES**

Our on-site manager will quickly establish baseline levels for expenses and service levels including customer satisfaction. Once established, progress in savings and service enhancements will be measured against the baseline and results will be reported monthly. A management plan and operating budget will be completed and

presented within the first 90 days of the assignment. Quarterly objectives will be mutually established and reviewed regularly against performance.

### **SCHEDULE AND CONTRACT**

The Opportunity Assessment based on the above scope should take six to eight weeks to complete. You should expect a written report detailing the assumptions, findings and recommendations, ways to accomplish the recommendations, and the rationale for all recommendations.

Once the assessment is completed and presented, Bridger and the college will identify and agree upon the specific areas Bridger will manage and the specific strategies Bridger will implement to capture the savings and service improvements.

Bridger and the college will enter into a five-year management contract to provide the college with the managerial expertise it will need to achieve the predetermined savings and service improvements. It will take approximately two years to fully implement the savings and service improvement strategies in the identified areas of responsibility.

In conjunction with the college, Bridger will identify and hire a prospective manager who will work closely with the college to achieve the predefined objectives. Bridger will work with the college to develop a comprehensive staffing plan based on the areas of responsibility.

### **FEE**

Bridger charges a flat fee of \$15,000 for the Opportunity Assessment. This charge will be credited through the shared savings provision of the contract, detailed below, and will result in a no-cost assessment to the college.

The management fee has two separate components, a base management fee and a shared savings provision. The base management fee is a flat fee that includes the cost of the on-site manager. It is assessed on a per square foot basis and is payable monthly.

The shared savings provision provides for 100% of the savings to accrue to the college until such time as the total accrued savings are equal to the management fee. Thereafter, Bridger and the college will share savings on a 50/50 basis.

Bridger will guarantee that the savings it generates over the first two years of the agreement will exceed the cost of the fee or Bridger will cover the difference. Further, either party will have the option to terminate the management agreement on the anniversary date.

**Agenda Item #8G**

**Crossroads Workforce Investment Board Lease**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 17, 2006  
RE: Crossroads Workforce Investment Board Lease Agreement

For several years, the District has leased space in the Illinois Employment and Training Center (IETC), located on Main Street in Olney, Illinois, to the Crossroads Workforce Investment Board (CWIB).

For the same length of time, we have had difficulty getting the leases approved by CWIB and returned to us. Within recent weeks, there has been a major change in the leadership of CWIB and leases are being prepared and submitted to partners, like IECC, for approval.

The lease submitted is similar to the lease we have prepared and sent to CWIB and I would ask the Board's approval of the lease. A copy of the lease will be available for review at the Board meeting.

TLB/rs

**Agenda Item #9**

**Bid Committee Report**

BID COMMITTEE REPORT

JANUARY 17, 2006

IECC

1. HVAC Upgrade & Supplement - OCC, WVC



TO: Board of Trustees  
FROM: Roger Browning  
RE: HVAC Upgrade & Supplement - OCC, WVC  
DATE: January 17, 2006

Based upon the bid tabulation attached and also the recommendation from Marion Poggas, the Bid Committee recommends acceptance of the bid as follows:

<u>Division III - Mechanical Work</u>	<u>Bid</u>
Merz Sheet Metal, Inc. Effingham, IL	\$470,783.00

This recommendation includes the base bid of \$429,848.00, plus three alternate bids as outlined on the attached bid tabulation.

Respectfully submitted,

Roger Browning  
Harry Hillis, Jr.

Source of Funds: PHS - Phase 8

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

**IMAGE ARCHITECTS INC.**

**PROTECTION, HEALTH & SAFETY COMPLIANCE WORK – PHASE 8  
HVAC UPGRADE & SUPPLEMENT – OCC, WVC  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529  
OLNEY, ILLINOIS**

**Bid Tabulation**

**Wednesday, January 4, 2006 at 2:00 p.m.  
I.E.C.C. District Office**

**DIVISION III – MECHANICAL WORK – RE-BID**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADD. NO. 1</b>	<b>BASE BID</b>	<b>ALT. BID NO. M-1</b> (Two Replacement Heating & Cooling Units at WVC Gym Conference Room) <b>ADD</b>	<b>ALT. BID NO. M-2</b> (New Heat Exchanger in Existing Jackson & Church Heating Unit in WVC Natatorium) <b>ADD</b>	<b>ADD ALTERNATE FOR CONTROLS</b> (OCC Computer Rooms Air Conditioning Controls) <b>ADD</b>
Swan Sheet Metal Systems, Ltd. Mt. Vernon, IL	5% Bid Bond	X	\$509,400.00	+\$14,750.00	+\$7,900.00	+\$18,400.00
Merz Sheet Metal, Inc. Effingham, IL	5% Bid Bond	X	\$429,848.00	+\$15,985.00	+\$6,955.00	+\$17,995.00
J.E. Shekell, Inc. Evansville, IN	NO BID					

*image Architects inc*

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1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901  
618.457.2128 618.549.5725 fax

January 10, 2006

Mr. Roger Browning  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, Illinois 62450

Re: Protection, Health & Safety Compliance Work  
Phase 8HVAC Supplement & Upgrade – OCC & WVC  
Illinois Eastern Community Colleges District No. 529  
Olney, Illinois

Dear Mr. Browning:

We have reviewed the bids submitted for HVAC Supplement and Upgrade work on the referenced project. We find no reason to prevent award of the work to the lowest responsible and responsive bidder as follows:

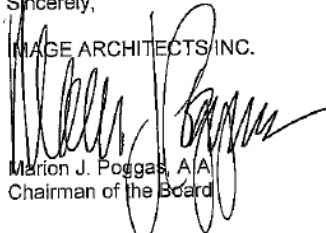
HVAC Work	Merz Sheet Metal Inc.	\$ 470,783.00
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The total bid consists of the base bid of \$429,848.00, and alternate bids of \$15,985.00 (WVC Spencer Conference Room HVAC), \$6,955.00 (WVC Natatorium heat exchanger), and \$17,995.00 (OCC Computer Rooms air conditioning controls).

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

Sincerely,

IMAGE ARCHITECTS/INC.

  
Marion J. Poggas, AIA  
Chairman of the Board

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

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

<b>FUND</b>	<b>BALANCE</b>
Educational	\$1,584,200.20
Operations & Maintenance	\$259,589.53
Operations & Maintenance (Restricted)	\$298,924.73
Bond & Interest	\$24,427.02
Auxiliary	\$325,940.09
Restricted Purposes	\$39,004.16
Working Cash	\$18,025.35
Trust & Agency	\$276,823.21
Audit	\$6,382.13
Liability, Protection & Settlement	\$247,707.35
<b>TOTAL ALL FUNDS</b>	<b>\$3,081,023.77</b>

Respectfully submitted,

Roger Browning, CFO / Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**December 31, 2005**

**ALL FUNDS**

	Fiscal Year 2006
<b>ASSETS:</b>	
CASH	3,081,024
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	10,617,000
RECEIVABLES	3,724,585
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	99,206
INVENTORY	463,200
OTHER ASSETS	438,608
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>18,447,123</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	257,623
ACCOUNTS PAYABLE	13,571
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	574,013
<b>TOTAL LIABILITIES:</b>	<b>985,157</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,428,160
PR YR BDGTD CHANGE TO FUND BALANCE	330,482
 <b>FUND BALANCES:</b>	
FUND BALANCE	7,256,346
RESERVE FOR ENCUMBRANCES	8,446,978
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>17,461,966</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>18,447,123</b>

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

ALL FUNDS

	YEAR-TO-DATE
<b>REVENUES:</b>	
LOCAL GOVT SOURCES	7,915,777
STATE GOVT SOURCES	3,535,770
STUDENT TUITION & FEES	8,118,450
SALES & SERVICE FEES	1,483,131
FACILITIES REVENUE	17,630
INVESTMENT REVENUE	132,119
OTHER REVENUES	82,382
<b>TOTAL REVENUES:</b>	21,285,259
 <b>EXPENDITURES:</b>	
INSTRUCTION	5,247,158
ACADEMIC SUPPORT	234,210
STUDENT SERVICES	620,554
PUBLIC SERV/CONT ED	28,227
OPER & MAINT PLANT	1,172,374
INSTITUTIONAL SUPPORT	4,271,172
SCH/STUDENT GRNT/WAIVERS	2,472,723
AUXILIARY SERVICES	2,239,586
<b>TOTAL EXPENDITURES:</b>	16,286,004
 <b>TRANSFERS AMONG FUNDS:</b>	
INTERFUND TRANSFERS	0
<b>TOTAL TRANSFERS AMONG FUNDS:</b>	0
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 4,999,255

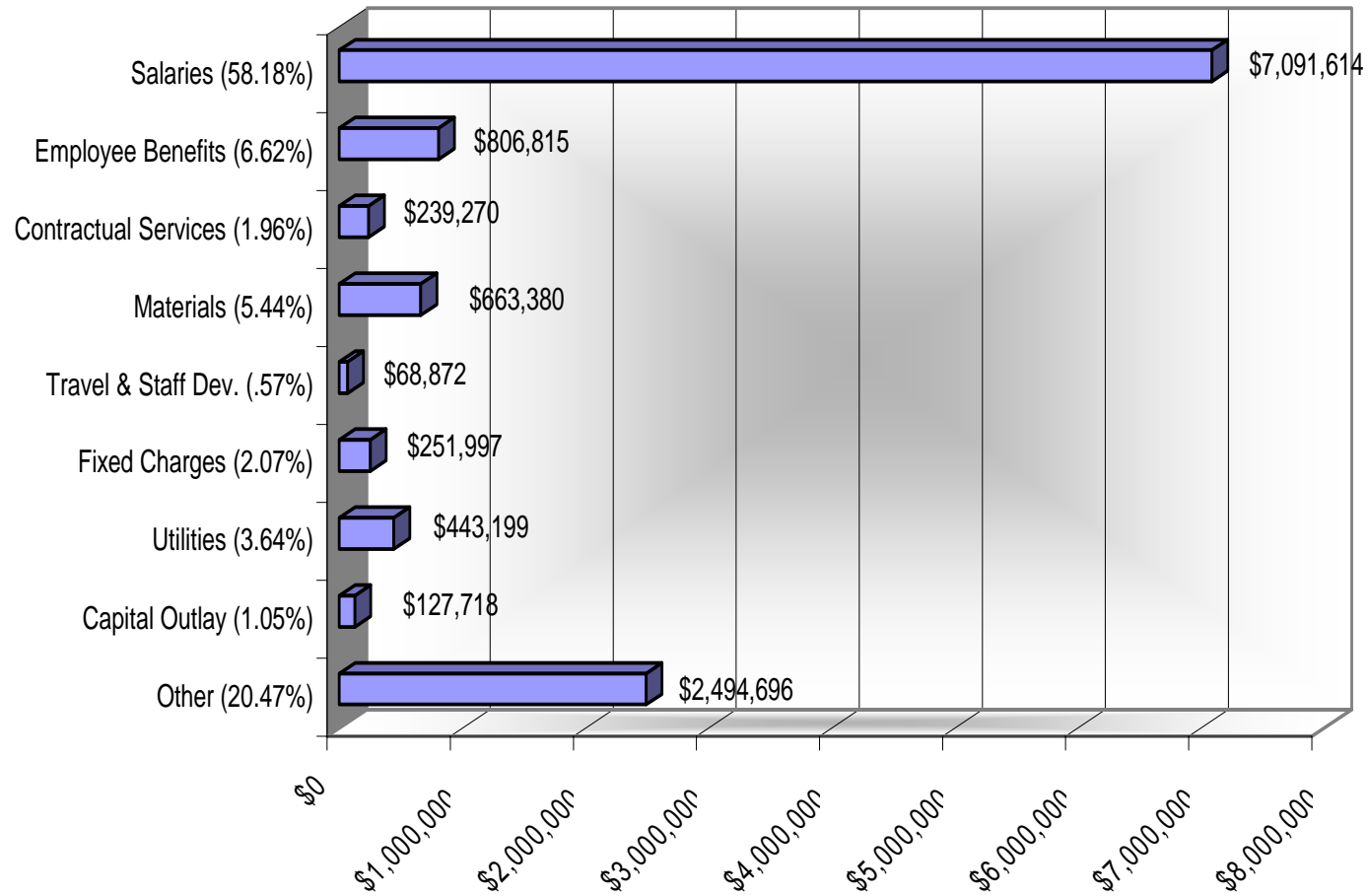
ILLINOIS EASTERN COMMUNITY COLLEGES  
Operating Funds Comparison Report  
FY 2004 - 2006

College	Category	FISCAL YEAR 2004			FISCAL YEAR 2005			FISCAL YEAR 2006			
		Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	Annual Budget	Spent Thru December	% of Bdgt	% of Year
Frontier	Bills		\$801,742			\$833,393			\$881,258		
	Payroll		969,315			980,372			1,026,968		
	Totals	\$3,106,314	1,771,057	57%	\$3,150,896	1,813,765	58%	\$3,286,458	1,908,226	58%	50%
Lincoln Trail	Bills		559,028			724,476			626,623		
	Payroll		1,109,370			1,132,975			1,151,107		
	Totals	3,289,607	1,668,398	51%	3,406,855	1,857,451	55%	3,353,540	1,777,730	53%	50%
Olney Central	Bills		794,227			910,592			939,975		
	Payroll		1,796,216			1,893,188			2,091,063		
	Totals	5,113,961	2,590,443	51%	5,168,427	2,803,780	54%	5,532,178	3,031,038	55%	50%
Wabash Valley	Bills		829,683			827,834			976,799		
	Payroll		1,418,079			1,476,939			1,508,891		
	Totals	3,914,399	2,247,762	57%	3,944,462	2,304,773	58%	4,166,937	2,485,690	60%	50%
Workforce Educ.	Bills		562,771			579,559			780,620		
	Payroll		487,027			501,608			518,789		
	Totals	2,102,070	1,049,798	50%	2,121,712	1,081,167	51%	2,295,912	1,299,409	57%	50%
District Office	Bills		111,306			112,831			117,735		
	Payroll		428,097			434,746			450,783		
	Totals	1,187,944	539,403	45%	1,217,781	547,577	45%	1,243,158	568,518	46%	50%
District Wide	Bills		880,645			866,222			772,937		
	Payroll		301,645			305,978			344,013		
	Totals	5,058,797	1,182,290	23%	5,413,680	1,172,200	22%	5,339,949	1,116,950	21%	50%
O & M	Bills										
	Payroll										
	Totals										
<b>GRAND TOTALS</b>		<b>\$23,773,092</b>	<b>\$11,049,151</b>	<b>46%</b>	<b>\$24,423,813</b>	<b>\$11,580,713</b>	<b>47%</b>	<b>\$25,218,132</b>	<b>\$12,187,561</b>	<b>48%</b>	<b>50%</b>

Excludes DOC



**Illinois Eastern Community Colleges  
FY2006  
Operating Funds**



Illinois Eastern Community Colleges Dist. #529  
 As of December 31, 2005 - \$12,187,561



**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Terry L Bruce

**DATE:** January 12, 2006

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.3. and 400.4. will be mailed under separate cover.

# **INDEX**

**400.1. Employment of Personnel**

**400.2. Temporary Employment**

**400.3. Request for Approval of Proposed Non-College Employment (External Report)**

**400.4. Resignation**



# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Faculty**

1. Holly Farley, Nursing Instructor, effective January 4, 2006

## **400.2. Temporary Employment**

### **A. Faculty**

1. Shirley Redding, Nursing Instructor for Spring '05 Semester only, effective January 30, 2006

## **400.3. Request for Approval of Proposed Non-College Employment (External Report)**

## **400.4. Resignation**

### **A. Classified**

1. Brandi Jittjumnongk, Career Advisor, LTC, resignation effective February 1, 2006

**Agenda Item #15**

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

**Agenda Item #16**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Agenda Item #19**

**Adjournment**



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

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

12/31/2005



