

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 16, 2007



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**January 16, 2007
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes.....CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Strategic Plan FY2008 and FY2009 Cantwell
 - B. Consortium of Academic and Research Libraries in Illinois (CARLI) Bruce
 - C. Tuition Increase..... Bruce
 - D. Facility Lease (Girard) Bruce
9. Bid Committee Report
None
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 Foundation Hall, at Frontier Community College, Frontier Drive, Fairfield, Illinois, Tuesday, December 12, 2006.

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.

Appointment of Temporary Secretary: The Chair asked leave to appoint Alex Cline to be temporary secretary for this meeting. There being no objection, the Chair directed that Alex Cline be appointed temporary secretary of the Board of Trustees for this meeting.

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, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Ms. Jessica Lowe, student trustee. Trustees absent: Dr. George Andrew Fischer. 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. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Ms. Beverly Turkal, Interim President of Lincoln Trail College.

Mrs. Tara Buerster, Director of Human Resources.

Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.

Mr. Alex Cline, Director of Information & Communications Technology.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

Mr. George Woods, Dean of Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, November 21, 2006, were presented for disposition.

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

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

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

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: Mr. George Woods presented an informational report on a grant received.

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

#6-A. Winter Break Policy Revision: Each year the colleges close during winter break. During that time, employees are occasionally required to do work for the District. Examples of such work would be snow removal or work on the computer and electronic infrastructure. Currently, there is no clearly defined policy on how employees should be compensated for this work. This revision states that if an employee is called in for work during the winter break, they will receive equivalent holiday time that can be utilized prior to the end of the fiscal year.

The proposed change is to Policy 400.4, and changes the paragraph on winter break to read as follows:

“The administration establishes winter break for full-time employees in accordance with the academic calendar. Full-time employees who are required to work over winter break shall be given floating holiday leave equivalent to the time they were required to work over winter break. This floating holiday leave does not accumulate from year to year, and must be used prior to the end of the fiscal year during which it is acquired. Application for such floating leave should be made five (5) days prior to the time said leave is desired to the employee’s immediate supervisor.”

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 Winter Break Policy, as contained in the Leave and Benefit Policy 400.4, as recommended. Ms. Lowe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

#8-A. Lewis and Clark Joint Agreement: Illinois Eastern has a joint agreement with Lewis and Clark Community College District #536, which has been in existence for many years. It is time to update and renew this agreement. The agreement allows additional educational programs to be available to students at both Illinois Eastern and Lewis and Clark. These programs are set forth in the agreement. Lewis and Clark has requested no changes to the existing agreement. Illinois Eastern would like to remove from the existing agreement A.A.S. in Radiography.

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

- Diesel Equipment Technology, AAS
- Mining Technology, 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: Mr. Koertge made a motion to approve the Joint Agreement between IECC and Lewis & Clark Community 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, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Biennial Review Report: The U.S. Department of Education, under its Drug-Free Schools and Campus Regulations, as set forth by the Education Department of General Administrative Regulations (EDGAR) Part 86.100, requires that, as a condition of receiving funds or any form of financial assistance under any federal program, Illinois Eastern Community Colleges must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In order to certify the District's compliance with the Part 86 regulations, IECC is required to create a program that complies with the regulations as follows:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.
3. Prepare a biennial report on the effectiveness of its alcohol and other drug programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file, so that if requested to do so by the U.S. Department of Education, the campus can submit it.

The CEO presented and recommended for approval IECC's 2006 Biennial Review Report, which sets forth the fact that the District has, in fact, complied with the regulations as set forth.

Board Action: Miss Wolfe made a motion to approve IECC's 2006 Biennial Review Report as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. 2007-2008 Scheduled Holidays: The CEO presented the following proposed holiday schedule for administrative, technical, professional/non-faculty, clerical and maintenance staff for fiscal year 2007-2008 and recommended approval:

Wednesday, July 4, 2007: Independence Day
Monday, September 3, 2007: Labor Day
Monday, October 8, 2007: Columbus Day
Monday, November 12, 2007: Veterans Day
Thursday thru Friday, November 22-23, 2007: Thanksgiving
Thursday thru Monday, December 20-24, 2007: Winter Break
Tuesday, December 25, 2007: Christmas
Wednesday thru Monday, December 26-31, 2007: Winter Break
Tuesday, January 1, 2008: New Years Day
Wednesday, January 2, 2008: Winter Break
Monday, January 21, 2008: Martin Luther King Jr. Day
Monday, February 18, 2008: Presidents Day
Friday, March 21, 2008: Spring Break
Monday, May 26, 2008: Memorial Day
Prior to June 30, 2008: Floating Day (This replaces the former Pulaski Day holiday)

Board Action: Mr. Williams made a motion to approve the 2007-2008 fiscal year holiday calendar as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. Phlebotomy Affiliation Agreement – Gibson General Hospital, Princeton, Indiana: The CEO recommended approval of the District's standard Phlebotomy Affiliation Agreement with Gibson General Hospital, Princeton, Indiana.

#8-E. Phlebotomy Affiliation Agreement – Good Samaritan Hospital, Mt. Vernon, Illinois: The CEO recommended approval of the District's standard Phlebotomy Affiliation Agreement with Good Samaritan Hospital, Mt. Vernon, Illinois.

#8-F. Phlebotomy Affiliation Agreement – St. Mary's Hospital, Centralia, Illinois: The CEO recommended approval of the District's standard Phlebotomy Affiliation Agreement with St. Mary's Hospital, Centralia, Illinois.

Combine Three Agenda Items Under One Motion, Second and Vote: Without objection, the Chair directed that Agenda Items #8-D, #8-E, and #8-F be combined and acted upon under one motion, one second, and one roll call vote.

Board Action: Mr. Williams made a motion to approve standard Phlebotomy Affiliation Agreements with the Gibson General Hospital, Princeton, Indiana; Good Samaritan Hospital, Mt. Vernon, Illinois; and St. Mary's Hospital, Centralia, Illinois, 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, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe.
Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer.
The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Resolution on Board Election: The Board of Trustees and the Board Secretary are responsible for various election duties relating to the Board of Trustees election to be held on April 17, 2007. Before each Board election, the Board is required to appoint an Election Clerk to perform all duties required for the conduct of the Board election. Further, the Board may appoint a Deputy Election Clerk to receive petitions and otherwise assist the Election Clerk in the election duties. It was proposed that the Board appoint Board Secretary Harry Hillis as the Election Clerk and that Susan Renee Smith be appointed as Deputy Election Clerk for the April 17, 2007 Board election. Further, that Harry Hillis and Susan Renee Smith serve as Election Clerk and Deputy Election Clerk respectively until such time as his or her successor is appointed and qualified. The Board is also required to establish filing dates for petitions, and establish the office hours for acceptance of petitions. The following resolution fulfills the election requirements of the Board for the April 17, 2007 Election. The CEO recommended approval.

Resolution for Filing Election Petitions

WHEREAS, the election for members of the Board of Trustees will be held on Tuesday, April 17, 2007, and petitions and other nomination papers are to be filed in the main office of Illinois Eastern Community Colleges District No. 529, at 233 East Chestnut Street, Olney, Illinois.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said community college district, that the Board hereby appoints Board Secretary Harry Hillis as Election Clerk and Susan Renee Smith as Deputy Election Clerk. Further, that Harry Hillis and Susan Renee Smith serve as Election Clerk and Deputy Election Clerk respectively until such time as his or her successor is appointed and qualified.

FURTHER BE IT RESOLVED by the Board of Trustees that petitions of candidacy and other nomination papers are to be filed with Harry Hillis, Jr., Board Secretary and Election Clerk, or Susan Renee Smith, Deputy Election Clerk, in the district office, between the hours of 8:00 a.m. and 4:30 p.m., during the filing period. Filing dates are Monday, January 29, 2007, through Monday, February 5, 2007. On February 5, the office will remain open until 5:00 p.m. for the final filing date.

Board Action: Mrs. Culver made a motion to adopt the foregoing resolution providing for the filing of election petitions as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-H. Payment of End of Year Bills: Since this Board of Trustees meeting is being held on December 12, 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, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe.
Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer.
The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Adoption of 2007 Meeting Dates: 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 2007:

Tuesday, January 16, 2007, 7 p.m., Olney Central College
Tuesday, February 20, 2007, 7 p.m., Wabash Valley College
Tuesday, March 20, 2007, 7 p.m., Frontier Community College
Tuesday, April 17, 2007, 7 p.m., Lincoln Trail College
Tuesday, May 15, 2007, 7 p.m., Olney Central College
Tuesday, June 19, 2007, 7 p.m., Wabash Valley College
Tuesday, July 17, 2007, 7 p.m., Frontier Community College
Tuesday, August 21, 2007, 7 p.m., Lincoln Trail College
Tuesday, September 18, 2007, 7 p.m., Olney Central College
Tuesday, October 16, 2007, 7 p.m., Wabash Valley College
Tuesday, November 20, 2007, 7 p.m., Frontier Community College
Tuesday, December 11, 2007, 7 p.m., Lincoln Trail College

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

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 yea votes and 0 nay votes, 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 a balance in all funds of \$3,771,123.42, as of November 30, 2006.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for November 2006, totaling \$806,214.66, 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 2006, in the amounts listed, and payments from the revolving fund for November 2006. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

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

AGENDA #13 – “Approval of Executive Session Minutes” – The following actions were taken relative to executive session minutes.

#13-A. Written Executive Session Minutes: The CEO recommended that written minutes of an executive session held during the regular meeting Tuesday, November 21, 2006 be approved and remain closed at this time.

Board Action: Mrs. Culver made a motion to approve, as prepared, written minutes of an executive session held November 21, 2006, but that executive session minutes of that date will remain closed and not be opened to public inspection at this time. Ms. Lowe 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.

#13-B. Approval of Audio Recording of Executive Session: The CEO recommended that the audio recording of an executive session of Tuesday, November 21, 2006 be approved and that the Board Secretary make provisions for its safe keeping, that it be made available only upon the proper order of a court and a finding by a judge that such audio recording should be released. This audio recording shall be destroyed 18 months after the date of the meeting if the Board has adopted written minutes of the executive session in question.

Board Action: Mrs. Culver made a motion to approve the audio recording of an executive session of November 21, 2006 as recommended. Ms. Lowe 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.

#13-C. 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 2006 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, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.

22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.

B. Audio recordings of previously approved executive sessions will remain closed to 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 18, 2005.
2. Tuesday, February 15, 2005.
3. Tuesday, March 15, 2005.
4. Tuesday, April 19, 2005 (special meeting).
5. Tuesday, June 21, 2005.
6. Tuesday, July 19, 2005.
7. Tuesday, August 16, 2005.
8. Tuesday, April 18, 2006.

C. As part of the 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 recordings after this meeting:

1. Tuesday, January 18, 2005.
2. Tuesday, February 15, 2005.
3. Tuesday, March 15, 2005.
4. Tuesday, April 19, 2005 (special meeting).

D. 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, May 16, 2006.
2. Tuesday, June 20, 2006.
3. Tuesday, July 18, 2006.
4. Tuesday, August 15, 2006.
5. Tuesday, September 19, 2006.
6. Tuesday, October 17, 2006.

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

Mrs. Culver, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Dr. Fischer. The motion having received 6 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. Leave of Absence Approved by CEO since November 21, 2006

- A. None.

Personnel Report Addendum

400.2. Employment of Personnel

- A. Professional/Non-Faculty
 - 1. Lyndon Huey, Bookstore Manager, WVC, effective January 3, 2007.

400.3 Change of Status

- A. Faculty
 - 1. Paul Stouse, DOC Horticulture Instructor, LTC/RCC, to Horticulture Instructor, IECC, effective January 3, 2007.

400.4. Retirement

- A. Classified
 - 1. Kay Conour, Office Assistant, LTC/RCC, retirement effective January 1, 2007.

#14-A. Board Action to Amend Personnel Report: Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.2, 400.3, and 400.4 as recommended. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

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

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Mrs. Culver made a motion to adjourn. Mr. Williams seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion carried, and the meeting adjourned at 7:30 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

A. Trustees

B. Presidents

C. Cabinet

Coal Mining Technology/Telecom

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Strategic Plan FY2008 and FY2009

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 16, 2007
RE: Strategic Plan FY2008 and FY2009

The District develops a two year plan which focuses on instruction, student support services, and facilities. By using the plan the District hopes to increase student enrollment and improve on our persistence and retention rates for students. In addition, the plan addresses the economic development and workforce programs that the District utilizes to promote the economic growth in our area.

The Strategic Plan is used as a two year guide with an annual review. The Annual Review allows the District to update the progress toward achievement of the current year's goals and make any necessary revisions to the upcoming years goals.

The Board has already seen and approved the District's Environmental Scan which is a portion of the Strategic Plan.

I ask the Board's approval of the FY2008-2009 Strategic Plan which was mailed to you on compact disc.

TLB/rs

Agenda Item #8B

Consortium of Academic and Research Libraries in Illinois (CARLI)

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 16, 2007
RE: Consortium of Academic and Research Libraries (CARLI)

The District has an opportunity to substantially expand the educational opportunities available to students attending each of our four colleges by joining the Consortium of Academic and Research Libraries in Illinois (CARLI).

Currently our libraries are associated with the Shawnee Library System which allows our students access to approximately 2 million items in the Shawnee System which is comprised of primarily public libraries and some academic libraries.

CARLI is a consortium of academic libraries and has 32.4 million items available for use by our students. The LRC directors have researched the issue and recommended to the Cabinet that IECC join CARLI and thereby substantially increase the available books and research items.

The cost to join CARLI is \$975. However, to convert our software to the CARLI System will cost somewhere between \$13,000 and \$25,000 (effective July 1, 2007). The exact cost will not be known until a complete survey can be done of our collection in all four libraries and the cost of transferring our records more accurately determined.

Every four year college in Illinois to which our students transfer are CARLI members and we would not only increase the size of the available collection, but students would learn the identical system that is in place at the college to which they transfer.

I would ask that the Board approve an agreement with CARLI and thereby increase the items available to our students from 2 million to more than 32 million.

TLB/rs

Agenda Item #8C

Tuition Increase

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 16, 2007
RE: Tuition Increase

The District has received notification that to be eligible for equalization funding the District will have to increase its tuition to 85% of the state-wide average tuition and universal fees. The current tuition is \$53.00 per semester hour and was increased effective the Fall Semester of 2005.

I am proposing that the Board increase the tuition from its current \$53.00 per semester hour to \$57.00 per semester hour effective with the Summer Session 2007. This would mean that a current student carrying a load of 30 hours would see his annual tuition increase from \$1,590.00 to \$1,710.00; an annual increase of \$120.00. This represents a 5% increase over a two year period.

Equalization funding is critical to the financial security of the District and tuition must be increased as required by law to have access to this funding.

Therefore, I recommend the approval of an increase in tuition to \$57.00 per semester hour effective with the Summer Session 2007.

TLB/rs

Agenda Item #8D

Facility Lease - Girard

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 16, 2007
RE: Facility Lease – Girard

In July of 1997, the District leased facilities in Girard, Illinois for Workforce Education. We continue to occupy this space and pay \$645.00 per month currently, which has not been changed in the last three years.

The landlord is willing to extend the lease for an additional two years and has requested an increase to \$700.00 per month, with possible two years extensions if the Board so desires and should choose to exercise the option. If for any reason we are unable to utilize this training facility, the landlord has agreed to allow us to terminate the lease with four months notice.

I ask for the Board's approval of the lease renewal at the proposed rate of \$700.00 per month.

TLB/rs

Attachment

LEASE AGREEMENT

Wrightsmen-Musso, Ltd. hereinafter "Musso" hereby leases to Illinois Eastern Community Colleges Coal Mining Technology, hereinafter "College." College hereby leases from Musso, suite of office space and class room located at 170 West Center Street, Girard, Illinois, for a term of two (2) year(s) commencing on January 1, 2007 for College's use as a professional office suite and class room.

RENT: College hereby agrees to pay rent for the leased premises as follows:
Lease to be for two (2) years starting January 1, 2007 at a lease amount of \$700.00.

OPTION #1: Lessee shall have an option for second two year term at \$800.00 per month starting January 1, 2009.

OPTION #2: Lessee shall have an option for third two year term at \$900.00 per month starting January 1, 2011.

REPAIRS & MAINTENANCE: Musso will provide routine maintenance and repairs to the building exterior. College will be responsible for all maintenance within office suite and class room and general maintenance/upkeep of same area.

INSURANCE: College agrees to carry personal injury liability insurance in the amount of not less than \$1,000,000.00 with Musso as an additional insured, copy of certificate of insurance to be mailed to Wrightsmen-Musso, Ltd. within 30 days from 1-1-07.

UTILITIES: Tennant to be responsible for all utilities.

FIRE: In the event of fire, causing damage which substantially interferes with College's use or occupancy of the premises, College shall have no liability for rent during reconstruction and only pro-rated liability during repair. Musso shall have no obligation to repair, rebuild or furnish alternate quarters. Should Musso repair or rebuild, College shall have first refusal rights to lease said offices at the same rent in effect at the time of the loss for the balance of the term. Musso will make every good faith effort to continue to provide offices for College, but shall not be legally obligated to do so.

RENEWAL: College will have the right to renew said lease in accordance with "rent and options paragraph" of this document. College shall notify Musso in its intent not to renew no less than sixty (60) days before the end of the lease term, otherwise lease will automatically renew for one year periods.

In the event that the College is not allowed to teach classes at this facility by action of Lincoln Land Community College, then Musso agrees to allow a termination of this lease with four months notice.

Dated at Virden, Illinois, this _____ day of _____, 2007.

WRIGHTSMAN-MUSSO, LTD.

ILLINOIS EASTERN COMMUNITY
COLLEGES COAL MINING
TECHNOLOGY

by _____
Dom M. Musso, President

by _____
Representative

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT December 31, 2006

| FUND | BALANCE |
|---------------------------------------|-----------------------|
| Educational | \$167,565.29 |
| Operations & Maintenance | \$87,935.78 |
| Operations & Maintenance (Restricted) | (\$51,268.53) |
| Bond & Interest | \$102,918.45 |
| Auxiliary | \$1,217,942.57 |
| Restricted Purposes | (\$123,467.72) |
| Working Cash | \$0.00 |
| Trust & Agency | \$304,041.11 |
| Audit | \$47,997.29 |
| Liability, Protection & Settlement | \$183,035.61 |
| | |
| TOTAL ALL FUNDS | \$1,936,699.85 |

Respectfully submitted,

Roger Browning, Treasurer

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

| | ALL FUNDS |
|--|------------------|
| | Fiscal |
| | Year |
| | 2006 |
| ASSETS: | |
| CASH | 1,936,700 |
| IMPREST FUND | 21,500 |
| CHECK CLEARING | 12,000 |
| INVESTMENTS | 10,640,000 |
| RECEIVABLES | 3,240,341 |
| ACCRUED REVENUE | - |
| INTERFUND RECEIVABLES | - |
| INVENTORY | 481,046 |
| OTHER ASSETS | 446,276 |
| TOTAL ASSETS AND OTHER DEBITS: | 16,777,863 |
| LIABILITIES: | |
| PAYROLL DEDUCTIONS PAYABLE | 298,745 |
| ACCOUNTS PAYABLE | 12,553 |
| ACCRUED EXPENSES | - |
| INTERFUND PAYABLES | 139,950 |
| DEFERRED REVENUE | 0 |
| OTHER LIABILITIES | 547,618 |
| TOTAL LIABILITIES: | 998,867 |
| EQUITY AND OTHER CREDITS: | |
| INVESTMENT IN PLANT | 1,646,662 |
| PR YR BDGTD CHANGE TO FUND BALANCE | 242,317 |
| FUND BALANCES: | |
| FUND BALANCE | 6,909,500 |
| RESERVE FOR ENCUMBRANCES | 6,980,517 |
| TOTAL EQUITY AND OTHER CREDITS | 15,778,996 |
| TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS | 16,777,863 |

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

ALL FUNDS

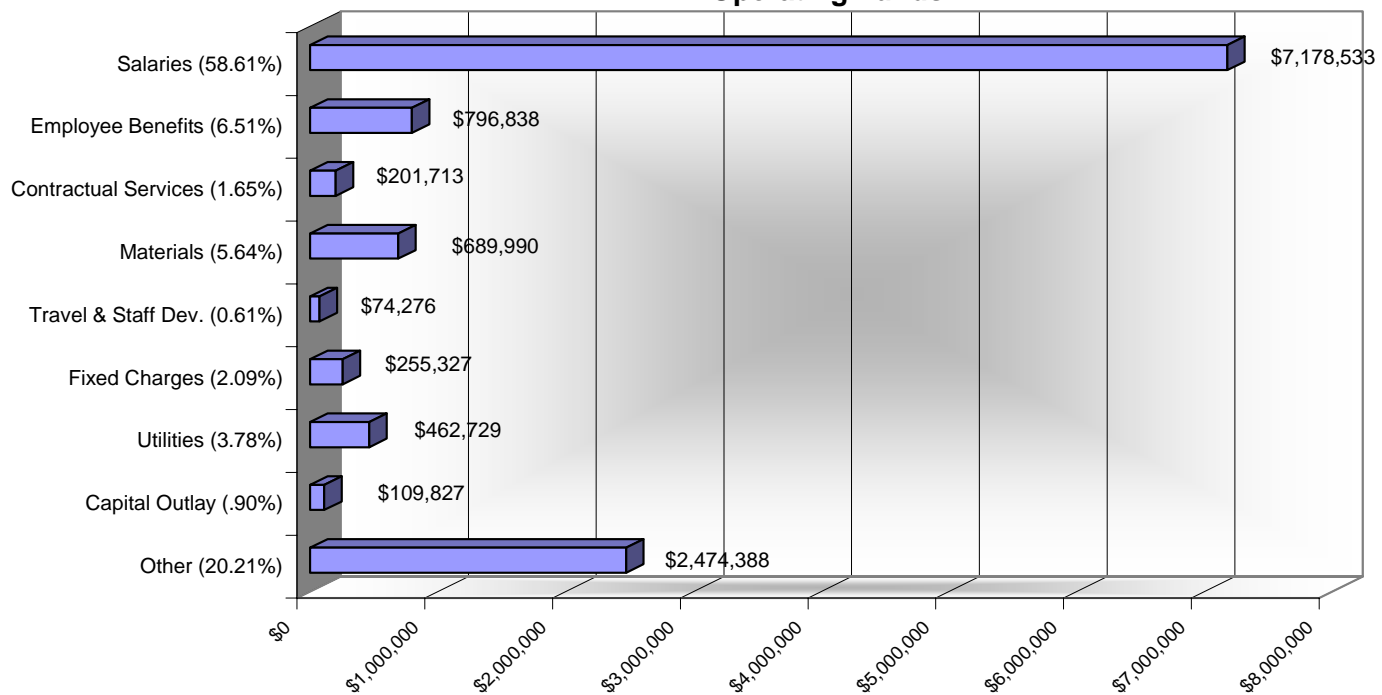
| | YEAR-TO-DATE |
|--|-------------------|
| REVENUES: | |
| LOCAL GOVT SOURCES | 4,830,529 |
| STATE GOVT SOURCES | 3,655,791 |
| STUDENT TUITION & FEES | 8,305,228 |
| SALES & SERVICE FEES | 1,540,610 |
| FACILITIES REVENUE | 25,300 |
| INVESTMENT REVENUE | 118,824 |
| OTHER REVENUES | 17,866 |
| TOTAL REVENUES: | 18,494,148 |
| | |
| EXPENDITURES: | |
| INSTRUCTION | 5,428,262 |
| ACADEMIC SUPPORT | 238,236 |
| STUDENT SERVICES | 616,473 |
| PUBLIC SERV/CONT ED | 29,488 |
| OPER & MAINT PLANT | 1,236,610 |
| INSTITUTIONAL SUPPORT | 5,187,291 |
| SCH/STUDENT GRNT/WAIVERS | 2,448,961 |
| AUXILIARY SERVICES | 2,434,984 |
| TOTAL EXPENDITURES: | 17,620,305 |
| | |
| TRANSFERS AMONG FUNDS: | |
| INTERFUND TRANSFERS | 0 |
| TOTAL TRANSFERS AMONG FUNDS: | 0 |
| | |
| NET INCREASE/DECREASE IN NET ASSETS | 873,843 |

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Comparison Report
FY 2005 - 2007

| College | Category | FISCAL YEAR 2005 | | | FISCAL YEAR 2006 | | | FISCAL YEAR 2007 | | | |
|---------------------|----------|---------------------|---------------------|------------|---------------------|---------------------|------------|---------------------|---------------------|------------|------------|
| | | 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 | | \$833,393 | | | \$881,258 | | | \$910,017 | | |
| | Payroll | | 980,372 | | | 1,026,968 | | | 1,011,131 | | |
| | Totals | \$3,150,896 | 1,813,765 | 58% | \$3,286,458 | 1,908,226 | 58% | \$3,312,456 | 1,921,148 | 58% | 50% |
| Lincoln Trail | Bills | | 724,476 | | | 626,623 | | | 698,694 | | |
| | Payroll | | 1,132,975 | | | 1,151,107 | | | 1,169,258 | | |
| | Totals | 3,406,855 | 1,857,451 | 55% | 3,353,540 | 1,777,730 | 53% | 3,467,648 | 1,867,952 | 54% | 50% |
| Olney Central | Bills | | 910,592 | | | 939,975 | | | 950,839 | | |
| | Payroll | | 1,893,188 | | | 2,091,063 | | | 2,207,113 | | |
| | Totals | 5,168,427 | 2,803,780 | 54% | 5,532,178 | 3,031,038 | 55% | 5,800,383 | 3,157,952 | 54% | 50% |
| Wabash Valley | Bills | | 827,834 | | | 976,799 | | | 935,217 | | |
| | Payroll | | 1,476,939 | | | 1,508,891 | | | 1,499,298 | | |
| | Totals | 3,944,462 | 2,304,773 | 58% | 4,166,937 | 2,485,690 | 60% | 4,206,982 | 2,434,515 | 58% | 50% |
| Workforce Educ. | Bills | | 579,559 | | | 780,620 | | | 730,519 | | |
| | Payroll | | 501,608 | | | 518,789 | | | 490,902 | | |
| | Totals | 2,121,712 | 1,081,167 | 51% | 2,295,912 | 1,299,409 | 57% | 2,292,597 | 1,221,421 | 53% | 50% |
| District Office | Bills | | 112,831 | | | 117,735 | | | 120,300 | | |
| | Payroll | | 434,746 | | | 450,783 | | | 431,767 | | |
| | Totals | 1,217,781 | 547,577 | 45% | 1,243,158 | 568,518 | 46% | 1,248,404 | 552,067 | 44% | 50% |
| District Wide | Bills | | 866,222 | | | 772,937 | | | 719,502 | | |
| | Payroll | | 305,978 | | | 344,013 | | | 369,064 | | |
| | Totals | 5,413,680 | 1,172,200 | 22% | 5,339,949 | 1,116,950 | 21% | 6,032,038 | 1,088,566 | 18% | 50% |
| O & M | Bills | | | | | | | | | | |
| | Payroll | | | | | | | | | | |
| | Totals | | | | | | | | | | |
| GRAND TOTALS | | \$24,423,813 | \$11,580,713 | 47% | \$25,218,132 | \$12,187,561 | 48% | \$26,360,508 | \$12,243,621 | 46% | 50% |

Excludes DOC

**Illinois Eastern Community Colleges
FY2006
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
 As of December 31, 2006 - \$12,243,621

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive's Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: January 11, 2007

RE: Personnel Report

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

INDEX

400.1. Employment of Personnel

400.2. Change in Status

400.3. Leave of Absence Approved by CEO since December 12, 2006

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Samantha Farmer, Clerk/Receptionist, FCC, effective January 18, 2007.

400.2. Change in Status

A Professional / Non-Faculty

1. Sibyl Janello, Program Advisor, WED, to Coordinator, Registration & Records, WED, effective January 17, 2007.

400.3. Leave of Absence Approved by CEO since December 12, 2006.

A. None

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

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

12/31/2006