

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 20, 2009



Location:

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

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

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

**Illinois Eastern Community Colleges
Board Agenda**

January 20, 2009

7:00 p.m.

Frontier Community College

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests..... Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) Bruce
 - A. HR 400.26 VESSA
7. Policy Second Reading..... Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Tuition Rate Increase..... Bruce
 - B. Tax Exemption for McCoy Property Bruce
 - C. Acceptance of Additional McCoy Property Bruce
 - D. Filing of Second “Application for Property Tax Exemption” Bruce
9. Bid Committee Report..... Bruce
 - A. Frontier Community College
Used 2008 or Newer Automobile
Used 2007 or Newer Pickup Truck
 - B. Workforce Education
Mobile Training Gallery Van for Workforce Education
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 Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, December 9, 2008.

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

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

John D. Brooks, Benda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Also present was Terra Ochs, 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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jack Davis, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Timothy Taylor, President of Frontier Community College.
Beverly Turkal, President of Lincoln Trail College.
Tara Buerster, Director of Human Resources.
Christine Cantwell, Associate Dean of Academic & Student Support Services.
Alex Cline, Director of Information & Communications Technology.
Kathleen Pampe, Associate Dean, Career Education & Economic Development.
Pamela Schwartz, Associate Dean of Institutional Development.
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, November 18, 2008 were presented for disposition.

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

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

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

(1) Special Presentation: Nursing instructors were recognized for their success in receiving eight more years of accreditation for the IECC Nursing Program.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” None.

AGENDA #5 – “Reports” –

#5-A. Trustees: None.

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

#5-C. Report from Cabinet: None.

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

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

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

#8-A. Report on Assessment: Chris Cantwell introduced Nixie Hnetkovsky, who presented a review of the Report on Assessment 2007-2008. In October 2006, Illinois Eastern Community Colleges was accepted into the Higher Learning Commission’s (HLC) Academy for the Assessment of Student Learning. The Assessment Academy offers HLC member institutions a four-year sequence of events and interactions that are focused on student learning, targeted at accelerating and advancing efforts to assess and improve student learning, and designed to build institution-wide commitment to assessment of student learning. IECC’s successful participation in the Academy is designed to generate evidence for accreditation evaluations and serve in place of mandated progress and monitoring reports on assessment of student learning. The following summary of the Report on Assessment included:

Action Project: Students First!

Goal: Engage all parts of our institution in assessment to improve student learning.

Areas Involved in Assessment: 23 students First Areas (Non-Instructional), 10 Transfer Disciplines (Instructional), 124 Career & Technical Programs (Instructional).

Areas have posted results for 2007-2008 in the Assessment Toolkit.

Ongoing Events:

Students First! Retreat. All group leaders attend to report results and plan

for the upcoming year.

Students First! Newsletter. The newsletter allows reporting of newsworthy events and changes to the entire institution.

Assessment Toolkit: The central location online for outcomes, results, minutes and tools for assessment.

Changes:

Expand the Students First! Retreat to include more Faculty.

Update the assessment Toolkit to allow areas to upload results.

Improve General Education Assessment.

The CEO recommended approval of IECC's Report on Assessment for 2007-2008 as presented.

Board Action: Trustee Walter Koertge made a motion to approve the Report on Assessment for 2007-2008 as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. IECC Strategic Plan 2009-2010: Chris Cantwell presented and reviewed the IECC Strategic Plan 2009-2010. Purpose of the plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. The plan was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives and developed actions and activities to achieve these objectives, as well as established targets and indicators to measure success and to ensure the Plan's ongoing review and renewal. The Strategic Plan is designed as a "work in progress" that will evolve and be annually reviewed as IECC makes progress towards these strategic goals and sets new goals in the future. The Strategic Planning Committee reviewed, evaluated, and prioritized the input and trends from internal and external analyses, and other objective data to establish the following five focus areas which represent the framework of IECC's Strategic Plan:

Focus Area 1: Improve Infrastructure.

Focus Area 2: Academic Excellence.

Focus Area 3: Organizational Communication and Planning.

Focus Area 4: Productive Partnerships.

Focus Area 5: Community Outreach.

The CEO recommended approval of the IECC Strategic Plan 2009-2010 as presented.

Board Action: Trustee Brenda Culver made a motion to approve the IECC Strategic Plan 2009-2010 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. College Emergency Plans: Emergency Plans for each of the four colleges in the IECC District were presented for approval. Designed to provide an organized plan to facilitate the safety of their students, faculty and staff, the plans outline each of the college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt its programs and activities. Each plan contains the following information: Emergency Contact List, Emergency Alert System, College Map and Building Inventory. Emergency Response Situations include the

following: Assault, Bomb Threat, Disturbance and Demonstrations, Earthquake, Fire, First Aid Kits and AED Locations, Hazardous Materials, Medical Emergencies (Injury, Illness, First Aid), Severe Weather, Utility Emergencies and Weapons on Campus.

The CEO recommended acceptance of the emergency plans for each of the four IECC colleges as presented.

Board Action: Trustee Brenda Larry Rost made a motion to accept emergency plans for each of the four IECC colleges as recommended. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Joint Agreement with Lewis & Clark College: Chris Cantwell presented the Joint Agreement for Education Cooperation between Illinois Eastern Community Colleges, District #529 and Lewis and Clark Community College, District #536. Changes and updates to this agreement from last year's agreement are:

Illinois Eastern added

Health Information Management, AAS Degree/Certificate.
Horticulture, AAS Degree/Certificate.
Industrial Management, AAS Degree.

Lewis & Clark removed

Process Operations Technology, AAS Degree.

Recommendation: The CEO recommended approval of the Joint Agreement with Lewis and Clark Community College.

Board Action: Trustee Marilyn Wolfe made a motion to approve the Joint Agreement with Lewis and Clark Community College as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. 2008 Student Satisfaction Survey Results: Pam Schwartz reviewed the 2008 Student Satisfaction Survey, which was completed with students attending the colleges of the IECC District during the 2008 Fall Semester. Students in all categories and at all colleges continue to be extremely satisfied with the operation of the four colleges. There continue to be concerns by students of the availability of courses at times convenient to them. In addition, they continue to express concern about financial aid and the lack of available athletic facilities. The CEO recommended acceptance of the results of the Student Satisfaction Survey as presented.

Board Action: Trustee Brenda Culver made a motion to accept the results of the 2008 Student Satisfaction Survey as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. 2008 Employee Satisfaction Survey Results: Pam Schwartz reviewed the results of the 2008 Employee Satisfaction Survey. Each fall around the District-wide Fall Workshop, employees are asked to review the operation of the District and its four colleges and make determinations as to whether that operation meets with their approval. Employees were asked to disclose their work location, their classification, whether they were employed full or part-time, and the years of service to the District. The employees were given an opportunity to review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of other questions dealing with the workplace. In general, the employees are extremely satisfied with the operation of the District, but expressed concerns about the evaluation process, and the ability to advance at the college. The CEO recommended acceptance of the Employee Satisfaction Survey as presented.

Board Action: Trustee William Hudson made a motion to accept the results of the 2008 Employee Satisfaction Survey as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. 2009-2010 Holiday Calendar: The CEO recommended approval of the following proposed holiday schedule for administrative, technical, professional/non-faculty, clerical and maintenance staff for fiscal year 2009-2010:

Friday, July 3, 2009: Independence Day
Monday, September 7, 2009: Labor Day
Monday, October 12, 2009: Columbus Day
Wednesday, November 11, 2009: Veterans Day
Thursday and Friday, November 26-27, 2009: Thanksgiving
Monday, December 21, 2009 thru Friday, January 1, 2010: Winter
Break (Christmas & New Year's Day)
Monday, January 18, 2010: Martin Luther King Jr. Day
Monday, February 15, 2010: Presidents Day
Friday, April 12, 2010: Spring Break
Monday, May 31, 2010: Memorial Day

Board Action: Trustee Marilyn Wolfe made a motion to approve the 2009-2010 holiday schedule for administrative, technical, professional/non-faculty, clerical and maintenance staff as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. 2009 Board of Trustees Meeting Dates: The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming year. The CEO recommended adoption of the following resolution setting meeting dates and locations for the IECC Board of Trustees for 2009.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2009:

Tuesday, January 20, 2009, 7 p.m., Frontier Community College
Tuesday, February 17, 2009, 7 p.m., Lincoln Trail College
Tuesday, March 17, 2009, 7 p.m., Olney Central College
Tuesday, April 21, 2009, 7 p.m., Wabash Valley College
Tuesday, May 19, 2009, 7 p.m., Frontier Community College
Tuesday, June 16, 2009, 7 p.m., Lincoln Trail College
Tuesday, July 21, 2009, 7 p.m., Olney Central College
Tuesday, August 18, 2009, 7 p.m., Wabash Valley College
Tuesday, September 15, 2009, 7 p.m., Frontier Community College
Tuesday, October 20, 2009, 7 p.m., Lincoln Trail College
Tuesday, November 17, 2009, 7 p.m., Olney Central College
Tuesday, December 8, 2009, 7 p.m., Wabash Valley College

Board Action: Trustee Walter Koertge made a motion to adopt the foregoing resolution setting meeting dates and locations for the Board of Trustees for calendar 2009 as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Payment of End of Year Bills: Since this Board of Trustees meeting is being held on December 9, bills will be received that should be paid before the close of the year. The CEO recommended that he be given authorization to pay bills received after the Board meeting.

Board Action: Trustee Marilyn Wolfe made a motion to approve payment of bills received in December after this Board meeting as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. Memorandum of Agreement with Association – Applied Music Rate: IECC pays music instructors an applied music rate for individual instruction of music students, either in voice or instrument. During the recent contract negotiations, this matter was not addressed. The Applied Music Rate has not been changed for more than five years. The current Applied Music Rate is \$135 per semester hour of instruction. The proposal is to increase that rate by 6% to \$143 per semester hour of instruction. This rate increase has been discussed with the Association that represents the instructors affected. The CEO recommended approval of the following Memorandum of Agreement that has been approved by the Association.

MEMORANDUM OF AGREEMENT

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

Section 9.3 Overload Both parties agree to increase the individualized applied music rate to \$143 per student, per credit hour effective with the Spring 2009 semester.

Board Action: Trustee Larry Rost made a motion to approve the foregoing Memorandum of Agreement between the Board of Trustees and the Illinois Eastern Community Colleges Education Association as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote

ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-K. Deed of Property to Lincoln Trail College Foundation: When Marathon requested the use of Lincoln Trail College property for a conservation easement, a title search was done to prepare the necessary legal documents to make a conveyance from the Lincoln Trail College Foundation to Marathon. In that title search, it was discovered that property that had been considered conveyed to the Foundation, in either 1972 or 1974, had in fact, not been conveyed from the College District to the Foundation. Extensive research into the ownership of the property in question has revealed the following:

1. In August, 1971, Board of Trustees minutes show that the Board took action to convey the Dennis Property to the Lincoln Trail College Foundation.

2. In April, 1972, Board of Trustees minutes record that the Board reconfirmed by unanimous vote, 7-0, the action to execute the necessary conveyances to transfer the property on the Lincoln Trail College campus to the Lincoln Trail College Foundation.

3. In December, 1974, a certified copy of the 1972 motion was recorded in the courthouse in Crawford County, Illinois. The recording was not in the form of a deed and therefore the conveyance was ineffective.

The land in question is approximately 22.8 acres of property located northeast of the main campus and is located mainly north of the entrance driveway.

Recommendation: The CEO recommended that the Chief Executive Officer and the Board Chairman be authorized to execute a deed to convey the property that was originally conveyed in August 1971, April 1972 and again in December 1974.

Board Action: Trustee John Brooks made a motion to approve the foregoing recommendation, that the Chief Executive Officer and the Board Chairman be authorized to execute a deed to convey the property that was originally conveyed in August 1971, April 1972 and again in December 1974. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9- “Bid Committee Report” – The CEO presented the following recommendations of the Bid Committee, followed by Board action as recorded.

#9-A. Frontier Community College – Automotive Alignment Equipment: The Bid Committee recommended acceptance of the following bids for automotive alignment equipment for FCC:

Aligner, Sensors, Remote Indicator, Alignment Simulator (Items #1 thru #4): The Bid Committee recommended acceptance of the low bid that meets all specifications from Snap-On Equipment, Conway, AR, for a total of \$12,694.00.

Alignment Lift Rack (Item #5): The Bid Committee recommended acceptance of the low alternate bid that meets all specifications from D & D Equipment Sales, Murphysboro, IL, for a total of \$8,488.04.

Source of Funds: CTE Enhancement Plan. Department: Automotive Program.

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

Board Action: Trustee Brenda Culver made a motion to approve the recommendations of the Bid Committee to accept the bids of Snap-On Equipment and D & D Equipment Sales for automotive alignment equipment for FCC. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. Frontier Community College – Utility Pole Transport Trailer: The Bid Committee recommended acceptance of the low bid that meets all specifications for a utility pole transport trailer from CZ Engineering, Inc., Dixon, MO, for a total of \$9,760.00.

Source of Funds: EDS Congressional Grant. Department: Electrical Distribution Systems Program.

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

Board Action: Trustee Walter Koertge made a motion to approve the recommendation of the Bid Committee to accept the bid of CZ Engineering, Inc. for a utility pole transport trailer for FCC. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-C. Wabash Valley College – Office Furniture and Seating for Main Hall: The Bid Committee recommended acceptance of the following bids for office furniture and seating for the Main Hall at WVC:

Furniture: The Bid Committee recommended acceptance of the only bid received that meets all specifications from Indoff, Mt. Carmel, IL, for a total of \$25,653.14.

Seating: The Bid Committee recommended acceptance of the only bid received that meets all specifications from Corporate Design, Evansville, IN, for a total of \$15,019.40.

Source of Funds: WVC Foundation. Department: WVC Main Hall.

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

Board Action: Trustee William Hudson made a motion to approve the recommendations of the Bid Committee to accept the bids of Indoff and Corporate Design for office furniture and seating for the Main Hall at WVC. Student Trustee Terra Ochs seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #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 \$7,635,877.68, as of November 30, 2008. As of November 30, the fiscal year is 42% completed and the district has spent approximately 40% of the total operating budget, or \$12,610,919.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2008, totaling \$676,361.47, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for December 2008, in the amounts listed, and payments from the revolving fund for November 2008. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry Bruce presented an informational report on the following matters of interest to the Board of Trustees.

A. **Continuous Improvement:** Champion Laboratories continues to be pleased with training services received from the Workforce Education Department.

B. **Lawrence Correctional Center:** It appears as if the IECC/LTC educational services program will continue at the Lawrence Correctional Center.

C. **Election Dates:** Information was presented relative to the Board of Trustees election Tuesday, April 7, 2009. Terms of G. Andrew Fischer, Mt. Carmel; Larry Rost, Fairfield; and Marilyn J. Wolfe, Albion, will expire in 2009. Petitions of candidacy and other nomination papers are available in the IECC District Office, 233 E. Chestnut St., Olney, during normal business hours. The filing period is Monday, January 19 through Monday, January 26, 2009, between the hours of 8 a.m. and 4:30 p.m., during the filing period. The office will remain open until 5 p.m. on January 26, the final filing date.

D. **Enrollment:** District-wide enrollment is down 1% from this time one year ago.

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: No executive session was held during the regular meeting, Tuesday, November 18, 2008.

#13-B. Audio Recordings of Executive Session: No executive session was held during the regular meeting, Tuesday, November 18, 2008.

#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 report and recommendations:

A. The following written executive session minutes were reviewed in June 2008 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.
29. Tuesday, November 21, 2006.
30. Tuesday, January 16, 2007.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2008:

1. None.

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. 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. Wednesday, April 9, 2008.

E. 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 16, 2007.

F. 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, June 17, 2008.
2. Tuesday, July 15, 2008.
3. Tuesday, August 19, 2008.
4. Tuesday, September 16, 2008.
5. Tuesday, October 21, 2008.
6. Tuesday, November 18, 2008.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

H. It is recommended that the following previously approved closed meeting minutes remain closed to the public record;

1. None.

Board Action: Trustee William Hudson made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

400.1. Employment of Personnel

A. Administrative

1. Bob Boyles, Dean of Instruction, FCC, effective date to be determined.

B. Faculty

1. Susan Batchelor, Nursing Instructor, effective January 7, 2009.

C. Professional Non-Faculty

1. Carrie Dagg, Director of Adult Education, FCC, effective January 12, 2009.

400.2. Change in Status

A. Administrative

1. Carroll Hilliard, Director, Financial Assistance & Community Service, FCC, to Assistant Dean, Student Services, FCC, effective January 5, 2009.

B. Professional Non-Faculty

1. Blenda Demaret, Interim Dean, FCC, to Assistant to Dean of Instruction, FCC, effective January 5, 2009.

400.3. Leave of Absence Approved by CEO since November 18, 2008

A. None.

400.4. Retirement

A. Faculty

1. Scott Hanson, Workforce Education Instructor, effective January 1, 2009.

Personnel Report Addendum

400.5. FMLA Leave Request

A. Classified

1. Lori Watts, Records Assistant, LTC LCC/RCC, Family Medical Leave, effective January 5, 2009, with up to 12 weeks of unpaid leave. The requested leave is unpaid with allowance of substitution of paid leave time.

#14-A. Board Action to Amend Personnel Report: Trustee Larry Rost made a motion to amend the Personnel Report, to add an addendum containing Section 400.5 as recommended. Trustee Brenda Culver 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: Trustee Marilyn Wolfe made a motion to approve the foregoing amended Personnel Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Larry Rost, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Trustee Marilyn Wolfe made a motion to adjourn. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:00 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)

HR 400.26 VESSA

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 20, 2009
RE: HR 400.26 VESSA

The Illinois legislature has added the Illinois Victims Economic Security and Safety Act (VESSA) to the requirements for employers in the State of Illinois. Under VESSA, employees may take up to twelve weeks unpaid leave if they are victims of domestic or sexual violence.

For the employee to be eligible, he or she must provide certification documentation by an agent of a victim's services organization; or a police record or other collaborating evidence. All expenses involved with getting the required certification is the responsibility of the employee. Recertification can be required by the District on a reasonable basis.

I ask the Board's approval of this new policy to conform with state legal requirements.

TLB/rs

Attachment

Victims Economic Security and Safety Act (VESSA) Policy (400.26)

Date Adopted: January 20, 2009 (pending Cabinet & Board approval)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA), leave shall be granted to an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim.

Employee Entitlement

All employees may take up to twelve weeks of unpaid VESSA leave during a twelve-month period. VESSA leave shall be granted to enable employees who are victims of domestic or sexual violence to maintain financial independence necessary to leave abusive situations and to protect civil and economic rights or employees who are victims of domestic or sexual violence and employees with a family or household member who is a victim.

Employee Eligibility

To be eligible for VESSA benefits, an employee must:

- 1) currently be an employee in active status;
- 2) be a victim of domestic or sexual violence or have a family or household member (defined as spouse, parent, son, daughter and persons jointly residing in the same household) as a victim.

Application Procedures

Employees should complete the "employee" portion of the VESSA Leave Form and submit to Human Resources. The Director of Human Resources will complete the rest of the form and return a copy of the form to the employee.

Certification

Certification may be requested by the Director of Human Resources to verify eligibility for VESSA leave taken for reasons other than medical. The certification documentation may be in the form of (1) sworn statement of an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professionals from whom the employee or the employee's family or household member has sought assistance; and (2) a police or court record or other collaborating evidence. Such certification shall be submitted to Human Resources to determine the acceptability of the certification provided. Any expenses associated with obtaining the certification shall be the responsibility of the employee. The Director of Human Resources may require an employee to obtain subsequent recertifications on a reasonable basis.

FMLA medical certification issued by the employee's or household member's health care provider shall be required to support a request for unpaid VESSA leave for a serious health condition in accordance with the District's Family and Medical Leave policy.

Use of Paid and Unpaid Leave

Employees have the option to take VESSA leave with or without pay. An employee may request to apply accrued vacation, personal, floating holiday, personal emergency or sick leave (sick leave may only be used for the employee's medical reasons) during the twelve-week period. Any portion of the twelve-week period to which accrued leave is not applied shall be without pay.

Return from VESSA Leave

An employee who has been absent for VESSA leave shall be restored to the position of employment held by the employee when the leave commenced; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee on leave may be required to report periodically to Human Resources on his or her status and intention to return to work. If an employee does not return to work at the end of the leave, they will be considered to have voluntarily resigned from their position with the District.

Effect of VESSA Leave Under the Family and Medical Leave Act (FMLA)

This Act does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act. For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the twelve-week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the twelve-week FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA for a purpose other than that, which is available under VESSA, remains eligible for leave under VESSA.

Continuation of Benefits

Health and Dental Insurance: Coverage of group health and dental insurance shall be continued by the District at the same level that coverage would have been provided if the employee had remained in continuous employment. Employees are responsible for paying the employee-paid portion of any insurance premiums presently paid by payroll deduction. If required payments are not made by the employee during the leave period, insurance coverage may be discontinued, and the employee will be offered continuation of benefits through COBRA for the dependent coverage. Employees are encouraged to contact Human Resources immediately to arrange for billing which begins thirty days following the last day of paid employment.

State Universities Retirement System: To determine the effect of leave on the accumulation of service time for retirement and to assure continuation of contributions, the employee should contact the State Universities Retirement System.

Disability Benefits: In the case of an extended disability due to a serious health condition, an employee may qualify for disability benefits through the State Universities Retirement System. Employees may request an Application for SURS Disability Benefits from Human Resources.

Nondiscrimination

The District will not discriminate or otherwise harass or retaliate against any employee with respect to the compensation, terms, conditions or privileges or employment because the individual is or is perceived to be a victim of domestic or sexual violence; attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or family or household member was a victim; or requires an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or the workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

Within the provisions of VESSA, a reasonable accommodation will be made for a qualified employee when there are limitations resulting from circumstances that related to being a victim of domestic or sexual violence of a family or household member being a victim of domestic or sexual violence.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Tuition Rate Increase

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 20, 2009
RE: Tuition Rate Increase

For eligibility for equalization funding, qualified districts must maintain a per credit hour tuition and universal fee rate that is equal to 85% of the state-wide average tuition and universal fee rate.

The Illinois Community College Board has notified the district that the minimum tuition and universal fee rate required to qualify for fiscal year 2010 equalization funding has been established as \$66.61 per semester hour, which is 85% of the fiscal year 2008 statewide average tuition and universal fee rate.

Therefore, for Illinois Eastern to qualify tuition and universal fees will have to be increased by at least \$3.61. The example of tuition and fees follows:

Fiscal year 2008 statewide average tuition and universal fee rate:	\$78.36
85% of the fiscal year 2008 average tuition and universal fee rate:	\$66.61
Current IECC tuition	\$60.00
Current IECC universal fee (technology fee)	\$ 3.00
Total current tuition and universal fees	\$63.00
Proposed IECC tuition	\$62.00
Proposed universal fee (technology fee)	\$ 5.00
Total proposed tuition and universal fees	\$67.00

I ask the Board's approval of this proposed increase in tuition and the technology fee.

TLB/rs

Agenda Item #8B

Tax Exemption for McCoy Property

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 20, 2009
RE: Tax Exemption of McCoy Property

All necessary documents to transfer the McCoy Property to the ownership of Illinois Eastern Community College District #529 have been filed and recorded. The district is exempt from property taxes, but must file an application to secure such exemption.

Attached is the application for tax exemption that must be filed with Crawford County and subsequently with the Illinois Department of Revenue.

I ask the Board's approval of this application for tax exemption.

TLB/rs

Attachment

APPLICATION FOR PROPERTY TAX EXEMPTION

Betty Bailey
Supervisor of Assessments
Crawford County, Robinson, Illinois

- 1) Illinois Eastern Community College District #529 hereby files this Application for Property Tax Exemption under 35ILCS 200/15-35 for property parcel numbered 05-4-34-043-02, commonly known as the “McCoy Property” located at 310 Locust Street in the City of Robinson, County of Crawford, State of Illinois.
- 2) Located on the property is a vacant 4025 square foot structure that once housed McCoy’s Welding and Heavy Equipment Business.
- 3) That the Board of Trustees of Illinois Eastern Community College District #529, at a regularly scheduled meeting of the Board of Trustees, held in Fairfield, Illinois, on the 20th day of January, 2009, by a recorded majority vote, did approve the filing of such Application for Property Tax Exemption.
- 4) That the current assessed valuation of the property is thirteen thousand three hundred sixty dollars (\$13,360.00) and the district hereby requests the property’s assessed valuation be reduced to zero dollars (\$0) for the taxing year 2009, and for all future taxing years
- 5) If this application is approved, the property’s assessed valuation will not be decreased by \$100,000.00 or more and therefore, no units of local government must be notified that this application has been filed and no notice has been provided to other units of local government.
- 6) That Illinois Eastern Community College District #529 is a duly organized 12-county community college district recognized by the State of Illinois and is statutorily exempt from paying property taxes.
- 7) That on December 18, 2008, the duly authorized agents of the Board of Trustees of Community College District #529, executed and recorded documents to complete the transfer of the property to the college district.
- 8) That Community College District #529 will use the facility for educational purposes and that no contracts or leases of the property for other uses are in existence or contemplated, and that activities within the structure shall include but not be limited to, placement of college personnel and office space, degree and non-degree educational programs, training programs for industry, vocational training programs, and the placement of maintenance equipment and supplies.

- 9) That a hearing be held on this Application for Property Tax Exemption in the office of Betty Bailey, Supervisor of Assessment, Crawford County, Crawford County Courthouse, Robinson, Illinois, at which time Community College District #529 will present this application for review and approval.
- 10) That following such hearing, if this application is approved by Betty Bailey, Supervisor of Assessments, Crawford County, Illinois, that such approval be presented to the Crawford County Board of Review for consideration and possible approval, and if approved, subsequently submitted to the Illinois Department of Revenue Office of Local Government Services, Exemption Section (3-502), 101 West Jefferson Street, Springfield, Illinois 62702 for consideration and possible approval.

Submitted this _____ day of _____ 2009.

State of Illinois
County of Richland

I, Terry Bruce, Chief Executive Officer of Illinois Eastern Community College District #529, being duly sworn upon oath, say that I have read the foregoing Application for Property Tax Exemption and that all of the information is true and correct to the best of my knowledge and belief.

That this affidavit is made for the purpose of inducing the Illinois Department of Revenue to exempt this parcel of real estate from the real estate tax roll in Crawford County, Illinois.

Affiant's signature

Subscribed and sworn to before me this _____ day of _____, 2009.

Notary Public

Agenda Item #8C

Acceptance of Additional McCoy Property

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 20, 2009
RE: Acceptance of Additional McCoy Property

At the November 18, 2008 regular meeting of the Board of Trustees, the Board accepted property conveyed by Mrs. Jane McCoy, located on Locust Street in the City of Robinson.

Following that conveyance, Mrs. McCoy has decided to convey additional property adjacent to the property previously conveyed. She provided a deed on January 9, 2009 for the property described as follows:

Beginning at a point Three Hundred Ninety-Six (396) feet East Two Hundred Twenty-Five (225) feet South of the Northeast corner of the Original Town, now City, of Robinson, Illinois, thence North Fifty (50) feet, thence West One Hundred Forty-Nine (149) feet, thence South Fifty (50) feet, and thence East One Hundred Forty-Nine (149) feet, to the place of the beginning.

Situated in the County of Crawford in the State of Illinois.

I ask the Board's acceptance of this property conveyance by Mrs. McCoy.

TLB/rs

Agenda Item #8D

Filing of Second “Application for Property Tax Exemption”

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 20, 2009
RE: Filing of Second “Application for Property Tax Exemption”

On the Board agenda for January 20, 2009, the Board has the opportunity to approve an Application for Property Tax Exemption for property the Board had received from Mrs. Jane McCoy on November 18, 2008. That completed application appeared in the Board Agenda.

On January 16, 2009, the District was notified that additional property had been conveyed to the District. This additional conveyance is subject to the Board’s acceptance. It has not been possible to prepare a second Application for Property Tax Exemption in the time allowed. The District will have to draft a new application or amend the application already approved, and file a new or amended application with Crawford County officials.

I ask the Board to approve the filing of a second “Application for Property Tax Exemption”, which substantially will be in identical form to the application that the Board considered and possibly approved. There is also a possibility that the first application could be amended to reflect the additional property and I therefore ask for additional approval to file an amended Application for Property Tax Exemption, if that is possible.

TLB/rs

Agenda Item #9

Bid Committee Report

Frontier Community College

- 1. Used 2008 or Newer Automobile**
- 2. Used 2007 or Newer Pickup Truck**

Workforce Education

- 1. Mobile Training Gallery Van for Workforce Education**

BID COMMITTEE REPORT

JANUARY 20, 2009

Frontier Community College

1. Used 2008 or Newer Automobile
2. Used 2007 or Newer Pickup Truck

Workforce Education

1. Mobile Training Gallery Van for Workforce Education

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Used 2008 or Newer Automobile
DATE: January 20, 2009

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

Bid Committee recommends acceptance of the bid received that meets all specifications with the best combination of low mileage and sale price from Max Dye in Salem, IL for a 2008 Chrysler Sebring with 8,600 miles for a total of \$11,600.

Bid Tabulation Sheet is attached.

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
LaVonna Miller
Tim Taylor

Source of Funds: Education Fund

Department: Staff and Faculty

Rational for Purchase: Vehicle is needed to update the fleet. A 2000 Buick Century with 123,000 miles is being traded in on the purchase.

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

Used 2008 or Newer Automobile
For Frontier Community College
Bid Tabulation Sheet

Vendor	Year	Mileage	Make	Model	Bid	Less Trade-in of 2000 Buick Century	Total Bid
Max Dye Inc. Salem, IL	2008	15,000	Chrysler	Sebring	-	-	\$9,700
Max Dye Inc. Salem, IL	2008	14,000	Chev.	Uplander	-	-	9,740
Eagleson Automotive Ctr. Olney, IL	2008	17,000	Chev.	Impala	14,000	3,000	11,085
Max Dye Inc. Salem, IL	2008	19,000	Chev.	Impala LT	-	-	11,490
Max Dye Inc. Salem, IL	2008	8,600	Chrysler	Sebring	-	-	11,600
Eagleson Automotive Ctr. Olney, IL	2008	14,600	Chev.	Impala	14,600	3,000	11,685
Vogler Motor Co. Carbondale, IL	2008	23,764	Chev.	Impala LT	13,575	1,500	12,075
Terry Wiseman's Robinson, IL	2008	23,331	Pontiac	Grand Prix	17,147	4,669	12,478
Terry Wiseman's Robinson, IL	2008	16,176	Pontiac	GT	17,334	4,669	12,665
J. Wilderman Autoplex Mt. Carmel, IL	2008	17,700	Ford	Taurus	14,620	2,000	13,589
Bishop Motors Inc. Mt. Carmel, IL	2008	17,568	Chev.	Impala LT	\$15,995	\$2,100	13,895
Thrifty Car Sales Louisville, KY	2008	Under 9,000	Pontiac	Grand Prix	14,695	800	13,895
Terry Wiseman's Robinson, IL	2008	12,700	Ford	Taurus SE	18,995	4,669	14,326
Terry Wiseman's Robinson, IL	2009	10,823	Ford	Fusion SE	20,069	4,669	15,400
Vogler Motor Co. Carbondale, IL	2009	5	Ford	Fusion SE	20,199	1,500	18,699

Used 2008 or newer automobile meeting the following specifications: (In stock)

- Less than 25,000 miles
- Mid-size, 4-door sedan
- Remainder of original factory warranty
- V-6 engine
- Automatic transmission
- Power brakes
- Air conditioning
- Cruise control
- Power steering
- Tilt steering wheel
- Front wheel drive
- Driver side power seat
- AM/FM radio
- Power locks
- Floor mats front and rear
- Body and interior to be in excellent condition

TO INCLUDE TRADE-IN OF 2000 BUICK CENTURY WITH 123,000 MILES - CAN BE SEEN AT FRONTIER COMMUNITY COLLEGE IN FAIRFIELD, IL

Following Board approval, bid will be awarded on **January 21, 2009**.

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

YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____

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

DELIVERY DATE _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: Please submit bid in duplicate.

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Used 2007 or Newer Pickup Truck

DATE: January 20, 2009

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from Terry Wiseman's in Robinson, IL for a new 2008 Ford F-150 XL for a total bid of \$20,347.45.

Used 2007 or Newer Pickup Truck For Frontier Community College Bid Tabulation Sheet					
Vendor	Year	Mileage	Make	Model	Total Bid
Terry Wiseman's Robinson, IL	2008	52	Ford	F-150 XL	\$20,347.45
Vic Koenig Chevrolet Carbondale, IL	2009	42	Chev	Silverado	22,126.00
Terry Wiseman's Robinson, IL	2008	12	Dodge	Ram 1500	25,500.00

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Steve Rafferty
Tim Taylor

Source of Funds: EDS Congressional Grant

Department: Electrical Distribution Systems

Rational for Purchase: Truck will be used in the EDS Program for moving tools and equipment to the training field.

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

Used 2007 or newer pickup truck meeting the following specifications: (In stock)

- Less than 25,000 miles
- Full size, two-door cab, long bed
- Four-wheel drive work truck
- V-6 or V-8 engine
- Automatic transmission
- Power brakes
- Air conditioning
- Remainder of original factory warranty
- Body and interior to be in good condition

Following Board approval, bid will be awarded on **January 21, 2009**.

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

YEAR _____ COLOR _____ MILEAGE _____

MAKE _____ MODEL _____

DELIVERY DATE _____

TOTAL BID \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: Please submit bid in duplicate.

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Mobile Training Gallery Van for Workforce Education
DATE: January 20, 2009

The Bid Committee recommends rejecting all bids received and to revise the specifications and rebid at a later date.

Mobile Training Gallery Van For Workforce Education Bid Tabulation Sheet	
Vendor	Total Bid
Farber Specialty Vehicles Reynoldsburg, OH	\$298,580.00
Gerling & Associates Sunbury, Ohio	\$250,480.00

Respectfully submitted,

Terry Bruce
Harry Hillis, Jr.
Diane Lutes
George Woods

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

TRAINING VAN- DIESEL POWERED OBJECTIVE OF THE ENGAGEMENT

The Illinois Eastern Community Colleges (hereinafter The Board or IECC) is soliciting proposals from qualified vendors to provide a new 2008/2009 specialty vehicle to be outfitted as a mobile training gallery (MTG). The MTG will be a self-contained vehicle equipped with state-of-the-art equipment including thermal imaging and infrared cameras and LED water resistant lighting. The MTG chassis and generator should be diesel powered. A minimum of 30 feet of interior length should be available to design the maze. The MTG will be used to train breathing apparatus wearers in carrying out tasks under conditions close to those encountered in real life coal mining situations. Through the use of the MTG the performance of the trainees will be improved in the areas of stress control, orientation, and sharpening reactions..

DESIGN REQUIREMENTS

The MTG is configured with variable orientation routes with obstacles through a modular construction design. There will be two removable wall sections to run front to rear of vehicle. Effects such as darkness, smoke, heat, noise and glare are to be incorporated to complicate tasks. Areas for storing SCSRs, and a control area shall be designed into the vehicle. One 12 foot slide out room hydraulically or electrically powered shall be designed into the driver side of the vehicle. The slide out area shall extend a minimum of 20 inches. One right-side door and one rear entry/exit door should be included in design. Side door shall have removable landing platform and steps (easily setup by one person); rear door should include ramp. All platforms, steps and ramps shall have stainless steel handrails on all side of the entrances.

The maze should be constructed of steel or aluminum framework. Wire mesh panels should be used to permit free circulation of smoke, heat and sound effects. All steel or aluminum components shall be finished in a durable black epoxy finish to prevent reflection to the IRCCTV. The maze should be designed to allow removal of or modification to the maze layout in a relatively short amount of time. The two removable maze wall sections should include 12-14 fully swinging doors to enhance configuration changes. Two Kennedy type mandors are to be incorporated into removable maze wall sections. All components of the maze walls must be completely removable.

A control room shall be provided in the front of the vehicle to monitor and control all aspects of the training session. A partition with a solid door shall be provided. All controls to be ergonomically designed and arranged in cabinets and wall modules. Control monitors for thermal imaging, infrared cameras, smoke machine, light dimmers and sound system to be located in this area.

Requirements for high moisture content should be designed into the vehicle including LED moisture proof lighting fixtures and all electrical fixtures.

Vehicle shall be self contained with generator and HVAC systems. Shoreline shall also be provided with a minimum length 36 feet.

Two 3M vinyl graphics with a 7 year warranty (or equivalent) shall be applied to each side of the body of the MTG. The specific graphic will be determined by IECC.

SPECIFICATIONS

All proposals should meet the following minimum specifications. Please use the space on the enclosed response form (Schedule A) to describe both the specifications you will provide and any innovations or exceptions you will make beyond the minimum specifications.

Basic Specifications and Dimensions

Any dimensions which do not meet the minimum requirements must be listed as exceptions to the specification son form Schedule A..

Overall length: 39 ft. to 40ft

Exterior width: 96 in. **minimum**

Overall height: 13 ft.6 in. maximum

Interior load space: 30 ft. (back of drivers seat to rear wall)

Interior width: 92 in. **minimum**

Interior headroom: 80 to 84 in.

Chassis Specifications

Chassis Type: Diesel powered chassis which will adequately handle the weight and load of the vehicle.

Engine: A diesel powered engine shall be located in the front of the chassis, with a minimum of 260 horsepower. The engine shall provide power to cruise at 70 miles per hour.

Transmission: Transmission shall be a 5 speed automatic type. Size and capacity ratings of unit shall be fully compatible with maximum engine horsepower and torque ratings. Allison brand transmission is preferred.

Suspension: Air suspension designed to provide maximum ride quality and vehicle control.

Cooling System: Heavy duty radiator, with coach fully loaded to maximum G.V.W.R. while climbing a seven mile long, seven percent grade at a minimum speed of 35 mph, cooling system furnished shall be capable of adequately cooling both the engine and transmission at an ambient temperature of 115 degrees F.

Alternator: 12-volt, 200 Amp minimum

GVWR: No less than 25,000 lbs. and no more than 26,000 lbs.

Batteries: Two chassis 12-volt rated, group 31, 1300 CCA minimum to be provided for engine and one deep cycle battery, group 27, to be provided for auxiliary use and generator. Emergency start jump switch between batteries to be provided.

Brakes: Hydraulic brakes with air supply – air brakes not acceptable.

Fuel Tank: Steel tank with a minimum 60 (U.S.) gallon capacity. Generator fuel pickup tube installed by fuel tank manufacturer, set at depth not to empty tank. Fuel fill door with twist lock.

Instrumentation: Engine hour meter, speedometer, odometer, tachometer, voltmeter, engine oil pressure, engine coolant temperature, transmission oil temperature and fuel gauges; directional signal and high beam indicators, warning lights.

Horns: Dual electric. An electronic type audible backup alarm shall be furnished, designed to automatically activate when the transmission is placed in reverse gear.

Steering: Heavy duty power system designed for vehicle weight and application. An adjustable tilt steering wheel shall be furnished.

Tires/Wheels: All tires (7) furnished shall comply with FMVSS 119. Tires shall be all season radial, tubeless. Seven (7) wheels shall be furnished, four (4) outer aluminum wheels and two (2) inner steel wheels on rear duals. Spare tire and steel wheel to be shipped loose for garage storage.

Undercoating: Body floor, skirt, and wheel housing are to be undercoated after assembly.

Drivers Compartment: Automotive features shall include; intermittent windshield wipers, cruise control, auxiliary start circuit, adjustable sun visors, two (2) electric dash fans mounted overhead with dash switch, map light, automotive air conditioning.

Bumpers: Bumpers shall be steel, reinforced to provide maximum protection in a collision.

Body Specifications

Construction: Body framework shall be aluminum, with a 96" wide exterior dimension. Floor must be flat from cab area to rear interior wall. No interior wheel wells to protrude into work area. Flat sidewalls, not curved are preferred to provide maximum interior operations area. Cab will have a sound control package. Exterior side paneling shall be

.125 aluminum minimum and be designed to contribute to the overall structural integrity of the coach body. All glass furnished shall be Automotive Approved Safety type. 12 foot in length electric powered slide out room to be located on drivers side of vehicle.

Windshield: Wipers shall provide intermittent feature with single motor and pantograph arms. All glass furnished shall be automotive approved laminated safety type. Glass to be tinted.

Doors: Body shall have one sedan-type entrance door, right side, aft of front axle with slam type lock. Removable steps and platform with handrails should be provided. One door located on rear of vehicle should be provided with ramp. The ramp is to be stored in a below-the-floor compartment. Body shall have a drivers and passengers door with steel recessed step well and assist bar mounted vertically aft of doors to aid in entering and exiting. Doors shall have slider type opening windows. A common key lock system for doors.

Exterior Mirrors: Heated remote control exterior mirrors. Each mirror is to have 60 sq. inch viewing area, flat glass and a 30 inch viewing area, convex glass.

Lights: Provide halogen front headlights and necessary tail lights to meet Federal guidelines.

Insulation: Polyurethane block foam sheet insulation bonded and routed to incorporate framework. Sound adding insulation to be installed in the walls.

Floor Covering: Commercial grade non skid vinyl flooring run front to rear, no seams. Color to be selected at the award of the Request For Proposal. The driver cab area and engine area will have a commercial finish.

Ceiling and Walls: To be finished with white Fiberglass Reinforced Plywood (FRP), one piece front to rear on walls and ceiling.

Seating: Cab driver and passenger seats, all fabric, shall be high back, with arm rests, headrests contoured design, dual-density foam and high-line fabric.

Rearview Camera System

A rearview camera system with exterior speaker and monitor will be provided to assist in backing up the vehicle. Monitor should be a minimum of seven inches measured diagonally and automatically turn on when vehicle gear lever is set in reverse. Camera to provide field of view of one hundred degrees horizontally and eighty degrees vertically

Electrical

One (1) 90-amp converter with charger to convert 120 volts nominal A.C. to 13.6 volts D.C. to include reverse battery polarity protection, brown out input protection. Fan speed to be controlled by converters internal ambient temperature.

120V AC Wiring Requirements

120/240 volt wiring sufficient to supply all electrical services and HVAC requirements, Wiring shall be THHN stranded, bundled, and color coded. All circuits are to be controlled by UL listed magnetic hydraulic circuit breakers. Breakers should be protected GFCI.

12V DC Wiring Requirements

All 12-Volt interior wiring THHN stranded, bundled, color coded and numbered. All circuits to be controlled by UL listed magnetic/hydraulic circuit breakers. Each circuit shall be independently protected.

The complete 12Volt DC wiring system and electrical appliances shall be to modern automotive standards through out the installation. Electrical items shall include, 120-volt shoreline, 36 ft.

Lighting

Water proof light fixtures to be flush mounted in ceiling with control switch and dimmer located in Control Room.

Two 12-volt exterior floodlights mounted on right side of vehicle. Thirty-two degree optics shall provide sufficient lighting at doors, Controls to be dash mounted.

Generator

One (1) 10Kw Quiet, water cooled, power generator shall be furnished to provide electrical power to the coach electrical system. Diesel powered generator shall be sufficient to power all AC and DC requirements. Include vibration isolation, radio suppression to commercial standards, fan and belt guards, running time meter, and battery charging alternator. Controller to include high engine temperature safety shut down and low oil pressure safety shutdown. Generator shall be plumbed to draw fuel from the chassis fuel tank. Insulation package shall include full heat insulation kit and sound deadening insulation. Entire unit shall be mounted so as to dampen vibration and reduce engine noise. AC power generator furnished shall be designed for heavy duty commercial type application and be capable of operating properly either when the coach is stationary or when traveling on the road. Operator shall be able to select between shoreline use or generator.

Heat / Air Conditioning

Roof air conditioner(s) and electric heat. One air located in control room, one air located in training area. The air conditioning system is to provide dissipation of air conditioning condensation.

Exterior Storage

A minimum of three (3) exterior storage compartments will be required to handle equipment and supplies. All doors shall be locking with hold-ups, full length hinges with a single paddle latch type system.

Warranty

Chassis, motor and drivetrain shall be warranted by the manufacturer for a minimum of three years. All body and interior upfitting warranted for at least one year.

Miscellaneous Required Features

Provide leveling and stabilizing system, four point system with touchpad control located in driver's area console.

Two (2) front windshield fans (Meradyne 3000 or equal).

Interior strobe light.

Provide one 18 foot electric powered awning on passenger side of vehicle.

Twenty-four inch LCD flat screen monitor be located in cab area overhead cabinet.

Provide recordable DVD/VHS.

Provide quad splitter to view all cameras simultaneously

Heat simulator installed in the testing area and operated from a panel in the control room. Provide heat surges in immediate proximity to the trainee. Approximate 104 degrees temperatures.

Smoke generating machine, 20,000 CFM output capacity to fill the training area with artificial smoke. Unifire brand, model UF-Z1500 preferred. Provide exhaust fan for smoke removal.

Control station with camera monitors for four separate views. Three views connected to cameras in the maze area, one to view recorded output. Camera controls, switch controls for safety lights, maze lights controls w/dimmer, smoke control, intercom speakers and microphone to be located in the control module and maze area.

Two (2) thermal imaging cameras to be provided to provide excellent imagery in total darkness, through smoke. Video output in both NTSC formats. Cameras should be fully adjustable and water resistant.

Two (2) CCD infrared cameras to be provided with stainless steel enclosure. Cameras should be fully adjustable within the enclosure. Cameras should be water resistant. Color imaging should automatically switch to black/white under low lighting conditions.

Sign on dash with vehicle height listed. "Tail Swing" label to be located on dash.

Payload sticker in cab area with vehicle axle loads and available axle payload as built.

Two way communications system with controls in the Control Room. Must be able to communicate from Control Room to interior of MTG and from interior of MTG to Control Room.

Complete training on all components should be provided.

17. Bid price must include **all** costs, including shipping and handling.

EVALUATION CRITERIA

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

Overall quality of the proposal including adherence to specifications.

The Proposer's qualifications and prior experience. Provide a minimum of six (6) references.

The Proposer's ability to comply with the requirements and specifications of this proposal.

Ability to meet the delivery requirements.

Total cost of the vehicle.

Warranty

The Proposer's presentation if requested.

Every bidder must be able to provide an on-site inspections of the vehicle during construction and when completed by the vendor. This vehicle must be built in the same general body style as specified.

ENGINEERING BLUEPRINTS: In order to fairly evaluate each vendor's technical ability and design capability, blueprints are to be provided with bid. CAD prints are preferred. The blueprints should be provided as follows:

- Interior floor plan (overhead)
- Right hand section view interior and exterior
- Left hand section view interior and exterior

DELIVERY: The vehicle will be required to be completed and delivered in no more than 90 days after issuance of purchase order. Delivery to be made by vendor driver who will make any minor adjustment to the vehicle as well as explain complete operation of vehicle. Provide a schedule date for the start of construction, final inspection and delivery of the vehicle.

ELIGIBLE PROVIDERS

Who can respond: All businesses who have a demonstrated experience in supplying similar specialty vehicles. Minority and women-owned and operated businesses are encouraged to submit a proposal.

Each proposer is advised that the Board shall hold the contractor totally responsible and accountable for effectively and efficiently providing a specialty vehicle described in this RFP.

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

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

BID BOND AND PERFORMANCE BOND

Each request for proposal must be accompanied by a bid bond from the manufacturer in the penal amount of ten (10%) percent of the maximum amount of the bid, or in lieu thereof, a certified check in an amount equal to ten (10%) percent of the maximum amount of the bid, to assure the purchaser of the adherence of the Bidder to his proposal, the execution of the Contract, and the option of the Board to request the manufacturer to furnish a 100% performance bond if the proposal is accepted.

Within thirty (30) days after the opening of proposals, the deposits of all but three (3) of the most advantageous proposals who comply with these specifications will be returned.

Within ten (10) days after the award of the contract, if an award is made, the deposits of the remaining two (2) unsuccessful proposals will be returned, or if all proposals are rejected, the deposits of said three (3) of the most advantageous proposals will be returned.

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

Federal regulations require the Board to determine if a contractor is debarred, suspended, ineligible or voluntarily excluded from applying for federal funds. Proposer is required to provide with bid a form signed by an officer of the corporation certifying they are **NOT** currently debarred, suspended, ineligible or voluntarily excluded from applying for federal funds.

TERMS AND CONDITIONS

This RFP does not commit the Board to award a contract. The Board will not pay any costs incurred by the Proposer in the preparation of this proposal. The Board may accept or reject any or all proposals received as a result of this RFP, or cancel in part or in its entirety this RFP if it is in the best interest of The Board to do so.

The Board may request additional information or a personal interview in support of the written proposals.

The Board may award a contract under this RFP without discussion with the Proposer. Therefore, proposals should be submitted on the most favorable terms from both the technical and cost standpoint.

The Board may require the selected Proposer to participate in negotiations and submit price, technical or other revisions to the proposal as a result of the negotiations.

All proposals must be signed by the authorized consultant submitting the proposal.

SCHEDULE A

Provide a detailed description of the vehicle specifications that are being proposed. Use this form to describe both the specifications you will provide and any innovations or exceptions you will make beyond the minimum specifications outlined in the RFP. Each section must be addressed.

Overall Dimensions Of The Vehicle
Chassis Brand and Model

Description Of The Engine And Transmission
Detail Body Construction
Interior Dimensions
Generator (Specify wattage along with a complete description)
Alternator
GVWR Weight
Front And Rear Axle Capacity
Brakes
Fuel Tank
Instrumentation
Horns/Steering
Tires/Wheels
Dust Sealing
Under Coating
Drivers Compartment Features

Bumpers

Lighting Inside The Vehicle

Heat/Air Conditioning Systems

What are the sizes of the doors and how are they constructed?

Describe the steps and step wells.

Exterior Mirrors

Exterior Lights- Head Lights And Tail Lights

Insulation

Floor Covering

Ceiling

Rear View Camera System

Vehicle Warranty

Infrared camera system

Thermal imaging camera system

Smoke system

DVD/VHS

Quad splitter

All freight, shipping, delivery and handling charges are to be included in bid total. The quotation as submitted on this form will remain firm for six weeks from the date quotation is opened by Illinois Eastern Community Colleges.

TOTAL BID_____

SIGNATURE_____

PRINT NAME_____

COMPANY_____

ADDRESS_____

TELEPHONE_____

FAX NO._____

DATE_____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT December 31, 2008

FUND	BALANCE
Educational	\$1,196,896.25
Operations & Maintenance	\$2,095,350.69
Operations & Maintenance (Restricted)	\$50,656.57
Bond & Interest	\$208,270.01
Auxiliary	\$1,527,695.26
Restricted Purposes	(\$35,081.22)
Working Cash	\$61,504.62
Trust & Agency	\$419,713.97
Audit	(\$517.26)
Liability, Protection & Settlement	\$667,775.51
TOTAL ALL FUNDS	\$6,192,264.40

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
December 31, 2008

ALL FUNDS	
	Fiscal Year 2009
ASSETS:	
CASH	6,192,264
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	9,849,591
RECEIVABLES	2,997,192
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	512,740
OTHER ASSETS	456,014
TOTAL ASSETS AND OTHER DEBITS:	20,041,301
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	210,852
ACCOUNTS PAYABLE	140,695
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	736,278
OTHER LIABILITIES	563,300
TOTAL LIABILITIES:	1,651,125
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	2,567,241
PR YR BDGTD CHANGE TO FUND BALANCE	520,020
 FUND BALANCES:	
FUND BALANCE	7,039,381
RESERVE FOR ENCUMBRANCES	8,263,534
TOTAL EQUITY AND OTHER CREDITS	18,390,176
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 20,041,301

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of December 31, 2008

ALL FUNDS

FY 2009
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	4,388,659
STATE GOVT SOURCES	4,018,061
STUDENT TUITION & FEES	9,100,716
SALES & SERVICE FEES	1,627,990
FACILITIES REVENUE	3,086
INVESTMENT REVENUE	149,015
OTHER REVENUES	36,068
TOTAL REVENUES:	19,323,595

EXPENDITURES:

INSTRUCTION	5,943,553
ACADEMIC SUPPORT	279,229
STUDENT SERVICES	635,407
PUBLIC SERV/CONT ED	34,653
OPER & MAINT PLANT	1,926,450
INSTITUTIONAL SUPPORT	5,323,769
SCH/STUDENT GRNT/WAIVERS	3,969,521
AUXILIARY SERVICES	2,355,195
TOTAL EXPENDITURES:	20,467,777

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-1,144,182
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**OPERATING FUNDS
COMPARISON REPORT FY07-09**

College	Category	FISCAL YEAR 2007			FISCAL YEAR 2008			FISCAL YEAR 2009			
		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		\$910,017			\$1,031,891			\$1,266,774		
	Payroll		1,011,131			991,523			990,031		
	Totals	\$3,312,456	1,921,148	58%	\$3,498,126	2,023,414	58%	\$4,001,795	2,256,805	56%	50%
Lincoln Trail	Bills		698,694			794,030			1,165,765		
	Payroll		1,169,258			1,221,265			1,257,253		
	Totals	3,467,648	1,867,952	54%	3,633,108	2,015,295	55%	4,300,256	2,423,018	56%	50%
Olney Central	Bills		950,839			960,010			1,420,224		
	Payroll		2,207,113			2,144,661			2,266,954		
	Totals	5,800,383	3,157,952	54%	5,907,855	3,104,671	53%	6,785,573	3,687,178	54%	50%
Wabash Valley	Bills		935,217			1,221,729			1,768,959		
	Payroll		1,499,298			1,495,227			1,705,864		
	Totals	4,206,982	2,434,515	58%	4,586,300	2,716,956	59%	5,612,397	3,474,823	62%	50%
Workforce Educ.	Bills		730,519			787,658			954,640		
	Payroll		490,902			511,219			603,702		
	Totals	2,292,597	1,221,421	53%	2,419,593	1,298,877	54%	2,726,659	1,558,342	57%	50%
District Office	Bills		120,300			127,056			141,237		
	Payroll		431,767			445,264			455,957		
	Totals	1,248,404	552,067	44%	1,295,077	572,320	44%	1,322,403	597,194	45%	50%
District Wide	Bills		719,502			966,065			789,692		
	Payroll		369,064			416,962			438,960		
	Totals	6,032,038	1,088,566	18%	7,267,608	1,383,027	19%	7,133,817	1,228,652	17%	50%
GRAND TOTALS		\$26,360,508	\$12,243,621	46%	\$28,607,667	\$13,114,560	46%	\$31,882,900	\$15,226,012	48%	50%

Excludes DOC

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
December 31, 2008

	Amount	% of Total
Salaries	7,718,721	50.69%
Employee Benefits	927,631	6.09%
Contractual Services	234,126	1.54%
Materials	766,560	5.03%
Travel & Staff Development	109,939	0.72%
Fixed Charges	260,915	1.71%
Utilities	588,016	3.86%
Capital Outlay	585,653	3.85%
Other	4,034,451	26.50%
	<u>15,226,012</u>	<u>100.00%</u>

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 15, 2009

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., 400.4., 400.6. and400.7. will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Reduction In Force and Adoption of Resolution**
- 400.3. Special Assignments**
- 400.4. FMLA Leave Request (External Report)**
- 400.5. Leave of Absence Approved by CEO since December 9, 2008**
- 400.6. Retirement**
- 400.7. Resignations**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Rick Waldeck, Workforce Education Instructor, effective February 1, 2009

400.2. Reduction In Force and Adoption of Resolution

A. Classified

1. Laurie Rist, Administrative Assistant, effective February 3, 2009

400.3. Special Assignments

A. Olney Central College

Recommended

1. Academic

Spring 2009

Tyler Boyles Lead Instructor, CRT Auto Service Tech \$ 225

B. Wabash Valley College

Recommended

1. Academic

Spring 2009

Brian Wick Lead Instructor, Gunsmithing \$ 225

400.4. FMLA Leave Request (External Report)

400.5. Leave of Absence Approved by CEO since December 9, 2008

A. None

400.6. Retirement

A. Professional/Non-Faculty

1. Blenda Demaret, Assistant to the Dean of Instruction, FCC, effective February 18, 2009

400.7. Resignations

A. Faculty

1. James Patrick, Commercial Custodial Services Instructor, LTC/LCC, effective January 1, 2009

B. Classified

1. Lee Ann Macy, Office Assistant, International Program, DO, effective January 30, 2009

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

