

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

***MONTHLY MEETING***

March 16, 1999



**Location:**

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

**Dinner - 6 p.m. - Banquet Room  
Meeting - 7 p.m. - Banquet Room**

**IECC BOARD AGENDA**

**7 P.M.**

**March 16, 1999**

1. Call to Order & Roll Call ..... Chairman Wattleworth
  2. Disposition of Minutes ..... CEO Bruce
  3. Recognition ..... Bruce
    - A. Visitors and Guests
    - B. IECCEA Representative
  4. Public Comment
  5. Reports
    - A. Report from Trustees
    - B. Report from Presidents
    - C. Report from George Woods
    - D. Report from Cabinet
  6. Policy Readings  
None
  7. Staff Recommendations for Approval
    - A. Youth For Understanding Scholarships..... Bruce
    - B. Cisco Networking Academy Agreement ..... Bruce
    - C. Agreement with Liaoning University ..... Bruce
    - D. Agreement with Pepsi/Frontier Community College..... Bruce
  8. Bid Committee Report ..... Allard
- IECC Libraries**
1. Wireless Lans & Receivers
- Frontier Community College**
1. Amkus Extrication Unit
- Lincoln Trail College**
1. Computers - Robinson Correctional Center (FCC & WVC)
  2. Interior Renovation - fiber Optics Laboratory - Telecom Building
9. District Finance
    - A. Financial Report..... Allard
    - B. Approval of Financial Obligations ..... Bruce
  10. Chief Executive Officer's Report ..... Bruce
  11. Executive Session..... Bruce
  12. Approval of Executive Session Minutes..... Bruce
  13. Approval of Personnel Report..... Bruce
  14. Collective Bargaining ..... Bruce
  15. Litigation ..... Bruce
  16. Acquisition & Disposition of Property..... Bruce
  17. Other Items
  18. Adjournment

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

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

**AGENDA #1 – “Call to Order & Roll Call”** - The meeting was called to order at 7:15 p.m., by Dr. Kent L. Wattleworth, Chairman.

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

Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley Kessler, Mr. James W. Lane, Jr., Dr. Kent L. Wattleworth, Miss Marilyn J. Wolfe. Also present was Miss Jamie Owen, student trustee. Trustees absent: Mrs. Beverly L. Turkal was absent because of a Board of Education meeting in Brussels, Illinois, where she is serving as Interim Superintendent. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Dr. Hans Andrews, President of Olney Central College.  
Dr. John Arabatgis, President of Lincoln Trail College.  
Dr. Harry Benson, President of Wabash Valley College.  
Dr. William J. Lex, President of Frontier Community College.  
Mr. George Woods, Dean of Community Development & Workforce Education.  
Ms. Christine Cantwell, Associate Dean of Academic and Student Support Services.  
Ms. Pamela Schwartz, Associate Dean of Institutional Development.  
Mrs. Nancy J. Allard, Comptroller & Director of Finance.  
Mrs. Marty Novak, Director of Personnel.  
Mr. Harry Hillis, Jr., Board Secretary.

**CEO to Chair Meeting:** The Chairman asked Mr. Bruce to Chair this meeting. With Board concurrence, Mr. Bruce assumed the Chair.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of recent meetings were presented for approval.

**#2-A. Approve January 19, 1999 Minutes:** Dr. Fischer made a motion to approve, as prepared, open meeting minutes of the Regular Meeting, Tuesday, January 19, 1999. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**#2-B. Approve February 3, 1999 Minutes:** Dr. Fischer made a motion to approve, as prepared, open meeting minutes of the Special Meeting, Wednesday, February 3, 1999. The motion was seconded by Mrs. Kessler. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**AGENDA #3 – “Recognition” –**

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

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

**AGENDA #4 – “Public Comment”** – Diane Newham presented a statement relative to concerns about the nursing and radiography programs. Sandra Burtron expressed appreciation for support of the nursing program.

**AGENDA #5 – “Reports” -**

**#5-A. Report from Trustees:** A film was presented on the opening ceremony at Hainan University in China. Mrs. Kessler and Mr. Woods attended this event as representatives of the Board of Trustees and IECC.

**#5-B. Report from Presidents:** Informational reports from each of the four colleges were presented by Dr. Andrews, Dr. Arabatgis, Dr. Benson and Dr. Lex. (The Statesmen Singers of LTC performed for the Board and guests.)

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

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

**AGENDA #6 – “Policy Readings”** – None.

**AGENDA #7 – “Staff Recommendations for Approval”** - The following staff recommendations were presented for approval.

**#7-A. AccessUS Contract Renewal:** The CEO recommended renewal of the contract with AccessUS for T-1 Internet service. Cost has not increased, \$17,904 annually plus \$50 for five (5) existing dial up accounts. The contract provides direct connectivity to the Internet for all IECC locations that are connected to IECC’s wide area network. Currently, all four campuses, the District Office and Crisp Center have connectivity.

**Board Action:** Mr. Lane made a motion to renew the contract with AccessUS as outlined. The motion was seconded by Ms. Jameson and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-B. Farmers & Merchants State Bank of Virden Resolution:** The CEO recommended approval of the following resolution providing for opening of an electronic transfer bank account at Farmers & Merchants State Bank, Virden, IL. At this location the Workforce Education staff can deposit registration funds that can be transferred to the district’s local bank, providing a more efficient and secure way of handling these student funds.

**RESOLUTION OF THE BOARD OF TRUSTEES**  
**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529**

Financial Institution:  
 Farmers and Merchants State Bank of  
 Virden, Illinois, 201 E. Jackson St. P.O.  
 Box 470, Virden, IL 62690-0470  
 (217) 965-5496

By: Illinois Eastern Community Colleges District #529  
 Workforce Education  
 233 East Chestnut Street  
 Olney, IL 62450

A. I, Harry Hillis, Jr., certify that I am Secretary of the above-named Community College District, organized under the laws of the State of Illinois, Federal Employer I.D. Number 37-090-6196, and that the following is a correct copy of resolutions adopted at a meeting of the Community College District duly and properly called and held on February 16, 1999. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

B. Be it resolved that,

(1) The Financial Institution named above is designated as a depository for the funds of this Community College District.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution.

(3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this Community College District with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

(4) Any of the persons named below, so long as they act in a representative capacity as agents of this Community College District, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this Community College District and this Financial Institution subject to any restrictions stated below.

(5) Any and all prior resolutions adopted by this Community College District and certified to this Financial Institution as governing the operation of this Community College District's account(s), are in full force and effect, unless supplemented or modified by this authorization.

(6) This Community College District agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this Community College District, and authorizes the Financial Institution named above, at any time, to charge this Community College District for all checks, drafts, or other orders, for the payment of money, that are drawn on this Financial Institution, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they resemble the facsimile signature specimens in Section C, (or the facsimile signature specimens that this Community College District files with this Financial Institution from time to time) and contain the required number of signatures for this purpose.

C. If indicated, any person listed below (subject to any expressed restrictions) is authorized to:

Name and Title	Signature	Facsimile Signature (if used)
(A) <u>Mary Kay Enrietta, Training Advisor</u>	_____	_____
(B) <u>Marilyn Grove, Treasurer</u>	_____	_____
(C) _____	_____	_____

Indicate A,B,C,

    B     (1) Exercise all of the powers listed in (2) through (6).

A          (2) Open any deposit or checking account(s) in the name of this Community College District.

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

**Board Action:** Mrs. Kessler made a motion to adopt the foregoing resolution providing for opening an electronic transfer bank account at Farmers & Merchants State Bank in Virden. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-C. Change in Board Meeting Locations for October & November, 1999:** The CEO recommended approval to switch locations for Board of Trustees meetings in October and November, 1999, due to the Focus Visit from the North Central Association. Since the visit is to review the institutional climate at Olney Central College, the recommendation is to move the October Board meeting from Lincoln Trail College to Olney Central College. The November meeting would then be scheduled at Lincoln Trail College.

**Board Action:** Mr. Lane made a motion to switch locations of the October and November meetings as recommended. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-D. Agreement with Liaoning University:** Meetings are scheduled between IECC and Liaoning University, Shenyang, China, to finalize details of an educational agreement.

**#7-E. Tuition Increase:** The CEO recommended an increase of \$4.50 per semester hour to become effective Summer semester 1999. The new tuition rate will be \$40.00 per semester hour, and is necessary in order for IECC to qualify for equalization funding.

**Board Action:** Dr. Fischer made a motion to approve the tuition rate increase recommended. The motion was seconded by Mr. Lane and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #8 – “Bid Committee Report”** – The Bid Committee presented the following report and recommendations, followed by Board action as recorded.

**#8-A. Frontier Community College & IECC – Laptop Computers:** Bid Committee recommends acceptance of the low bid received that meets all specifications from Gateway Companies, Inc., Kansas City, MO for a total of \$82,400 for 40 laptop computers. Source of Funds: Library Service Tech Act FY99 Grant. Department: LRC (all 4 campuses).



**Board Action:** Mr. Lane made a motion to approve purchase of 40 laptop computers from Gateway, Inc. as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Frontier Community College & IECC – Video Projectors:** Bid Committee recommends acceptance of the low bid that meets all specifications from Central Indiana Marketing, Evansville, IN for a total of \$17,896 for 4 projectors. Source of Funds: Library Service Tech Act FY99 Grant. Department: LRC (all 4 campuses).

**Board Action:** Mr. Lane made a motion to approve purchase of 4 video projectors from Central Indiana Marketing as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Wabash Valley College – Computers:** Bid Committee recommends acceptance of the low bid received that meets all specifications from Charley, Inc., Robinson, IL for a total of \$57,356 for 42 computers. Source of Funds: ESL, Perkins, Advanced Technology and Bookstore. Department: Instructional Computer Lab, ESL, Computer Lab, Media Center Computer Lab, Bookstore.

**Board Action:** Mr. Lane made a motion to approve purchase of 42 computers from Charley, Inc. as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Wabash Valley College – Data/Video Projectors:** Bid Committee recommends acceptance of the low bid received that meets all specifications from Central Indiana Marketing, Evansville, IN for a total of \$66,164 for 11 ceiling-mounted projectors. (3 at \$4748; 8 at \$6490.) Source of Funds: Technology Enhancement Grant. Department: Classrooms.

**Board Action:** Mr. Lane made a motion to approve purchase of 11 data/video projectors from Central Indiana Marketing as recommended. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “District Finance”** – The following District financial matters were presented:

**#9-A. Financial Report:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$3,745,935.23, as of January 31, 1999. The reports were accepted.

**#9-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of February 1999, totaling \$832,432.89, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Mr. Lane made a motion to approve payment of the district financial obligations for the month of February 1999, in the amounts listed, and payments from the revolving fund for the month of January, 1999. The motion was seconded by Dr. Fischer and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “Chief Executive Officer's Report”** - Mr. Bruce presented informational reports relative to the following topics:

1. Summer – Fall Distance Learning Courses.
2. Course Approval for Nursing Review Courses.
3. Lightning Strike at FCC.
4. LTC Telecom Internships.
5. NCA Focus Visit October 19-20, 1999.
6. Spring Enrollment Comparison.
7. AACC Presentation by Dr. Andrews.
8. EIU Meeting.
9. Approval for Renovations – Fiber Optics Laboratory.
10. Russ Jausel/ETC Luncheon – Manufacturing Display.
11. Alice Holtshouser/Prison Program.
12. Paul Stouse & Christmas Flowers Statewide.
13. Associate in Fine Arts Approval by ICCB.
14. Robinson Correctional Center Student of the Month.
15. Oblong TIF Meeting.
16. Manufacturing Technology Update.
17. HB 2805 Regarding Organizational Meetings.

**AGENDA #11 – “Executive Session”** - The Chair recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to discuss collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

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

Dr. Fischer, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Ms. Jameson. Trustees absent: Mrs. Turkal. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried. A closed meeting was held, beginning at 9:05 p.m.

**#11-B. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. The motion was seconded by Mr. Lane. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 10:15 p.m.

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

**AGENDA #12 – “Approval of Executive Session Minutes”** – Dr. Fischer made a motion to approve, for the public record, minutes of a closed meeting held on Tuesday, January 19, 1999. The motion was seconded by Mrs. Kessler. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**AGENDA #13 – “Approval of Personnel Report”** - The CEO recommended approval of the following amended personnel report.

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

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

1. Aimee Arthur: Initial full-time employment as Youthful Offender Counselor for the IECC/LTC Robinson Correctional Center. Amount: Based upon \$28,000 per fiscal year. Effective: March 1, 1999. Employment is dependent upon continued Department of Corrections funding.

##### B. Technical

1. Jeffrey Gumbel: Initial full-time employment as Webmaster for the District Office. Amount: Based upon \$20,000 per fiscal year. Effective: February 17, 1999.

#### **400.2. Request for Approval of Non-College Employment (hand-out)**

Name: Ed Fitch. Employer: Eastern Illinois University, Charleston, Illinois. Approximate Time: 4 days per month/15 days per semester.

#### **400.3. 1998-99 Special Assignment**

##### A. Wabash Valley College – Extra Curricular

1. Rick Hughes, WVC Gen. Inst. Director of Development, \$3,000.

#### **400.4. Reemployment of Faculty for the 1999-2000 Academic Year**

##### A. Continuation of Tenure

- |                    |                      |
|--------------------|----------------------|
| 1. Bea Abernathy   | 2. Charles Acree     |
| 3. Gary Adams      | 4. John Arview       |
| 5. Jerry Bayne     | 6. Mary Jane Beckett |
| 7. Lisa Benson     | 8. Linda Branch      |
| 9. Robert Brosseau | 10. C. Allen Brown   |
| 11. Norman Brown   | 12. Genevieve Bruce  |

13. Frank Brunell
15. James Burnett
17. Charles Butler
19. Victor Connor
21. David Cunningham
23. Lonnie Devin
25. Dan Edwards
27. Andrew Ed Fitch
29. Jeraldine Frey
31. Carole Fusco
33. David Goodson
35. Rod Harmon
37. Donna Henry
39. Kathleen Hudson
41. Paul Jenkins
43. Linda Kolb
45. Howard Lanam
47. Don Leynaud
49. Steve Marrs
51. Sharon McDaniel
53. Arthur Miller
55. Kathleen Nelson
57. Patricia Owens
59. William Peacy
61. Brenda Phegley
63. Jason Potts
65. Gaziur Rahman
67. Larry Reed
69. Terry Russell
71. John Schulte
73. Dennis Sileven
75. Howard Stearns
77. Dan Tahtinen
79. Teresa Tegeler
81. Lovell Vallette
83. Sharon Welty
85. Mitchell Wolfe
14. Clyde Buck
16. Bonnie Burns
18. Kathleen Carot
20. Byford Cook
22. David Denton
24. Kathy Doty
26. Robert Effland
28. Donald Florida
30. John Frey
32. Peggy Geurin
34. Scott Hanson
36. Kathryn Harris
38. Larry Hoeszle
40. Russell Jausel
42. Earl Jennings
44. Thomas Kucharik
46. Lucille Lance
48. Larry Markman
50. Searoba Mascher
52. Don Mersinger
54. Wayne Morris
56. Yvonne Newlin
58. Kenneth Paddick
60. Kay T. Perry
62. Daniel Polgar
64. Judith Puckett
66. Diane Reed
68. An Roy
70. Paul Schnarre
72. Fred Schwappach
74. (Deleted)
76. John Stencil
78. Elizabeth Tate
80. William Tucker
82. Carolyn Von Almen
84. David Wilderman
86. Ray Lynn

B. Initial Tenure

1. Judy Brewster
2. Hal Kizer
3. Jennifer Spengler

C. Non-Tenure

1. Tom Baird
3. Sandra Burtron
5. Paul McCombs
7. Steven Netti
9. Susan Rhine
11. Matthew Swinford
2. Lisa Brooks
4. Mary McCarthy
6. Cindy Myer
8. Randy Questelle
10. Greta Stroope
12. Mary Tolliver

13. Lance Trousdale

#### **400.5. Reduction-In-Force**

Recommendation deleted by amendment at Board meeting.

#### **400.6. Full-Time Faculty Seniority List**

(**Note:** A copy of the Full-Time Faculty Seniority List is attached to the minutes or is on file, marked **Exhibit A** of this date, and is made a part of the minutes by this reference.)

#### **400.7. Resignation**

##### A. Faculty

1. Kenneth Buzbee, Coal Mining Technology Instructor, effective January 20, 1999.

#### **Personnel Report - Addendum**

#### **400.7. Resignations**

##### A. Administrative

1. Judy Johnson, Associate Dean, Nursing & Allied Health at Olney Central College, effective February 11, 1999.

##### B. Professional/Non-Faculty

1. Jane Marriott, Coordinator of Public Information and Marketing at Olney Central College, effective March 31, 1999.

##### C. Custodial/Maintenance/Security

1. Margaret Donahoo, Custodian at Wabash Valley College, effective March 3, 1999.

#### **400.8. Retirements**

##### A. Faculty

1. Ray Lynn, Automotive Mechanics Technology Instructor, effective December 31, 1999.
2. Milton Smith II, Accounting Instructor, effective May 31, 1999.

#### **Personnel Report - Addition**

**400.9 Approval of CEO Contract:** Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; two year contract with 6% salary increase as presented and discussed.

**#13-A. Board Action to Amend Personnel Report:** The following amendments were presented:

**(1) Adopt Addendum:** Mr. Lane made a motion to adopt the Addendum as presented and add it to the Personnel Report. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**(2) Deletion & Addition:** Ms. Jameson made a motion to delete Ray Lynn from Section 400.5 Reduction-In-Force and add Ray Lynn to Section 400.4 Reemployment of Faculty. The motion was seconded by Mr. Lane. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**(3) Deletion:** Mr. Lane made a motion to delete Milton Smith from Section 400.4 Reemployment of Faculty. The motion was seconded by Dr. Fischer. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**(4) Add Approval of CEO Contract:** Dr. Fischer made a motion to add Approval of CEO’s Contract to the Personnel Report. The motion was seconded by Mr. Lane. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

**#13-B. Board Action to Approve Personnel Report:** Mr. Lane made a motion to approve the amended Personnel Report. The motion was seconded by Miss Wolfe and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Dr. Wattleworth, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mrs. Turkal. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #14 – “Collective Bargaining”** – None.

**AGENDA #15 – “Litigation”** – None.

**AGENDA #16 – “Acquisition & Disposition of Property”** - None.

**AGENDA #17 – “Other Items”** – None.

**AGENDA #18 – “Adjournment”** – Dr. Fischer made a motion to adjourn. The motion was seconded by Miss Wolfe. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 10:30 p.m.

Approved: Chairman: \_\_\_\_\_

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

**Exhibits Attached to Minutes:**

**Exhibit A:** Full-Time Faculty Seniority List.

**Agenda Item #3**

**Recognition**

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

**Agenda Item #4**

**Public Comment**



**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Staff Recommendations for Approval**

- A. Youth For Understanding Scholarships**
- B. Cisco Networking Academy Agreement**
- C. Agreement with Liaoning University**
- D. Agreement with Pepsi/Frontier Community College**

**Agenda Item #7A**

**MEMORANDUM**

TO: Mr. Terry Bruce, CEO  
FROM: George Woods  
SUBJ: Youth For Understanding Scholarships  
DATE: March 8, 1999

Terry, a few years ago the Board of Trustees approved scholarships for returning YFU (Youth For Understanding) students. The scholarship allowed YFU students to return at a rate of \$90 per semester hour.

We proposed increasing the tuition rate to \$114.50 per semester hour for returning students, which is the amount YFU is currently paying per semester hour. In addition to tuition, YFU also provides a coordinator fee for the program coordinator at WVC, OCC, and how at LTC.

Currently over half of our international students are from YFU and we feel we can save money on recruiting and advertising if we can encourage these students to return.

**Agenda Item #7B**

**MEMORANDUM**

TO: Terry Bruce  
FROM: Kathy Vespa  
DATE: March 5, 1999  
RE: Cisco Networking Academy Agreement

Terry, as you know, Frontier Community College and Olney Central College are ready to implement the Cisco Networking System. We have identified lab space and equipment needs; we are developing the courses and will be ready to send these to the ICCB by the end of March; we have developed a budget; and we have identified grant-funding sources. Our goal is to begin classes with our area high schools (dual enrollment courses) fall semester, 1999.

For a smoother, more accessible program, Alex Cline and I think Cisco should be a district-wide program. In other words, there will be one IECC District agreement for Cisco, and the courses and budgets will be the same for all four colleges, such as same prefix and same degree program. We have suggested to Dr. Arabatgis, and he agrees, that we will establish the courses as a "Reasonable and Moderate Extension" off Lincoln Trail College's Microcomputer Support Specialist Degree.

Attached is a copy of an agreement with Southeastern Illinois College, who is the Regional Academy for the Cisco Networking Systems. This agreement will allow Illinois Eastern Community Colleges (and our four colleges) to become a certified local academy with SIC and SIC will train our instructors to teach Cisco systems.

Is it possible to take this Cisco agreement for the District to the March Board Meeting for approval? Let me know what you think.

Copy: Nancy Allard  
John Arabatgis  
Chris Cantwell  
Alex Cline  
Jack Davis  
Jerry Hefley

**(Cisco agreement presented under separate cover.)**

**Agenda Item #7C**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 11, 1999  
RE: Agreement with Liaoning University

Liaoning University, Shenyang China, wishes to enter into an agreement with IECC to offer courses in Business, Accounting and Computer Science.

Students would be required to take the appropriate entrance exams prior to admission to the program.

English as a Second Language (ESL) and 18-29 credit hours of instruction in each major are to be completed with IECC. Once students are adequately prepared, they will apply for the appropriate student visa, and if approved, will attend an IECC college.

This agreement is only to begin the process. All financial aspects of the agreement and course offerings remain to be discussed and approved.

I ask approval of the agreement.

**Agenda Item #7D**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: 03/10/99  
RE: Pepsi-Cola Agreement

I recommend that the Board of Trustees approve the attached agreement between Illinois Eastern Community Colleges District/Frontier Community College and Pepsi-Cola Company.

This agreement would award Pepsi-Cola the right to exclusive beverage vending services for a seven-year period at IECC/FCC. In consideration for this exclusive right, IECC/FCC will receive a 20% commission on sales, \$8,500, and up to 50 cases of Pepsi products per year. The \$8,500 will be used to purchase an electronic message sign for Frontier Community College. The sign will include a Pepsi-Cola logo, approximately 12" x 12", signifying the company's sponsorship of the sign.

The agreement is presented under separate cover.

## **Bid Committee Report**

**March 16, 1999**

### **IECC Libraries**

- 1. Wireless Lans & Receivers**

### **Frontier Community College**

- 1. Amkus Extrication Unit**

### **Lincoln Trail College**

- 1. Computers – Robinson Correctional Center  
(FCC & WVC)**
- 2. Interior Renovation –Fiber Optics Laboratory – Telecom Building**



TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendations –Wireless Lans & Receivers for IECC  
DATE:March 16, 1999

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 meet all specifications from **Micropower Computer Systems** located in **Springfield, Illinois** for a total of **\$20,592.**

A tabulation sheet is attached.

Respectfully submitted,

Nancy Allard  
Alex Cline  
Ted Davis  
Harry Hillis, Jr.  
William Lex

Source of Funds: Library Service Tech Act FY99 Grant

Department: Learning Resource Centers (all 4 campuses)

Rationale for Purchase: The Learning Resource Centers received an LSTA grant that will provide training on the different databases that are in the Learning Resource Centers. The wireless LAN will allow the laptop computers to be utilized at any location that has an Internet connection/telephone jack. Cables are not needed with the wireless LAN.

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

IECC

Wireless Lans & Receivers

Bid Tabulation

Company	Item #1 (40)	Item #2 (40)	Item #3 (4)	Item #4 (4)
CGES Bloomington, IL	-0-	18,320	15,388	11,924
Lucent Technologies Collinsville, IL	20,640	-0-	7,160	-0-
Luna Communications Sunnyvale, CA	18,400	18,400	5,260	5,260
Micropower Connecting Point Springfield, IL	-0-	18,720	-0-	1,872
Wireless Network Solutions Shorewood, MN	22,600	-0-	6,380	-0-

WIRELESS LAN

QUANTITY (40)

11 MBPS WIRELESS CONNECTIVITY  
WINDOWS 95/98 PLUG & PLAY  
SELF-CONFIGURING PEER-TO-PEER TOPOLOGY  
100' MINIMUM COMMUNICATIONS RANGE  
MS WINDOWS 95/98, MS WINDOWS NT, NOVELL  
NETWARE NETWORK COMPATIBLE  
TCP/IP COMPATIBLE  
NETWORK SOFTWARE/MANUALS INCLUDED  
NO FCC LICENSE REQUIRED  
ONE YEAR WARRANTY (MINIMUM)  
Y2K COMPLIANT

ITEM #1	UNIT BID	TOTAL BID
---------	-------------	--------------

5.5 MBPS WIRELESS CONNECTIVITY  
WINDOWS 95/98 PLUG & PLAY  
SELF-CONFIGURING PEER-TO-PEER TOPOLOGY  
100' MINIMUM COMMUNICATIONS RANGE  
MS WINDOWS 95/98, MS WINDOWS NT, NOVELL  
NETWARE NETWORK COMPATIBLE  
TCP/IP COMPATIBLE  
NETWORK SOFTWARE/MANUALS INCLUDED  
NO FCC LICENSE REQUIRED  
ONE YEAR WARRANTY (MINIMUM)  
Y2K COMPLIANT

ITEM #2	UNIT BID	TOTAL BID
---------	-------------	--------------

WIRELESS RECEIVER/BACKBONE  
QUANTITY (4)

11 MBPS WIRELESS CONNECTIVITY  
BRIDGES TOGETHER WIRELESS AND 10BASET WIRED ETHERNET LAN SEGMENTS  
DOES NOT REQUIRE FCC LICENSE  
CONNECTS TO ANY 10BASET DEVICE  
SNMP MANAGEABLE  
FULLY COMPATIBLE WITH ITEM #1  
SUPPORT FOR 128 SIMULTANEOUS WIRELESS CONNECTIONS  
MS WINDOWS 95/98, MS WINDOWS NT, NOVELLE NETWARE NETWORK COMPATIBLE  
TCP/IP COMPATIBLE  
NETWORK SOFTWARE/MANUALS INCLUDED  
ONE YEAR WARRANTY (MINIMUM)  
Y2K COMPLIANT

ITEM #3	UNIT BID	TOTAL BID
---------	-------------	--------------

WIRELESS RECEIVER/BACKBONE

**QUANTITY (4)**

5.5 MBPS WIRELESS CONNECTIVITY  
BRIDGES TOGETHER WIRELESS AND 10BASET WIRED ETHERNET LAN SEGMENTS  
DOES NOT REQUIRE FCC LICENSE  
CONNECTS TO ANY 10BASET DEVICE  
SNMP MANAGEABLE  
FULLY COMPATIBLE WITH ITEM #1  
SUPPORT FOR 128 SIMULTANEOUS WIRELESS CONNECTIONS  
MS WINDOWS 95/98, MS WINDOWS NT, NOVELLE NETWARE NETWORK COMPATIBLE  
TCP/IP COMPATIBLE  
NETWORK SOFTWARE/MANUALS INCLUDED  
ONE YEAR WARRANTY (MINIMUM)  
Y2K COMPLIANT

ITEM #4	UNIT	TOTAL
	BID	BID

**ALL FREIGHT, DELIVERY AND OR INSTALLATION CHARGES ARE INCLUDED IN BID. OUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE: Please submit bid in duplicate.**

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation –Amkus Extrication Unit to include power unit, spreader, hoses, cutter, and ram for Frontier Community College  
DATE: March 16, 1999

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 only bid received that meet all specifications from **Amkus Inc.** located in **Downers Grove**, Illinois for a total of **\$11,117.00**.

Respectfully submitted,

Nancy Allard  
Harry Hillis, Jr.  
William Lex  
Wes Weber

Source of Funds: Advanced Technology Grant

Department: Emergency Preparedness

Rationale for Purchase: The Emergency Preparedness Program offers several classes which are partially or completely devoted to extrication. These classes, mainly in the fire area, contain a heavy concentration of hands-on learning. Utilization of current and modern equipment, such as this extrication unit, is essential to a complete training program.

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

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation - Computers for Robinson Correctional Center  
(FCC & WVC)

DATE: March 16, 1999

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 meet all specifications from Charley, Inc. located in Robinson, Illinois for (13) computers @\$1090 for a total of \$14,170.

Frontier and Wabash Valley College are requesting to purchase (8) computers at this same bid price of \$1090.00 per unit.

The grand total recommended is \$31,610 for 29 computers @\$1090.00.

A tabulation sheet is attached.

Respectfully submitted,

Nancy Allard  
John Arabatgis  
Alex Cline  
Larry Conour  
Glenn Donaldson  
Harry Hillis, Jr.

Source of Funds: LTC -Department of Corrections  
FCC & WVC- Advance Technology Support Grant

Department: LTC/DOC - (1) Administration (12) Instructional  
FCC- Advisement, Adult Education, and Emergency Preparedness  
WVC - Administration

Rationale for Purchase: LTC /DOC -To update and expand areas of instruction and administration.  
FCC -To upgrade staff computers to increase efficiency in operation of administrative software.  
WVC - To update and expand areas of instruction and administration.

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

## LINCOLN TRAIL COLLEGE – ROBINSON CORRECTIONAL CENTER

### (10-13) Computers

#### Bid Tabulation

COMPANY	QTY. (1) BID
CDS Office Systems Springfield, IL	\$1167.62
Charley, Inc. Robinson, IL	1090.00
Dell Computer Corporation Round Rock, TX	1272.00
Gateway Kansas City, MO	1414.00
Micropower Connecting Point Springfield, IL	1443.00

LINCOLN TRAIL COLLEGE – ROBINSON CORRECTIONAL CENTER

COMPUTER BID SPECIFICATIONS:

**QUANTITY (10-13 COMPUTERS)**

***minimum required specifications:***

- CPU: INTEL PENTIUM II 400MHZ
- BUS: PCI/ISA PREFERRED
- MOTHERBOARD: 100MHZ, STANDARD INDUSTRY DESIGN, MAY HAVE ON BOARD CONTROLLERS FOR DRIVES & PORTS
- CASE: STANDARD "8 SLOT" CASE, DESKTOP, 220 WATT POWER SUPPLY & AT LEAST ONE 5 1/4" EXTERNAL BAY, ONE 3 1/2" EXTERNAL BAY & ONE INTERNAL 3 1/2" HARD DRIVE BAY
- MEMORY: 64MB 100MHZ SDRAM
- VIDEO: 4MB AGP
- MONITOR: 15" .28 DOT PITCH, ENERGY COMPLIANT
- INPUT/OUTPUT: 2 SERIAL, 1 PARALLEL, USB, PS/2
- HARD DRIVE: 4.3GB MINIMUM, ULTRA ATA
- FLOPPY DRIVES: 3 1/2" 1.44MB
- CD-ROM: 32X
- KEYBOARD: 104 KEY(WIN9X)
- MOUSE: MICROSOFT INTELLIMOUSE WITH SOFTWARE
- WINDOWS 98 OPERATING SYSTEM INSTALLED AND LICENSED
- ALL MANUALS & SOFTWARE DRIVES INCLUDED.
- FCC CLASS B, UL, AND CSA CERTIFIED.
- PRICE MUST INCLUDE SHIPPING AND HANDLING.

Year 2000 Compliant.

Warranty

and Support: 30-day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; Warranty issues to be resolved in less than one week. 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; **Telephone technical support 18 hour, 6-days-a-week required.** Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system or systems with no restocking charge.

**ALL FREIGHT, DELIVERY AND OR INSTALLATION CHARGES ARE INCLUDED IN BID. OUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

TOTAL BID \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: Please submit bid in duplicate.



TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation - Interior Renovation – Telecom Building  
Lincoln Trail College - South Campus

DATE: March 16, 1999

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

Bid opening is scheduled March 11<sup>th</sup>, therefore the bid recommendation will be e-mailed to you on Friday, March 12<sup>th</sup>.

Respectfully submitted,

Nancy Allard  
John Arabatgis  
John Highhouse  
Marion Poggas  
Harry Hillis, Jr.

Source of Funds: Technology Enhancement Grant

Department: Fiber Optics Laboratory

Rationale for Purchase: A second classroom/lab is needed for industry training courses in fiber optics and LAN/switching.

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

## INTERIOR RENOVATION – LTC SOUTH CAMPUS TELECOM BUILDING

### PROJECT SCOPE

The project scope will provide for new partitions to enclose a Fiber Optics Laboratory space that is currently unassigned and unfinished. New floor and ceiling finishes, HVAC, power, and lighting will also be provided. Provisions will be made, as budget permits, for a future laboratory and exit corridor adjacent to this new Fiber Optics Laboratory. New partitions will be constructed of metal studs and gypsum board. Flooring material will be vinyl composition tile, and the ceiling will be a 2X4 suspended lay-in system. A dedicated forced-air HVAC unit will be installed, similar to those serving individual spaces in the rest of the building. Power and lighting will be provided to facilitate the intended tasks in the laboratory.

**Agenda Item #9**

**District Finance**

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

**Agenda Item #9A**

**Treasurer's Report for February, 1999**

**Treasurer's Report and List of Investments will be presented under separate cover.**



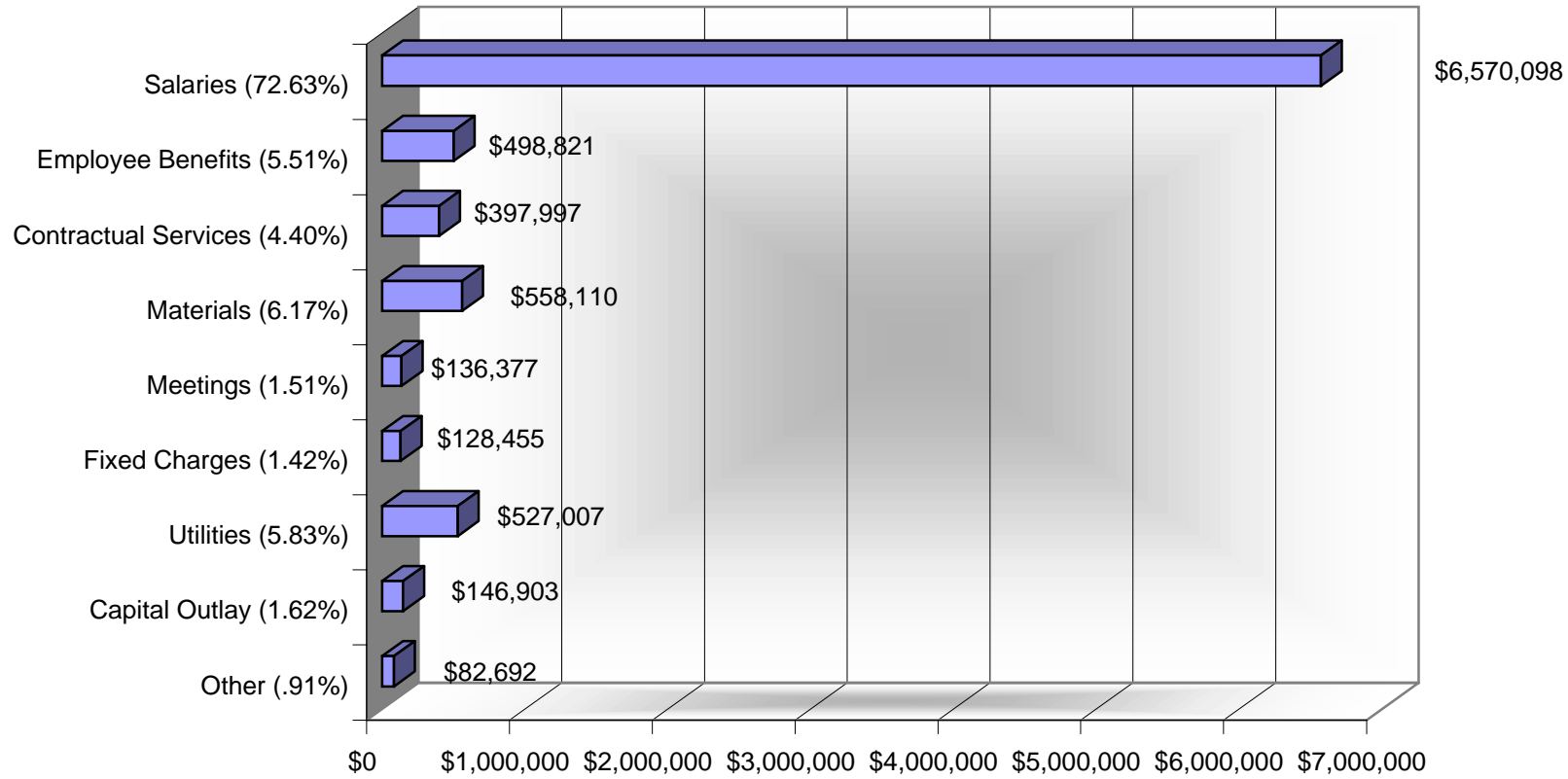
ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY97-99

College	Category	FISCAL YEAR 1997			FISCAL YEAR 1998			FISCAL YEAR 1999				Sum & Fall Sem. Hours	Cost per Semester Hour
		Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	% of Year		
Frontier	Bills		\$221,374			\$308,729		\$279,364					
	Payroll		834,003			891,461		949,925					
	Totals	\$1,669,767	1,055,377	63%	\$1,982,133	1,200,190	61%	\$2,074,718	1,229,289	59%	67%	14,629	\$84.03
Lincoln Trail	Bills		299,365			462,857		472,886					
	Payroll		854,716			1,059,567		1,162,671					
	Totals	1,891,732	1,154,081	61%	2,602,512	1,522,424	58%	2,693,680	1,635,557	61%	67%	12,922	126.57
Olney Central	Bills		363,241			582,980		481,550					
	Payroll		1,435,304			1,644,763		1,690,797					
	Totals	3,051,721	1,798,545	59%	3,700,904	2,227,743	60%	3,704,248	2,172,347	59%	67%	18,299	118.71
Wabash Valley	Bills		255,422			467,293		377,230					
	Payroll		1,088,283			1,283,040		1,365,264					
	Totals	2,216,259	1,343,705	61%	2,822,934	1,750,333	62%	2,940,078	1,742,494	59%	67%	16,037	108.65
Workforce Educ.	Bills		145,000			158,479		151,416					
	Payroll		697,784			789,828		791,198					
	Totals	1,534,554	842,784	55%	1,608,675	948,307	59%	1,766,516	942,614	53%	67%	13,028	72.35
District Office	Bills		154,298			180,483		152,214					
	Payroll		466,227			434,917		429,479					
	Totals	904,204	620,525	69%	910,368	615,400	68%	927,451	581,693	63%	67%		
District Wide	Bills		397,706			1,282,291		561,702					
	Payroll		135,006			157,217		180,764					
	Totals	1,378,951	532,712	39%	2,037,720	1,439,508	71%	1,475,317	742,466	50%	67%		
O & M	Bills		882,390										
	Payroll		410,499										
	Totals	1,904,920	1,292,889	68%									
<b>GRAND TOTALS</b>		<b>14,552,108</b>	<b>8,640,618</b>	<b>59%</b>	<b>15,665,246</b>	<b>9,703,905</b>	<b>62%</b>	<b>15,582,008</b>	<b>9,046,460</b>	<b>58%</b>	<b>67%</b>	<b>74,915</b>	<b>120.76</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
ANNUAL COMPARISON REPORT FY95-96

College	Category	FISCAL YEAR 1995			FISCAL YEAR 1996		
		Annual Budget	Spent Thru FY95	% of Bdgt.	Annual Budget	Spent Thru FY96	% of Bdgt.
Frontier	Bills		194,073			280,697	
	Payroll		1,197,955			1,261,346	
	Totals	1,413,998	1,392,028	98%	1,584,532	1,542,043	97%
Lincoln Trail	Bills		231,088			376,901	
	Payroll		1,399,336			1,451,821	
	Totals	1,695,376	1,630,424	96%	1,910,994	1,828,722	96%
Olney Central	Bills		278,903			508,385	
	Payroll		2,366,536			2,444,855	
	Totals	2,671,812	2,645,439	99%	2,992,001	2,953,240	99%
Wabash Valley	Bills		332,642			414,722	
	Payroll		1,863,163			1,827,712	
	Totals	2,207,561	2,195,805	99%	2,282,100	2,242,434	98%
Workforce Educ.	Bills		79,829			195,431	
	Payroll		1,139,903			1,301,780	
	Totals	1,219,803	1,219,732	100%	1,519,113	1,497,211	99%
District Office	Bills		159,613			210,287	
	Payroll		532,416			601,776	
	Totals	715,838	692,029	97%	816,740	812,063	99%
District Wide	Bills		1,155,991			520,503	
	Payroll		245,934			211,558	
	Totals	1,418,897	1,401,925	99%	838,763	732,061	87%
O & M	Bills		1,086,710			1,248,157	
	Payroll		588,897			594,759	
	Totals	1,680,635	1,675,607	100%	1,908,058	1,842,916	97%
GRAND TOTALS		13,023,920	12,852,989	99%	13,852,301	13,450,690	97%

# Illinois Eastern Community Colleges FY99 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of February 26, 1999 - \$9,046,460



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-1999

Percentage of time remaining through the Budget: 33.425

GENERAL FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	2,291,000.00	2,264,713.41	-26,286.59	-1.147
STATE GOVT SOURCES	11,855,009.00	8,898,522.58	-2,956,486.42	-24.939
STUDENT TUITION & FEES	1,786,000.00	1,042,949.31	-743,050.69	-41.604
SALES & SERVICE FEES	.00	90.00	90.00	#####
FACILITIES REVENUE	.00	1,962.90	1,962.90	#####
INVESTMENT REVENUE	50,000.00	37,574.55	-12,425.45	-24.851
OTHER REVENUES	200,000.00	37,775.38	-162,224.62	-81.112
	-----	-----	-----	-----
TOTAL REVENUES:	16,182,009.00	12,283,588.13	-3,898,420.87	-24.091
EXPENDITURES:				
INSTRUCTION	7,985,640.50	4,574,428.67	-3,411,211.83	-42.717
ACADEMIC SUPPORT	521,588.89	331,779.40	-189,809.49	-36.391
STUDENT SERVICES	798,568.76	534,193.82	-264,374.94	-33.106
PUBLIC SERV/CONT ED	60,508.00	33,777.02	-26,730.98	-44.178
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,194,322.00	1,272,896.82	-921,425.18	-41.991
INSTITUTIONAL SUPPORT	4,021,380.76	2,265,884.60	-1,755,496.16	-43.654
SCH/STUDENT GRNT/WAIVERS	.00	33,499.90	33,499.90	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	15,582,008.91	9,046,460.23	-6,535,548.68	-41.943
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	611,185.00	611,185.00	.00	.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	611,185.00	611,185.00	.00	.000
NET INCREASE/DECREASE IN NET ASSETS	-11,184.91	2,625,942.90	2,637,127.81	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-1999

Percentage of time remaining through the Budget: 33.425

OBM RESTRICTED

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	.00	.00	.000
STATE GOVT SOURCES	1,066,800.00	1,066,400.00	-400.00	-.037
STUDENT TUITION & FEES	.00	.00	.00	.000
INVESTMENT REVENUE	100,000.00	106,208.66	6,208.66	6.209
OTHER REVENUES	.00	1,855.00	1,855.00	#####
TOTAL REVENUES:	----- 1,166,800.00	----- 1,174,463.66	----- 7,663.66	----- .657
EXPENDITURES:				
INSTRUCTION	.00	688.00	688.00	#####
OPER & MAINT PLANT	670,976.00	234,150.92	-436,825.08	-65.103
INSTITUTIONAL SUPPORT	3,661,907.00	1,360,599.36	-2,301,307.64	-62.845
TOTAL EXPENDITURES:	----- 4,332,883.00	----- 1,595,438.28	----- -2,737,444.72	----- -63.178
NET INCREASE/DECREASE IN NET ASSETS	-3,166,083.00	-420,974.62	2,745,108.38	86.704

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-1999  
Percentage of time remaining through the Budget: 33.425

BOND AND INTEREST

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,371,466.00	1,363,510.49	-7,955.51	-.580
INVESTMENT REVENUE	.00	4,821.05	4,821.05	#####
OTHER REVENUES	.00	7,218.84	7,218.84	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,371,466.00	1,375,550.38	4,084.38	.298
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,415,409.00	1,212,690.63	-202,718.37	-14.322
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,415,409.00	1,212,690.63	-202,718.37	-14.322
NET INCREASE/DECREASE IN NET ASSETS	-43,943.00	162,859.75	206,802.75	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-1999

Percentage of time remaining through the Budget: 33.425

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	.00	350.00	350.00	#####
STUDENT TUITION & FEES	595,011.34	335,542.56	-259,468.78	-43.607
SALES & SERVICE FEES	2,395,476.62	900,027.32	-1,495,449.30	-62.428
FACILITIES REVENUE	1,128.00	11,346.00	10,218.00	905.851
INVESTMENT REVENUE	24,877.00	31,157.31	6,280.31	25.245
OTHER REVENUES	322,173.95	643,873.23	321,699.28	99.853
	-----	-----	-----	-----
TOTAL REVENUES:	3,338,666.91	1,922,296.42	-1,416,370.49	-42.423
AUXILIARY ENTERPRISES:				
SALARIES	1,147,958.95	520,461.13	-627,497.82	-54.662
EMPLOYEE BENEFITS	45,428.00	31,712.94	-13,715.06	-30.191
CONTRACTUAL SERVICES	144,046.00	87,054.49	-56,991.51	-39.565
GEN. MATERIAL & SUPPLIES	2,122,714.72	1,236,680.59	-886,034.13	-41.741
CONF/TRAVEL MEETING EXPENSE	195,984.76	152,455.76	-43,529.00	-22.210
FIXED CHARGES	18,600.00	13,280.00	-5,320.00	-28.602
UTILITIES	22,647.00	10,289.31	-12,357.69	-54.567
CAPITAL OUTLAY	106,995.96	39,314.28	-67,681.68	-63.256
OTHER EXPENDITURES	145,477.00	65,413.42	-80,063.58	-55.035
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	3,949,852.39	2,156,661.92	-1,793,190.47	-45.399
NET INCREASE/DECREASE IN NET ASSETS	-611,185.48	-234,365.50	376,819.98	61.654

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-1999  
Percentage of time remaining through the Budget: 33.425

WORKING CASH

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	-140,000.00	76,027.55	216,027.55	#####
TOTAL REVENUES:	----- -140,000.00	----- 76,027.55	----- 216,027.55	----- #####
NET INCREASE/DECREASE IN NET ASSETS	-140,000.00	76,027.55	216,027.55	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-1999

Percentage of time remaining through the Budget: 33.425

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	30,000.00	29,862.87	-137.13	-.457
INVESTMENT REVENUE	.00	19.80	19.80	#####
	-----	-----	-----	-----
TOTAL REVENUES:	30,000.00	29,882.67	-117.33	-.391
EXPENDITURES:				
INSTITUTIONAL SUPPORT	24,342.00	21,641.22	-2,700.78	-11.095
	-----	-----	-----	-----
TOTAL EXPENDITURES:	24,342.00	21,641.22	-2,700.78	-11.095
NET INCREASE/DECREASE IN NET ASSETS	5,658.00	8,241.45	2,583.45	45.660

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-1999

Percentage of time remaining through the Budget: 33.425

LPS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	450,000.00	447,952.40	-2,047.60	-.455
INVESTMENT REVENUE	.00	2,450.66	2,450.66	#####
	-----	-----	-----	-----
TOTAL REVENUES:	450,000.00	450,403.06	403.06	.090
EXPENDITURES:				
INSTITUTIONAL SUPPORT	518,564.00	286,804.88	-231,759.12	-44.692
	-----	-----	-----	-----
TOTAL EXPENDITURES:	518,564.00	286,804.88	-231,759.12	-44.692
NET INCREASE/DECREASE IN NET ASSETS	-68,564.00	163,598.18	232,162.18	#####





ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)

Governmental Fund Types

Current  
 Year  
 1999

ASSETS and OTHER DEBITS:

ASSETS:

CASH	6,457,449
IMPREST FUND	1,100
CHECK CLEARING	2,000
INVESTMENTS	1,000,000
RECEIVABLES	5,007,248
INTERFUND RECEIVABLES	6,067

TOTAL ASSETS AND OTHER DEBITS:	12,473,864
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Liabilities, equity and other credits

LIABILITIES:

PAYROLL DEDUCTIONS PAYABLE	48,638
CURRENT OBLIGATIONS PAYABLE	24,786
ACCOUNTS PAYABLE	6,276
ACCRUED EXPENSE	
INTERFUND PAYABLES	6,067
DEFERRED REVENUE	4,113,673
OTHER LIABILITIES	689,539

TOTAL LIABILITIES:	4,888,979
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EQUITY AND OTHER CREDITS:

Fund Balances:

FUND BALANCE	1,780,964
RESERVE FOR ENCUMBRANCES	5,803,920

TOTAL EQUITY AND OTHER CREDITS:	7,584,884
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TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	12,473,864
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ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)

Proprietary Fund Types

	AUXILIARY FUNDS	Current Year 1999
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	-1,213,129	-1,213,129
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,100,000	1,100,000
RECEIVABLES	49,493	49,493
INTERFUND RECEIVABLES		
INVENTORY	348,431	348,431
TOTAL ASSETS AND OTHER DEBITS:	305,295	305,295
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-8,948	-8,948
ACCRUED EXPENSE	-3,125	-3,125
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES	-721,207	-721,207
TOTAL LIABILITIES:	-733,280	-733,280
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,272,941	1,272,941
REVENUE CONTROL	-234,366	-234,366
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,038,575	1,038,575
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	305,295	305,295
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 1999
<hr/>			
ASSETS and OTHER DEBITS:			
ASSETS:			
CASH	33,028	124,229	157,256
IMPREST FUND		--	
CHECK CLEARING		--	
INVESTMENTS	2,233,000	92,000	2,325,000
RECEIVABLES		--	
INTERFUND RECEIVABLES		--	
INVENTORY		--	
	<hr/>		
TOTAL ASSETS AND OTHER DEBITS:	2,266,028	216,229	2,482,256
Liabilities, equity and other credits			
LIABILITIES:			
PAYROLL DEDUCTIONS PAYABLE		--	
CURRENT OBLIGATIONS PAYABLE		--	
ACCOUNTS PAYABLE		--	
ACCRUED EXPENSE		--	
INTERFUND PAYABLES		139,950	139,950
DEFERRED REVENUE		--	
OTHER LIABILITIES		26,573	26,573
	<hr/>		
TOTAL LIABILITIES:		166,523	166,523
EQUITY AND OTHER CREDITS:			
INVESTMENT IN PLANT		--	
REVENUE CONTROL		--	
Fund Balances:			
FUND BALANCE	2,266,028	40,585	2,306,612
RESERVE FOR ENCUMBRANCES		9,121	9,121
	<hr/>		
TOTAL EQUITY AND OTHER CREDITS:	2,266,028	49,706	2,315,734
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,266,028	216,229	2,482,256
	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 1999  
 (With comparative totals for June 30, 1998 )  
 (amounts expressed in dollars)

Memorandum Only

Current  
 Year  
 1999

ASSETS and OTHER DEBITS:

ASSETS:

CASH	5,401,576
IMPREST FUND	21,600
CHECK CLEARING	2,000
INVESTMENTS	4,425,000
RECEIVABLES	5,056,741
INTERFUND RECEIVABLES	6,067
INVENTORY	348,431

TOTAL ASSETS AND OTHER DEBITS: 15,261,415

Liabilities, equity and other credits

LIABILITIES:

PAYROLL DEDUCTIONS PAYABLE	48,638
CURRENT OBLIGATIONS PAYABLE	24,786
ACCOUNTS PAYABLE	-2,672
ACCRUED EXPENSE	-3,125
INTERFUND PAYABLES	146,017
DEFERRED REVENUE	4,113,673
OTHER LIABILITIES	-5,095

TOTAL LIABILITIES: 4,322,222

EQUITY AND OTHER CREDITS:

INVESTMENT IN PLANT	1,272,941
REVENUE CONTROL	-234,366

Fund Balances:

FUND BALANCE	4,087,576
RESERVE FOR ENCUMBRANCES	5,813,042

TOTAL EQUITY AND OTHER CREDITS: 10,939,193

TOTAL LIABILITIES,  
 EQUITY AND OTHER CREDITS: 15,261,415

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**Agenda Item #13**

**Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** March 9, 1999  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. The resignation letter will be mailed with the employment packet.

mr

Attachment

# **PERSONNEL REPORT**

## **INDEX**

**400.1. Employment of Personnel**

**400.2. Change in Status**

**400.3. Additional Assignment**

**400.4. Resignation**



## PERSONNEL REPORT

### 400.1. Employment of Personnel

#### A. Technical

1. Bruce Stovall: Initial full-time employment as Computer Technician at Olney Central College. Amount: Based upon \$20,000 per fiscal year. Effective: March 17, 1999.  
Code: 65044O-5044O-1201-109 (grant)

### 400.2. Change in Status

#### A. Clerical/Secretarial

1. Kathy Corry, Clerk/Receptionist, District Office, \$13,782 per fiscal year, to Secretary II, Education-to-Careers Program, \$14,750 per fiscal year effective March 17, 1999. The position is contingent upon grant funds.  
Code: 65275D-5275D-1601-109 (grant)

### 400.3. Additional Assignment

#### A. Administrative

1. Donna Henry, Nursing Instructor, additional duties as Interim Associate Dean of Nursing and Allied Health at Olney Central College. Amount: Based upon \$2,500 per month. Effective: March 3, 1999.  
Code: 012-5116O-1102-104

### 400.4. Resignation (resubmitted)

#### A. Administrative

1. Judy Johnson, Associate Dean of Nursing and Allied Health, Olney Central College, effective February 16, 1999.

**Agenda Item #14**

**Collective Bargaining**

**Agenda Item #15**

**Litigation**

**Agenda Item #16**

**Acquisition & Disposition of Property**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

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

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

