

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 20, 2001**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**March 20, 2001**

**7:00 p.m.**

**Olney Central College**

1. Call to Order & Roll Call..... Chairman Lane
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
    - 1) Workforce Education
    - 2) Personnel
    - 3) Information and Communication Technology
    - 4) Finance
    - 5) Communications and Recruitment
    - 6) Career Education and Economic Development
    - 7) Academic Affairs and Grants
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading
  - A. None
8. Staff Recommendations for Approval
  - A. Approval of Corrected Warranty Deed ..... Bruce
  - B. Approval of FY02 Activity Fee Allocations ..... Allard
  - C. Approval of Amendment to Department of Corrections Budget..... Bruce
  - D. Approval of Department of Corrections Upcoming Budget..... Bruce
  - E. Approval of Extension Service Building Resolution..... Bruce
  - F. Approval of Assessment of Ameren/CIPS Facility in Jasper County ..... Bruce
  - G. Approval of Small Business Development Center/Business Industry Training Center Building Lease ..... Allard
9. Bid Committee Report ..... Allard
  - Olney Central College
    - Tartan Flooring Removal - Gymnasium
    - Floor Replacement - Gymnasium
  - Wabash Valley College
    - Addition and Remodeling – Agriculture Building

10.	District Finance	
	A. Financial Report .....	Allard
	B. Approval of Financial Obligations .....	Bruce
11.	Chief Executive Officer's Report .....	Bruce
12.	Executive Session .....	Bruce
13.	Approval of 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 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, Tuesday, February 20, 2001.

**AGENDA #1 – “Call to Order & Roll Call”** - Mr. James W. Lane, Jr., Chairman, called the meeting to order at 7:00 p.m.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Also present was Mr. Brent Engel, student trustee. Trustees absent at roll call: None. 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.  
Mr. Bob Boyles, Interim Administrator, Frontier Community College.  
Mr. George Woods, Dean of Community Development & Workforce Education.  
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Ms. Kathleen Vespa, Associate Dean of Education to Careers Program.  
Mrs. Nancy J. Allard, Comptroller & Director of Finance.  
Mrs. Marty Novak, Director of Personnel.  
Mr. Alex Cline, Director of Information & Communications Technology.  
Mr. Harry Hillis, Jr., Board Secretary.

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

- A. Regular Meeting, Tuesday, January 16, 2001.
- B. Special Meeting, Thursday, January 25, 2001.
- C. Special Meeting, Thursday, February 15, 2001.

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

**AGENDA #3 – “Recognition”** –

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

**#3-B. IECCEA Representative:** Mr. Dan Tahtinen presented a written response to the CEO’s letter of December 19, 2000 relative to improving communications.

**AGENDA #4 – “Public Comment”** – A special presentation on LTC’s Microcomputer Support Specialist Program was given.

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** The Chair congratulated Mrs. Turkal on her appointment to the Illinois State Board of Education.

**#5-B. Report from Presidents:** Informational reports from each of the four colleges were presented by Dr. Andrews, Dr. Arabatgis, Dr. Benson, Mr. Boyles.

**#5-C. Report from Cabinet:** Informational reports were presented by the following members of the CEO's Cabinet.

- (1) Workforce Education – Mr. George Woods
- (2) Personnel – Mrs. Marty Novak.
- (3) Information & Communication Technology – Mr. Alex Cline.
- (4) Finance – Mrs. Nancy Allard.
- (5) Communications & Recruitment – None.
- (6) Career Education & Economic Development – Ms. Kathy Vespa.
- (7) Academic Affairs & Grants – Ms. Chris Cantwell.

**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. Statement of Final Construction Compliance Projects:** The CEO recommended approval of the final state and/or locally funded construction compliance projects as stated in the following memorandum.

**Memorandum:** Illinois Eastern Community Colleges is required by the Illinois Community College Board to take Board action on state and locally funded completed projects. This is the statement of final construction compliance for IECC projects as required by ICCB. There is a total of \$910,390 in costs for five state and/or locally funded completed projects listed below for approval.

#1: Renovate WVC Parking Lots – Projects 0014-0897 & 0017-0698 – \$126,286.

#2 & #3: Various Capital Improvements & Classroom Renovations (Includes District Improvements, Less WVC Parking Improvements & LTC Natatorium Work) – Projects 0015-0398, 0016-0398 & 0017-0698 – \$191,263.

#4: District Improvements – LTC Natatorium Repair – Project 0017-0698 – \$117,795.

#5 Machine Shop Expansion – Project 0018-0998 – \$475,046.

Total – \$910,390.

**Board Action:** Dr. Fischer made a motion to approve the statement of final construction compliance projects as recommended. Mr. Engel seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-B. ISU/IECC 2+2 Nursing Program Articulation Agreement:** The CEO recommended approval of the Indiana State University/Illinois Eastern Community Colleges 2+2 Nursing Program Articulation Agreement. This articulation agreement provides an avenue for individuals graduating with the degree of Associate in Science in Nursing from any of the approved IECC campuses to be eligible to complete the requirements for the B.S. degree in Nursing at Indiana State University.

**Board Action:** Miss Wolfe made a motion to approve the ISU/IECC 2+2 Nursing Articulation Agreement as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#8-C. Wabash Valley College Foundation Agreement:** The CEO recommended approval of the following agreement dealing with the Wabash Valley College Foundation and their contribution to the remodeling and renovation of the Machine Tools Technology Building for use by WVC's Agricultural Technology Program.

Memorandum of Agreement Between Illinois Eastern Community Colleges District 529 Board of Trustees and Wabash Valley College Foundation

Illinois Eastern Community Colleges District 529 and its Board of Trustees, hereinafter referred to as IECC, and the Wabash Valley College Foundation, a not for profit corporation organized under the laws of the State of Illinois, hereinafter referred to as the Foundation, agree to take the following actions and accept the following conditions in the remodeling and renovation of the Machine Tools Building for use by Wabash Valley College's Agricultural Technology program.

1. The Foundation will provide the sum of \_\_\_\_\_ for use by IECC in the hiring of Image Architects and the contractor to remodel the building, to be paid to IECC as follows: \$20,000 upon the execution of a contract between IECC and the contractor and additional sums as required by retaining Image Architects. Additional sums shall be paid within 10 working days upon receipt of an invoice from IECC specifying the amount and general purpose of the payment. Although the Foundation will not need or ask for a detailed accounting of the work performed for each payment beyond a "general purpose" description, the Foundation reserves the right to request more complete documentation in the form of contractor invoices and detailed descriptions.
2. The Foundation agrees that its role in this project is solely to provide funds and that IECC will have full authority and control over all transactions with the architect, contractor, and subcontractors and over use of the building before, during, and after completion of the remodeling and renovation.
3. IECC agrees to assume full responsibility for the work performed including any legal liabilities that may be incurred in dealings with the architect, contractor, subcontractors, and local, state and federal agencies. IECC agrees to absolve the Foundation from any legal liability that may arise as a result of the project.
4. IECC agrees to return any unused portions of the contracted amount that may have been paid to IECC, such as unused contingency dollars, and to hold the Foundation free of responsibility for any expenses incurred by changes or modifications to the contract unless specifically approved in writing by the Foundation.
5. IECC agrees to provide the Foundation one copy each of the architect's drawings, specifications and contract for the project.

**Board Action:** Miss Wolfe made a motion to approve the foregoing Memorandum of Agreement with the Wabash Valley College Foundation as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #9 – “Bid Committee Report” –**

**#9-A. IECC – Campus Servers:** The Bid Committee recommends acceptance of the low bid received that meets all specifications, from Charley, Inc., Robinson, IL, for (4) campus servers and (8) 256 MB 133 MHz SDRAM DIMMs for a total bid of \$32,092.

**Board Action:** Mrs. Culver made a motion to accept the bid of Charley, Inc. for campus servers as recommended. Mr. Engel seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**#9-B. IECC – Imaging Server:** The Bid Committee recommends acceptance of the only bid received that meets all specifications, from Charley, Inc., Robinson, IL, for (1) imaging server, (1) Pentium III, and (2) 256 MB 133 MHz SDRAM DIMMs for a total of \$13,081.

**Board Action:** Dr. Fischer made a motion to accept the bid of Charley, Inc. for an imaging server as recommended. Ms. Jameson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$1,052,152.97, as of January 31, 2001. The reports were accepted.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of February, 2001, totaling \$803,433.59, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Miss Wolfe made a motion to approve payment of the district financial obligations for the month of February, 2001, in the amounts listed, and payments from the revolving fund for the month of January, 2001. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. Work Keys Testing Center Marathon.
2. National League Nursing Accreditation – 8 Years.
3. CISCO 2<sup>nd</sup> Level Grant - \$40,000.
4. Business Industry Training Has Database of 1,300 Companies.
5. Assessment of Marathon Refinery – \$61M.
6. IBHE Involvement in Community College Fees.
7. 18 On-Line Credit Courses, Fall 2000.
8. Enrollment Data – Up 2% Overall.
9. Business Industry Training Services.
10. BANNER University of Illinois - \$197M.
11. LTC Weekend Courses.
12. Governor’s Building Program.

**AGENDA #12 – “Executive Session”** – The CEO 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 consider 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.

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

Dr. Fischer, Mrs. Kessler, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 8:45 p.m.

**#12-B. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken 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 11:05 p.m.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – Ms. Jameson made a motion to approve, as prepared, minutes of closed meetings held on the following dates:

- A. Regular Meeting, Tuesday, January 16, 2001.
- B. Special Meeting, Thursday, January 25, 2001.
- C. Special Meeting, Thursday, February 15, 2001.

Minutes of the closed meeting of Tuesday January 16, 2001 will remain closed and not be opened to the public record at this time. Minutes of closed meetings of Thursday, January 25, 2001 and Thursday, February 15, 2001 will be opened to the public record. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion is adopted.

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

**400.1. Change in Status**

This item was stricken from the Personnel Report.

**400.2. FY2000-01 Special Assignment**

- A. Olney Central College, Extra Curricular, Dan Tahtinen, WYSE Coordinator, \$100.

**400.3. Request for Approval of Proposed Non-College Employment (external report)**

Judith Puckett. Employer: Wayne County Press, Fairfield, IL. Approximate Time: 10-12 hours per month, per contract year.

**400.4. Reemployment of Faculty for the 2001-02 Academic Year**

A. Continuation of Tenure: Bea Abernathy, Charles Acree, Gary Adams, John Arview, Jerry Bayne, Mary Jane Beckett, Lisa Benson, Linda Branch, Judy Brewster, Robert Brosseau, C. Allen Brown, Genevieve Bruce, Clyde Buck, James Burnett, Bonnie Burns, Victor Connor, Byford Cook, David Cunningham, David Denton, Lonnie Devin, Kathy Doty, Dan Edwards, Robert Effland, Andrew Ed Fitch, Donald Florida, Jeraldine Frey, Carole Fusco, Darlene Gifford, David Goodson, Scott Hanson, Rod Harmon, Kathryn Harris, Larry Hoeszle, Kathleen Hudson, Russell Jausel, Paul Jenkins, Earl Jennings, Hal Kizer, Linda Kolb, Thomas Kucharik, Howard Lanam, Lucille Lance, Don Leynaud, Larry Markman, Steve Marrs, Searoba Mascher, Don Mersinger, Arthur Miller, Wayne Morris, Kathleen Nelson, Yvonne Newlin, Patricia Owens, Kenneth Paddick, Kay T. Perry, Brenda Phegley, Daniel Polgar, Jason Potts, Judith Puckett, Gaziur Rahman, Diane Reed, Larry Reed, An Roy, Terry Russell, Paul Schnarre, John Schulte, Fred Schwappach, Dennis Sileven, Greta Skogseth, Howard Stearns, Matt Swinford, Dan Tahtinen, Elizabeth Tate, Teresa Tegeler, William Tucker, Carolyn Von Almen, Sharon Welty, David Wilderman, Mitchell Wolfe.

B. Initial Tenure: Tom Baird, Sandra Burtron, Mary McCarthy, Paul McCombs, Cindy Myer, Randy Questelle, Susan Rhine.

C. Non-Tenure: Dan Bruneau, Nancy Buttry, John Day, Jason Dockter, Matt Fowler, Connie Girten, Randy Hargis, Johnie Harrell, Janet Kinkade, George Kocher, William Martin, Robert Mason, Christian Mathews, Travis Matthews, Richard Poskin, Cathy Robb, Joyce Rusk, Paul Sainer, James Tucker, Kristi Urfer, Gary Wangler, Clint Weisgerber.

**400.5. 2000-01 Seniority List**

The 2000-2001 Seniority List was presented for approval.



**400.6. Temporary Disability**

A. Professional/Non-Faculty

- 1. James Bogard, Superintendent of Building & Grounds, WVC, effective January 16, 2001.

**400.7. Resignation**

A. Faculty

- 1. Robert Manning, Telecommunications Instructor, effective May 31, 2001.

**400.8. Retirement**

A. Administrative

- 1. Nancy Allard, Comptroller & Director of Finance, District Office, effective May 1, 2001.

**#14-A. Board Action to Amend Personnel Report:** Mrs. Culver made a motion to amend the Personnel Report to remove the name of Michael Bucknum from section 400.4, reemployment of faculty for the 2001-02 academic year, to be acted upon at a later date. Mrs. Kessler seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

**#14-B. Board Action to Further Amend Personnel Report:** Mrs. Kessler made a motion to amend the Personnel Report by striking section 400.1, change in status. Mrs. 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 is adopted.

**#14-C. Board Action to Approve Personnel Report:** Ms. Jameson made a motion to approve the amended Personnel Report as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #15 – "Collective Bargaining"** – None.

**AGENDA #16 – "Litigation"** – None.

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

**AGENDA #18 – "Other Items"** – None.

**AGENDA #19 – "Adjournment"** – Dr Fischer made a motion to adjourn. Mr. Engel 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 that the "Ayes" have it, the motion is adopted, and the meeting adjourned at 11:15 p.m.

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

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

Minutes of a special 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 Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, Thursday, March 1, 2001.

**Notice of Special Meeting:** This special meeting was called by Mr. James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** This special meeting was called for the purpose of interviewing candidates for President of Frontier Community College.

**1. Call to Order & Roll Call:** Mr. James W. Lane, Jr., Chairman, called The meeting to order at 6:05 p.m. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Trustees absent: Mr. Brent Engel, student trustee. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

**Also present** at this meeting, in addition to trustees: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Mr. Harry Hillis, Jr., Board Secretary; and two candidates for President of FCC: Mr. Mike Dreith and Mr. Jackie Davis.

**2. Executive Session:** The CEO 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. Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, Miss Wolfe. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: Mr. Engel. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 6:06 p.m.

**3. Closed Meeting Ended:** Mrs. Culver made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:20 p.m.

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

**4. Adjournment:** Miss Wolfe made a motion to adjourn. Mrs. 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. The Chair declared that the "Ayes" have it, the motion is adopted, and the meeting adjourned at 9:25 p.m.

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

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

Minutes of a special 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 Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, Thursday, March 8, 2001.

**Notice of Special Meeting:** This special meeting was called by Mr. James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** This special meeting was called for the purpose of interviewing candidates for President of Frontier Community College.

**1. Call to Order & Roll Call:** Mr. James W. Lane, Jr., Chairman, called The meeting to order at 6:00 p.m. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Also present was Mr. Brent Engel, student trustee. Trustees absent: None. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

**Also present** at this meeting, in addition to trustees: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Mr. Harry Hillis, Jr., Board Secretary; and two candidates for President of FCC: Mr. Carl Heilman and Mr. Thomas Baynum.

**2. Executive Session:** The CEO 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. Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Mr. Engel seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 6:02 p.m.

**3. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:30 p.m.

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

**4. Adjournment:** Ms. Jameson made a motion to adjourn. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken. The Chair declared that the "Ayes" have it, the motion is adopted, and the meeting adjourned at 9:32 p.m.

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

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

Minutes of a special 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 Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, Thursday, March 15, 2001.

**Notice of Special Meeting:** This special meeting was called by Mr. James W. Lane, Jr., Chairman of the Board of Trustees. Notice of the meeting was given at least 48 hours before the meeting, in writing, by mail service to each member of the Board and to news media having requested such notice. A copy of the notice was also posted at the main office of this community college district. The notice did specify the date, time and place of the meeting, and the purpose thereof.

**Purpose:** This special meeting was called for the purpose of interviewing a candidate for President of Frontier Community College.

**1. Call to Order & Roll Call:** Mr. James W. Lane, Jr., Chairman, called The meeting to order at 6:00 p.m. The Secretary called the roll of members present and the following trustees answered to their names as called and were found to be present:

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley B. Kessler, Mr. James W. Lane, Jr., Mrs. Beverly L. Turkal, Miss Marilyn J. Wolfe. Trustees absent at roll call: Mr. Brent Engel, student trustee. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

**Also present** at this meeting, in addition to trustees: Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer; Mr. Harry Hillis, Jr., Board Secretary; Ms. Margaret Skold, candidate for President of FCC.

**2. Executive Session:** The CEO 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. Dr. Fischer made a motion to hold a closed meeting to consider the matters outlined by the CEO. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mr. Lane, Mrs. Turkal, Miss Wolfe. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: Mr. Engel. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 6:02 p.m.

(Mr. Brent Engel, student trustee, entered the meeting during the closed session.)

**3. Closed Meeting Ended:** Dr. Fischer made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken 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 8:25 p.m.

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

**4. Meeting Recessed:** Ms. Jameson made a motion to recess this meeting, subject to the call of the Chair to reconvene. Mrs. 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. The Chair declared that the "Ayes" have it, the motion is adopted, and the meeting recessed at 8:30 p.m.

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

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

**Agenda Item #1**

**Call to Order & Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

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

**Agenda Item #4**

**Public Comment**



**Agenda Item #5**

**Reports**

- A. Trustees**
- B. Presidents**
- C. Cabinet**
  - 1) Workforce Education**
  - 2) Personnel**
  - 3) Information and Communication Technology**
  - 4) Finance**
  - 5) Communications and Recruitment**
  - 6) Career Education and Economic Development**
  - 7) Academic Affairs and Grants**

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Agenda Item #7**

**Policy Second Reading - None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Approval of Corrected Warranty Deed**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: March 20, 2001  
RE: Correction of Warranty Deed

There was an error in the conveyance of property by the Wabash Valley College Foundation to the district in 1985. The Foundation conveyed certain property, which was improperly described. The Foundation has prepared a correction of the description in a warranty deed.

The inaccurate deed conveyed property on which the Foundation dorms are located. That was an error.

The corrected deed properly describes the ownership of the property by the Foundation.

TB/rs

**Agenda Item #8B**

**Approval of FY02 Activity Fee Allocations**

**Agenda Item #8B**

**FY2002 Activity Fee Allocation**



## MEMORANDUM

TO: Terry Bruce

FROM: Nancy Allard

SUBJECT: FY02 Activity Fee Allocations

DATE: March 15, 2001

Annually, the Board adopts the allocation of student activity fees at three of the colleges. Attached is a five-year analysis of these allocations and the recommendation for FY02. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

From FY01, LTC had minimal change, WVC had no change and OCC had a 5% increase in Student Senate.

It is recommended that the activity fee allocations be approved.

NA/cr

Attachment

## ACTIVITY FEE ALLOCATIONS

### LTC

### OCC

### WVC

	96-97	97-98	98-99	99-00	00-01	01-02	96-97	97-98	98-99	99-00	00-01	01-02	96-97	97-98	98-99	99-00	00-01	01-02
Alumni Association	0%	2%	2%	2%	2%	2%	3%	2%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Athletics	28%	30%	30%	30%	30%	30%	30%	37%	37%	35%	35%	30%	30%	30%	30%	30%	30%	30%
Cheerleaders	4%	5%	5%	5%	5%	3%	5%	5%	5%	5%	0%	7%	4%	4%	4%	4%	4%	4%
College Union	15%	13%	13%	13%	13%	13%	3%	7%	7%	5%	0%	7%	11%	11%	11%	11%	11%	11%
Student Testing	2%	0%	0%	0%	1%	2%	7%	2%	2%	2%	2%	3%	0%	0%	0%	0%	0%	0%
Intramurals	7%	5%	5%	5%	5%	5%	5%	3%	3%	2%	2%	1%	0%	0%	0%	0%	0%	0%
Parking Maintenance	6%	0%	0%	0%	0%	0%	20%	15%	15%	18%	18%	6%	0%	0%	0%	0%	0%	0%
Publications	8%	15%	15%	15%	15%	15%	0%	2%	2%	3%	0%	0%	16%	16%	16%	16%	16%	16%
Soc Cul Act Team	0%	0%	0%	0%	0%	0%	7%	7%	7%	6%	2%	5%	0%	0%	0%	0%	0%	0%
Special Events	2%	2%	4%	4%	4%	4%	0%	0%	0%	0%	0%	0%	3%	3%	3%	3%	3%	3%
Student Senate	15%	15%	15%	15%	15%	17%	15%	15%	15%	15%	5%	10%	15%	15%	15%	15%	15%	15%
Special Projects	6%	6%	9%	9%	8%	9%	0%	0%	0%	4%	10%	8%	14%	14%	16%	16%	16%	16%
Natatorium	7%	7%	2%	2%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Student Handbook	0%	0%	0%	0%	0%	0%	5%	5%	5%	5%	0%	0%	0%	0%	0%	0%	0%	0%
Model United Nation	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	7%	7%	5%	5%	5%	5%
Child Care	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	12%	10%	0%	0%	0%	0%	0%	0%
Food Services	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	14%	13%	0%	0%	0%	0%	0%	0%

**Agenda Item #8C**

**Approval of Amendment to Department of Corrections Budget**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: March 20, 2001  
SUBJECT: Amendment to Current FY 2001 Department of Corrections Contract

Enclosed is a summary of an amendment to the current FY2001 Contract with the Illinois Department of Corrections School District #428. The amendment is to adjust for a surplus in the Food Service Program due to a staff vacancy; plant sales in the Horticulture Program; and over projection of ICCB income for the contract. There are no new monies being added to the budget. The surplus monies are being redistributed throughout the budget.

The major changes that should be noted are that the \$1,031 shortage of the ICCB projected income will be made up by transferring that amount from the \$9,308 surplus in the Food Services Personnel Line Item. A second major change is transferring \$6,840 from that line item to Horticulture Program to expand the green house. Also, \$1,300 has been allocated to purchase a computer for the Food Service Instructor.

The current budget is \$421,243. The amended budget will result in a decrease of \$325 resulting in an amended budget of \$420,918.

I am asking for board approval of this amendment to the budget.

TB/rs

**AMENDED APPENDIX A – BUDGET**

LINCOLN TRAIL COLLEGE  
APPLICANT

03/01/01  
DATE

COMPOSITE  
PROGRAM

ROBINSON  
INSTITUTION

TOTAL BUDGET SUMMARY OF ALL PROGRAMS

EXPENDITURES

BUDGET CATEGORY	PRESENT BUDGET	INCREASE AMOUNT (DECREASE AMOUNT)	PROPOSED BUDGET
PERSONNEL	306,587.00	(9,308.00)	297,279.00
FRINGE BENEFITS	38,292.00	0.00	38,292.00
EQUIPMENT	0.00	1,300.00	1,300.00
COMMODITIES	34,968.00	4,690.00	39,658.00
TRAVEL	3,700.00	800.00	4,500.00
OTHER	37,696.00	2,193.00	39,889.00
TOTAL	421,243.00	(325.00)	420,918.00

INCOME

SOURCE	PRESENT BUDGET	INCREASE AMOUNT (DECREASE AMOUNT)	PROPOSED BUDGET
DOC	213,424.00	(426.00)	212,998.00
I.C.C.B.	206,819.00	(1,031.00)	205,788.00
OTHER-PLANT SALES	1,000.00	1,132.00	2,132.00
OTHER			0.00
OTHER			0.00
TOTAL	421,243.00	(325.00)	420,918.00

**Agenda Item #8D**

**Approval of Department of Corrections Upcoming Budget**

## MEMORANDUM

TO: Board of Trustees

FROM: Terry Bruce

DATE: March 20, 2001

SUBJECT: Department of Corrections FY 2002 Budget

Attached you will find two summary sheets for next year's FY 2002 budget for programs being offered at the Robinson Correctional Center. One sheet is a summary of the budget by programs and the other is a summary by line items.

The total budget is \$430,481. The Department of Corrections School District is supporting the budget with \$209,988. The remaining \$220,493 is being supported by a projected income of \$219,493 from ICCB and \$1,000 in flower sales.

The contract allows for a 4% increase in salaries for all employees.

I am asking for Board approval of the 2002 budget.

TB/rs

## Department of Corrections FY2002 Budget Summary by Program

Pricing/Compensation

**APPLICANT:**        LINCOLN TRAIL COLLEGE                      **DATE:**        March 15, 2001

SUMMARY SHEET

I.	INCOME (Estimated)	<b>TOTAL:</b>	\$220,493
	Source: <u>ICCB</u>		\$219,493
	<u>Flower Sales</u>		\$ 1,000

II. EXPENDITURES

PROGRAM	<u>Administrative</u>	\$100,983
PROGRAM	<u>Baccalaureate</u>	\$ 54,086
PROGRAM	<u>Business Management</u>	\$ 44,178
PROGRAM	<u>Commercial Custodial</u>	\$ 41,178
PROGRAM	<u>Computer Technology</u>	\$ 39,398
PROGRAM	<u>Food Service</u>	\$ 38,117
PROGRAM	<u>Horticulture</u>	\$ 46,182
PROGRAM	<u>Youthful Offender Counselor</u>	\$ 38,725
PROGRAM	<u>Vocational Improvement</u>	\$ 1,200
PROGRAM	<u>Indirect</u>	\$ 26,434
	<b>TOTAL EXPENDITURES</b>	<u>\$430,481</u>

\* **LESS INCOME**                      \$220,493

III.        AMOUNT REQUESTED FROM DOC SCHOOL DISTRICT        **\$209,988**



Department of Corrections  
FY2002 Budget Summary by Line Item

Pricing/Compensation

APPLICANT: LINCOLN TRAIL COLLEGE

DATE: March 15, 2001

*TOTAL BUDGET SUMMARY OF PROGRAMS*

I.	PERSONAL SERVICES	<u>\$309,853</u>
II.	FRINGE BENEFITS	<u>\$ 43,626</u>
III.	EQUIPMENT	<u>\$ 0</u>
IV.	COMMODITIES	<u>\$ 34,568</u>
V.	TRAVEL	<u>\$ 3,700</u>

OTHER COSTS

38,734

\$

TOTAL:

\$430,481

**Agenda Item #8E**

**Approval of Extension Service Building Resolution**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: March 20, 2001  
RE: Extension Service Building Resolution

Since 1993, the University of Illinois Extension Service has utilized a building constructed by the Frontier Community College Foundation and located on Frontier's campus.

In reviewing the lease renewal between the Foundation and the Extension Service, it was noted that there was no agreement on authorization for Frontier to pay the obligations agreed to under the Foundation and University of Illinois Extension Service lease.

This resolution clarifies that Frontier Community College assumes the obligations of the Foundation in exchange for access and usage of the building.

I am asking for board approval of this resolution.

TB/rs

## RESOLUTION

Whereas the Frontier Community College Foundation, hereinafter Foundation, constructed a facility in 1993, for the use of the University of Illinois Board of Trustees and it's Cooperative Extension Service, hereinafter the Extension Service.

Whereas the Foundation has executed a lease dated July 1, 1993, with the Extension Service.

Whereas the Foundation has agreed to provide maintenance of the building's interior and exterior, janitorial services, and utilities of gas and electric, insurance, and telephone service. The Extension Service is responsible for any telephone long distance charges.

Whereas the Foundation allows Frontier Community College access and usage of the facility for students, staff, and Board of Trustees activities.

Therefore be it resolved that the Board of Trustees for Illinois Eastern Community Colleges, in exchange for such access and usage, agree to provide maintenance to the building's interior and exterior, and shall provide janitorial services, telephone, insurance, gas and electric service to the Extension Service within the budget at Frontier Community College.

Adopted this 20<sup>th</sup> day of March 2001.

\_\_\_\_\_  
James Lane, Board Chairman  
Illinois Eastern Community College District #529

ATTEST: \_\_\_\_\_  
Harry Hillis, Board Secretary

**Agenda Item #8F**

**Approval of Assessment of Ameren/CIPS Facility in Jasper County**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: March 20, 2001  
RE: Agreement of Assessment of Ameren/CIPS Facility in Jasper County

The taxing bodies involved in the assessment of the Ameren CIPS generating facility in Jasper County have reached an agreement with the company concerning the 2001-2002 assessment.

Bonnie Chaplin of the District Office has been involved in the negotiations and has protected the interest of Illinois Eastern Community Colleges.

Under the agreement the assessment will increase by more than 30% over the two-year period and land will be assessed at 15% increase per year. Land assessment has not increased at these higher rates in the past.

Under the agreement, the amount of money coming to Illinois Eastern Community Colleges will increase by \$17,974.00 in 2001 and by \$10,666.00 in 2002. I have attached a sheet showing the assessment for 1999, 2000, and 2001 under the agreement.

I'm asking for the board's approval of the agreement. It has the support of every taxing body involved, including the local school district.

TB/rs

**RESOLUTION**

WHEREAS, the Illinois Eastern Community College District #529 and Central Illinois Public Service Co., d/b/a Ameren CIPS (CIPS) and Ameren Energy Generating Company (AEG) have had a dispute regarding the assessed valuation of the Newton Generating Station (Generating Station) identified as P.I.N. 83-11-24-200-001 located in South Muddy Township and certain other parcels of real estate in Jasper County owned by CIPS and AEG;

WHEREAS, the parties believe it is in the best interest of all to resolve the assessment valuation dispute by negotiation; and

WHEREAS, the parties have agreed to resolve the assessed valuation of the Generating Station for tax years 2000 and 2001 as shown in the Settlement Agreement attached hereto and marked as Exhibit 1,

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees for Illinois Eastern Community College District #529, Jasper County, Illinois, accepts and approves the terms and conditions of the attached Settlement Agreement attached as Exhibit 1,

BE IT FURTHER RESOLVED, that James Lane, Board Chairman, of Illinois Eastern Community College District #529, Jasper County, Illinois, is hereby authorized and directed to execute the Settlement Agreement attached hereto as Exhibit 1.

ADOPTED this 20<sup>th</sup> day of March 2001.

\_\_\_\_\_  
James Lane, Board Chairman  
Illinois Eastern Community College District #529

ATTEST: \_\_\_\_\_  
Harry Hillis, Board Secretary

**Agenda Item #8G**

**Approval of Small Business Development Center/Business Industry  
Training Center Building Lease**



**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: March 16, 2001  
RE: Lease of Office for Space SBDC/Business & Industry Training (BIT)

SBDC/BIT is presently located in the basement of the Carnegie Library Building, which is operated by the Richland Heritage Museum.

In lieu of rent, we have paid for the utilities on the entire facility. The Richland Heritage Museum utilizes the first and second levels.

The museum has indicated the need for the space occupied by SBDC/BIT and has asked us to vacate the premises at our convenience, but no later than next year.

A building at 702 High Street is available which has approximately 1,760 square feet. It is available on a 60-month lease at a cost of \$1000.00 per month, not including utilities. It is an excellent location and the building is ADA compliant. It has been my concern for some time that our current location is clearly not compliant.

A lease for the premises will be presented for Board approval.

TB/kc

**Agenda Item #9**  
**Bid Committee Report**

Bid Committee Report

March 2001

**Olney Central College**

Tartan Flooring Removal – Gymnasium

Floor Replacement – Gymnasium

**Wabash Valley College**

Addition and Remodeling - Agriculture Building

TO: Board of Trustees  
FROM: Nancy Allard  
Re: Tartan Flooring Removal- OCC Gymnasium  
DATE: March 14, 2001

Bid Committee recommends rejecting all bids received and to re-bid and bring back to the Board in April.

Source of Funds: Protection, Health and Safety

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

**PROJECT SCOPE:**

Tartan Floor Removal

This project will include the removal and disposal of the tartan floor from the gymnasium. The flooring contains mercury and will be considered hazardous material/waste in regards to removal and disposal techniques.

TO: Board of Trustees  
FROM: Nancy Allard  
Re: Floor Replacement- OCC Gymnasium  
DATE: March 14, 2001

Bid Committee recommends rejecting all bids received and to re-bid and bring back to the Board in April.

Source of Funds: Protection, Health & Safety

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

**PROJECT SCOPE:**

Floor Replacement

Work will consist of the removal of existing concrete slab, pour new depressed concrete slab, install new wood gymnasium flooring system.

TO: Board of Trustees

FROM: Nancy Allard

Re: Addition and Remodeling - Agriculture Building at WVC

DATE: March 14, 2001

Attached is the recommendation-received from Marion Poggas, Image Architects for the addition and remodeling of the agriculture building at Wabash Valley College.

The bid tabulation is listed attached.

Source of Funds: Wabash Valley College Foundation

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

March 16, 2001

Ms. Nancy Allard, Comptroller  
Illinois Eastern Community Colleges  
233 East Chestnut  
Olney, Illinois 62450

Re: Addition and Remodel for Agriculture Program  
Wabash Valley College  
Mt. Carmel, Illinois

Dear Nancy:

We have reviewed the submitted bids for the work on the referenced project. We find no reason to prevent awards of the base bids as follows:

General	E.H. Montgomery Construction Co., \$70,150.00
Plumbing	Sharp & Williams Plumbing, Heating, & Air Conditioning, \$32,988.00
HVAC	Sharp & Williams Plumbing, Heating, & Air Conditioning, \$20,499.00
Electrical	KCB Electric, \$20,350.00

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

Sincerely,

IMAGE ARCHITECTS INC.

Marion J. Poggas, AIA  
President

MJP/smw

**Addition and Remodel for Agriculture Program  
Wabash Valley College  
Mt. Carmel, Illinois**

Bidder	Bid Security	Addenda No. 1 & 2	Base Bid
<b>Division I – General Work</b>			
Kieffer Bros. Mt. Carmel, IL	5% Bond	X	\$95,367
Floyd Black Construction Mt. Vernon, IL	5% Bond	X	\$76,324
<b>E. H. Montgomery Vincennes, IN</b>	<b>5% Bond</b>	<b>X</b>	<b>\$70,150</b>
GroHoff Construction Evansville, IN	5% Bond	X	\$89,580
<b>Division II – Plumbing Work</b>			
<b>Sharp &amp; Williams Mt. Carmel, IL</b>	<b>5%</b>	<b>X</b>	<b>\$32,988</b>
<b>Division III – HVAC Work</b>			
<b>Sharp &amp; Williams Mt. Carmel, IL</b>	<b>5%</b>	<b>X</b>	<b>\$20,499</b>
Swan Sheet Metal Mt. Vernon, IL	5%	X	\$26,400
Tracy Electric Lawrenceville, IL	Cashier's Check	X	\$23,378
<b>Division IV – Electrical Work</b>			
<b>KCB Electric Mt, Carmel, IL</b>	<b>5%</b>	<b>X</b>	<b>\$20,350</b>
Tracy Electric Lawrenceville, IL	Cashier's Check	X	\$20,787

The bid recommendation for these projects is \$143,987.



## **PROJECT SCOPE:**

### Remodeling/Renovation - Agriculture Program

Work consists of: construction of approximately 640 square feet of new building addition and 3,200 square feet of remodeling. Construction will be poured concrete footings and foundations, concrete slab on grade. Exterior walls are wood stud walls with face brick veneer and vinyl siding. Roofing system to be asphalt shingles on plywood roof deck on wood trusses. Interior walls to be wood stud with gypsum board. Interior finishes include painted walls, acoustical panel ceiling system, and resilient flooring. Work also consists of existing building demolition, plumbing, heating, ventilating and air conditioning work and electrical work. Site work consists of new bituminous concrete sidewalks and ramps.

**Agenda Item #10**

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT February 28, 2001**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$3,741,302.54</b>
<b>Operations &amp; Maintenance</b>	<b>(\$254,926.32)</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$182,113.67</b>
<b>Bond &amp; Interest</b>	<b>(\$40,145.94)</b>
<b>Auxiliary</b>	<b>\$156,436.85</b>
<b>Restricted Purposes</b>	<b>\$586,652.72</b>
<b>Working Cash</b>	<b>\$10,887.54</b>
<b>Trust &amp; Agency</b>	<b>\$75,001.37</b>
<b>Audit</b>	<b>\$9,533.95</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$154,756.03</b>
<b>TOTAL ALL FUNDS</b>	<b>\$4,621,612.41</b>

**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**LIST OF INVESTMENTS**

February, 2001

Date Purchased	Maturity Date	Rate of Interest	Bank	Cost	Value	Interest to be Earned
<b>Education Fund</b>						
*04/04/00	04/04/01	6.50	Citizens National Bank of Albion (CD)	100,000	106,500	6,500
*04/04/00	04/04/01	6.50	First National Bank of Allendale (CD)	100,000	106,500	6,500
01/12/01	07/13/01	6.25	First Crawford State Bank (CD)	1,500,000	1,546,875	46,875
<b>Operations &amp; Maintenance Fund</b>						
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	302,000	309,298	7,298
01/12/01	04/12/01	5.90	First Crawford State Bank (CD)	400,000	405,900	5,900
<b>Operations &amp; Maintenance Fund (Rest)</b>						
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	300,000	317,750	17,750
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	500,000	512,083	12,083
02/22/01	08/23/01	5.91	Community Bank & Trust (CD)	800,000	823,640	23,640
02/22/01	12/21/01	5.63	Community Bank & Trust (CD)	1,000,000	1,046,917	46,917
02/22/01	03/22/02	5.64	Community Bank & Trust (CD)	500,000	530,550	30,550
02/22/01	06/21/02	5.67	Community Bank & Trust (CD)	800,000	860,480	60,480
<b>Bond &amp; Interest Fund</b>						
<b>Auxiliary Fund</b>						
07/25/00	03/25/01	6.90	Citizens National Bank of Albion (CD)	600,000	627,600	27,600
08/30/00	06/30/01	7.10	Fifth Third Bank (CD)	150,000	158,875	8,875
<b>Restricted Purposes</b>						
<b>Working Cash Fund</b>						
10/20/99	04/20/01	5.95	Citizens National Bank of Albion (CD)	675,000	735,244	60,244
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	73,000	74,764	1,764
<b>Trust &amp; Agency Fund</b>						
05/11/00	05/11/01	6.63	Old National Bank (CD)	125,000	133,288	8,288
01/12/01	07/13/01	6.25	First Crawford State Bank (CD)	100,000	103,125	3,125
<b>Liability &amp; Protection Fund</b>						
01/10/01	06/10/01	5.80	Fairfield National Bank (CD)	500,000	512,083	12,083

\*Community Development Investments



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	4,379,287	2,036,396
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	6,802,000	5,832,000
RECEIVABLES	1,092,126	1,415,127
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
TOTAL ASSETS AND OTHER DEBITS:	12,268,989	9,358,771
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	54,242	67,760
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-651,606	-263,415
ACCRUED EXPENSE		41,422
INTERFUND PAYABLES		
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	528,241	537,266
TOTAL LIABILITIES:	-69,124	1,838,110
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	7,473,250	3,606,717
RESERVE FOR ENCUMBRANCES	4,864,862	3,913,944
TOTAL EQUITY AND OTHER CREDITS:	12,338,112	7,520,661
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	12,268,989	9,358,771
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 June 30, 2001  
 (With comparative totals for June 30, 2000 )  
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2001	Prior Year 2000
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	4,621,612	2,113,021
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	10,040,000	9,108,000
RECEIVABLES	1,247,267	1,592,388
ACCRUED REVENUE		30,210
INTERFUND RECEIVABLES	-7,424	42,037
INVENTORY	379,712	379,712
TOTAL ASSETS AND OTHER DEBITS:	16,304,668	13,288,868
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	54,242	67,760
CURRENT OBLIGATIONS PAYABLE		
ACCOUNTS PAYABLE	-669,518	-260,502
ACCRUED EXPENSE		65,695
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		1,455,078
OTHER LIABILITIES	528,241	537,266
TOTAL LIABILITIES:	52,914	2,005,245
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,205,431	725,408
PR YR BDGTD CHANGE TO FUND	266,386	658,670
BALANCE		
Fund Balances:		
FUND BALANCE	9,907,463	5,980,037
RESERVE FOR ENCUMBRANCES	4,872,474	3,919,508
TOTAL EQUITY AND OTHER CREDITS:	16,251,754	11,283,623
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	16,304,668	13,288,868
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-2001  
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	2,460,000.00	2,482,016.53	22,016.53	.895
STATE GOVT SOURCES	12,158,156.00	9,055,709.55	-3,102,446.45	-25.517
STUDENT TUITION & FEES	6,550,094.00	5,407,084.17	-1,143,009.83	-17.450
SALES & SERVICE FEES	.00	52,247.72	52,247.72	#####
FACILITIES REVENUE	30,000.00	18,780.00	-11,220.00	-37.400
INVESTMENT REVENUE	50,000.00	156,944.99	106,944.99	213.890
OTHER REVENUES	110,750.00	55,079.28	-55,670.72	-50.267
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	21,359,000.00	17,227,862.24	-4,131,137.76	-19.341
EXPENDITURES:				
INSTRUCTION	8,811,854.98	5,762,069.77	-3,049,785.21	-34.610
ACADEMIC SUPPORT	556,686.17	345,623.53	-211,062.64	-37.914
STUDENT SERVICES	1,052,152.43	695,282.02	-356,870.41	-33.918
PUBLIC SERV/CONT ED	69,494.00	45,724.61	-23,769.39	-34.204
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	2,456,286.00	1,624,709.82	-831,576.18	-33.855
INSTITUTIONAL SUPPORT	5,043,358.42	2,953,999.01	-2,089,359.41	-41.428
SCH/STUDENT GRNT/WAIVERS	3,365,000.00	2,313,096.31	-1,051,903.69	-31.260
	-----	-----	-----	-----
TOTAL EXPENDITURES:	21,354,832.00	13,740,505.07	-7,614,326.93	-35.656
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	678,657.00	798,657.00	120,000.00	17.682
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	678,657.00	798,657.00	120,000.00	17.682
NET INCREASE/DECREASE IN NET ASSETS	-674,489.00	2,688,700.17	3,363,189.17	#####



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-2001  
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	2,351,752.83	2,351,752.83	#####
STATE GOVT SOURCES	1,541,810.00	239,596.86	-1,302,213.14	-84.460
INVESTMENT REVENUE	.00	74,357.37	74,357.37	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,541,810.00	2,665,707.06	1,123,897.06	72.895
 EXPENDITURES:				
OPER & MAINT PLANT	1,449,345.00	52,979.44	-1,396,365.56	-96.345
INSTITUTIONAL SUPPORT	4,092,067.00	90,034.09	-4,002,032.91	-97.800
	-----	-----	-----	-----
TOTAL EXPENDITURES:	5,541,412.00	143,013.53	-5,398,398.47	-97.419
 NET INCREASE/DECREASE IN NET ASSETS	-3,999,602.00	2,522,693.53	6,522,295.53	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-2001  
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	1,398,410.00	1,335,199.21	-63,210.79	-4.520
INVESTMENT REVENUE	.00	3,489.85	3,489.85	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,398,410.00	1,338,689.06	-59,720.94	-4.271
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,398,410.00	1,378,835.00	-19,575.00	-1.400
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,398,410.00	1,378,835.00	-19,575.00	-1.400
NET INCREASE/DECREASE IN NET ASSETS	.00	-40,145.94	-40,145.94	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-2001  
Percentage of time remaining through the Budget: 33.425

AUXILIARY FUNDS

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STUDENT TUITION & FEES	563,435.00	174,365.73	-389,069.27	-69.053
SALES & SERVICE FEES	2,954,307.00	1,721,010.50	-1,233,296.50	-41.746
FACILITIES REVENUE	1,800.00	698.00	-1,102.00	-61.222
INVESTMENT REVENUE	.00	30,203.43	30,203.43	#####
OTHER REVENUES	550,350.00	29,706.30	-520,643.70	-94.602
	-----	-----	-----	-----
TOTAL REVENUES:	4,069,892.00	1,955,983.96	-2,113,908.04	-51.940
AUXILIARY ENTERPRISES:				
SALARIES	1,286,182.00	615,975.46	-670,206.54	-52.108
EMPLOYEE BENEFITS	79,649.00	40,445.92	-39,203.08	-49.220
CONTRACTUAL SERVICES	332,508.00	74,156.73	-258,351.27	-77.698
GEN. MATERIAL & SUPPLIES	2,463,584.00	1,363,255.52	-1,100,328.48	-44.664
CONF/TRAVEL MEETING EXPENSE	505,351.00	135,487.06	-369,863.94	-73.190
FIXED CHARGES	57,562.00	28,005.01	-29,556.99	-51.348
UTILITIES	25,805.00	5,331.57	-20,473.43	-79.339
CAPITAL OUTLAY	389,190.00	130,605.51	-258,584.49	-66.442
INTERFUND TRANSFERS	798,657.00	-798,657.00	-1,597,314.00	#####
OTHER EXPENDITURES	164,106.00	94,991.80	-69,114.20	-42.116
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	6,102,594.00	1,689,597.58	-4,412,996.42	-72.313
NET INCREASE/DECREASE IN NET ASSETS				
	-2,032,702.00	266,386.38	2,299,088.38	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-2001  
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	120,000.00	83,887.54	-36,112.46	-30.094
TOTAL REVENUES:	----- 120,000.00	----- 83,887.54	----- -36,112.46	----- -30.094
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	.00	120,000.00	100.000
TOTAL TRANSFERS AMONG FUNDS:	----- -120,000.00	----- .00	----- 120,000.00	----- 100.000
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	83,887.54	-156,112.46	-65.047

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-2001  
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	20,000.00	19,240.62	-759.38	-3.797
INVESTMENT REVENUE	.00	179.17	179.17	#####
	-----	-----	-----	-----
TOTAL REVENUES:	20,000.00	19,419.79	-580.21	-2.901
EXPENDITURES:				
INSTITUTIONAL SUPPORT	23,188.00	15,373.51	-7,814.49	-33.701
	-----	-----	-----	-----
TOTAL EXPENDITURES:	23,188.00	15,373.51	-7,814.49	-33.701
NET INCREASE/DECREASE IN NET ASSETS	-3,188.00	4,046.28	7,234.28	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 28-FEB-2001  
Percentage of time remaining through the Budget: 33.425

LPS

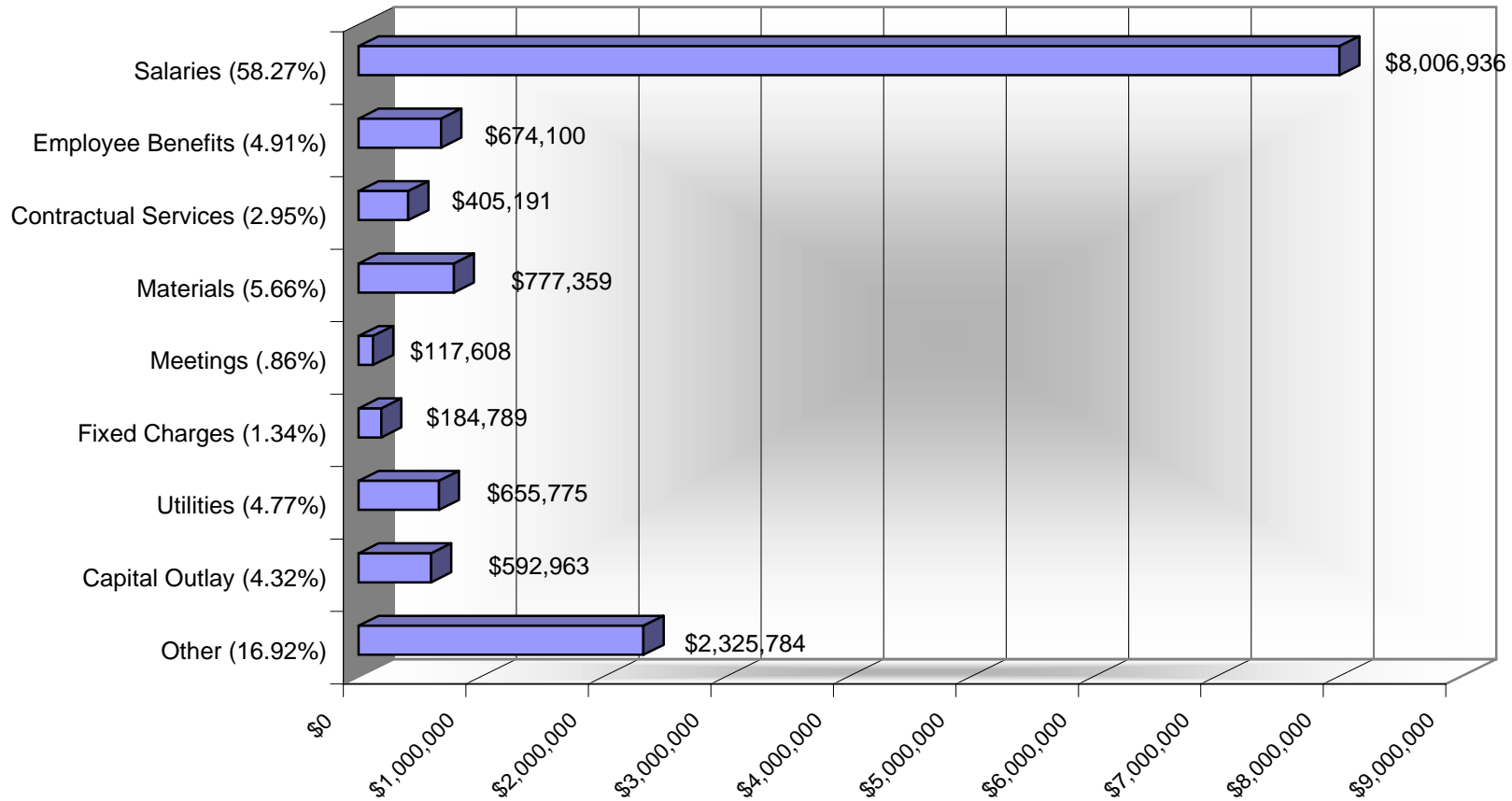
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	435,000.00	415,628.34	-19,371.66	-4.453
INVESTMENT REVENUE	.00	18,457.02	18,457.02	#####
	-----	-----	-----	-----
TOTAL REVENUES:	435,000.00	434,085.36	-914.64	-.210
EXPENDITURES:				
INSTITUTIONAL SUPPORT	834,605.00	178,440.63	-656,164.37	-78.620
	-----	-----	-----	-----
TOTAL EXPENDITURES:	834,605.00	178,440.63	-656,164.37	-78.620
NET INCREASE/DECREASE IN NET ASSETS	-399,605.00	255,644.73	655,249.73	#####

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY99-01

College	Category	FISCAL YEAR 1999			FISCAL YEAR 2000			FISCAL YEAR 2001				Summer & Fall 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		\$279,364			\$794,801			\$883,136					
	Payroll		949,925			1,029,812			1,038,573					
	Totals	\$2,077,018	1,229,289	59%	\$2,620,195	1,824,613	70%	\$3,172,980	1,921,709	61%	66%	13,798	\$139.27	
Lincoln Trail	Bills		472,886			799,499			856,538					
	Payroll		1,162,671			1,438,737			1,519,759					
	Totals	2,697,681	1,635,557	61%	3,250,689	2,238,236	69%	3,499,900	2,376,297	68%	66%	12,620	188.30	
Olney Central	Bills		481,550			818,202			1,151,622					
	Payroll		1,690,797			2,040,352			2,168,693					
	Totals	3,761,268	2,172,347	58%	4,484,872	2,858,554	64%	4,703,754	3,320,315	71%	66%	20,397	162.78	
Wabash Valley	Bills		377,230			685,989			910,865					
	Payroll		1,365,264			1,624,750			1,748,699					
	Totals	2,944,978	1,742,494	59%	3,694,006	2,310,739	63%	3,967,821	2,659,564	67%	66%	15,460	172.03	
Workforce Educ.	Bills		151,416			650,978			641,928					
	Payroll		791,198			588,762			623,606					
	Totals	1,769,316	942,614	53%	1,619,930	1,239,740	77%	2,394,245	1,265,534	53%	66%	13,589	93.13	
District Office	Bills		152,214			170,713			170,208					
	Payroll		429,479			487,096			536,411					
	Totals	924,251	581,693	63%	1,086,064	657,809	61%	1,130,151	706,619	63%	66%			
District Wide	Bills		561,702			910,889			1,119,273					
	Payroll		180,764			338,074			371,194					
	Totals	1,407,496	742,466	53%	2,018,560	1,248,963	62%	2,485,981	1,490,467	60%	66%			
O & M	Bills													
	Payroll													
	Totals													
GRAND TOTALS		15,582,008	9,046,460	58%	18,774,316	12,378,654	66%	21,354,832	13,740,505	64%	66%	75,864	181.12	

Excludes DOC

## Illinois Eastern Community Colleges FY2001 Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of February 28, 2001 - \$13,740,505





**Agenda Item #11**

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Agenda Item #13**

**Approval of Executive Session Minutes**

**Agenda Item #14**

**Agenda Item #14**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry Bruce  
**DATE:** March 15, 2001  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report.

mk

Attachment

## **INDEX**

**400.1. Employment of Personnel**

**400.2. Contract for Chief Executive Officer**

**400.3. Family & Medical Leave**

**400.4. Request for Approval of Proposed  
Non-College Employment (external report)**

**400.5. Resignations**

**400.6. Retirement**

## **PERSONNEL REPORT**

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

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

1. Robert Glen Schwartz: Initial employment as Building Superintendent for Wabash Valley College. Amount: Based upon \$33,500 per fiscal year. Effective: June 1, 2001 or before. Employment is contingent upon termination of business.  
Code: 023-7080W-1201-708

### **400.2. Contract for Chief Executive Officer**

### **400.3. Family Medical Leave**

#### **A. Maintenance/Custodial**

1. Katherine Head, Lead Custodian, WVC, effective March 7, 2001, for approximately 6 weeks. The requested leave is without pay.

### **400.4. Request for Approval of Proposed Non-College Employment (external report)**

### **400.5. Resignations**

#### **A. Faculty**

1. Michael Bucknum, Chemistry Instructor, effective August 10, 2001.

#### **B. Clerical/Secretarial**

1. Teresa Stanford, Executive Assistant to the CEO, District Office, effective February 28, 2001.

### **400.6. Retirement**

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

1. Virgil "Bill" Brower, Coordinator of Literacy Development, FCC, effective April 30, 2001.



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

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**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										
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>
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2/28/01

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800	████████████████████									
Natorium Mechanical Replacement LTC	\$272,300	████████████████████									
Acoustics & Pool Lighting Replacement LTC	\$102,900	████████████████████									
Structural System & Metal Components Repair LTC	\$171,400	████████████████████									
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200	████████████████████████████									
<b>PHASE V PROJECT TOTAL</b>	<b>\$955,600</b>										
<b>ADA PROJECTS FCC, LTC, OCC &amp; WVC</b>	<b>\$158,510</b>	████████████████████									
<b>GRAND TOTAL</b>	<b>\$1,114,110</b>		<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>