

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

May 20, 2003



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**May 20, 2003
7:00 p.m.
Olney Central College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. FERPA Policy Revision
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. FY2004 and FY2005 Long Range Plan Bruce
 - B. 2003 Annual Report Card..... Bruce
 - C. HIPAA Agreements Bruce
 - D. Cosmetology Lease Bruce
 - E. PHS Capital Project Application Browning
Data Center Acoustics & Electrical Service
 - F. PHS Capital Project Board Resolution..... Browning
Data Center Acoustics & Electrical Service
9. Bid Committee Report..... Browning
 - IECC
 1. General Repair Work Phases 3 & 4
Wall Repairs WVC Library/Science
Roof Replacement WVC Main Hall
 - LTC – South Campus
 1. Fiber Optic Fusion Splicer
10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations..... Browning

11. Chief Executive Officer's Report Bruce
12. Executive Session Bruce
13. Approval of Executive Session Minutes..... Bruce
14. Approval of Personnel Report Bruce
15. Collective Bargaining Bruce
16. Litigation Bruce
17. Acquisition and Disposition of Property..... Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, April 15, 2003.

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

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

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

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.

Dr. John Arabatgis, President of Lincoln Trail College.

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

Mr. George Woods, Dean of Community Development & Workforce Education.

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

Regular Meeting, Tuesday, March 18, 2003.

Reconvened (Election Canvass) Meeting, Tuesday, April 8, 2003.

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

AGENDA #3 – “Seating of Student Board Member” – The oath of office was administered to Mr. Joseph Kiser, a student at Lincoln Trail College, and he was seated as student member of the Board of Trustees for the coming year, succeeding Mr. Cory Musgrave.

AGENDA #4 – “Recognition of Visitors & Guests” –

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

#4-B. IECCEA Representative: Mr. Dan Tahtinen, President of Illinois Eastern Community Colleges Education Association, presented a handout on behalf of the association.

#4-C. RCC Educational Program: An informational report was presented relative to the Lincoln Trail College educational program at the Robinson Correctional Center.

AGENDA #5 – “Public Comment” – None.

AGENDA #6 – “Reports” –

#6-A. Report from Trustees: IECC will furnish a representative to Southwest Region of Illinois Community College Trustees Association, as requested.

#6-B. Report from Presidents: Dr. Arabatgis, Dr. Benson, Dr. Davis, Dr. Dreith presented informational reports from each of the four colleges.

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

AGENDA #7 – “Policy First Readings (and Possible Approval)” – None.

AGENDA #8 – “Policy Second Readings” – None.

AGENDA #9 – “Staff Recommendations for Approval” – The following staff recommendations were presented for approval.

#9-A. HIPAA Agreement with St. Mary’s Medical Center: The CEO recommended approval of the Health Insurance Portability and Accountability Act (HIPAA) Agreement between Illinois Eastern Community Colleges and St. Mary’s Medical Center of Evansville, Indiana.

Board Action: Mrs. Culver made a motion to approve the Health Insurance Portability and Accountability Act (HIPAA) Agreement with St. Mary’s Medical Center, Evansville, Indiana as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-B. Ameren/CIPS Assessment: The agreement approved by the Board of Trustees for the past three years concerning the assessment of the Ameren/CIPS facility located in Jasper County has come to an end. The taxing bodies met with Ameren/CIPS attorneys in Newton on February 25, 2003. After several sessions of negotiations between attorneys for Ameren/CIPS and the various taxing bodies, the parties have agreed to the following future assessments of the Ameren/CIPS facility. The taxing bodies propose the following:

1. IECC would agree to raise the 2002 assessment by 5% on the plant and dam only, payable in 2003, and
2. IECC would agree to raise the 2003 assessment by 5% on the plant and dam only, payable in 2004, and
3. IECC would agree that the 2004 assessment would not be increased on the plant and dam, payable in 2005.

Assessments as agreed:

2001 – \$95,739,000 Plant, \$805,100 Dam.

2002 – \$100,525,950 Plant, \$845,355 Dam.

2003 – \$105,552,250 Plant, \$887,620 Dam.

2004 – Same.

Although the final documents have not been prepared, the various taxing bodies have been asked to approve this proposal and the CEO recommended that the Board of Trustees direct the Chairman and/or the CEO to sign a proposal when prepared for execution.

Board Action: Mr. Williams made a motion to approve Ameren/CIPS proposal as outlined and to direct the Chairman and/or the CEO to sign a proposal when prepared for execution as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-C. Olney/Richland County Enterprise Zone Extension/Tax Abatement/Expiration Date: The CEO recommended approval of a resolution authorizing extension of the existing Olney/Richland County Enterprise Zone, tax abatement, and extension of the term of the enterprise zone. The resolution contains the following items:

1. The Richland County Economic Development Group is requesting Board approval for an extension of the existing Olney/Richland County Enterprise Zone. This extension would include the economic development areas in Jasper County as a sub-zone of the existing Olney/Richland County Enterprise Zone. Because no additional enterprise zones may be created, Jasper County has asked to be included within the existing Olney/Richland County Enterprise Zone.

2. The resolution approving the extension also sets forth a tax abatement for commercial expansion within the current and the extended enterprise zone on commercial improvements at the rate of 100% tax abatement for the first two years; 80% tax abatement for the third year; 60% tax abatement for the fourth year; 40% tax abatement for the fifth year; and 20% tax abatement for the sixth year on the improvement only. This tax schedule is included in the existing zone, but would be added to the extended zone.

3. The Board is asked to extend the term of the existing and extended enterprise zone from the current June 30, 2007 to December 31, 2017.

Board Action: Miss Wolfe made a motion to approve the foregoing resolution authorizing Olney/Richland County Enterprise Zone extension, tax abatement and expiration date extension as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-D. FY04 Activity Fee Allocations: The Chief Finance Officer presented proposed allocation of student activity fees for FY 2004 and the CEO recommended approval as follows:

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	3%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	3%	10%	4%
College Union	12%	0%	11%
Student Testing	0%	3%	0%
Intramurals	4%	1%	0%
Parking Maintenance	0%	6%	0%

Publications	15%	0%	16%
Soc. Cul. Act. Team	0%	8%	0%
Special Events	4%	0%	3%
Student Senate	16%	10%	15%
Special Projects	8%	0%	16%
Natorium	0%	0%	0%
Student Handbook	0%	6%	0%
Model United Nations	0%	0%	5%
Child Care	0%	14%	0%
Food Services	5%	12%	0%

Board Action: Mr. Williams made a motion to approve the FY04 Activity Fee allocations as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#9-E. Building Lease Agreements: The CEO recommended approval of the following building lease agreements:

1. OCC Cosmetology Lease – Amendment to lease for the Cosmetology program property located at 202 E. Main, Olney, IL extends the lease through June 30, 2004, annual rent remains the same at \$5,757.00.

Board Action: Mr. Koertge made a motion to approve the OCC Cosmetology Lease as recommended. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

2. IECC Dislocated Worker's Lease – Amendment to lease for the Dislocated Workers office space located at 214 E. Main, Olney, IL extends the lease through June 30, 2004, the monthly rent remains the same at \$1000.00.

Board Action: Mr. Williams made a motion to approve the IECC Dislocated Worker's Lease as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

Leave to Consider Four Agreements on One Roll Call Vote: Without objection, the Chair directed that the following four lease or sub-lease agreements be acted upon with one roll call vote:

3. IECC Illinois Employment Training Center (IETC) – Updated lease for the IETC space located at 216 E. Main, Olney, IL. The lease is for the period of July 1, 2003 through June 30, 2004, the monthly rent remains the same as the prior lease at \$860.00.

4. IECC/CMS IDES Sublease – Agreement with Central Management Services for IL Dept. of Employment Security, located at 216 E. Main, Olney, IL extends the lease through June 30, 2004, monthly rent remains the same at \$472.00. CMS has indicated that the lease will be renewed, although the District is still waiting for a copy of the lease renewal to be forwarded.

5. IECC/Lakeland College Sublease – Amendment to sublease with Lakeland College Dislocated Workers Center for property located at 216 E. Main, Olney, IL extending the sublease to June 30, 2004, the monthly rent remains the same at \$772.00.

6. IECC/CEFS Sublease – Amendment to sublease with CEFS Economic Opportunity Corporation for property located at 216 E. Main in Olney, IL, extending the sublease to June 30, 2004, the monthly rent remains the same at \$185.00.

Board Action: Mr. Williams made a motion to approve the IECC/IETC Updated Lease, IECC/CMS IDES Sublease, IECC/Lakeland College Sublease and IECC/CEFS Sublease as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #10– “Bid Committee Report” –

#10-A. IECC – Digital Whiteboard Recorders & Software: Mr. Browning presented the recommendation of the Bid Committee to accept the bids of CDW Government, Inc., Vernon Hills, IL, for a total of \$12,532, as follows:

- 20 Mimio XI Recorders, \$10,125.
- 20 Boardcast Software, \$1,850.
- 20 Handwriting Software, \$557.

Source of Funds: Title III. Department: Title III.

Board Action: Mr. Williams made a motion to approve the recommendation of the Bid Committee and accept the bid of CDW Government, Inc. for digital whiteboard recorders and software as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Mrs. Culver did not vote on this item. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-B. IECC – Tape Library: Mr. Browning presented the recommendation of the Bid Committee to accept bids of Dell Marketing, Round Rock, TX, for a total of \$35,920, as follows:

- 4 Base Model, \$25,316.
- 4 Power Edge Rack, 2410, \$3,516.
- 4 SDLT Media 20-pack, \$6,400.
- 4 DLT Bar Code Labels, \$348.
- 4 SCSI Cable, 12 feet, \$340.

Source of Funds: Technology Enhancement Grant. Department: Information Technology.

Board Action: Mr. Rost made a motion to approve the recommendation of the Bid Committee and accept the bid of Dell Marketing for a tape library as outlined. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Mrs. Culver did not vote on this item. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#10-C. IECC – Roof Work – Phase 7: Mr. Browning presented the recommendation of Marion Poggas of Image Architects and the Bid Committee to accept the bid of Shay Roofing, Millstadt, IL, in the amount of \$768,731, for PHS compliance work, Phase 7, roof replacement at all campuses of Illinois Eastern Community Colleges. Source of Funds: Series 2002 Protection, Health & Safety Bond Funds.

Board Action: Mrs. Culver made a motion to approve the recommendation of the Architect and Bid Committee and accept the bid of Shay Roofing for Phase 7 roof work as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #11 – “District Finance” – The following district financial matters were presented:

#11-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$2,160,214.68, as of March 31, 2003.

#11-B. Status of District Finances: Mr. Bruce and Mr. Browning presented an informational update on the outlook for district finances.

#11-C. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of April 2003, totaling \$977,383.53, 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 April 2003, in the amounts listed, and payments from the revolving fund for the month of March 2003. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #12 – “Chief Executive Officer's Report” - Mr. Bruce presented informational reports relative to the following topics:

1. IECC Graduation Data for 2002-2003.
2. LTC Foundation – Outstanding LTC Graduate – Jack Davis.
3. Nursing Pass Rate – IECC 93%, IL,86%, US 87%.
4. IECC Trustee Election – Rost, Wolfe, Fischer, Koertge.
5. Indiana State’s Financial Aid Overpayment.
6. Video/Audio Recording of Executive Session.
7. Statewide Results of Trustee Elections.
8. Enrollment Report –District +6%.

AGENDA #13 – “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.

#13-A. Closed Meeting: Mr. Koertge 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:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:30 p.m.

#13-B. Closed Meeting Ended: Mr. Williams made a motion to reconvene in open session. 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. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:00 p.m.

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

AGENDA #14 – “Approval of Executive Session Minutes” – The CEO recommended that closed meeting minutes of the Regular Meeting, Tuesday, March 18, 2003, be approved and remain closed at this time.

Board Action: Dr. Fischer made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, March 18, 2003, but that closed meeting minutes of that date will remain closed and not be opened to public inspection at this time. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

AGENDA #15 – “Approval of Personnel Report” – The CEO presented the following amended Personnel Report and recommended approval.

400.1. Employment of Personnel

A. Classified

1. Jennifer Barbre, Clerk/Receptionist, Frontier Community College.
2. Sheri Georges, Program Advisor, Educational Talent Search, District Office.

400.2. Resignations

A. Faculty

1. Kenneth Mager, Life Science Instructor, effective August 15, 2003.
2. Rebecca Mooneyhan, Life Science Instructor, effective June 25, 2003.
3. Nicole Moore, Nursing Instructor, effective March 21, 2003.

Personnel Report Addendum

400.1. Employment of Personnel

A. Classified

1. Aaron Dauby, Computer Technician, Olney Central College.

400.3. Retirement

A. Faculty

1. Arthur Miller, Business Instructor, effective July 31, 2003.

Board Action to Amend Personnel Report: Mr. Rost made a motion to amend the Personnel Report as recommended to add the addendum as presented. 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.

Board Action to Approve Amended Personnel Report: Mr. Williams made a motion to approve the foregoing amended Personnel Report as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #16 – “Collective Bargaining” – None.

AGENDA #17 – “Litigation” – None.

AGENDA #18 – “Acquisition & Disposition of Property” – None.

AGENDA #19 – “Other Items” – It was noted that Mr. Leslie E. Purdy, first President of Olney Community College and former Superintendent of the East Richland Community Unit School District No. 1, passed away recently.

AGENDA #20 – “Adjournment” – Mr. Williams made a motion to adjourn. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:05 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**
- B. IECEA Representatives**

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

FERPA Policy Revision

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2003
RE: FERPA Policy Revision

Attached is the revised Illinois Eastern Community College Family Educational Rights of Privacy Act (FERPA) policy. Note the addition of the definition of “educational records” and the change to “34 CFR” from “CFR 34”. These revisions will be included in the new 2003-2005 catalog.

Mr. Chairman, I recommend approval of the revised FERPA policy.

TLB/rs

Attachment

Family Educational Rights and Privacy (500.11)

Date Adopted: December 13, 1994

Revised: May 6, 2003

A. Purpose

Illinois Eastern Community Colleges respects the rights of students and their educational records regarding privacy, confidentiality, inspection and review, amendment, and disclosure. The intent of this policy is to be in accord with the Act, 34 CFR Part 99, and other existing requirements and to ensure that every endeavor is made to keep the student's records confidential and out of the hands of those who would use them for other than legitimate purposes.

B. Definitions

1. *Act* means the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 438 of the General Education Provisions Act.
2. *Eligible student* means a student who has reached 18 years of age or is attending an institution for purposes of obtaining post-secondary education. When a student becomes an eligible student, the rights accorded to, and consent required of, parents under 34 CFR Part 99 transfer from the parents to the student.
3. *Eligible parent* means either parent of a student less than 18 years of age who is attending Illinois Eastern for purposes other than obtaining post-secondary education, unless the institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
4. *Educational record* means any record directly related to a student and maintained by the Colleges or by a party acting for the Colleges. The following documents are not considered educational records: (i) records that are kept in the sole possession of the maker and are not accessible or revealed to any other person; (ii) records of any law enforcement unit of the Colleges; (iii) employment records of individuals employed by the Colleges other than as student employees; (iv) records on a student who is 18 years of age or older made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and made, maintained, or used only in connection with treatment of the student, and disclosed only to individuals providing the treatment; and (v) records that only contain information about an individual after he or she is no longer a student at that agency or institution.
5. *Directory information* means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to, the student's:
 - a) name, date, and place of birth;
 - b) address and telephone number;
 - c) e-mail electronic address;
 - d) program area;
 - e) dates of attendance;
 - f) degrees earned and dates;
 - g) participation in sports programs;
 - h) weight, height and athletic accomplishments of members of athletic teams; and
 - i) most recent educational institution attended.

C. Rights of Students and Eligible Parents

1. Annual Notification: Each college shall give students or eligible parents annual notification by such means as are reasonably likely to inform them of their rights under this policy and of the right to file complaints with the US Department of Education.
2. Inspection and Review of Education Records: An eligible parent or student may inspect and review his/her education record by making written request to the college's Records Office. The college president or his/her designee will comply with this request within a reasonable period of time, but generally not to exceed seven working days, after the request has been made. Records requested and approved for release may be inspected at the college during normal office hours, Monday through Friday, except on designated holidays or otherwise posted at the college. A form for providing this information is available from the college's Records Office. The request must be received in writing and include, at a minimum, the:
 - a) name, address, social security number, and telephone number of person submitting the request for information;
 - b) description of the information requested;
 - c) an indication of whether the records are to be inspected at the college or mailed to the requestor and, if sent, whether or not copies are to be certified; and
 - d) date of the request and when a response is required.
3. Cost of Copies of Records: The student has the right to a response from the college as well as the right to obtain copies of these records, except transcripts, at a cost of 25 cents per page plus postage. The cost per transcript is specified in the college catalog. Except as limited under 34 CFR Part 99.12, the college may not deny access to education records without providing a description of the circumstances in which the college feels it has a legitimate cause to deny request for a copy of such records. Circumstances under which the college feels it has a legitimate cause to deny requests for a copy of such records includes, but is not limited to, students owing fees or having other indebtedness to the college.

4. Types and Location of Records:

TYPES OF RECORDS	LOCATION OF RECORDS
Transcripts	Student Services
Matriculation	Student Services
Occupational Credentials	Student Services
Financial Aid	Student Services
Directory Information	Student Services

5. Officials Responsible for Records

Frontier Community College Coord. Registration & Records 2 Frontier Drive Fairfield, IL 62837 Telephone (618) 842-3711	Lincoln Trail College Director of Admissions 11220 State Highway 1 Robinson, IL 62454 Telephone (618) 544-8657
Olney Central College Asst. Dean for Student Services 305 North West Street Olney, IL 62450 Telephone (618) 395-7777	Wabash Valley College Asst. Dean for Student Services 2200 College Drive Mt. Carmel, IL 62863 Telephone (618) 262-8641

Wabash Valley College
Industrial Technology
Dir. Admissions & Financial Aid
c/o John A. Logan College
Route 2
Carterville, IL 62918
Telephone (618) 985-3741, ext. 378

D. Release of Information

1. Illinois Eastern will not disclose personally identifiable information from the education records of a student without prior written consent of the student except:
 - a) to other school officials, including teachers and administrative personnel within Illinois Eastern, or to other educational agencies who can be determined by Illinois Eastern to have legitimate educational interests in such records;
 - b) to officials of another school or school system in which the student seeks or intends to enroll;
 - c) in connection with financial aid for which a student has applied or which a student has received, provided, that personally identifiable information from the education records of the student may be disclosed for such purposes as:
 - 1) to determine the eligibility of the student for financial aid,
 - 2) to determine the amount of financial aid,
 - 3) to determine the conditions which will be imposed regarding the financial aid, or
 - 4) to enforce the terms or conditions of the financial aid;
 - d) to eligible parents of a student, as defined in 34 CFR Part 99;
 - e) to appropriate parties in health or safety emergencies;
 - f) to other parties, agencies, and persons as designated by 34 CFR Part 99; and
 - g) directory information may be released from a student's education record without prior written consent of the student or eligible parent under one or more of the conditions described in 34 CFR Part 99.31(a)(1), the college may release directory information to appropriate Illinois Eastern employees and to other educational agencies which can be determined by Illinois Eastern to have a legitimate educational interest in such records. Students wishing to restrict release of Directory Information must file the Directory Information Request Notification Form with Student Records annually.
2. The college will not release any student information to anyone other than the student or eligible parent without the prior signed and dated written consent of the student or eligible parent, as specified in 34 CFR Part 99.30(2), except under one or more of the conditions as described in 34 CFR Part 99.31. The college will maintain a record of disclosures as required by 34 CFR Part 99.32 and a student or eligible parent may inspect and review that record.

E. Correction of Records

The student or eligible parent, who believes that information contained in the student's education record is inaccurate, misleading, or violates the privacy or other rights of the student, may request amendment of the student's education records under 34 CFR Part 99.20, by applying in writing to the college's Records Office. The college shall decide whether to amend the records of the student in accordance with the request within ten working days from the receipt of the request. If the college decides to refuse to amend the education record of the student in accordance with the request, it shall inform the student or eligible parent of the refusal and advise the student or eligible parent of the right to a hearing. The student or eligible parent has the right to add a statement to the student's record.

F. Dissemination

All employees will be given a copy of this policy. Students and eligible parents will be made aware of this policy through freshman orientation, college catalogs, bulletin boards, and in "handouts" distributed by the college's Records Office. A copy of this policy will be made available on request to any student or eligible parent.

Agenda Item #7

Policy Second Reading

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

FY2004 and FY2005 Long Range Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2003
RE: Long Range Plan for FY 2004 and FY 2005

Mr. Chairman, I recommend approval of the attached Long Range Plan for Fiscal Year 2004 and 2005.

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES

Long Range Plan



Submitted to Cabinet: May 6, 2003

**Submitted to Board of Trustees: May 20, 2003
(pending)**

Long Range Plan

FY 2004 & 2005

The Long-Range Plan for Fiscal Years 2004 and 2005 is the product of college and district office-based planning. The emphasis on improvement in instruction, student support services, revitalizing facilities, and obtaining state-of-the-art equipment and teaching tools have moved the college district into an excellent position of leadership as it continues into the 21st century.

To help ensure the continued viability of District #529, it is deemed essential that the four colleges, workforce education, and the district office continue making improvements in: (1) instruction; (2) student support services; and (3) facilities and operations. Therefore, each of the major entities has established specific objectives designed to meet these broad-based goals.

The number of area residents per thousand population enrolled in courses remains number one in the state. The unit cost of instruction and other state community college statistics continue to reflect the efficiency of the district's operations. Impending changes to the state's community college equalization formula mandates that the district continue to seek new sources for revenue. The goals of this plan: (1) instruction; (2) student support services; and (3) facilities and operations are designed to increase student enrollment, persistence, retention, and contribute significantly to the economic growth of the region. In addition, because of the scarcity of state capital improvement funds, it is critically important that the district pursue local funding sources, such as protection/health/safety bonds and college foundation support to maintain the upkeep of the district's educational facilities. Ultimately, successful attainment of these goals will create increases in the district's revenue from tuition and state credit hour grant reimbursements.

Change and flexibility are essential if the district is to continue to be effective in achieving its mission. Changing demographics require that the colleges constantly analyze their marketing strategies for programs and services to ensure that changes are made where appropriate.

This plan will be used as an ongoing two-year guide with an annual review. The annual review will allow for revisions as well as adding a new year. The progress and status of the FY 2003 long-range plan objectives are listed in the far right column of the Long-Range Planning Guide.

LONG RANGE PLANNING GUIDE

FY 2003

1. Improvement of Instruction (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Examine possibility of developing additional CISCO offerings	\$5,000 part-time instructors	\$10,000	Five CISCO refresher courses have been developed.
	Expand dual-credit offerings	None	None	Dual-credit offerings have expanded to include 9 high schools.
	Conduct part-time instructor in-service workshops	None	\$2,500	Title III staff and adult education staff have conducted in-service workshops for part time instructors.
	Develop at least one partnership with an area industry	\$10,000	\$20,000	In progress. Partnership with Fairfield Hospital and Champion Labs is being explored.
	Expand FCC vocational/occupational offerings	\$25,000	\$20,000	Documentation has been submitted to ICCB for 2 new vocational offerings for FY 2004.
	Develop partnership with area regional office of education and area superintendents in offering teacher re-certification option	\$10,000	\$3,000	Completed and on-going.
	In cooperation with Greenville College offer a master's degree in education at Frontier	None	None	Completed. Beginning Spring term a Masters program will be offered.
LTC	Math Instructor			Deferred.
	Replace retired instructors			Replaced two of three faculty retirees; reallocated resources removed necessity for third position.
	Add certificates in International Business, Small Business, Hospitality Management			Small Business and Hospitality presently submitted to ICCB; lack of interest in International Business has resulted in the removal of the goal.
	Add GIS Certificate		\$20,000 – software	Certificate submitted to ICCB and bumped back to IECC for revision; presently being revised.
	Increase non-credit, community service headcount	\$2,500	None	Reorganization accomplished at no additional cost; initial statistics show an increase.
	Develop and implement part-time instructor orientation and development program			Part-time instructors now included in established Mentoring Program.
	Continue to increase dual credit offerings			On-going; six courses offered at Robinson and Hutsonville High Schools this year; negotiations already underway with area high schools.
OCC	Dual Credit Expansion	None	ICCB tuition replacement fund	West Richland dual credit program – completed. Added additional dual credit courses at ERHS.
	Improve PT faculty orientation by initiating a mentoring program	None	None	Completed
	Auto Lifts	None	\$10,000 from Foundation	Completed

1. Improvement of Instruction (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
WVC	Retain Manufacturing Instructor	\$30,000		Accomplished
	Retain Electronics Instructor	\$40,000		Accomplished for one-half year (L. Reed)
	Implement Information Technology Curriculum	None		Not accomplished – some courses approved
WED	Replace up to 3 full-time faculty	Replacements—no new expenditures	None	On-going
	Faculty Improvement—Attend TRAM/National Instructors Conference	None		Completed
	Increase OSHA-related training	None		On-going. Added new clients in district and in Lincoln Land Community College's district.
	Increase MSHA-related training	None		New Metal-Nonmetal added.
	Purchase color laser printers	None	Equipment—\$6,000 (2 @ \$3,000)	Postponed
	Faculty Improvement—attend OSHA-approved training	None	\$5,000 (5 @ \$1,000)	On-going. One instructor attended OSHA training
	Purchase PLC training aids	None	Equipment—\$7,500	Completed
	Purchase removable media drives <u>or</u> CD/RW or DVD/RAM drives for all faculty	None	\$6,000 (12 @ \$500)	Completed
	Purchase removable media drives <u>or</u> CD/RW or DVD/RAM drives for office	None	\$500 (1 for only remaining computer without capability)	Completed
DIST	Instructional Technology Resources	0	\$200,000	Technology Plan
	Syllabi review and updating transfer and occupational courses	0	0	On-going
	Student Learning Outcomes Committee to focus on the development of assessment processes and procedures to provide evidence of student learning and teaching effectiveness.	0	0	On-going
	Continue committee work on HLC Self Study	None	\$10,000 – Annual HLC Meeting & Preparation of Self Study	

2. Improvement of Student Support Services (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Locate adult education staff in a common location	None	\$10,000	Completed
	Improve student support services through relocating staff	None	\$20,000	Completed
LTC	Continue to upgrade Recruitment Plan utilizing Banner	None	None	On-going; presently working with District Office to accomplish this goal
	Expand One Stop Shop Satellite Office			LTC Recruiters moved to Administrative area to increase space available
OCC	Continue imaging process with significant reduction in student paper files			No longer making paper files; everything is scanned
WVC	Hire part-time Office Assistant for Student Services	\$10,000		Accomplished
	Hire part-time Office Assistant for Business Office	\$10,000		Accomplished
DIST	Continue to apply for grant funding to assist in the improvement of student support services	0	0	On-going

3. Improvement of Facilities and Operations (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Remodel current Learning Resource Center to accommodate adult education staff	None	\$10,000	Completed
	General remodeling of the Workforce Development Center (offices and storage)	None	\$20,000	Completed
LTC	Replace basketball floor in Sports Complex			2002 bonds; presently underway—completion date of October 2003
	Add Assistant Coach position for women's sports			Complete
	Begin construction of Technology Center			State priorities; deferred
	Full-time secretary for maintenance and operations			Revised goal of 75% position completed
	Continue upgrading rooms. Carpet and/or furniture and/or paint			Ongoing; painted all hallways; Marathon grant money will be used to revise two additional classrooms
OCC	Replace furniture in Banquet Room / Repaint	None	\$6,000 Foundation support	
	Ceiling replacement entry hallway outside Student Center and all of first floor and one-third of second floor of Wattleworth Hall.	None	\$5,500 Deferred Maintenance	Completed first floor Fall 2002
	Replace 15-passenger van	None	\$10,000	Completed Fall 2002
	Apply seal coat on 50% of north parking lot	None	\$9,000	Completed 2002
	Repair roof over a section of Wattleworth Hall	None	\$250,000 PHS funds	Will complete summer 2003
	Replace glass in 70% of outside stairwells with safety glass	None	\$75,000 PHS funds	
	Purchase benches and tables for campus improvement	None	\$10,000	Will complete March 2003
	Paint first floor Wattleworth Hall and Student Union ceiling	None	\$4,000	Will complete before June 2003
	Replace 2 ovens in kitchen	None	\$5,409	Completed February 2003
Replace student desks with tables and chairs on first and second floor Wattleworth Hall	None	\$19,000	Completed	
WVC	Move President and Public Information Offices to WVC Foundation building	None	\$3,000	Accomplished
WED	Upgrade classroom facilities at Marissa and Girard	None	\$6,000	Postponed
	Upgrade restroom facilities at Marissa	None	\$7,500	Postponed
	Upgrade office furniture at Marissa, Girard, and Southeastern facilities	None	\$3,000	Postponed
	Repairs to IECC Dodge Caravan	None	\$2,500 (engine, transmission, and miscellaneous repairs)	Replaced 1986 Caravan with 1999 Caravan in 2002
	Replace aging 200 MHz office computers	None	\$6,000 (6 @ \$1,000)	Completed

3. Improvement of Facilities and Operations (FY 2003):

College	Objective	Personnel Expenses	Other Expenses	Status
WED cont'd	Replace copy machines	None	\$30,000 (3 @ \$10,000)	One purchased. Others serviced and still serviceable.
	Replace laser printers	None	\$3,000 (3 @ \$1,000)	One purchased
	Replace inkjet printers	None	\$2,400 (6 @ \$400)	One purchased. One repaired.
DIST	Administrative Systems	0	\$35,000	Technology Plan
	Network Infrastructure	0	\$55,000	Technology Plan
	PC Software	0	\$50,000	Technology Plan

1. Improvement of Instruction (FY 2004):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Employ new full-time faculty members in area of need to be determined	2 FT faculty positions	\$15,000	Currently advertising for new programs
	Upgrade room 25 computer lab	None	\$25,000	Still to be done
	Develop vocational program for Workforce Development Center			One vocational program by ICCB with one program by ICCB.
LTC	Remodel Science Labs; integrating facilities and sharing equipment		\$20,000 desktop computers in labs and \$70,000 mobile computer lab and software	Requesting Foundation
	Hire a full-time music instructor	1 FT Faculty: \$35,000	None	Deferred due to budget
OCC	Expand Industrial Maintenance Technology course offerings. Offer HVAC sequence for Industrial Maintenance Program	None	\$5,000	
	Improve part-time faculty orientation	None	None	
	Improve class size efficiency	None	None	
	Offer new Massage Therapy Certificate	4 part-time faculty	None	
	Replace 1/3 of computers in open lab in LRC	None	\$10,000	
	Replace 5 laptops in LRC	None	\$10,000	
	Replace copier in LRC	None	\$8,000	
	Create new web offerings	None	\$2,000	
	Cosmetology Instructor Certificate	Part-time faculty		NUR 1200 offered in 2003 summer 2003
	Management Information Technology AAS	Part-time faculty		Begin Fall Semester 2003 Begin Fall Semester 2003
WVC	Employ part-time Continuing Education Coordinator	\$15,000	None	
	Employ Manufacturing/Machine Tools Faculty	\$35,000	None	
WED	Replace 3 retiring full-time faculty	None (Replacement)	None	On-going
	Replace 3 video projectors	None	\$9,000 (3 @ \$3,000)	
	Purchase updated OSHA-related training material	None	\$5,000	
	Purchase updated MSHA-related training material	None	\$7,500	
	Purchase new and replacement EMT training materials and expendables	None	\$8,000	On-going. Some acquisition of Mines and Minerals
	Purchase Macintosh with DVD writing capabilities and DVD authoring software	None	\$4,000	
	Purchase MiniDV camcorders	None	\$6,000 (3 @ \$2,000)	

1. Improvement of Instruction (FY 2004):

College	Objective	Personnel Expenses	Other Expenses	Status
	Training—video editing for faculty	None	\$4,000 (2 @ \$2,000)	
	Increase OSHA-related training	None		
	Increase MSHA-related training	None		
	Faculty Improvement—Attend TRAM/National Instructors Conference	None		
DIST	Instructional Technology Resources	0	\$200,000	Technology Plan
	Self study committees meet and work on self study		\$4,000	On-going
	District wide team will attend HLC Conference		\$6,000	On-going
	Develop webpage to track progress on self study			On-going

Evaluate all low-enrollment programs to determine if could better utilize District resources Continue to review and evaluate the assessment processes and procedures which provide evidence of student learning and teaching effectiveness.	None 0	None 0	On-going On-going
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2. Improvement of Student Support Services (FY 2004):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Implement student tutorial plan Employ a part-time receptionist for student services building	\$10,000 \$15,000	\$3,000 \$3,000	\$1,500 interest from F
LTC	Color Laser Printer: Marketing Performing Arts/Community Service Secretary Upgrade computers in classrooms Lab assistant for Student Computer Lab	\$6,000 FT staff: \$14,000 Change status from PT	\$10,000 \$14,000	Complete; Foundation Contingent on funding On-going Completed as a 75% p
OCC	Continue imaging student files and records Train other departments in the imaging process and equipment Continue to improve process for student registration Add 100% 10-day rosters online and train faculty to do online degree audits Put Radiography Technician Handbooks on website	None None None None None	None None None None	

2. Improvement of Student Support Services (FY 2004):

College	Objective	Personnel Expenses	Other Expenses	Status
WVC	Upgrade faculty Office Assistant from part-time to full-time Upgrade Student Services part-time Office Assistant to full-time	\$5,000 \$5,000		
	Upgrade Business Office part-time Office Assistant to full-time	\$5,000		
DIST	Imaging and Retention Coordinator Purchase equipment to convert microfilm to digital 2003-2005 Catalog released (August 2003)	\$18,000 – 19,000 None	\$2,500 Unknown \$5,500 per campus printing cost	Delayed until 2005

3. Improvement of Facilities and Operations (FY 2004):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Develop storage space at Workforce Development Center	None	\$10,000	January
	Construct parking lot adjacent to LRC	None	\$60,000	
	Landscaping at Workforce Development Center	None	\$12,000	
	Employ additional full-time custodian / groundskeeper	\$23,000	None	
	Remodel Student Services building	None	\$60,000	
	Replace and/or repair Richard L. Mason parking lot	None	\$70,000	
	Remodel Textbook Library		\$20,000	
	Replace roof at Workforce Development Center		\$200,000	
	Construct 3 classrooms, 2 restrooms, and faculty offices in Workforce Development Center	None	\$275,000	
LTC	Remove old tennis courts	None	\$10,000-\$20,000	Health and Safety Bond Eagleton Funds; require On-going; Lincoln Room until after classrooms o Already begun; on-going Presently exploring cos
	LRC remodeling		\$30,000±	
	Remodel conference room and Lincoln Room		\$20,000	
	Hang and reorient AV and technology in classrooms			
	Explore possibilities of North Campus			
	Permanent wall in Business Office			
	Review Sports Center space allocation including upgrade of Fitness Center and concession stand			
	Front entrance sign		\$35,000	
	Replace upholstery on seats in theater		None	
OCC	Applied Technology Center	None	\$1,785,569 RAMP Capital Project	Sell locally Projected July 1, 2003
	Re-carpet Banquet Room	None	\$7,000	
	Complete replacement of ceiling tiles on second floor of Wattleworth Hall	None	\$5,000 Deferred Maintenance Fund	
	Replace 25 passenger van with two 15 passenger vans	None	\$40,000	
	Replace 2 HVAC units on Wattleworth Hall	None	\$150,000 PHS funds	
	Move to new Cosmetology Building	None	\$12,000 / year	
WVC	Expand and remodel Main Hall	None	\$3,000,000	On RAMP document Accomplished 2003
	Remodel Spencer Sports Center Locker Room	None	\$7,000	
	Repair Main Hall roof and Science Building roof	None	PHS funds	
	Pave Machining and Manufacturing Tech parking lot	None	\$50,000	
WED	Replace retiring Program Assistant	None (Replacement)	None	
	Replace local ISP with DSL or cable modem Internet service for Girard and Marissa facilities	None	\$1,200 (2 @ \$600 / year) [does not include savings from canceled local ISP service]	

3. Improvement of Facilities and Operations (FY 2004):

College	Objective	Personnel Expenses	Other Expenses	Status
WED cont'd	Purchase color laser printers	None	Equipment--\$5,000 (2 @ \$2,500)	
	Replace administrative computers	None	Equipment--\$10,500 (7 @ \$1,500 each)	
DIST	Long-range plan to enlarge District Office facilities or to acquire new facilities	None	\$350,000	New Bond issue Dec Technology Plan
	District-wide repairs, renovations and improvements, ADA Compliance projects	None	\$3,500,000	
	Administrative Systems	0	\$20,000	

Network Infrastructure	0	\$145,000	Technology Plan
Telecommunications		\$25,000	Technology Plan
PC Software	0	\$50,000	Technology Plan

**LONG RANGE PLANNING GUIDE
FY 2005**

1. Improvement of Instruction (FY 2005):

Objective	Personnel Expenses	Other Expenses	Status
Implement two new vocational programs Employ two additional vocational full-time instructors	\$76,000	\$300,000 \$5,000	
New certificates in various areas Replacement of retiring instructors Offer a minimum of one additional vocational degree		0	Present discussions with LTC Curriculum and Associate Dean of Vocational Program
Expand Massage Therapy to AAS program Replace five laptops in LRC Replace 1/3 of computers in open lab in LRC Change classroom lighting	1 Full-time faculty \$30,000 None None None	\$7,500 \$10,000 \$10,000 \$5,000	
Implement Information Technology curriculum Employ Humanities faculty Employ Computer faculty	None \$35,000 \$35,000	\$10,000	
Replace up to 3 retiring full-time faculty Replace 3 video projectors Purchase updated OSHA-related training material Purchase updated MSHA-related training material Purchase new and replacement EMT training materials and expendables Increase OSHA-related training Increase MSHA-related training Update software (Windows and Microsoft Office) Replace 2 copy machines Faculty improvement—Attend TRAM/National Instructors Conference Replace one Macintosh desktop computer Attend National Holms Safety Association Conference	None (replacement) None None None None None None None None None None None None	None \$9,000 (3 @ \$3,000) \$5,000 \$7,500 \$8,000 None None \$4,500 (15 @ \$300) \$10,000 (2 @ \$5,000) None \$2,500 \$1,500 (2 @ \$750)	
Instructional Technology Resources Complete HLC Self-Study—prepare and print self-study document HLC Accreditation Team Visit	0	\$200,000 \$1,000 \$12,000	Technology Plan

1. Improvement of Instruction (FY 2005):

Objective	Personnel Expenses	Other Expenses	Status
Continue to review and evaluate the assessment processes and procedures which provide evidence of student learning and teaching effectiveness.	0	0	On-going

2. Improvement of Student Support Services (FY 2005):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Provide expanded advisement and career exploration for vocational students	0	\$5,000	
LTC	Upgrade copiers utilizing leasing options Increase part time Learning Skills position to full-time Upgrade Recruitment and Communications Plan	\$6,000		Presently 75%
OCC	Document imaging	None	None	On-going
WVC	Hire part-time Recruiter Add Student Lounge	\$10,000	\$10,000	

3. Improvement of Facilities and Operations (FY 2005):

College	Objective	Personnel Expenses	Other Expenses	Status
FCC	Construct student center Construct fountain/garden area Landscape Mason Building Construct parking lot Remodel administrative offices		\$1,900,000 \$75,000 \$12,000 \$60,000 \$20,000	
LTC	Pave South Campus parking lot Continue upgrade of physical facilities as needed Upgrade facilities to accommodate new technology needed in classroom		\$30,000	
OCC	Replace pipes in gym facility Replace plumbing in gym locker rooms Place an acoustical ceiling in Student Center Replace acoustical ceiling in administration offices and selected areas of LRC Replace fire alarm panels Replace Gym Light Fixtures Resurface North & South Parking Lots Replace Washer & Dryer in Athletic Department	None None None None None None None	\$60,000 PHS funds \$10,000 Capital Renewal Grant \$20,000 Capital Renewal Grant \$25,000 Capital Renewal funds Equipment \$100,000 \$50,000 \$80,000 \$3,000	
WVC	Pave road on back of campus Replace bleachers in gym		\$200,000 \$100,000	
WED	Replace Girard classroom chairs Replace Girard administrative office furniture (desk, chair, credenza, etc.) Upgrade Marissa office furniture Replace up to 2 retiring Program Assistants	None None None None (replacement)	\$1,000 (20 @ \$50) \$600 \$600 None	
DIST	Network infrastructure Telecommunications PC Software	0 0	\$65,000 \$125,000 \$50,000	Technology Plan Technology Plan Technology Plan

DEFINITIONS:

ABE/ASE – Adult Basic Education/Adult Secondary Education

ADA - Americans with Disabilities Act

DACUM - (Developing a Curriculum) is a structured process used as a part of the Title III Grant to update and validate curricula.

EP - Emergency Preparedness AAS Degree Program at FCC

ERBA – Embarras River Basin Agency

ESL - English as a Second Language

FLOW - FCC, LTC, OCC, WVC

FTE - Full-Time Equivalent (15 credit hours) per semester

ETC - Education-To-Careers is a federally funded initiative to provide a seamless path from elementary education into the workplace.

LRC – Learning Resource Center

OSHA - Occupational Safety and Health Act is a federal law, which mandates specific conditions as related to a safe working environment.

ONE-STOP-SHOP - This is a state initiative which endeavors to deliver a variety of career services to local communities including career guidance and counseling, employment information and placement services, information on and referral to training and education programs, and labor market and economic development information.

PHS - Protection, Health, and Safety

RAMP – Resource Allocation and Management Plan

WED - Workforce Education and Development

Agenda Item #8B
2002 Annual Report Card

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2003
RE: 2003 Annual Report Card on Institutional Effectiveness

The Annual Report Card has been distributed to Board members under separate cover via e-mail because of the report's length. Mr. Chairman, I recommend approval of the 2003 Annual Report Card on Institutional Effectiveness.

TLB/rs

Agenda Item #8C

HIPAA Agreements

Agenda Item #8C

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2003
RE: HIPAA Agreements

Mr. Chairman, I request approval of the Health Insurance Portability and Accountability Act (HIPAA) Agreements between Illinois Eastern Community College and Newton Rest Haven in Newton, Illinois; Holiday Manor in Princeton, Indiana; and Mt. Vernon Countryside Manor in Mt. Vernon, Illinois. The agreements will be available at the Board meeting for review.

TLB/rs

Agenda Item #8D
Cosmetology Lease

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: May 20, 2003
RE: Cosmetology Lease

The Olney Central College Cosmetology Program has been at its current location since the early 1980's. Although the program has been successful, a new facility will allow expansion of the number of students enrolled in the program.

New space has become available near the program's current location on Main Street in Olney. The director of the program, Judy Burroughs, Dean Jennifer Mathes, and President Jack Davis have all reviewed the proposed new facility and support the leasing of it. Although the lease cost will be higher, the enrollment of additional students will be more than compensate for the increased cost.

The Board recently renewed its lease on the current facility, but this lease, with agreement of the landlord, will be cancelled and the new lease will supersede it.

I ask the Board's approval of the lease of facilities for the Cosmetology Program at 104 East Main, Olney, Illinois, at a cost of \$1,000 per month.

TLB/rs

Agenda Item #8E

PHS Capital Project Application

MEMORANDUM

TO: Terry Bruce

FROM: Roger Browning

DATE: May 15, 2003

SUBJECT: Capital Project Application – Upgrade Electrical Service and Construct Noise Reduction Wall - District Office

Enclosed please find a capital project application to upgrade the electrical service and construct a noise reduction wall in the computer Data Center at the district office. The district office building has reached its electrical capacity and this upgrade is needed for safety purposes. The noise reduction wall is needed in the computer Data Center to mitigate the noise level.

I would request that this application be presented to the Board of Trustees in May for their consideration and approval.

RB/cr

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Illinois Eastern Community Colleges District 528

Contact Person Mr. Roger Browning Phone # 618-393-2982

Project Title Data Center Acoustics & HVAC Upgrade

Project Budget \$ 39,325 () check ühere if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2

Date May 14, 2003

Application Type (check the appropriate application type and follow instructions):

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

A. Board of trustees action--attach a copy of the local board's resolution and certified minutes

B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)

C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)

D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)

E. Funding source (*use the appropriate format on Attachment #2*)

Section II

A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

C. Has the site been determined professionally to be suitable for construction purposes? Yes No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Accessibility Compliance - WVC & FCC

Project Budget \$ 39,325

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The Data Center is a single room located in the District Office which houses the servers and related equipment needed to serve as the networking hub for the four campuses of Illinois Eastern Community Colleges. There are also three full-time workstations for IT staff in the room. The noise generated from the equipment ranges from 69 decibels to 84 decibels. The noise is constant and irritating to the hearing of the staff members who must work in the room. This project will enclose the equipment to isolate and mitigate the noise and create a more healthful work environment. The entire cooling capacities of the existing throughwall hvac units in the Data Center are needed to offset the heat generated by the servers and related equipment. This project will therefore also provide a dedicated hvac unit to heat and cool the remaining workstation area, and provide the necessary outdoor air ventilation. The electrical service for the building is currently just barely adequate for the existing electrical loads and the addition of the new hvac equipment will require service upgrade. ASHRAE 1999 HVAC Applications, Chapter 16; ANSI/ASHRAE 62-1999; International Mechanical Code Section 403; BOCA National Property Maintenance Code PM-604.0

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Create an area for the servers and related equipment within the Data Center with a glass partition and door. Provide structural support for the partition under the raised floor. Relocate and modify the existing fire suppression system for the relocated equipment. Install an hvac unit to provide adequate heating, cooling, and outdoor air ventilation for the work area of the Data Center. Upgrade the building electrical service to provide adequate capacity for the existing and new loads.

**Attachment #1
Project Budget**

Check One:

- “ **New Construction**
- “ **Remodeling**

Project Name

Budget Amounts

New Construction

Remodeling

Land

Site Development

Construction (including Fixed Equipment)

Mechanical

Electrical

General Conditions

Contingency (10%)

A/E Professional Fees

Total

Protection, Health, and Safety Project Name Data Center Acoustics & HVAC Upgrade

Budget Amounts

Project Costs

32,500

Contingency

3,250

A/E Professional Fees

3,575

Total

\$ 39,325

(Revised 11/3/99)

**Attachment #2
Funding Source**

District/College Name Illinois Eastern Community Colleges No. 528

Project Name Data Center Acoustics & HVAC Upgrade

Check the source(s) of funds:

Available fund balance _____ Fund name (s):
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance (s): Excess funds from our
(including protection, health, Series 2002 PHS bond issue on 12/17/02. This
and safety bonds) project will NOT require a new tax levy.

Protection, Health, and _____ Tax rate/fiscal year:
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months:
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months:
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months:
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s):

ADA _____
Access for All Funding _____ Proposed Fiscal Year Source(s):

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable)

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required) X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date _____

Signed _____, Chairperson

Signed _____, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Image Architects Inc.
1118 West Main Street
Carbondale, Illinois 62901

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Architect/Engineer's Signature

May 14, 2003
Date

001-010485
Illinois Registration or License Number

Seal

Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Construct Partition and Door	2,500
Modify Fire Suppression System	5,000
HVAC Unit	12,000
Electrical Service Upgrade	8,000
Miscellaneous	<u>5,000</u>
Subtotal	32,500
Contingency	3,250
A/E Compensation	<u>3,575</u>
Project Total	\$ 39,325

Note: Project not yet designed.

Agenda Item #8F

PHS Capital Project Board Resolution

MEMORANDUM

TO: Terry Bruce
FROM: Roger Browning
DATE: May 15, 2003
SUBJECT: Resolution to Approve PHS Construction Project

Enclosed is the required Board Resolution regarding the proposed PHS project to upgrade the Data Center acoustics and the district office building electrical service.

I would request that the Board approve the attached resolution so that it may be forwarded to ICCB, along with the Capital Project Application form, for their approval.

RB/cr

Resolution to Approve PHS Construction Projects

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with protection, health, and safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are projects at IECC which requires repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Data Center Acoustics & HVAC Upgrade \$39,325

Total estimated cost including fees and contingency: \$39,325

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are necessary projects for the protection, health, and safety of students, employees, and visitors and not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alterations or repair and are necessary for the protection, health, and safety of the students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the projects set forth above.
4. The cost of the projects above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.

Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced projects.

Resolution adopted by roll call vote this 20th day of May, 2003.

Approved: Chairman: _____

Secretary: _____

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

MAY 20, 2003

IECC

1. General Repair Work Phases 3 & 4
Wall Repairs WVC Library/Science
Roof Replacement WVC Main Hall

LTC – South Campus

2. Fiber Optic Fusion Splicer

TO: Board of Trustees
FROM: Roger Browning
SUBJECT: General Repair Work Phases 3 & 4
Wall Repairs WVC Library/Science
Roof Replacement WVC Main Hall
DATE: May 15, 2003

Attached is the bid recommendation received from Marion Poggas, Image Architects for the general repair work at all campuses and wall repairs and roof replacement at WVC.

Based upon the bid tabulation attached and also the recommendation from Marion Poggas, the Bid Committee recommends acceptance of the bids listed below:

General Work	Keiffer Brothers Construction Co. Inc.	\$93,200.00
Roof Work	Shay Roofing	\$111,271.00

Source of Funds: Protection, Health & Safety Bond Funds

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



1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901
310 Broadway Suite 7 Cape Girardeau, Missouri 63701

618.457.2128 618.549.5725 fax
573.334.6666 573.334.1178 fax

May 14, 2003

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

Re: Protection, Health & Safety Compliance Work
All Campuses
General Repair Work Phases 3 & 4
Wall Repairs WVC Library/Science
Roof Replacement WVC Main Hall
Illinois Eastern Community Colleges District No. 529
Olney, Illinois

Dear Mr. Browning:

We have reviewed the bids submitted for general, mechanical and electrical work on the referenced project. We find no reason to prevent award of the each division of work to the lowest responsible and responsive bidders as follows:

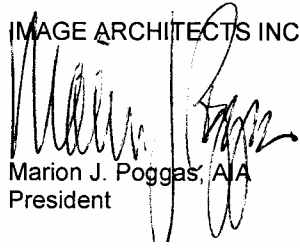
General Work	Keiffer Brothers Construction Co. Inc.	\$ 93,200.00
Roof Work	Shay Roofing	\$111,271.00

Note that the General Work includes Base Bid for the amount of \$86,000.00 and Alternate Bid No. 1 for the amount of \$7,200.00.

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

Sincerely,

IMAGE ARCHITECTS INC.


Marion J. Poggas, AIA
President

PROTECTION, HEALTH & SAFETY COMPLIANCE WORK
 ALL CAMPUSES
 GENERAL REPAIR WORK PHASES 3 & 4
 WALL REPAIRS WVC LIBRARY/SCIENCE
 ROOF REPLACEMENT WVC MAIN HALL
 ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529
 OLNEY, ILLINOIS

Bid Tabulation

Tuesday, May 13, 2003 @ 2:00 p.m.
 Illinois Eastern Community Colleges District Office

DIVISION I - GENERAL WORK

BIDDER	BID SECURITY	BASE BID	ALT. BID NO. G-1 Replace sidewalks on North Campus, Lincoln Trail College ADD
Kieffer Bros. Construction Co., Inc. Mt. Carmel, IL	5% Bid Bond	\$86,000.00	\$7,200.00
Shores Builders, Inc. Centralia, IL	-----	NO BID	-----
Lipps Construction Co. Mt. Vernon, IL	5% Bid Bond	\$96,900.00	\$6,900.00

PROTECTION, HEALTH & SAFETY COMPLIANCE WORK
 ALL CAMPUSES
 GENERAL REPAIR WORK PHASES 3 & 4
 WALL REPAIRS WVC LIBRARY/SCIENCE
 ROOF REPLACEMENT WVC MAIN HALL
 ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529
 OLNEY, ILLINOIS

DIVISION II - ROOF WORK

BIDDER	BID SECURITY	BASE BID
Shay Roofing Millstadt, IL	5% Bid Bond	\$111,271.00
HRC Roofing & Sheet Metal Columbus, IN	5% Bid Bond	\$128,000.00
Lakeside Roofing Co., Inc. Granite City, IL	5% Bid Bond	\$115,825.00
The Young Group St. Louis, MO		
Kehrer Bros. Construction, Inc. Albers, IL		
Advanced Roofing & Sheet Metal, Inc. Urbana, IL		

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Fiber Optic Fusion Splicer
DATE: May 15, 2003

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

Bid Committee recommends acceptance of the bid received that meets all specifications from Agents Private International LTD, Ontario, Canada for a total of \$21,374.10. The lower bid from Graybar Electric Company does not have a video output, therefore does not meet specifications.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
John Highhouse
Harry Hillis, Jr.

Source of Funds: Auxiliary

Department: Workforce Education

Rationale for Purchase: This fusion splicer will be used in Industry Training such as Daimler Chrysler and Telecom to upgrade our technology. Fusion splicing has changed dramatically since our last purchase.

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

BID TABULATION
Optical Fiber Fusion Splicer, Automatic

Company	Total Bid
Agents Private International LTD. Ontario, Canada **1% discount if paid within 30 days (shipped from Ambler, PA)	\$21,590.00 **\$21,374.10
Billows Electric Supply Company Cherry Hill, NJ	\$21,585.00
Engineering Equipment Sales McKinney, TX	\$23,048.00
Fiber Optic Center, Inc. New Bedford, MA	\$22,800.00
Graybar Electric Company, Inc. Cincinnati, Ohio	\$11,877.60
Midstates Technology Options Olathe, KS	\$22,140.00

Optical Fiber Fusion Splicer, Automatic

Specifications: Must be/have/include...

- Aurora "Fusion 3000" or equal
- Made in U.S.A.
- Output port for video viewing system
- Built-in LCD video viewing system
- Menu driven, micro-processor controlled
- Splice both MM & SM fibers
- Automatic PAS alignment system
- Two simultaneous fiber views at 80X or better
- Built-in sleeve heater
- RS-232 data port equipped
- Automatic estimated splice loss indication
- Battery and AC adaptor powered
 - Equipped with spare battery
 - Equipped with AC adapter
- Splice storage memory minimum 1,000 splices
- Hard side carrying case

ALL FREIGHT, DELIVERY AND/OR INSTALLATION CHARGES ARE INCLUDED IN BID. YOUR 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 _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE.

Agenda Item #10

District Finance

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

ILLINOIS EASTERN COMMUNITY COLLEGES	
DISTRICT #529	
TREASURER'S REPORT April 30, 2003	
FUND	BALANCE
Educational	\$3,853,523.69
Operations & Maintenance	\$306,778.31
Operations & Maintenance (Restricted)	\$797,468.49
Bond & Interest	\$10,598.66
Auxiliary	\$408,207.29
Restricted Purposes	\$183,544.37
Working Cash	\$18,810.67
Trust & Agency	\$324,616.76
Audit	\$40,078.32
Liability, Protection & Settlement	\$122,043.55
TOTAL ALL FUNDS	\$6,065,670.11
Respectfully submitted,	
Marilyn Grove, Treasurer	

LIST OF INVESTMENTS

April 2003

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	1,000,000	1,006,550	6,550
Operations & Maintenance						
Operations & Maintenance Fund (Rest)						
01/23/03	05/23/03	1.50	Old National Bank in Mt. Carmel (CD)	3,000,000	3,015,000	15,000
Bond & Interest						
Auxiliary Fund						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	500,000	503,275	3,275
Restricted Purposes						
Working Cash Fund						
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
11/18/02	11/18/03	1.80	Trust Bank (CD)	675,000	687,150	12,150
11/19/02	05/19/03	1.31	US Bank of Flora (CD)	49,000	49,321	321
01/23/03	05/23/03	1.50	Old National Bank in Mt. Carmel (CD)	15,000	15,075	75
Trust & Agency Fund						
Liability & Protection Fund						
11/20/02	05/19/03	1.31	US Bank of Flora (CD)	750,000	754,913	4,913
Total				7,504,000		

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Governmental Fund Types

	GENERAL FUNDS	GRANTS	AUDIT	LPS	BOND AND INTEREST	OBM RESTRICTED
ASSETS and OTHER DEBITS:						
ASSETS:						
CASH	4,160,202	183,544	40,078	122,044	10,599	797,468
IMPREST FUND	1,000	--	--	--	--	--
CHECK CLEARING	2,000	--	--	--	--	--
INVESTMENTS	1,000,000	--	--	750,000	--	3,000,000
RECEIVABLES	1,923,754	296,207	--	--	--	--
ACCRUED REVENUE	--	--	--	--	--	--
INTERFUND RECEIVABLES	--	1,736	--	--	--	--
INVENTORY	--	--	--	--	--	--
TOTAL ASSETS AND OTHER DEBITS:	7,086,956	481,487	40,078	872,044	10,599	3,797,468
Liabilities, equity and other credits						
LIABILITIES:						
PAYROLL DEDUCTIONS PAYABLE	-4,867	--	--	--	--	--
ACCOUNTS PAYABLE	-438,140	1,047	--	-644	--	--
ACCRUED EXPENSE	--	--	--	--	--	--
INTERFUND PAYABLES	--	--	--	--	--	--
DEFERRED REVENUE	--	--	--	--	--	--
OTHER LIABILITIES	752,669	--	--	--	--	--
TOTAL LIABILITIES:	309,663	1,047	--	-644	--	--
EQUITY AND OTHER CREDITS:						
INVESTMENT IN PLANT	--	--	--	--	--	--
PR YR BDGTD CHANGE TO FUND	--	--	--	--	--	--
BALANCE						
Fund Balances:						
FUND BALANCE	5,041,216	-161,379	40,078	872,688	10,599	1,546,364
RESERVE FOR ENCUMBRANCES	1,736,078	641,819	--	--	--	2,251,104
TOTAL EQUITY AND OTHER CREDITS:	6,777,293	480,440	40,078	872,688	10,599	3,797,468
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	7,086,956	481,487	40,078	872,044	10,599	3,797,468
	=====	=====	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	5,313,936	4,303,194
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	4,750,000	2,400,000
RECEIVABLES	2,219,961	6,687,549
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
TOTAL ASSETS AND OTHER DEBITS:	12,288,633	13,423,994
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-4,867	5,616
ACCOUNTS PAYABLE	-437,736	-37,168
ACCRUED EXPENSE		29,019
INTERFUND PAYABLES		
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	752,669	726,168
TOTAL LIABILITIES:	310,066	5,958,723
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	7,349,566	5,202,947
RESERVE FOR ENCUMBRANCES	4,629,001	2,262,325
TOTAL EQUITY AND OTHER CREDITS:	11,978,566	7,465,272
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	12,288,633	13,423,994

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	408,207	977,805
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	500,000	
RECEIVABLES	60,779	50,948
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	1,410,508	1,470,275
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-66,349	2,215
ACCRUED EXPENSE		23,313
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-66,349	25,529
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	199,968	565,074
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,476,857	1,444,746
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,410,508	1,470,275
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	18,811	324,617	343,427	197,844
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,254,000	--	2,254,000	2,398,000
RECEIVABLES		2,912	2,912	2,912
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,272,811	327,529	2,600,340	2,598,756
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		4,035
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	143,985
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND BALANCE		--		
Fund Balances:				
FUND BALANCE	2,272,811	181,821	2,454,632	2,446,500
RESERVE FOR ENCUMBRANCES		5,758	5,758	8,271
TOTAL EQUITY AND OTHER CREDITS:	2,272,811	187,579	2,460,390	2,454,771
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,272,811	327,529	2,600,340	2,598,756
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2003
 (With comparative totals for 30-JUN-2002)
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	6,065,570	5,478,844
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,504,000	4,798,000
RECEIVABLES	2,283,652	6,741,409
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	16,299,480	17,493,025
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-4,867	5,616
ACCOUNTS PAYABLE	-504,085	-30,918
ACCRUED EXPENSE		52,332
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	752,669	726,168
TOTAL LIABILITIES:	383,667	6,128,237
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	199,968	565,074
BALANCE		
Fund Balances:		
FUND BALANCE	9,804,198	7,649,447
RESERVE FOR ENCUMBRANCES	4,634,759	2,270,596
TOTAL EQUITY AND OTHER CREDITS:	15,915,813	11,364,789
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	16,299,480	17,493,025

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

EDUCATIONAL FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,766,410.00	1,792,748.41	26,338.41	1.491
STATE GOVT SOURCES	11,846,245.00	9,113,572.94	-2,732,672.06	-23.068
STUDENT TUITION & FEES	6,700,711.00	9,032,490.22	2,331,779.22	34.799
SALES & SERVICE FEES	25,000.00	29,121.19	4,121.19	16.485
FACILITIES REVENUE	.00	.00	.00	.000
INVESTMENT REVENUE	130,000.00	72,256.18	-57,743.82	-44.418
OTHER REVENUES	102,000.00	38,110.74	-63,889.26	-62.637
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,570,366.00	20,078,299.68	-492,066.32	-2.392
EXPENDITURES:				
INSTRUCTION	9,896,460.00	8,068,988.43	-1,827,471.57	-18.466
ACADEMIC SUPPORT	498,902.23	400,228.17	-98,674.06	-19.778
STUDENT SERVICES	1,217,960.99	1,006,173.88	-211,787.11	-17.389
PUBLIC SERV/CONT ED	74,688.00	62,278.80	-12,409.20	-16.615
OPER & MAINT PLANT	138,000.00	104,471.52	-33,528.48	-24.296
INSTITUTIONAL SUPPORT	4,829,643.78	3,659,459.88	-1,170,183.90	-24.229
SCH/STUDENT GRNT/WAIVERS	3,765,630.00	3,748,226.99	-17,403.01	-.462
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,421,285.00	17,049,827.67	-3,371,457.33	-16.510
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	671,221.00	875,221.00	204,000.00	30.392
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	671,221.00	875,221.00	204,000.00	30.392
NET INCREASE/DECREASE IN NET ASSETS	-522,140.00	2,153,251.01	2,675,391.01	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	752,745.00	762,033.71	9,288.71	1.234
STATE GOVT SOURCES	1,565,080.00	1,177,647.85	-387,432.15	-24.755
FACILITIES REVENUE	30,000.00	27,052.00	-2,948.00	-9.827
INVESTMENT REVENUE	10,000.00	10,084.19	84.19	.842
OTHER REVENUES	5,000.00	.00	-5,000.00	-100.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,362,825.00	1,976,817.75	-386,007.25	-16.337
EXPENDITURES:				
ACADEMIC SUPPORT	-3,120.00	.00	3,120.00	100.000
STUDENT SERVICES	.00	-208.14	-208.14	#####
OPER & MAINT PLANT	2,515,026.00	1,981,493.68	-533,532.32	-21.214
INSTITUTIONAL SUPPORT	.00	1,095.40	1,095.40	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,511,906.00	1,982,380.94	-529,525.06	-21.081
NET INCREASE/DECREASE IN NET ASSETS	-149,081.00	-5,563.19	143,517.81	96.268

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	.00	3,506,957.08	3,506,957.08	#####
STATE GOVT SOURCES	76,900.00	73,945.72	-2,954.28	-3.842
INVESTMENT REVENUE	8,200.00	24,605.98	16,405.98	200.073
	-----	-----	-----	-----
TOTAL REVENUES:	85,100.00	3,605,508.78	3,520,408.78	###.###
EXPENDITURES:				
OPER & MAINT PLANT	76,958.00	49,044.53	-27,913.47	-36.271
INSTITUTIONAL SUPPORT	829,452.00	717,089.25	-112,362.75	-13.547
	-----	-----	-----	-----
TOTAL EXPENDITURES:	906,410.00	766,133.78	-140,276.22	-15.476
NET INCREASE/DECREASE IN NET ASSETS	-821,310.00	2,839,375.00	3,660,685.00	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,469,646.00	1,516,077.69	46,431.69	3.159
INVESTMENT REVENUE	.00	5,375.09	5,375.09	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,469,646.00	1,521,452.78	51,806.78	3.525
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,469,646.00	1,455,526.25	-14,119.75	-.961
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,469,646.00	1,455,526.25	-14,119.75	-.961
NET INCREASE/DECREASE IN NET ASSETS	.00	65,926.53	65,926.53	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	44,950.00	.00	-44,950.00	-100.000
STUDENT TUITION & FEES	494,125.00	213,281.93	-280,843.07	-56.836
SALES & SERVICE FEES	2,760,601.00	2,173,063.43	-587,537.57	-21.283
FACILITIES REVENUE	1,415.00	1,390.00	-25.00	-1.767
INVESTMENT REVENUE	17,833.00	17,661.38	-171.62	-.962
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	20,000.00	20,000.00	#####
OTHER REVENUES	73,914.00	23,500.10	-50,413.90	-68.206
	-----	-----	-----	-----
TOTAL REVENUES:	3,392,838.00	2,448,896.84	-943,941.16	-27.822
AUXILIARY ENTERPRISES:				
SALARIES	1,232,480.00	844,574.60	-387,905.40	-31.474
EMPLOYEE BENEFITS	72,473.00	57,834.42	-14,638.58	-20.199
CONTRACTUAL SERVICES	305,476.00	148,781.02	-156,694.98	-51.295
GEN. MATERIAL & SUPPLIES	2,363,563.00	1,642,981.55	-720,581.45	-30.487
CONF/TRAVEL MEETING EXPENSE	298,727.00	204,389.23	-94,337.77	-31.580
FIXED CHARGES	86,120.00	68,825.90	-17,294.10	-20.081
UTILITIES	15,950.00	10,374.46	-5,575.54	-34.956
CAPITAL OUTLAY	250,100.00	42,573.11	-207,526.89	-82.978
INTERFUND TRANSFERS	775,221.00	-875,221.00	-1,650,442.00	#####
OTHER EXPENDITURES	175,875.00	103,815.59	-72,059.41	-40.972
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,575,985.00	2,248,928.88	-3,327,056.12	-59.668
NET INCREASE/DECREASE IN NET ASSETS	-2,183,147.00	199,967.96	2,383,114.96	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	104,000.00	82,810.67	-21,189.33	-20.374
	-----	-----	-----	-----
TOTAL REVENUES:	104,000.00	82,810.67	-21,189.33	-20.374
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-104,000.00	.00	104,000.00	100.000
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-104,000.00	.00	104,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	208,000.00	82,810.67	-125,189.33	-60.187

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	45,000.00	46,306.95	1,306.95	2.904
INVESTMENT REVENUE	.00	909.47	909.47	#####
	-----	-----	-----	-----
TOTAL REVENUES:	45,000.00	47,216.42	2,216.42	4.925
EXPENDITURES:				
INSTITUTIONAL SUPPORT	46,016.00	24,754.29	-21,261.71	-46.205
	-----	-----	-----	-----
TOTAL EXPENDITURES:	46,016.00	24,754.29	-21,261.71	-46.205
NET INCREASE/DECREASE IN NET ASSETS	-1,016.00	22,462.13	23,478.13	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-APR-2003
Percentage of time remaining through the Budget: 16.712

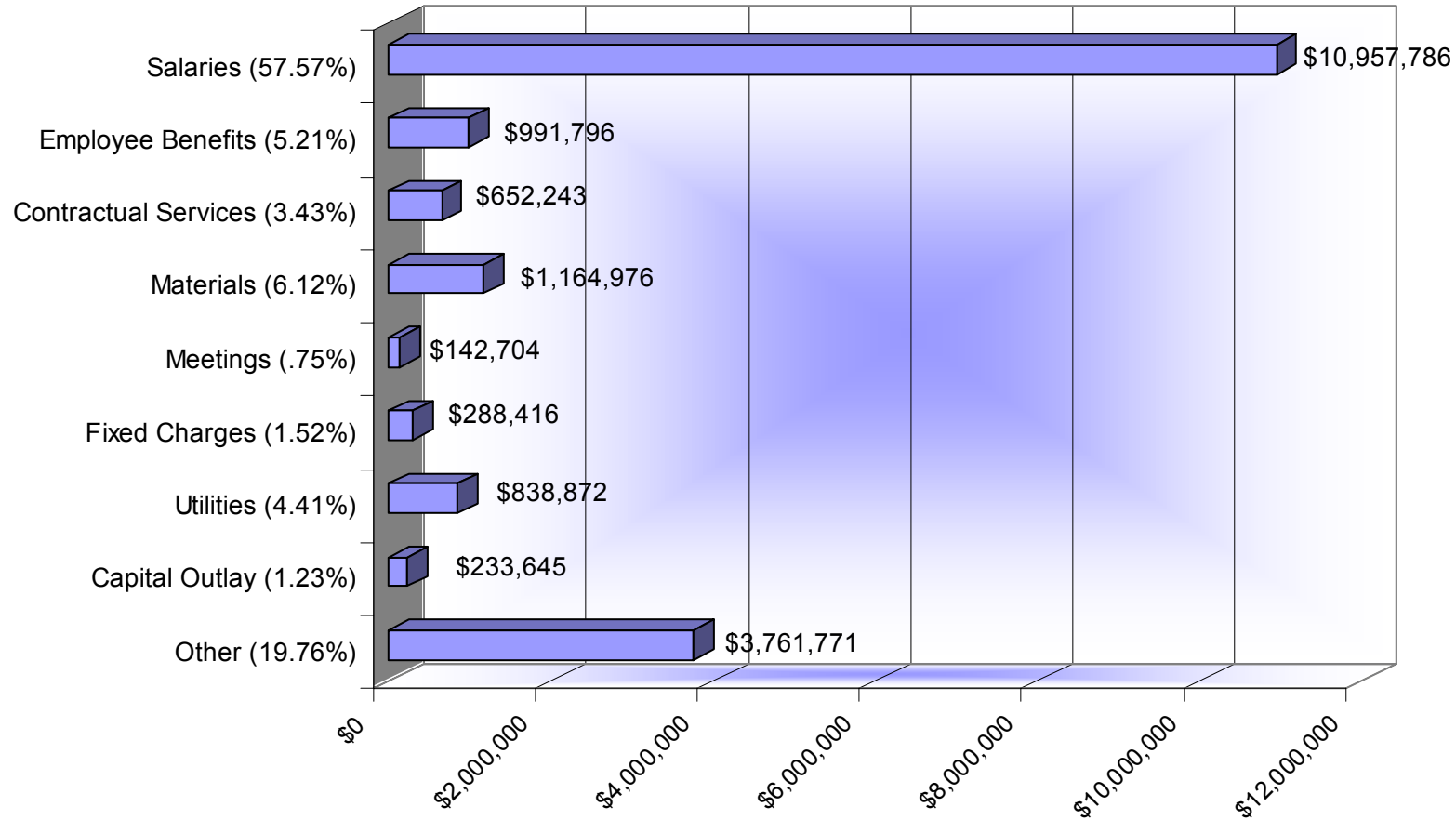
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	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	467,221.00	471,774.83	4,553.83	.975
INVESTMENT REVENUE	.00	13,553.18	13,553.18	#####
	-----	-----	-----	-----
TOTAL REVENUES:	467,221.00	485,328.01	18,107.01	3.875
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,084,557.00	330,620.26	-753,936.74	-69.516
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TOTAL EXPENDITURES:	1,084,557.00	330,620.26	-753,936.74	-69.516
NET INCREASE/DECREASE IN NET ASSETS	-617,336.00	154,707.75	772,043.75	#####

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY01-03

College	Category	FISCAL YEAR 2001			FISCAL YEAR 2002			FISCAL YEAR 2003				Summer & Fall Hours	Cost per Semester Hour
		Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	Annual Budget	Spent Thru April	% of Bdgt	% of Year		
Frontier	Bills		\$1,088,775			\$1,153,772			\$1,494,476				
	Payroll		1,324,830			1,439,598			1,551,211				
	Totals	\$3,172,980	2,413,605	76%	\$3,284,528	2,593,370	79%	\$3,338,586	3,045,687	91%	83%		
Lincoln Trail	Bills		1,014,430			926,904			986,801				
	Payroll		1,967,372			2,042,556			1,923,463				
	Totals	3,499,900	2,981,802	85%	3,637,973	2,969,460	82%	3,415,527	2,910,264	85%	83%		
Olney Central	Bills		1,437,527			1,316,976			1,527,477				
	Payroll		2,782,068			2,881,242			3,053,282				
	Totals	4,703,754	4,219,595	90%	4,927,734	4,198,218	85%	5,197,559	4,580,759	88%	83%		
Wabash Valley	Bills		1,151,938			963,941			1,379,709				
	Payroll		2,237,667			2,318,302			2,354,587				
	Totals	3,967,821	3,389,605	85%	4,058,086	3,282,243	81%	4,013,571	3,734,296	93%	83%		
Workforce Educ.	Bills		937,369			1,026,844			1,000,778				
	Payroll		841,235			922,703			897,413				
	Totals	2,394,245	1,778,604	74%	2,425,081	1,949,547	80%	2,129,290	1,898,191	89%	83%		
District Office	Bills		208,869			199,663			241,443				
	Payroll		676,382			707,186			720,826				
	Totals	1,130,151	885,251	78%	1,230,418	906,849	74%	1,252,323	962,269	77%	83%		
District Wide	Bills		1,511,870			1,314,990			1,443,738				
	Payroll		462,363			474,184			457,005				
	Totals	2,485,981	1,974,233	79%	2,926,982	1,789,174	61%	3,586,335	1,900,743	53%	83%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		\$21,354,832	\$17,642,695	83%	\$22,490,802	\$17,688,861	79%	\$22,933,191	\$19,032,209	83%	83%		
Excludes DOC													

Illinois Eastern Community Colleges FY2003 Operating Funds



Illinois Eastern Community Colleges Dist. #529
■ As of April 30, 2003 - \$19,032,209

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry Bruce
DATE: May 13, 2003
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1 and 400.5. will be mailed under separate cover.

mk

Attachments

INDEX

400.1. Employment of Personnel

400.2. Reduction-in-Force and Adoption of Resolution

400.3. Non-Renewal of Contract

400.4. Administrative Guidelines (external report)

400.5. Resignations

400.6. FY02-03 Special Assignment

PERSONNEL REPORT

400.1. Employment of Personnel

A. Faculty

1. Rodney Maxey, Automotive Service Technology Instructor
2. John Nutter, WED Instructor

400.2. Reduction-in-Force and Adoption of Resolution

A. Classified

1. Sarah Kincaid, Office Assistant (GR), DO

400.3. Non-Renewal of Contract

A. Classified

1. Carol Watts, Records Assistant, LCC/RCC

400.4. Administrative Guidelines (external report)

400.5. Resignations

A. Professional/Non-Faculty

1. Tony Hill, Coach, LTC, effective May 15, 2003.
2. Stephanie Smith, Coach, WVC, effective May 31, 2003.

400.6. FY02-03 Special Assignment

A. WVC - Athletic

Recommended
June 1, 2003

1. Clyde Buck Coach – Head W Basketball \$ 6000

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Other Items

Agenda Item #19

Adjournment

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

Phase III

ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget										
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										

4/30/2003			Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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