

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

October 15, 2002



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**October 15, 2002
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. CabinetCoal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A.
7. Policy Second Reading Bruce
 - A.
8. Staff Recommendations for Approval
 - A. Certificate of Compliance with the Truth in Taxation LawBrowning
 - B. Certification of Tax Levy for FY2004Browning
 - C. Designation of Tax Levy YearBrowning
 - D. Required Bond Issuance Hearing..... Bruce
 - E. American Heart Association Community Training Center Bruce
 - F. Gift Ban Policy Revision..... Bruce
 - G. Appointment of Deputy Election Clerk..... Bruce
 - H. Appointment of Board Member to Mission Statement Rewrite Committee Bruce
 - I. Vehicle Lease with WVC Foundation..... Bruce
9. Bid Committee ReportBrowning
 - IECC
 - Digital Copier
 - OCC
 - Tables & Chairs

10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
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, September 17, 2002.

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, Miss Marilyn J. Wolfe. Also present was Mr. Cory Musgrave, student trustee. Trustees absent at roll call: Mr. Kevin C. Williams. 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.
Mr. 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.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Ms. Kathleen Pampe, Associate Dean of Education to Careers Program.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. George Woods, Dean of Community Development & Workforce Education.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the regular meeting, Tuesday, August 20, 2002, were presented for approval.

Board Action: Dr. Fischer made a motion to approve the foregoing open meeting minutes as prepared. 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 the “Ayes” have it and the motion is adopted.

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

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

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Mr. Musgrave reported on his attendance at the meeting of the Student Advisory Council of the Illinois Community College Board in Springfield. Mr. Musgrave has been named chairman of a committee.

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

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

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

#6-A. Personal Leave Benefit Policy Revision: Under the calendar already adopted by the Board for 2004, and under the proposed paragraph K of the “Leave and Benefit Policy”, Pulaski Day will be eliminated as a holiday for all full-time, non-bargaining unit staff. To replace Pulaski Day for all non-faculty full-time employees, it is proposed that one floating holiday per fiscal year be established. This floating holiday will be used by the employees with their immediate supervisor’s approval, but must be used during the fiscal year.

The CEO recommended Board approval of this replacement holiday for non-faculty full-time employees and that the Leave and Benefit Policy (400.4) for non-bargaining unit staff be revised by adding the following.

Revised:

The purpose of the leave and benefit policy is to describe the Board approved leave days and benefits. Unless otherwise noted leave days described below are not paid out upon termination.

...

K. **Holidays and Breaks.** Paid holidays for all full-time employees include Independence Day, Martin Luther King Jr. Day, Labor Day, President’s Day, Columbus Day, Veteran’s Day, Spring Holiday, Thanksgiving, Memorial Day, Christmas, and New Year’s Day.

The administration establishes winter break in accordance with the academic calendar.

Full-time employees shall be granted one (1) floating holiday per fiscal year. Floating holidays do not accumulate and must be used during the fiscal year. Full-time employees must have been employed before March 1 to be eligible for the floating holiday. Application for such leave should be made five (5) days prior to time said leave is desired to the employee’s immediate supervisor. (Effective July 1, 2003)

Amend Policy Revision: Without objection, the Chair directed that the foregoing Board Policy revision be amended on its face to add the following: (Effective July 1, 2003).

Board Action: Mr. Rost made a motion to waive second reading and adopt the revision to Leave and Benefit Policy (400.4) for non-bargaining unit staff as amended and 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. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. FY2003 Budget: The CEO recommended adoption of the following resolution approving the FY2003 budget.

Budget of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2002 and ending June 30, 2003.

WHEREAS the Board of Trustees of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 17th day of September, 2002, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

NOW, THEREFORE, be it Resolved by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2002 and ending June 30, 2003.

Section 2. That the following budget containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of this Community College District for the said Fiscal Year.

SUMMARY STATEMENT OF OPERATING FUNDS – REVENUES AND EXPENDITURES

EDUCATION FUND: Revenue \$20,570,366; Expense (20,421,285); Excess (Deficiency) 149,081; Reserve for Contingency (3,335,028); Transfer-In 204,000; Transfer-Out (875,221); Fund Balance Beginning of Year 3,857,168; Fund Balance End of Year 0.

OPERATIONS & MAINTENANCE FUND: Revenue \$2,362,825; Expense (2,511,906); Excess (Deficiency) (149,081); Reserve for Contingency (50,919); Fund Balance Beginning of Year 200,000; Fund Balance End of Year 0.

TOTAL OPERATING FUNDS: Revenue \$22,933,191; Expense (22,933,191); Excess (Deficiency) 0; Transfer-In 204,000; Transfer-Out (875,221); Reserve for Contingency (3,385,947); Fund Balance Beginning of Year 4,057,168; Fund Balance End of Year 0.

SUMMARY OF SPECIAL FUNDS

OPERATIONS & MAINTENANCE FUND RESTRICTED: Revenue \$85,100; Expense (906,352).

BOND & INTEREST FUND: Revenue \$1,469,646; Expense (1,469,646).

AUXILIARY FUND: Revenue \$3,392,838; Expense (4,800,764).

WORKING CASH FUND: Revenue \$104,000; Expense 0; Transfer-Out (104,000).

AUDIT FUND: Revenue \$45,000; Expense (46,016).

LIABILITY & PROTECTION FUND: Revenue \$467,221; Expense (1,084,557).

Board Action: Miss Wolfe made a motion to adopt the budget for Illinois Eastern Community Colleges District No. 529 for the fiscal year beginning July 1, 2002 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. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Acceptance of FY2002 Audit: Mr. Browning and Miss Wolfe reviewed the annual financial audit. The CEO recommended adoption of the following resolution to accept the audit and authorize the staff to forward it to the Illinois Community College Board.

WHEREAS, Illinois Compiled Statutes, Chapter 110, Act 805/3-22.1, require the conduct of an annual audit for Illinois Eastern Community Colleges District #529.

WHEREAS, it is required that the Board of Trustees review and accept the annual audit.

WHEREAS, it is required that the audit be submitted to the Illinois Community College Board.

THEREFORE, SO BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529, accepts and approves the annual audit of the district as submitted by Clifton, Gunderson & Co. of Springfield, IL.

FURTHER, BE IT RESOLVED, that the Board of Trustees of Illinois Eastern Community Colleges District #529 authorizes staff to submit the audit to the Illinois Community College Board.

Board Action: Mr. Koertge made a motion to adopt the foregoing resolution to approve the FY2002 annual financial audit as recommended. Mr. Rost 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. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. 2002 Estimated Tax Levy Resolution: The CEO recommended adoption of the following resolutions regarding estimated amounts necessary to be levied for the year 2002.

**Resolution Regarding Estimated Amounts
Necessary to be Levied for the Year 2002**

WHEREAS, the Truth in Taxation Law requires that all taxing districts in the State of Illinois determine the estimated amounts of taxes necessary to be levied for the year not less than twenty (20) days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, if the estimated aggregate amount necessary to be levied, exclusive of election costs and bond and interest costs, exceeds 105% of the aggregate amount of property taxes extended or estimated to be extended, including any amount abated by the taxing district prior to such extension, upon the levy of the preceding year, public notice shall be given and a public hearing shall be held on the district's intent to adopt a tax levy in an amount which is more than 105% of such extension or estimated extension for the preceding year; and

WHEREAS, the aggregate amount of property taxes extended or estimated to be extended for 2001 was:

Education Purposes, \$1,782,659
Operations and Maintenance Purposes, 757,671
Liability Insurance, Workers' Compensation, Unemployment
Insurance, Property Insurance and Medicare Contributions, 468,927
Audit, 46,049
Other, 0
Total, \$3,055,306

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2002 is as follows:

Education Purposes, \$1,925,000
Operations and Maintenance Purposes, 825,000
Liability Insurance, Workers' Compensation, Unemployment
Insurance, Property Insurance and Medicare Contributions, 445,000
Audit, 50,000
Other, 0
Total, \$3,245,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum,

resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for the bond and interest purposes for 2001 was \$1,503,517; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2002 is \$1,468,416.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community Colleges District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, as follows:

- Section 1:** The aggregate amount of taxes estimated to be levied for the year 2002 is \$3,245,000.
Section 2: The aggregate amount of taxes estimated to be levied for the year 2002 does exceed 105% of the taxes extended by the district in the year 2001.
Section 3: The aggregate amount of taxes estimated to be levied for the year for 2002 for debt service is a 2% decrease of the taxes extended for debt service for 2001.
Section 4: Public notice shall be given in the following newspapers of general circulation in said district,

Albion Journal Register, Edwards County
Bridgeport Leader, Lawrence County
Carmi Times, White County
Clay County Republican, Clay County
Daily Republican Register, Wabash County
Lincoln Trail Publishing, Clark County
McLeansboro Times Leader, Hamilton County
Newton Press-Mentor, Jasper County
Olney Daily Mail, Richland County
Robinson Daily News, Crawford County
Toledo Democrat, Cumberland County
Wayne County Press, Wayne County

And a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

NOTICE OF PROPOSED TAX INCREASE FOR
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2002 will be held on October 15, 2002 at 6:00 p.m. at Olney Central College, Olney, Illinois.
Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618-393-2982).
- II. The corporate and special purpose property taxes extended or abated for the year 2001 were \$3,055,306. The proposed corporate and special purpose property taxes to be levied for 2002 are \$3,245,000. This represents a 6% increase over the previous year extension.
- III. The property taxes extended for debt service for 2001 were \$1,503,517
The estimated property taxes to be levied for debt service and public building commission leases for 2002 are \$1,468,416. This represents a 2% decrease over the previous year.
- IV. The total property taxes extended or abated for 2001 were \$4,558,823.
The estimated total property taxes to be levied for 2002 are \$4,713,416. This represents a 3% increase over the previous year extension.

Section 5: This resolution shall be in full force and effect forthwith upon its passage.

RESOLUTION – ESTIMATED 2002 TAX LEVY HEARING

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges District No. 529 of the State of Illinois, that the following requirements are hereby established relative to the tax levy for said community college district for the 2003-2004 fiscal year:

1. Date of Fiscal Year: July 1, 2003 - June 30, 2004
2. Publication of Notice of Public Hearing on Tax Levy: After October 1, 2002 and before October 8, 2002.
3. Public Hearing on Tax Levy: October 15, 2002, at the hour of 6:00 p.m. to 6:30 p.m., local time, Olney Central College, 305 North West Street, Olney, Illinois.
4. Adoption of Tax Levy: October 15, 2002, following the Public Hearing.

Board Action: Dr. Fischer made a motion to adopt the foregoing resolutions regarding the estimated tax levy as recommended. Mrs. Culver 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. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Capital Project Application – Remodel Workforce Development Center – FCC: The CEO recommended approval of the Capital Project Application to remodel the Workforce Development Center at Frontier Community College. Estimated project cost is \$266,300. The application includes a detailed description identifying the scope of work, the project's programmatic justification, project budget, and funding source.

Board Action: Mrs. Culver made a motion to approve the Capital Project Application to remodel the Workforce Development Center at Frontier Community College 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, Miss Wolfe. Mr. Musgrave's student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Board Resolution on Capital Project Application – Remodel Workforce Development Center – FCC: The CEO recommended adoption of the following resolution approving a Capital Project Application to remodel the Workforce Development Center at Frontier Community College.

**Resolution of the Board of Trustees – Capital Project Application
Workforce Development Center at Frontier Community College**

WHEREAS, there is a need to remodel the Workforce Development Center at Frontier Community College.

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community Colleges, District #529, as follows:

1. Authorization is hereby given to file this district's Capital Project Application, for the project to remodel the Workforce Development Center at Frontier Community College.

Estimated Project budget is \$266,300 to be locally funded remodeling, as follows:

Construction: \$84,700
Mechanical: \$87,600
Electrical: \$38,200
General conditions: \$9,600
Contingency: \$22,000

A/E Professional Fees \$24,200
Total Estimated Project Cost: \$266,300

The Board of Trustees certifies that local funds in the amount budgeted are available and that use of said funds for this purpose is hereby authorized.

Board Action: Mr. Musgrave made a motion to adopt the foregoing Board Resolution relative to the Capital Project Application to remodel the Workforce Development Center at FCC 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. Mr. Musgrave's student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Proposed PHS Bond Repayment Schedule: The CEO reviewed, for informational purposes, the proposed Public Health Safety Bond Issue repayment schedule.

#8-G. Tax Abatement Request: The White County Economic Development Group has requested a tax abatement for improvements to be made on property located in the general area of the I-64 Route 1 intersection just south of Grayville, Illinois. This property is within IECC's district. The request is for construction for a new motel to be located just south of the intersection. The property owner would continue to pay on the existing property but not on the improvements. The tax abatement is requested for a total of five years at which time the owner will pay 100% of the taxes due on the property and improvements. The CEO recommended approval of the following resolution granting the requested tax abatement.

"A RESOLUTION TO ABATE TAXES ON REAL PROPERTY LOCATED IN THE CARM-WHITE COUNTY ENTERPRISE ZONE"

Illinois Eastern Community College District #529 Board of Trustees hereby agrees to abate that portion of its taxes on real property located in the Enterprise Zone described as follows:

Tract A: Beginning at a point 25 1/2 rods West of the Northeast corner of Section Twenty-nine (29), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, thence West 16 rods and 15 1/2 links to the Easterly side of the right-of-way of the Cairo, Vincennes & Chicago Railway Company; thence following the Easterly Side of said right-of-way to the South line of the North East Quarter of said Section Twenty-nine (29); thence East 85 rods and 9 links to a point in the Easterly side of the public road, 23 rods and 23 links West of the Southeast corner of the said Northeast Quarter; thence in a Northeasterly direction 26 rod and 3 links to a point in the Southerly side of the public road 10 rods and 13 1/2 links north of the said Southeast corner of the Northeast Quarter of Section Twenty-nine (29); thence North 100 rods and 9 1/2 links to a point 51 rods South of the Northeast corner of said Section Twenty-nine (29); thence west 25 1/2 rods; thence North 51 rods to the place of beginning, containing 67.93 acres, more or less.

Also, a part of Fractional Section Twenty-eight (28) described as follows: Beginning at a point 51 rods South of the Northwest corner of Fractional Section Twenty-eight (28), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, thence South 98 rods and 12 1/2 links to a point in the center of the public road 12 rods and 10 1/2 links North of the Southwest corner of said Northwest Quarter of Fractional Section Twenty-eight (28); thence North 62 degrees 50 minutes East 51 rods to the intersection of the Carmi and Old Ferry Roads; thence North 3 degrees 30 minutes West 76 rods and 5 3/8 links; thence West 16 rods; thence North 1 rod and 18 links; thence West 30 rods and 12 links to the place of beginning, containing 25.487 acres, more or less, White County, Illinois.

Tract B: A part of Fractional Section Twenty-eight (28) in Township Three (3) South, Range Fourteen (14) West, described as follows: Beginning at a point 30 rods and 12 links East of a point 51 rods South of the Northwest corner of said Fractional Section Twenty-eight (28), running thence East 16 rods, thence South 1 rod and 18 links; thence West 16 rods, thence North 1 rod and 18 links to the place of beginning.

EXCEPT:

Tract #1: A part of Fractional Section Twenty-eight (28), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, White County, Illinois, being described as follows:

Commencing at the Northwest corner of said Section Twenty-eight (28), thence South 00 degrees 00 minutes East on an assumed bearing along the West line of the Northwest Quarter of said Section Twenty-eight (28) a distance of 841.5 feet; thence South 89 degrees 50 minutes 49 seconds East a distance of 765.02 feet to the centerline of the existing public road; thence South 00 degrees 18 minutes 41 seconds East along the centerline of said public road a distance of 308.70 feet to the point of beginning; thence continuing South 00 degrees 18 minutes 41 seconds East along said centerline a distance of 543.28 feet; thence South 89 degrees 26 minutes 23 seconds West a distance of 280.63 feet; thence North 00 degrees 18 minutes 41 seconds West parallel with the centerline of said public road a distance of 280.63 feet to the centerline of said public road and the point of beginning, said excepted tract containing 3.50 acres, more or less.

Tract #2: A part of Fractional Section Twenty-eight (28), Township Three (3) South, Range Fourteen (14) West of the Second Principal Meridian, White County, Illinois, being described as follows: Commencing at the Northwest corner of said Section Twenty-eight (28); thence South 00 degrees East on an assumed bearing along the West line of said Section Twenty-eight (28), a distance of 51 rods; thence South 89 degrees 50 minutes 49 seconds East along the existing fence line a distance of 184.38 feet to an iron pin and the point of beginning; thence continuing South 89 degrees 50 minute 49 seconds East along said fence line a distance of 280.64 feet to the centerline of the existing public road; thence South 00 degrees 18 minutes 41 seconds East along said public roadway a distance of 308.70 feet; thence South 89 degrees 26 minutes 23 seconds West a distance of 280.63 feet to an iron pin; thence North 00 degrees 18 minutes 41 seconds West parallel with said public road a distance of 312.19 feet, to the point of beginning, said excepted tract containing 2.00 acres, more or less.

resulting from an increase in assessed valuation which is attributable to the construction of improvements or to the renovation or rehabilitation of existing improvements and subject to the following limitations:

The abatement shall apply only to taxes corresponding to an increase in the assessed valuation after improvement through new construction or renovation or rehabilitation which have been duly assessed and said abatement shall not exceed the amount attributable to the construction of the improvements and renovation or rehabilitation of existing improvements.

The abatement shall pertain only to that parcel within the Enterprise Zone which has been improved after the designation of the Enterprise Zone.

The abatement for a particular project shall be in effect for the period of time commencing with the first tax year after the improvement is made and shall not exceed for more than five years of taxes and will end at the expiration of the enterprise zone in tax year 2008. The abatement shall be 100% for this time period.

The abatement is only for improvements, the nature and scope of which building permits are required and have been obtained.

While the abatement is in effect, this proper taxing authority will continue to receive all taxes corresponding to the equalized assessed valuation for the tax year immediately proceeding the commencement of the project.

Board Action: Mrs. Culver made a motion to adopt the foregoing resolution to abate taxes on real property located in the Carmi-White County Enterprise Zone for a new motel complex 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, yea; Dr. Fischer, yea; Mr. Koertge, nay; Mr. Lane, yea; Mr. Rost, yea; Miss Wolfe, yea. Student advisory vote: Yea. Trustees absent: Mr. Williams. The motion having received 5 yea votes and 1 nay vote, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” –

#9-A. IECC – Fire Suppression System: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Getz Fire Equipment Company, Peoria, IL, for \$11,671.69 and options #2 through #5 for \$1,200.00 for a grand total bid of \$12,871.69 for a fire suppression system. Source of Funds: Technology Plan. Department: Information Technology.

Board Action: Dr. Fischer made a motion to accept the bid of Getz Fire Equipment Company for a fire suppression system 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, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#9-B. WVC – FM Broadcast Antenna System: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Electronics Research, Inc., Chandler, IN, \$36,814.00 for an FM broadcast antenna system. Source of Funds: Educational Fund. Department: WVC Radio Station. The CEO recommended approval.

Board Action: Mr. Rost made a motion to accept the bid of Electronics Research, Inc. for an FM broadcast antenna system as recommended. Mr. Musgrave 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. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$7,701,664.24, as of August 31, 2002.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of September 2002, totaling \$1,063,133.63, 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 September 2002, in the amounts listed, and payments from the revolving fund for the month of August 2002. Mr. Rost 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. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Upward Bound and Student Support Services Grant Awards.
2. Student Learning Outcomes Newsletter.
3. Higher Learning Commission Visitation and the Board.
4. Equalization Grants.
5. Enrollment Report – District +9%.
6. Equity Tax Levy.
7. Equalization Funding Proposal.

AGENDA #12 – “Executive Session” – The CEO recommended that a closed meeting be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

#12-A. Closed Meeting: Mrs. Culver 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, Miss Wolfe. Mr. Musgrave's student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Williams. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:35 p.m.

#12-B. Closed Meeting Ended: Dr. Fischer made a motion to reconvene in open session. Miss Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:10 p.m.

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

AGENDA #13 – "Approval of Executive Session Minutes" – Dr. Fischer made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, August 20, 2002, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. 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 the "Ayes" have it and the motion is adopted.

AGENDA #14 – "Approval of Personnel Report" – The CEO presented the following Personnel Report and recommended approval.

400.1. Employment of Personnel

- A. Professional/Non-Faculty
 - 1. Judy Young – Manager of Food Services – LTC
- B. Classified
 - 1. Deborah Hunley – Resource Room Advisor – DO

400.2. Reinstatement of Personnel

- A. Faculty
 - 1. Larry Reed – Electronics Instructor

400.3. FY02-03 Educational Level Change

- A. Faculty
 - * Rob Mason, From M+12 to M+24, \$1,000
 - * Pending transcript verification.

400.4. Leave Request (external report)

- A. Classified
 - 1. Rebecca Sharp, Family Medical Leave, effective September 23, 2002, with up to 12 weeks of leave. The requested leave is unpaid with benefits.

400.5. Resignation

- A. Faculty
 - 1. Larry Reed, Electronics Instructor, effective December 31, 2002.

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

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 #7

Agenda Item #7

Policy Second Reading

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Certificate of Compliance with the Truth in Taxation Law

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
SUBJECT: Certificate of Compliance with the Truth in Taxation Law

Mr. Chairman, the attached is a Certificate of Compliance with the Truth in Taxation Law which requires consideration by the Board of Trustees.

I recommend approval of the Certificate of Compliance with the Truth in Taxation Law.

TLB/cr

Attachment

EXHIBIT C

TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE

I, the undersigned, hereby certify that I am the presiding officer of _____, and as such
Legal Name of Taxing District

presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" law.

CHECK ONE OF THE CHOICES BELOW

- 1) The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.
- 2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.
- 3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.
- 4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 20__ levy.

Date: _____

Presiding Officer _____
(Signature)

Agenda Item #8B

Certification of Tax Levy for FY2004

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
SUBJECT: Certification of Tax Levy for FY2004

It is necessary at this time to certify IECC's tax levies for FY2004, beginning July 1, 2003 and ending June 30, 2004. This information and that of prior years is presented for comparison on the following page.

In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance.

The tax rate for FY2004 is estimated at 42.8 cents per \$100 in equalized assessed valuation.

Mr. Chairman, I recommend that the tax levies as presented for fiscal year 2003-2004 be certified.

TLB/cr

Fiscal Year 2003-2004 Tax Levies

It is necessary at this time to certify our tax levies for FY2004, beginning July 1, 2003 and ending June 30, 2004. This information and that of prior years is best presented in columnar form. Prior year's data is submitted to assist in evaluating next year's levy.

<u>YEAR</u>	<u>ACTUAL EAV</u>	<u>EDUCATIONAL LEVY</u>	<u>BUILDING LEVY</u>	<u>TOTAL LEVY</u>	<u>ACTUAL TOTAL TAX RATE</u>	<u>OPERATING TAX .25 EXTENSION</u>	<u>% EXTENSION IS OF LEVY</u>
84-85	840,556,947	1,750,000	750,000	2,500,000	34.5	2,101,392	84
85-86	823,248,303	1,660,000	710,000	2,370,000	34.7	2,058,120	87
86-87	797,820,098	1,660,000	715,000	2,375,000	39.1	1,994,550	84
87-88	731,158,156	1,601,250	686,250	2,287,500	43.5	1,827,895	80
88-89	695,402,479	1,400,000	600,000	2,000,000	44.8	1,738,506	87
89-90	679,781,864	1,400,000	600,000	2,000,000	45.35	1,699,454	85
90-91	653,538,264	1,302,000	558,000	1,860,000	45.00	1,633,846	88
91-92	671,687,523	1,302,000	558,000	1,860,000	42.80	1,679,206	90
92-93	674,813,407	1,225,000	525,000	1,750,000	43.54	1,687,034	96
93-94	690,368,534	1,225,000	525,000	1,750,000	43.28	1,725,921	99
94-95	710,255,106	1,313,000	562,000	1,875,000	43.15	1,775,637	95
95-96	743,421,002	1,330,000	570,000	1,900,000	42.08	1,888,553	99
96-97	789,479,991	1,400,000	600,000	2,000,000	42.42	1,973,618	99
97-98	840,096,133	1,555,000	667,000	2,222,000	40.32	2,100,240	95
98-99	904,660,676	1,610,000	690,000	2,300,000	45.47	2,261,652	98
99-00	945,037,299	1,800,000	765,000	2,565,000	44.28	2,362,597	92
00-01	983,802,073	1,820,000	780,000	2,600,000	43.77	2,459,505	95
01-02	980,620,689	1,837,500	787,500	2,625,000	41.76	2,451,552	93
02-03	1,010,227,912	1,837,500	787,500	2,625,000	45.13	2,525,570	96
Recommended:							
03-04	1,100,000,000	1,925,000	825,000	2,750,000	42.85	2,750,000	

In addition to the Educational and Building Fund, our certificate tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues for insurance purposes:(tort liability, medicare, worker's compensation and unemployment) and for financial audit purposes. It is recommended that the tax levies as presented for FY03-04 be certified.

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland,

Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White

Community College District Name Illinois Eastern Community Colleges and State of Illinois

We hereby certify that we require:

- the sum of \$ 1,925,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 825,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 120,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
- the sum of \$ 150,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 50,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 0 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 175,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxable property of our community college district for the year 2001.

Signed this 15th day of October, 2002

Chairman of the Board of Said Community College District

Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 1

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(Detach and return to community college district)

This is to certify that the Certificate of Tax Levy for Community College District No. _____ County(ies) of _____ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20____ was filed in the office of the County Clerk of this county on _____, 20____.

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20____ is \$_____.

Date

County Clerk and County

Agenda Item #8C

Designation of Tax Levy

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: October 11, 2002
RE: GASB Requirements on Tax Levies

Under the GASB guidelines, governmental entities may designate the fiscal year that their tax levy is to be recognized as income. Currently, the Board of Trustees does a levy and extension for taxes based upon calendar years which overlap our school year and fiscal year.

The following resolution clarifies that under the GASB rules, taxes levied for the year 2002 will be collected late in calendar year 2003 and that such levy will be allocated 100% to fiscal year 2004.

I ask the Board's adoption of this clarifying resolution.

RB/cr

RESOLUTION SETTING FORTH TAX LEVIES FOR 2002

Be it resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2002 concerning tax levies and extensions

Be it further resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of One Million Nine Hundred Twenty-five Thousand Dollars (\$1,925,000) be levied as a tax for Educational purposes; and the sum of Eight Hundred Twenty-Five Thousand Dollars (\$825,000) be levied as a tax for Operations and Maintenance purposes; and the sum of One Hundred Fifty Thousand Dollars (\$150,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Fifty Thousand Dollars (\$50,000) be levied as a special tax for Financial Audit purposes; and the sum of One Hundred Twenty Thousand Dollars (\$120,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of One Hundred Seventy Five Thousand Dollars (\$175,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, for the year 2002 to be collected in the year 2003; and that the levy for the year 2002 be allocated 100% for Fiscal Year 2004.

Adopted this 15th day of October, A.D. 2002

AYES:

NAYS: _____

ABSENT: _____

Chairman, Board of Trustees Date
Community College District #529

ATTEST:

Secretary, Board of Trustees Date
Community College District #529

Agenda Item #8D

Agenda Item #8D

Required Bond Issuance Hearing

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
RE: Required Bond Issuance Hearing

Before the Board of Trustees can issue the Protection Health Safety (PHS) bonds for the projects approved by the Board, a Bond Issuance Hearing must be held at least seven days prior to Board action authorizing the issuance of the bonds.

Roger Browning and bond counsel are preparing the required publication notices and the Board needs to establish a hearing date and time at least seven days prior to the November 19, Board of Trustees Meeting. At the November 19, Board Meeting bonds could be authorized in the amount of \$3,550,000.

I would propose that the Board schedule a Board meeting and hearing for November 12, 2003. The hearing would be scheduled from 11:30 a.m. until 12:30 p.m. with the Board meeting at 12:30 p.m. to transact any required business. This proposed meeting time and date is subject to discussion and Board member availability. Only a majority of the Board would be required for the hearing and Board meeting.

TLB/rs

Agenda Item #8E

American Heart Association Community Training Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
RE: American Heart Association (AHA)

The American Heart Association (AHA), as part of the training done by Frontier Community College, has submitted a contract to establish Frontier Community College as a Community Training Center (CTC).

The AHA is a non-profit organization dedicated to fighting heart disease and strokes and sets guidelines for emergency cardiovascular care (ECC) and ECC training. This agreement will allow FCC to use AHA training materials and be approved for offering the Basic Life Support, provider courses and instructor courses within a defined geographic area.

I ask approval of the Board of Trustees for this agreement between AHA and FCC. A copy of the agreement will be available at the meeting.

TLB/rs

Agenda Item #8F

Gift Ban Policy Revision

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
RE: Gift Ban Policy 100.20

Our current Gift Ban Policy follows the State of Illinois Gift Ban Act. That Act was held to be unconstitutional and unenforceable.

The General Assembly passed Public Act 92-0853 which amended the Gift Ban Act, the Election Code, and the Criminal Code to further clarify the receipt of gifts and the solicitation and acceptance of campaign contributions by state and local agencies, which includes boards of trustees of community college districts.

The Act revises the “nominal value” exception that existed in the Gift Ban Act by specifying that members of the board of trustees may accept “any item or items from any one prohibited source during any calendar year having a cumulative value of less than \$100”. The Board should adopt this new language as part of Board policy.

I ask the Board to adopt the attached proposed change to the current Board policy.

TLB/rs

Attachment

BOARD OF TRUSTEES - 100

State Gift Ban Act (100.20)

Date Adopted: June 20, 1999

The Board of Trustees and Employees of the Illinois Eastern Community Colleges shall operate in compliance with the Illinois State Gift Ban Act, (Public Act 90-0737).

- A. As used in this policy, the terms "employee," "gift," and "prohibited source" shall be defined as in the Act.
- B. The Trustees and employees shall not accept any gifts, except they may accept any item or items from any one prohibited source during any calendar year having a cumulative value of less than \$100, or as provided otherwise in section 15, and any other applicable provision of the State Gift Ban Act, from any prohibited source or in violation of any federal or state statute, rule or regulation. This ban applies to and includes spouses of an immediate family living with the Trustee or employee. (No prohibited source shall offer or make a gift that violates this section.)
- C. Any Trustee or employee that is the recipient of a gift that is given in violation of this policy may, at his or her discretion, return the item to the donor or give an amount equal to its value to an appropriate charity.
- D. The Chair of the Board shall designate an Ethics Officer for the District. The duties of the Ethics Officer shall be as provided in the Act:
 - (1) to review statements of economic interest and disclosure forms of Illinois Eastern Community Colleges Trustees and senior employees before they are filed with the Secretary of State;
 - (2) to provide guidance to Trustees and employees in the interpretation and implementation of the Gift Ban Act and this policy.

Agenda Item #8G

Appointment of Deputy Election Clerk

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
RE: Deputy Election Clerk

The Board of Trustees is responsible for various election duties for the Board of Trustees election to be held on April 1, 2003.

Before each election, in addition to Board Secretary Harry Hillis, the Board appoints a deputy election clerk to receive petitions and otherwise assist Secretary Harry Hillis in his election duties.

I would propose that Susan Renee Smith be selected as Deputy Election Clerk to Board Secretary Harry Hillis for the April 1, 2003 Board election, and that she serve as Deputy Election Clerk until such time as her successor is appointed and qualified.

TLB/rs

Agenda Item #8H

Appointment of Board Member to Mission Statement Rewrite Committee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
RE: Appointment of Board Member to Mission Statement Rewrite Committee

In preparation for the February 2005 Accreditation Visit from the Higher Learning Commission, a committee has been formed to review the Mission Statement of Illinois Eastern Community Colleges.

The committee has asked that a Board member be appointed and be involved in the committee's deliberations.

I would ask that the Board Chairman make an appointment to the committee subject to the approval of the Board of Trustees.

TLB/rs

Agenda Item #8I

Vehicle Lease with WVC Foundation

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 15, 2002
RE: Vehicle Lease with WVC Foundation

Wabash Valley College has initiated an agreement with the Wabash Valley College Foundation for the lease of two 15 passenger vans. The Foundation has agreed to the lease.

This lease will allow WVC to spread the cost of the vehicles over a longer period of time and allow the purchase and use, immediately, of these needed vans.

I ask approval of the Board for this lease with the Wabash Valley College Foundation.

TLB/rs

Attachment

LEASE WITH OPTION TO PURCHASE

This agreement entered into the 15th day of October, 2002, by and between Illinois Eastern Community Colleges, Olney, Illinois, hereinafter referred to as "Lessee", and the Wabash Valley College Foundation, Mt. Carmel, Illinois, hereinafter referred to as "Lessor",

WITNESSETH:

The parties hereto desire to enter into Agreement whereby Lessor shall provide to Lessee the following described:

2001 Dodge 15 Passenger Van, eight cylinder, 28,000 miles, VIN#2B5WB35Z91K549878

2001 Dodge 15 Passenger Van, eight cylinder, 31,000 miles, VIN#2B5WB35Z01K531401

The consideration to be paid for the lease shall be \$31,000 plus 5% simple interest to reflect a total lease amount of \$34,225.12, payable as follows:

1. Four payments of \$6,800.00, to be due and payable on the 25th day of October, 2002-2005 and one additional payment of \$7,025.12, to be due and payable on October 25, 2006.
2. The final payment, due October 25, 2006, shall be adjusted to reflect actual payment activity during the course of the contract. No penalty will be charged for prepayments.
3. Lessee is hereby given the option of purchasing the above referenced vehicles for an additional one dollar (\$1.00) to be paid with the final payment.
4. For and during the term of the lease, title to the above referenced vehicles shall be reflected in the name of the Lessee.
5. During the term of the lease, the Lessee takes full responsibility for the following obligations:
 - a. To provide and pay for all necessary expenses to operate the leased vehicles.
 - b. To maintain said vehicles in a state of good repair, subject only to normal wear associated with the operation of same for college purposes to include all routine and major maintenance of all kinds.
 - c. To maintain proper insurance on said vehicles.

LESSEE:

ILLINOIS EASTERN COMMUNITY COLLEGES

BY: _____

LESSOR:

WABASH VALLEY COLLEGE FOUNDATION

BY: _____

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

OCTOBER 2002

IECC

1. Digital Copier

Olney Central College

1. Tables and Chairs

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Digital Copier
DATE: October 11, 2002

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

Bid Committee recommends acceptance of the low bid received that meets all specifications from Xerox Corporation in Springfield, Illinois for a Document Center 440 digital copier for a total bid of \$9,509.00.

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Harry Hillis, Jr.

Source of Funds: Educational Fund

Department: District Office

Rationale for Purchase: This copier will replace a 12-year-old copier that frequently needs repairs.

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

**COPIER
BID TABULATION**

	Denhams Business Machines, Vincennes, IN	Denhams Business Machines Mt. Vernon, IN	Lang Co Evansville, IN	Miller Office Equipment Olney, IL	Miller Office Equipment Olney, IL	RK Dixon Co. Springfield, IL	Stiles Office Solutions, Inc. Carbondale, IL	Southern Illinois Business Machines Mt. Vernon, IL	Southern Illinois Business Machines Mt. Vernon, IL	VanAusdall & Farrar Evansville, IN	Xerox Evansville, IN	Xerox Springfield, IL
BID	\$8,463.26	\$10,713.88	\$6,175.92	\$19,737.00	\$15,732.00	\$13,808.00	\$8,492.00	\$10,371.00	\$9,288.00	\$8,918.00	\$17,669.00	\$10,970.00
DEDUCT TRADE-IN FOR XEROX 1090	0	0	0	9,537.00	7,437.00	3,452.00	300.00	200.00	200.00	N/A	7,656.00	2,000.00
TOTAL BID	8,463.26	10,713.88	6,175.92	10,200.00	8,295.00	10,356.00	8,192.00	10,171.00	9,088.00	8,918.00	10,013.00	8,970.00
Copier Brand/Model Bid	Konica 7045	Konica 7155	Minolta D1450	Sharp AR-507	Sharp AR-407	Canon Imagerunner 400S	Sharp AR-407	Savin 2560	Savin 2055	Ricoh Aficio 1045	DC440 st	DC440
	included	included	1,041.25	included	included	987.20	included	1,472.00	1,311.00	1,152.00	included	included
STAPLER	Included w/finisher	Included w/finisher	Included in Finisher	included	included	Included w/Finisher	included	Included w/finisher	Included w/finisher	included	--	395.00
NETWORKABLE	2,941.90	3,948.30	2,344.00	2,495.00	2,495.00	3,992.00	1,833.00	3,000.00	3,000.00	2,072.00	included	144.00
TOTAL BID WITH OPTIONS	<u>11,405.16</u>	<u>14,662.18</u>	<u>9,561.17</u>	<u>12,695.00</u>	<u>10,790.00</u>	<u>15,335.20</u>	<u>10,025.00</u>	<u>14,643.00</u>	<u>13,399.00</u>	<u>12,142.00</u>	<u>10,013.00</u>	<u>9,509.00</u>

New Digital Copier Specifications
With Trade-in of Xerox 1090

Performance

Minimum B/W Copy Speed (ppm)	40
Printing Resolution	600 dpi

Document Handling

Standard Input (sheets)	2,050
Standard Output (sheets)	700
Maximum Input (sheets)	4,050
Maximum Manual Input (sheets)	50
Maximum Output (sheets)	1,700
Auto Duplex	Included
Maximum Monthly Volume	120,000
Standard Paper Trays	4
Paper Capacity Size	8.5 x 11, 8.5 x 14 and 11 x 17
Paper Weight	Up to 24 lb. paper
Able to feed Transparencies	Yes
Automatic Document Feeder	Included
Processes Bound Original	Included
Collator	Included

Copying Capabilities

No. of Preset Reduction/Enlargement Levels	6
Maximum Capacity	50
Maximum Multicopy Amount	999
Electronic Auditron	Included

.SPECIFICATIONS CONT'D:

Vendor must provide training.

Expected service response time _____.

Each vendor must list copier warranty period _____ and coverage on parts _____ labor _____.

List supply yields:

	<u>Yield</u>	<u>Unit Cost</u>	<u>Cost Per Carton</u>
Cartridge	_____	_____	_____
Toner	_____	_____	_____
Developer	_____	_____	_____
Fuser	_____	_____	_____

Overage copy charge \$ _____

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

COPIER BRAND & MODEL # _____
(submit with your bid a brochure on copier being bid)

BID \$ _____
DEDUCT TRADE-IN
FOR XEROX 1090 \$ _____
TOTAL BID \$ _____

Options:

Finisher: \$ _____
Stapler: \$ _____

SIGNATURE _____

Networkable: \$ _____

COMPANY _____

Monthly Maintenance
Cost After Warranty Expires: \$ _____

ADDRESS _____

TELEPHONE _____

DATE _____

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

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Tables and Chairs
DATE: October 11, 2002

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

Bid Committee recommends acceptance of the low bids received that meet all specifications listed below.

	<u>Bid</u>	<u>Item #</u>	<u>Description</u>	<u>Qty.</u>
Illini Supply Inc., Decatur, IL	\$18,079.50 106.35 each	1.	18” tables	170
	\$391.40 195.70 each	2.	24” tables	2
Smith & Butterfield, Evansville, IN	\$18,635.34 39.99 each	3.	chairs	466

A bid tabulation sheet is attached.

Respectfully submitted,

Roger Browning
Jack Davis
Harry Hillis, Jr.
Jennifer Mathes

Source of Funds: Education

Department: Instruction

Rationale for Purchase: Replacing chair and desk units in classrooms on first floor of Wattleworth Hall to better accommodate student needs.

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

**OLNEY CENTRAL COLLEGE
TABLES & CHAIRS
BID TABULATION**

COMPANY	ITEM #1 18" Tables Qty. 154	ITEM #2 24" Tables Qty. 2	ITEM #3 Chairs Qty. 384	TOTAL BID
Brodart McElhattan, PA	\$27,758.50	\$--	\$15,360.00	\$43,118.50
Brown Office Supply Olney, IL	26,488.00	398.00	22,080.00	48,966.00
Business Environments Evansville, IN	26,334.00	360.00	39,936.00	66,630.00
Illini Supply Decatur, IL	20,420.40	*391.40 195.70 each	16,992.00	--
	22,922.90		19,910.40	
	***13,259.40			
	16,377.90 106.35 each			
	****10,772.30			
King School Equipment Danville, IN	--	--	30,912.00	30,912.00
Miller Office Equipment Olney, IL	21,021.00	313.00	15,456.00	36,790.00
Mity Lite Orem, UT	19,688.90	301.16	--	19,990.06
Noname, Inc Galesburg, IL	25,102.00	382.00	18,240.00	43,724.00
Rapid Reproductions, Inc Terre Haute, IN	--	--	33,734.40	33,734.40
Smith & Butterfield Evansville, IN	30,716.84	420.92	68,640.00	99,777.76
	**11,702.46	157.98	15,356.16 39.99 each	27,216.60

* Prefer tables to match each other, therefore recommend acceptance of the bid for item #1 and #2 from the same company.

** Does not meet specs, it is a 30" table.

*** The bid included standard legs, not comfort legs being similar to the Mity Lite table as specified.

**** The bid did not include either the plywood core or the comfort legs being similar to the Mity Lite table as specified.

Comfort legs allow chairs to slide in and out easier and allow for more chairs to be seated per table allowing fewer tables.

TABLES & CHAIRS SPECIFICATIONS:

<u>ITEM #</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	154	18" X 72" Table 29" Tall Gray trim Black fixed height legs Mity-Lite or equivalent	_____	_____
2.	2	18" - 24" 6 foot gray rectangular table, adjustable Mity-Lite or equivalent	_____	_____
3.	384	Sled-base armless stack chair with Upholstered seat and back. 31" High Round tubular chrome-plated steel frame with non-mar glides. Gray fabric to match tables above.	_____	_____

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

TOTAL BID _____

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: Please submit bid in duplicate.

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT September 30, 2002

FUND	BALANCE
Educational	\$4,816,640.47
Operations & Maintenance	\$637,705.88
Operations & Maintenance (Restricted)	\$920,590.94
Bond & Interest	\$999,252.32
Auxiliary	\$1,175,778.53
Restricted Purposes	\$95,213.66
Working Cash	\$23,581.34
Trust & Agency	\$347,747.45
Audit	\$27,742.06
Liability, Protection & Settlement	\$850,103.14
TOTAL ALL FUNDS	\$9,894,355.79

Respectfully submitted,

Marilyn Grove, Treasurer

LIST OF INVESTMENTS

September 2002

Date Purchased	Maturity Date	Rate of	Bank	Cost	Value	Interest to
Education Fund						
Operations & Maintenance						
Operations & Maintenance Fund (Rest)						
Bond & Interest						
Auxiliary Fund						
Restricted Purposes						
Working Cash Fund						
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
01/07/01	07/07/03	4.07	Community Bank & Trust (CD)	1,515,000	1,607,491	92,491
Trust & Agency Fund						
Liability & Protection Fund						

Total

2,190,000

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

	Current Year 2003	Prior Year 2002
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	8,347,248	3,069,929
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS		5,542,000
RECEIVABLES	2,444,247	6,354,847
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
TOTAL ASSETS AND OTHER DEBITS:	10,796,231	15,000,027
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-1,248	71,260
ACCOUNTS PAYABLE	-145,661	-385,206
ACCRUED EXPENSE		29,019
INTERFUND PAYABLES		
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	135,352	150,843
TOTAL LIABILITIES:	-11,557	5,101,005
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-760,392	-2,881,322
RESERVE FOR ENCUMBRANCES	11,568,180	12,780,344
TOTAL EQUITY AND OTHER CREDITS:	10,807,788	9,899,022
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	10,796,231	15,000,027

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	1,175,779	292,866
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS		950,000
RECEIVABLES	175,386	228,970
ACCRUED REVENUE		
INTERFUND RECEIVABLES		
INVENTORY	421,022	421,022
TOTAL ASSETS AND OTHER DEBITS:	1,792,687	1,913,358
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-6,899	19,035
ACCRUED EXPENSE		23,313
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
TOTAL LIABILITIES:	-6,899	42,349
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	522,696	991,337
BALANCE		
Fund Balances:		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
TOTAL EQUITY AND OTHER CREDITS:	1,799,585	1,871,009
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	1,792,687	1,913,358
=====	=====	=====

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	23,581	347,747	371,329	194,881
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	--	2,190,000	2,352,500
RECEIVABLES		10,462	10,462	8,151
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
TOTAL ASSETS AND OTHER DEBITS:	2,213,581	358,210	2,571,791	2,555,532
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		4,114
ACCRUED EXPENSE		--		
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
TOTAL LIABILITIES:		139,950	139,950	144,064
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTD CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,213,581	206,090	2,419,672	2,397,426
RESERVE FOR ENCUMBRANCES		12,169	12,169	14,042
TOTAL EQUITY AND OTHER CREDITS:	2,213,581	218,260	2,431,841	2,411,468
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	2,213,581	358,210	2,571,791	2,555,532
	=====	=====	=====	=====

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	9,894,356	3,557,676
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	2,190,000	8,844,500
RECEIVABLES	2,630,095	6,591,968
ACCRUED REVENUE		
INTERFUND RECEIVABLES	1,736	30,251
INVENTORY	421,022	421,022
 TOTAL ASSETS AND OTHER DEBITS:	 15,160,709	 19,468,917
 Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	-1,248	71,260
ACCOUNTS PAYABLE	-152,559	-362,057
ACCRUED EXPENSE		52,332
INTERFUND PAYABLES	139,950	139,950
DEFERRED REVENUE		5,235,089
OTHER LIABILITIES	135,352	150,843
 TOTAL LIABILITIES:	 121,495	 5,287,418
 EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,276,889	879,673
PR YR BDGTD CHANGE TO FUND	522,696	991,337
BALANCE		
Fund Balances:		
FUND BALANCE	1,659,280	-483,897
RESERVE FOR ENCUMBRANCES	11,580,349	12,794,387
 TOTAL EQUITY AND OTHER CREDITS:	 15,039,214	 14,181,499
 TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	 15,160,709	 19,468,917
	=====	=====

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002
Percentage of time remaining through the Budget: 74.795

EDUCATIONAL FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,766,410.00	1,231,564.85	-534,845.15	-30.279
STATE GOVT SOURCES	11,846,245.00	3,116,205.74	-8,730,039.26	-73.695
STUDENT TUITION & FEES	6,700,711.00	3,368,469.27	-3,332,241.73	-49.730
SALES & SERVICE FEES	25,000.00	8,901.69	-16,098.31	-64.393
FACILITIES REVENUE	.00	120.00	120.00	#####
INVESTMENT REVENUE	130,000.00	28,379.21	-101,620.79	-78.170
OTHER REVENUES	102,000.00	7,910.63	-94,089.37	-92.244
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,570,366.00	7,761,551.39	-12,808,814.61	-62.268
EXPENDITURES:				
INSTRUCTION	9,846,321.00	1,901,182.62	-7,945,138.38	-80.691
ACADEMIC SUPPORT	471,903.00	114,224.18	-357,678.82	-75.795
STUDENT SERVICES	1,129,852.00	298,980.56	-830,871.44	-73.538
PUBLIC SERV/CONT ED	68,799.00	14,882.48	-53,916.52	-78.368
OPER & MAINT PLANT	138,000.00	23,923.27	-114,076.73	-82.664
INSTITUTIONAL SUPPORT	5,000,780.00	1,351,933.96	-3,648,846.04	-72.966
SCH/STUDENT GRNT/WAIVERS	3,765,630.00	930,208.06	-2,835,421.94	-75.297
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,421,285.00	4,635,335.13	-15,785,949.87	-77.301
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	2,250,995.26	2,773,135.26	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002

Percentage of time remaining through the Budget: 74.795

OPERATIONS & MAINTENANCE

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	752,745.00	523,493.81	-229,251.19	-30.455
STATE GOVT SOURCES	1,565,080.00	367,471.14	-1,197,608.86	-76.521
FACILITIES REVENUE	30,000.00	8,549.00	-21,451.00	-71.503
INVESTMENT REVENUE	10,000.00	3,603.97	-6,396.03	-63.960
OTHER REVENUES	5,000.00	.00	-5,000.00	-100.000
	-----	-----	-----	-----
TOTAL REVENUES:	2,362,825.00	903,117.92	-1,459,707.08	-61.778
EXPENDITURES:				
ACADEMIC SUPPORT	.00	9.24	9.24	#####
STUDENT SERVICES	.00	-208.14	-208.14	#####
OPER & MAINT PLANT	2,511,906.00	626,889.97	-1,885,016.03	-75.043
INSTITUTIONAL SUPPORT	.00	-50,000.00	-50,000.00	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,511,906.00	576,691.07	-1,935,214.93	-77.042
NET INCREASE/DECREASE IN NET ASSETS	-149,081.00	326,426.85	475,507.85	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002
Percentage of time remaining through the Budget: 74.795

OPER & MAINT (RESTRICTED)

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
STATE GOVT SOURCES	76,900.00	-2,954.28	-79,854.28	#####
INVESTMENT REVENUE	8,200.00	6,913.65	-1,286.35	-15.687
	-----	-----	-----	-----
TOTAL REVENUES:	85,100.00	3,959.37	-81,140.63	-95.347
EXPENDITURES:				
OPER & MAINT PLANT	76,900.00	23,260.10	-53,639.90	-69.753
INSTITUTIONAL SUPPORT	829,452.00	18,201.82	-811,250.18	-97.806
	-----	-----	-----	-----
TOTAL EXPENDITURES:	906,352.00	41,461.92	-864,890.08	-95.425
NET INCREASE/DECREASE IN NET ASSETS	-821,252.00	-37,502.55	783,749.45	95.433

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002
Percentage of time remaining through the Budget: 74.795

BOND & INTEREST FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	1,469,646.00	1,039,119.90	-430,526.10	-29.295
INVESTMENT REVENUE	.00	1,340.29	1,340.29	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,469,646.00	1,040,460.19	-429,185.81	-29.203
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,469,646.00	-14,120.00	-1,483,766.00	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,469,646.00	-14,120.00	-1,483,766.00	#####
NET INCREASE/DECREASE IN NET ASSETS	.00	1,054,580.19	1,054,580.19	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002
Percentage of time remaining through the Budget: 74.795

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	53,175.76	-440,949.24	-89.238
SALES & SERVICE FEES	2,760,601.00	736,630.14	-2,023,970.86	-73.316
FACILITIES REVENUE	1,415.00	830.00	-585.00	-41.343
INVESTMENT REVENUE	17,833.00	8,591.20	-9,241.80	-51.824
NON-GOVT GIFTS, GRANTS & BEQUESTS	.00	20,000.00	20,000.00	#####
OTHER REVENUES	73,914.00	9,576.50	-64,337.50	-87.044
	-----	-----	-----	-----
TOTAL REVENUES:	3,392,838.00	828,803.60	-2,564,034.40	-75.572
AUXILIARY ENTERPRISES:				
SALARIES	1,232,480.00	205,216.99	-1,027,263.01	-83.349
EMPLOYEE BENEFITS	72,473.00	16,010.76	-56,462.24	-77.908
CONTRACTUAL SERVICES	305,498.00	26,207.11	-279,290.89	-91.422
GEN. MATERIAL & SUPPLIES	2,363,563.00	797,785.58	-1,565,777.42	-66.246
CONF/TRAVEL MEETING EXPENSE	298,727.00	47,855.99	-250,871.01	-83.980
FIXED CHARGES	86,120.00	66,341.75	-19,778.25	-22.966
UTILITIES	15,950.00	2,511.78	-13,438.22	-84.252
CAPITAL OUTLAY	250,100.00	7,875.00	-242,225.00	-96.851
INTERFUND TRANSFERS	775,221.00	-875,221.00	-1,650,442.00	#####
OTHER EXPENDITURES	175,853.00	11,523.30	-164,329.70	-93.447
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,575,985.00	306,107.26	-5,269,877.74	-94.510
NET INCREASE/DECREASE IN NET ASSETS	-2,183,147.00	522,696.34	2,705,843.34	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002

Percentage of time remaining through the Budget: 74.795

WORKING CASH FUND

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
INVESTMENT REVENUE	104,000.00	23,581.34	-80,418.66	-77.326
	-----	-----	-----	-----
TOTAL REVENUES:	104,000.00	23,581.34	-80,418.66	-77.326
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	23,581.34	-184,418.66	-88.663

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002
Percentage of time remaining through the Budget: 74.795

AUDIT

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	45,000.00	31,812.78	-13,187.22	-29.305
INVESTMENT REVENUE	.00	243.60	243.60	#####
	-----	-----	-----	-----
TOTAL REVENUES:	45,000.00	32,056.38	-12,943.62	-28.764
EXPENDITURES:				
INSTITUTIONAL SUPPORT	46,016.00	21,930.51	-24,085.49	-52.342
	-----	-----	-----	-----
TOTAL EXPENDITURES:	46,016.00	21,930.51	-24,085.49	-52.342
NET INCREASE/DECREASE IN NET ASSETS	-1,016.00	10,125.87	11,141.87	#####

ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2002
Percentage of time remaining through the Budget: 74.795

LIAB, PROTECT, SETTLEMENT

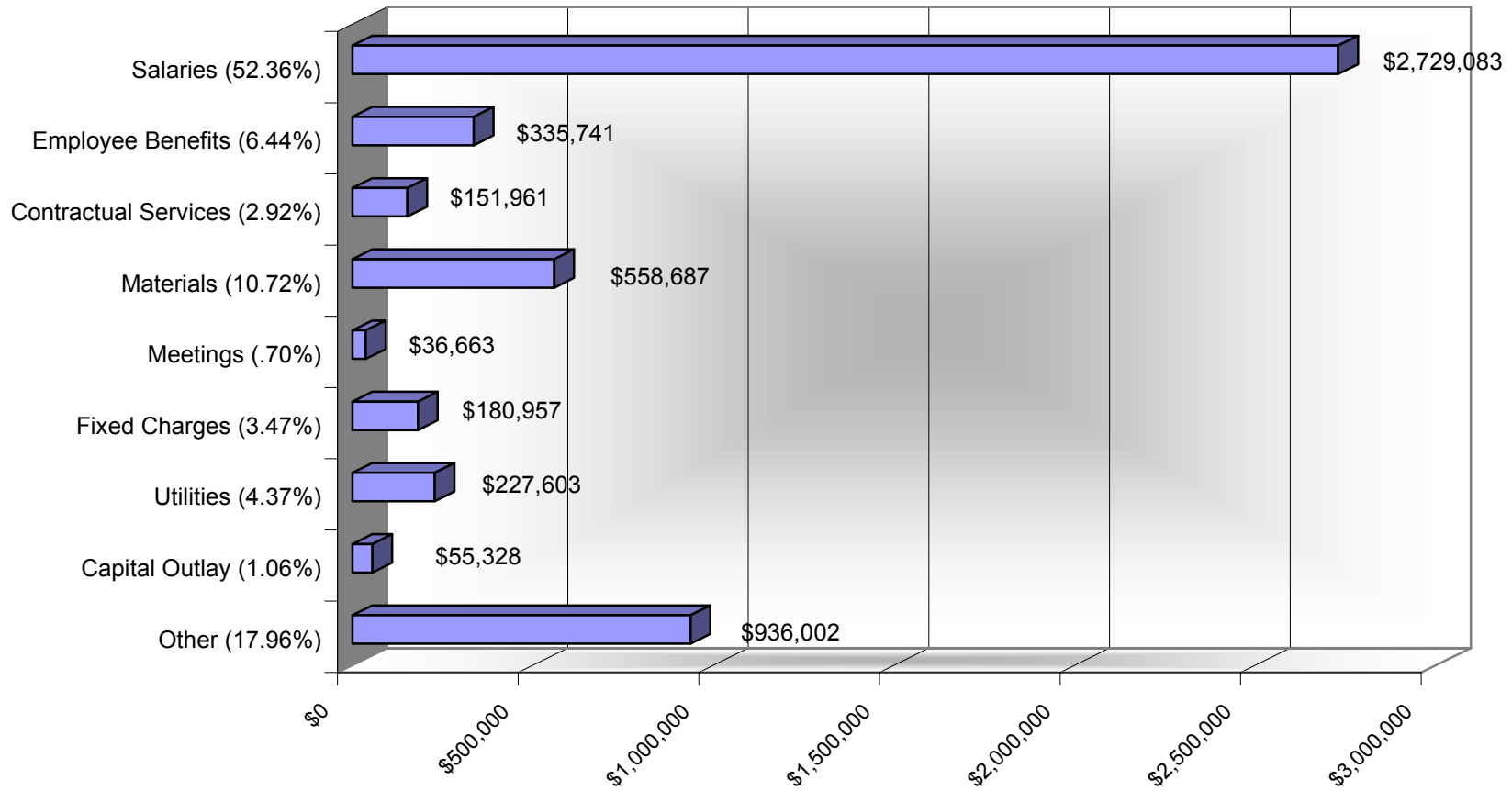
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	467,221.00	324,112.52	-143,108.48	-30.630
INVESTMENT REVENUE	.00	6,873.41	6,873.41	#####
	-----	-----	-----	-----
TOTAL REVENUES:	467,221.00	330,985.93	-136,235.07	-29.159
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,084,557.00	198,218.59	-886,338.41	-81.724
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,084,557.00	198,218.59	-886,338.41	-81.724
NET INCREASE/DECREASE IN NET ASSETS	-617,336.00	132,767.34	750,103.34	#####

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 September	% of Bdgt	Annual Budget	Spent Thru September	% of Bdgt	Annual Budget	Spent Thru September	% of Bdgt	% of Year		
Frontier	Bills		\$290,163			\$319,542			\$505,830				
	Payroll		374,908			398,683			423,415				
	Totals	\$3,172,980	665,071	21%	\$3,284,528	718,225	22%	\$2,418,008	929,245	38%	25%		
Lincoln Trail	Bills		312,807			280,107			341,349				
	Payroll		449,175			488,625			430,578				
	Totals	3,499,900	761,982	22%	3,637,973	768,732	21%	2,996,559	771,927	26%	25%		
Olney Central	Bills		415,271			466,850			459,230				
	Payroll		663,400			680,316			707,314				
	Totals	4,703,754	1,078,671	23%	4,927,734	1,147,166	23%	4,484,782	1,166,544	26%	25%		
Wabash Valley	Bills		258,755			280,777			352,187				
	Payroll		556,697			572,980			584,159				
	Totals	3,967,821	815,452	21%	4,058,086	853,757	21%	3,244,011	936,346	29%	25%		
Workforce Educ.	Bills		299,579			185,205			230,747				
	Payroll		233,598			237,313			229,284				
	Totals	2,394,245	533,177	22%	2,425,081	422,518	17%	1,576,838	460,031	29%	25%		
District Office	Bills		68,084			55,976			63,270				
	Payroll		204,265			206,963			219,684				
	Totals	1,130,151	272,349	24%	1,230,418	262,939	21%	1,265,567	282,954	22%	25%		
District Wide	Bills		535,580			536,003			530,330				
	Payroll		133,869			135,503			134,649				
	Totals	2,485,981	669,449	27%	2,926,982	671,506	23%	6,947,426	664,979	10%	25%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		21,354,832	4,796,151	22%	22,490,802	4,844,843	22%	22,933,191	5,212,026	23%	25%		

Excludes DOC

Illinois Eastern Community Colleges FY2003 Operating Funds



Illinois Eastern Community Colleges Dist. #529
■ As of September 30, 2002 - \$5,212,026

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

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: October 11, 2002
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2, 400.4 and 400.5, will be mailed separately with the employment packets.

mk

Attachments

INDEX

400.1. Employment of Personnel

400.2. Change in Status

400.3. FY02-03 Special Assignment – Olney Central College

**400.4. Memorandum of Agreement – IECEA –
Master On-Line Teacher Certification**

**400.5. Memorandum of Agreement – IECEA –
Title III**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Kyle Peach – Director of Broadcasting – WVC

400.2. Change in Status

A. Professional/Non-Faculty

1. Carol Redman, from Program Advisor, Educational Talent Search (GR), DO to Director of Educational Talent Search Program (GR), DO. Contingent upon Department of Education approval.
2. Cora Weger, from Academic Support Specialist (GR), DO to Director of Student Advantage Network Program (GR), DO.

400.3. FY02-03 Special Assignment – Olney Central College

A. Extra Curricular

1. Laurel Cutright Asst WYSE Coordinator \$200

400.4. Memorandum of Agreement – IECEA – Master On-Line Teacher Certification

400.4.1.1.1.1. Memorandum of Agreement – IECEA – Title III

Agenda Item #15

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

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										

Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted
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09/30/2002

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

	Estimated Budget										
HVAC System Replacement FCC	\$263,800										
Natorium Mechanical Replacement LTC	\$272,300										
Acoustics & Pool Lighting Replacement LTC	\$102,900										
Structural System & Metal Components Repair LTC	\$171,400										
HVAC Systems-Student Union, Physical Plant & Applied Arts Replacement WVC	\$145,200										
PHASE V PROJECT TOTAL	\$955,600										
ADA PROJECTS FCC, LTC, OCC & WVC	\$158,510										
Gym Floor OCC	\$356,500										
GRAND TOTAL	\$1,470,610		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

09/30/2002

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

	Estimated Budget										
Replace Energy Management Systems LTC, OCC, WVC	\$381,200										
Replace/Supplement HVAC Systems LTC, OCC, WVC	\$1,636,600										
Site Paving and Lighting FCC	\$35,800										
Exterior Rehabilitation FCC	\$160,400										
Replace Floor Drain Pipe LTC Crisp	\$26,600										
Replace Bleachers OCC	\$147,600										
GRAND TOTAL	\$2,388,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted

09/30/2002