

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**October 16, 2001**



**Location:**

**Lincoln Trail College  
11220 State Highway 1  
Robinson, Illinois 62454**

**Dinner – 6 p.m. – Lincoln Room  
Meeting – 7 p.m. - Cafeteria**

**Illinois Eastern Community Colleges  
Board Agenda**

**October 16, 2001  
7:00 p.m.  
Lincoln Trail College**

1. Call to Order & Roll Call ..... Chairman Lane
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECCEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
    - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Student Military Service Policy
  - B. Employee Military Service Policy
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Cooperative Agreements ..... Cantwell
  - B. WVC Bicycle Pathway Easement ..... Bruce
  - C. SURS Service Credit Resolution ..... Bruce
  - D. Certificate of Compliance with the Truth in Taxation Law ..... Browning
  - E. Certification of Tax Levy for FY2003 ..... Browning
9. Bid Committee Report ..... Browning
  - IECC
    - Anti-Virus Software
    - Computer Server
    - Network Switches
  - LTC South-Campus
    - PBX Systems
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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois,  
held in Classroom Building West at Frontier Community College, Fairfield, Illinois,  
Tuesday, September 18, 2001.**

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

**Appointment of Temporary Secretary.** Dr. G. Andrew Fischer, Secretary Pro-Tempore, made a motion to appoint Mr. Kenneth Allen to serve as interim secretary in the absence of Harry Hillis. 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.

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

Mrs. Brenda K. Culver, Dr. G. Andrew Fischer, Ms. Karen Marie Jameson, Mrs. Shirley Kessler, Mr. James Lane, Mr. Larry Rost, Miss Marilyn J. Wolfe. Also present was Mr. Blake Smith, student trustee. There being a quorum present, the Chairman declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer  
Dr. Hans Andrews, President of Olney Central College  
Dr. John Arabatgis, President of Lincoln Trail College  
Dr. Harry Benson, President of Wabash Valley College  
Dr. Michael Dreith, President of Frontier Community College  
Mr. Roger Browning, Chief Finance Officer  
Mr. George Woods, Dean of Community Development & Workforce Education  
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services  
Ms. Kathleen Pampe, Associate Dean of Education to Careers Program  
Mrs. Marty Novak, Director of Personnel

A moment of silence was observed for memorializing the events of September 11 and the death of district employee Kathy Corry the same day. Trustee Brenda Culver said, “We are thankful that we live in this great nation where we can assemble to glorify God and make decisions about our government, our communities, schools, and colleges. We are grateful for the people who care for each other, who will help each other, and have the resolve to go on.”

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting on Tuesday, August 21, 2001, and the recessed meeting of August 27, 2001, were presented for approval.

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

**AGENDA #3 – “Recognition”**

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

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

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports”**

**#5-A. Report from Trustees:**

Ms. Jameson – Distributed a letter to Rep. Judy Erwin, Chair, House Higher Education Committee, from the Illinois Community Colleges Trustees Association.

Mr. Lane – Discussed a letter sent to international students and host families.

Mrs. Kessler – Expressed concern about students in China that we are going to get and bring out. Mr. Bruce said we won't know until next spring.

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

**#5-C. Report from Cabinet:**

(1) Coal Mining Technology/Telecom: Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

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

**AGENDA #7 – “Policy Second Readings”**

**#7-A. Policy for Filling Board Vacancy:**

The following revised policy was presented.

Policy for Filling Board Vacancy

Members of Board of Trustees should timely notify the Chairman of any intention to resign from the Board. Within 10 days of such notification, the Chairman shall notify the other trustees and the CEO. If requested, the Chairman shall convene a special meeting of the Board to begin the process of filling the vacancy. Prior to filling the vacancy, the Board shall meet and confer with the departing member concerning possible appointees. Once the vacancy occurs, the remaining members shall fill the vacancy within 60 days, and the person so appointed shall serve until a successor is elected at the next regular election for Board members. If the vacancy occurs with less than four months remaining before the next scheduled Trustee election, and the term of office of the Board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the succeeding Trustee election.

After discussion, Miss Wolfe made a motion to adopt the revised Policy for Filling Board Vacancy. Mrs. Culver seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, 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 #8 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#8-A. Professional Liability Insurance**

The CEO recommended approval of modification of the Professional Liability Insurance as follows: Upgrade of policy with ACE/USA for \$4,595.00 to cover additional students enrolled since the bidding date and coverage of cosmetology students for \$600.00 from Maginnis/Seabury. The combined policies represent a total premium of \$5,195.00, which is a saving of \$671.00 over what the Board has already approved.

**Board Action:** Mrs. Culver made a motion to approved the modification of the Professional Liability Insurance. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-B. Acceptance of Audit** – Mr. Browning presented the annual audit and recommended that the Board pass the

following resolution to accept the audit and authorize the staff to forward the same to the Illinois Community College Board.

## RESOLUTION OF THE BOARD OF TRUSTEES

### ANNUAL AUDIT

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:** After reports from the Audit Committee, Mrs. Kessler and Miss Wolfe, Mr. Rost made a motion to adopt the Annual Audit Resolution and send the same to the Illinois Community College Board. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-C. Richland County Tax Settlement** – The CEO recommended approval of the following resolution regarding the Richland County tax settlement offer with Equinox Oil Company, Inc., and Alma Energy Corporation at 80% of the taxes due.

### RESOLUTION

WHEREAS, at a regular meeting of the Board of Trustees of the Illinois Eastern Community College District #529, held September 18, 2001 at Frontier Community College in Fairfield, Illinois, the Board took the following action.

NOW THEREFORE BE IT RESOLVED, that the Board Of Trustees accepts the stipulation provided by the liquidating trustee concerning the real estate taxes due by Equinox Oil Company and Alma Energy Corporation.

ADOPTED this 18th day of September 2001.

**Board action:** Mrs. Kessler made a motion to adopt the foregoing resolution on the Richland County Tax Settlement offer with Equinox Oil Company, Inc., and Alma Energy Corporation. Miss Wolfe seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-D. International Student Tuition Rates** – The CEO recommended approval of the international student tuition rates as presented in the chart below.

September 18, 2001

## INTERNATIONAL STUDENT RATES PER SEMESTER CREDIT HOUR

2001-2002

2ND YEAR

INT'L

	YFU	CDS	CCI	SCHOL'SHP	INDEPND'T	HAINAN
TOTAL COST	217.54	217.54	217.54	217.54	217.54	217.54
ONE YEAR DELAY @ 207.45	<u>207.45</u>	<u>207.45</u>	<u>207.45</u>	<u>207.45</u>	<u>207.45</u>	<u>207.45</u>
AUTOMATIC WAIVER	<b>10.09</b>	<b>10.09</b>	<b>10.09</b>	<b>10.09</b>	<b>10.09</b>	<b>10.09</b>
BALANCE ON STUDENT'S ACCOUNT	207.45	207.45	207.45	207.45	207.45	207.45
PROGRAM REIMBURSEMENT	110.00	125.00	150.00	0.00	0.00	0.00
2ND YEAR INTERNATIONAL STUDENTS	0	0	0	126.81	0	0
REMAINING WAIVER PER CREDIT HOUR	97.45	82.45	57.45	80.64	0	0
<b>TUITION TO BE PAID BY THE STUDENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>126.81</b>	<b>207.45</b>	<b>207.45</b>

YFU = Youth for Understanding  
CDS = CDS International Inc.

**Board Action:** Mrs. Culver made a motion to approve the international student tuition rates. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-E. Greenville College Memorandum of Understanding** – The CEO recommended approval of the following memorandum of Understanding between Illinois Eastern Community Colleges and Greenville College.

MEMORANDUM OF UNDERSTANDING  
Between  
Illinois Eastern Community Colleges  
And  
Greenville College

This memorandum of understanding is made this 18th day of September 2001 by Greenville College and Illinois Eastern Community Colleges District No. 529.

WHEREAS, Illinois Eastern Community Colleges desires to provide a wider range of educational opportunities to the citizens of District 529, and

WHEREAS, Greenville College seeks to serve the adult learners of its region by making upper-division undergraduate available at convenient locations and times,

NOW THEREFORE, both parties agree to cooperate to make the aforementioned instruction available on the campus of Illinois Eastern Community Colleges. The following points are agreed to by both institutions:

- I. Illinois Eastern Community Colleges agree:
  - A. To provide and maintain general-purpose classroom space, when such space is not required for its own classes. Classroom space is to be equipped with classroom furniture that Greenville College and Illinois Eastern Community Colleges mutually agrees is suitable for use by adult students.
  - B. To provide and maintain existing specialized instructional space on its campus, when such space is not required for its own classes.
  - C. To provide and maintain, without expense to Greenville College, general use space for student advising and the delivery of student services. It is understood that this space assignment will not preclude other uses of the space, unless the Greenville College staffs the space on a full-time basis.

The scope of the services to be provided by Greenville College will be determined by enrollment in its courses on Illinois Eastern Community College campuses, and the needs of the students.

- D. Provide library services on the same basis as those services provided to residents of District 529 to Greenville College students enrolled for courses on Illinois Eastern Community College campuses, the faculty teaching those courses, any staff associated with those courses and/or the School or Adult and Continuing Education.
- E. To cooperate with Greenville College in publicizing and promoting Greenville College courses on its campus. This may include undertakings such as including Greenville College's courses in its schedule of classes and the development of joint publications. (It is understood that Illinois Eastern Community Colleges shall request reimbursement from Greenville College for the actual cost of any space devoted to Greenville College in Illinois Eastern's schedule of classes.)
- F. Greenville College classes, or the members thereof, may have access to use a computer laboratory on (or off-campus facility), when such space is not required for Illinois Eastern Community Colleges use. Computer users must however adhere to Illinois Eastern Community Colleges' Computer Use Policy (attached).
- G. To designate in writing a representative, and an alternate representative, to maintain continuing liaison with a designated representative of Greenville College.

II. Greenville College agrees:

- A. To accept Illinois Eastern Community Colleges graduates with Associate in Science and Arts, Associate in Arts or Associate in Science degrees as fulfilling the general education requirements for the Bachelor of Science degree in Organizational Leadership at Greenville College.
- B. To schedule courses on Illinois Eastern Community College campuses on a continuing basis. Schedules will be developed by mutual agreement of Greenville College and Illinois Eastern Community Colleges with regard to location, date, and time courses will be offered. Such courses will be arranged in planned sequences allowing students to progress towards the Bachelor of Science in Organizational Leadership as agreed to by both institutions.
- C. To make available on Illinois Eastern Community College campuses, by mail, telephone, or via the Internet all of the services required for an individual to be admitted and enrolled in Greenville College courses on Illinois Eastern Community College campuses. Except in unusual circumstances, students who enroll in Greenville College courses on Illinois Eastern Community College campuses will have no need to travel to the Greenville College campus.
- D. To provide Illinois Eastern Community Colleges with an enrollment report each semester.
- E. To comply with such rules and regulations regarding campus security, safety, sanitation and classroom and space usage as may be required by Illinois Eastern Community Colleges.
- F. To work with Illinois Eastern Community Colleges to assess and determine the educational needs to District 529.
- G. To actively publicize and promote in District 529, within the limits of its resources as determined by Greenville College, its courses taught on Illinois Eastern Community College campuses. All printed/media materials referencing Illinois Eastern Community Colleges will be reviewed by prior to publishing.
- H. To provide Illinois Eastern Community Colleges with a certificate of insurance coverage provided by Greenville College and to name Community College District 529 (Illinois Eastern Community Colleges), its officers, Board members, and employees, individually and collectively, as "covered persons" as to any claim or claims which might arise out of the use of Illinois Eastern Community Colleges' facilities as herein provided.
- I. To bear the costs of any consumable office or instructional supplies (laboratory and computer supplies, etc.) required in connection with the offering of courses on the Illinois Eastern Community Colleges, according to cooperatively determined procedures.
- J. To consult with Illinois Eastern Community Colleges on the degree programs appropriate for District 529.



- K. That Greenville College is responsible for advisement, admission, registration, and financial aid advisement processes related to enrollment in its courses.
- L. That Greenville College is responsible for providing faculty for its courses scheduled at Illinois Eastern Community Colleges.
- M. To designate in writing a representative, and an alternate representative, to maintain continuing liaison with a designated representative of Illinois Eastern Community Colleges.

III. It is mutually understood:

- A. That educational services and instruction will be furnished by Greenville College in conformity with the policies and regulations of Greenville College, its governing board, other agencies of the State of Illinois having appropriate jurisdiction, and the Higher Learning Commission of the North Central Association.
- B. That Greenville College retains the right to cancel courses that do not meet such enrollment standards as it may establish.
- C. That no part of this document shall be construed as an obligation of funds by either institution.
- D. That determination of tuition and fees in relation to Greenville College courses is solely the responsibility of the Greenville College.
- E. This memorandum of understanding may be terminated by either party upon written notice to the other party at least ninety (90) days prior to the termination date.
- F. If Illinois Eastern Community Colleges incur additional utility costs by heating or cooling all, or in part, of its off campus sites in order to accommodate a Greenville College course, or courses, at a time when it would not normally be open, Greenville College will reimburse Illinois Eastern Community Colleges for that expense. This provision will become operational contingent upon the development of a mutually agreeable fee structure and calendar of its applicability.
- G. If Illinois Eastern Community Colleges incur additional security and/or custodial costs in order to accommodate a Greenville College course, or courses, at a time when it would normally be open, the Greenville College will reimburse Illinois Eastern Community Colleges for that expense. This provision will become operational contingent upon the development of a mutually agreeable fee structure and calendar of its applicability.

This agreement shall become effective upon its execution by both parties as provided below.

The laws of the State of Illinois shall govern this agreement.

DATED at Olney, Illinois, the day and year first above written.

**Board Action:** Ms. Jameson made a motion to approve the Memorandum of Understanding between Illinois Eastern Community Colleges and Greenville College. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-F. Change in Meeting Location** – The CEO recommended approval of changes in meeting locations for November from Olney Central College to Wabash Valley College and for December from Wabash Valley College to Olney Central College.

**Board Action:** Mrs. Culver made a motion to approve the changes in meeting location. Dr. Fischer seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-G. Lease of Vans from WVC Foundation** – The CEO recommended approval for the lease of two vans by Wabash Valley College from the Wabash Valley College Foundation. The Foundation will purchase two vans and lease them back to Illinois Eastern Community Colleges/Wabash Valley College for a period of three years. At the end of the lease the vans can be purchased by the district for \$1.00 each. Illinois Eastern Community College will be responsible for maintenance and providing insurance for the vehicles.

**Board Action:** Miss Wolfe made a motion to approve the lease of two vans by Wabash Valley College from the Wabash Valley College Foundation. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Dr. Fischer, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson, Mrs. Kessler. Trustees absent: None. The motion having received 4 yea votes and 3 nay votes, the Chair declared the motion carried.

**#8-H. Extension of Audit Contract** – Mr. Browning recommended approval of extending the contract with the auditors, Clifton Gunderson, for the years 2003 through 2005.

**Board Action:** Mrs. Kessler made a motion to approve extending the contract with the auditors, Clifton Gunderson, for the years 2003 through 2005. Mr. Smith seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-I. 2001 Estimated Tax Levy Resolution** – The CEO recommended approval of the following tax levy resolution and estimated 2001 tax levy hearing resolution.

#### **RESOLUTION REGARDING ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2001**

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 2000 was:

Education Purposes	\$1,716,086
Operations and Maintenance Purposes	735,466
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	326,547
Audit	36,283
Other	0
Total	\$2,814,382

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2001 is as follows:

Education Purposes	\$1,837,500
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Operations and Maintenance Purposes	787,500
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	460,000
Audit	45,000
Other	0
Total	\$3,130,000

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 2000 was \$1,470,545; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2001 is \$1,469,646.

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 2001 is \$3,130,000.
- Section 2:** The aggregate amount of taxes estimated to be levied for the year 2001 does exceed 105% of the taxes extended by the district in the year 2000.
- Section 3:** The aggregate amount of taxes estimated to be levied for the year for 2001 for debt service is a 1% decrease of the taxes extended for debt service for 2000.
- 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

ic 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 s 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 /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 2001 will be held on October 16, 2001 at 6:00 p.m. at Lincoln Trail College, Robinson, 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 2000 were \$2,814,382.

The proposed corporate and special purpose property taxes to be levied for 2001 are \$3,130,000. This represents a 11% increase over the previous year extension.

III. The property taxes extended for debt service for 2000 were \$1,470,545.

The estimated property taxes to be levied for debt service and public building commission leases for 2001 are \$1,469,646. This represents a 1% decrease over the previous year.

IV. The total property taxes extended or abated for 2000 were \$4,284,927.

The estimated total property taxes to be levied for 2001 are \$4,599,646. This represents a 7% increase over the previous year extension.

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

ADOPTED this 18th day of September 2001.

## RESOLUTION

### ESTIMATED 2001 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 2002-2003 fiscal year:

1. Date of Fiscal Year: July 1, 2002 - June 30, 2003
2. Publication of Notice of Public Hearing on Tax Levy: After October 2, 2001 and before October 9, 2001.
3. Public Hearing on Tax Levy: October 16, 2001, at the hour of 6:00 p.m. to 6:30 p.m., local time, Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois.
4. Adoption of Tax Levy: October 16, 2001, following the Public Hearing.

**Board Action:** Dr. Fischer made a motion to adopt the foregoing tax levy resolutions. Mrs. Culver seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**#8-J. Addendum to Nursing Agreement** – The CEO recommended approval of the following Addendum to the Olney Central College Associate Degree Nursing Program with St. Mary's Hospital.

### ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529 OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

#### ADDENDUM

1. Students agree that they will comply with the purpose and standards recommended by the Joint Commission on Accreditation of Healthcare Organizations and the American Medical Association or American Osteopathic Association as appropriate; applicable regulations; the Bylaws, policies and procedures of the Hospital; the rules, regulations and Bylaws of the Medical Staff; and current standards of medical practice.
2. Illinois Eastern Community College and its agents, students, faculty, representatives and employees agree to keep strictly confidential and hold in trust all confidential information of Facility and/or its patients and not disclose or reveal any

confidential information to any third party without the express prior written consent of Facility. Illinois Eastern Community College shall not disclose the terms of this Agreement to any person which is not a party to this Agreement, except as required by law or as authorized by Facility. Unauthorized disclosure of confidential information or of the terms of this Agreement shall be a material breach of this Agreement and shall provide Facility with the option of pursuing remedies for breach, or notwithstanding any other provision of the Agreement, immediately termination of this Agreement upon written notice to Illinois Eastern Community College. The provisions of this Paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

**Board Action:** Dr. Fischer made a motion to approve the Addendum to the Olney Central College Associate Degree Nursing Program with St. Mary's Hospital. Mrs. Kessler seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

**AGENDA #9 – “Bid Committee Report”** – None.

**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 \$2,944,484.96 as of August 31, 2001. The reports were accepted.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for the month of September 2001, totaling \$1,908,839.35, 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, 2001, in the amounts listed, and payments from the revolving fund for the month of August 2001. Mr. Smith seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

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

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

1. IECC Web Site – National Day of Remembrance and Mourning
2. Employment and Training Centers
3. Business and Industry Training
4. Toyota Visit and Training
5. Message from Family of Former International Student
6. Eisenhower Grants Awarded
7. Trustees Institute
8. Leadership Training
9. Training at Richland Memorial Hospital
10. Franklin Enrollment
11. Parkland College on Probation
12. CISCO CCNP Lab
13. Facilities Replacement Funds Request
14. Enrollment Report
15. Welfare-to-Work Programs
16. LTC – USDA – Rural Business Enterprise Grant
17. Construction Progress Report on FCC Learning Resource Center
18. Unicare
19. CISCO and Monster.com Announce Career Search Relationship
20. Web Statistics for August 2001

**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)(5) of the Open Meetings Act for setting of a price for purchase or lease of real property; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

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

Dr. Fischer, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Ms. Jameson. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried. A closed meeting was held, beginning at 9:15 p.m.

**#12-B. Closed Meeting Ended:** Miss Wolfe made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken, and the Chair declared that the “Ayes” have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 10:40 p.m.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – Miss Wolfe made a motion to approve, as prepared, minutes of a closed meeting held Tuesday, August 21, 2001, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. Mrs. Kessler seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, 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 #14 – “Approval of Personnel Report”** – The CEO presented the following amended Personnel Report and recommended it be approved.

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

- A. Classified
  - 1. Brett Gardner: Initial full-time employment as Upward Bound Student Advisor for Illinois Eastern Community Colleges. Amount: Based upon \$20,286 per fiscal year. Effective: September 20, 2001. Employment is contingent upon continued grant funding.  
Code: 65280D-5280D-1201-308
  - 2. Becky Sharp: Initial full-time employment as Library Assistant at Wabash Valley College. Amount: Based upon \$16,000 per fiscal year. Effective: September 20, 2001.  
Code: 013-2010W-1601-201

#### **400.2. Change in Status**

- A. Classified
  - 1. Shelly Allensworth, Caseworker (GR), District Office, \$20,245 per fiscal year, to Special Needs/Academic Advisor (GR), Lincoln Trail College, \$20,286 per fiscal year, effective October 1, 2001.  
Code: 65261L-5261LA-1201-804

#### **400.3. Interim Assignments**

- A. Administrative
  - 1. Jervaise McGlone, Interim Dean of the College at Lincoln Trail College. Amount: Based upon \$50,000 per fiscal year. Effective: September 12, 2001.  
Code: 011-8082L-1101-108

B. Professional/Non-Faculty

1. Kristina Zane, Interim LRC Coordinator Duties at Lincoln Trail College. Amount: Based upon \$500 per month. Effective: September 4, 2001.  
Code: 011-2010L-1202-201

**400.4. FY01-02 Staff Salary Increases**

Fiscal Year 2001-2002 Guidelines for Full-Time Employee Wage Increases

1. Full-time employees working before April 1, 2001, are eligible for a wage increase. Employees with hire dates of April 1, 2001, to June 30, 2001, will be eligible for an increase at the six-month anniversary date. One FCC employee is recommended for an exception to the April 1 hire date.
2. Increases will be based on an overall percent distributed by a combination of a percent plus flat dollar amount applied to base wages allocating a higher percentage to lower paid employees as follows:  
  
3.5% plus \$500 for employees with base wages of \$14,000 to \$15,999 (6.8% to 8.5%)  
3.5% plus \$400 for employees with base wages of \$16,000 to \$19,999 (5.5% to 8.5%)  
3.5% plus \$300 for employees with base wages of \$20,000 and above (3.8% to 5%)
3. Entry-level amounts for full-time positions will be adjusted by 3.5 percent. Recommendations for base wage adjustments for employees with wages below the recommended entry level are:  
Kathy Wheeler \$485, Steve Patberg \$810, Jill Winter \$463, Julie Robinson \$695
4. Recommendations for base wage adjustments for specific employees in excess of the regular increase are:  
Donna Henry \$700, Doug Shipman \$1,000, Chris Webber \$500, Deanna Ratts \$500, Sara Kocher \$250, Stephanie Smith \$1,059, David McKimby \$787, Kathy Swinson \$1,172, Jeff Gumbel \$3,720

Wages increases are effective July 1, 2001, except where otherwise noted.

**FRONTIER COMMUNITY COLLEGE**

Administrative: Ted Davis \$41,089, Blenda Demaret \$43,651, Michael Dreith \$91,500 (no increase), Jerry Hefley \$75,756, Carroll Hilliard \$41,202, LaVonna Miller \$41,320, Stacey Vinson \$28,828

Professional/Non-Faculty: Jim Beers \$29,464 (GR), Robert Boyles \$67,990, Suzanne Brooks \$38,547, Galen Dunn \$42,340, Brenda Helm \$32,387 (GR), Janet Herman \$23,588 (GR), Lawrence Houston \$34,434 (GR), Janice Tucker \$41,470, Wesley Weber \$50,389, Jeannette Wiles \$24,900

Classified: Barbara Bennett \$26,788, Karen Bryant \$27,661, Terry Chapman \$19,771, Dixie Cherry \$14,815 (no increase), Trena Cline \$19,530, Jeffery Davenport \$26,175 (GR), Debra Dawkins \$27,791, Tara Farleigh \$20,065, Lyndal Hefley \$20,000 (GR) (no increase), Denise Hilliard \$30,701, Freda Hoffman \$30,447, Janie Lake \$30,645, Amy Loss \$22,300 (GR), Andy Pottorff \$26,764, Scott Talbert \$32,250, Kathy Wheeler \$14,266 (GR)

**LINCOLN TRAIL COLLEGE**

Administrative: John Arabatgis \$95,003, Debbie Kull \$40,927, Lydia Williams \$41,617

Professional/Non-Faculty: Rick Arp \$40,748 (AUX), Liz Grant \$31,075 (AUX), Mitch Hannahs \$33,000 (AUX) (no increase), Danelle Hevron \$27,210, Tony Hill \$33,938 (AUX) (effective January 1, 2002), Richard Kent \$41,225, Donna Meadows \$21,960 (AUX) (10 mos.), Becky Mikeworth \$39,687, Brad Musgrave \$34,128, Kristina Zane \$22,035

Classified: Sherri Bayne \$21,602, Donna Boyd \$30,691, Deanna Chrysler \$31,235, Carolyn DiBeasi \$27,638, Douglas Edwards \$28,549, Sharon Hanson \$16,396, Kenneth Hawkins \$34,874, Jamie Henry \$17,208, Julie Higginbotham \$26,691, Laura Johnson \$26,175 (GR), Freda Kelley \$17,588, Albert Miller \$27,460, Ricky Rich \$30,219, Gary Upton \$27,387

**OLNEY CENTRAL COLLEGE**

Administrative: Hans Andrews \$99,937, Jack Davis \$78,696, Donna Henry \$67,820, Doug Shipman \$37,175, Fran Stencil \$35,169, Chris Webber \$49,673

Professional/Non-Faculty: Judy Burroughs \$40,494, Dennis Conley \$46,768 (AUX), Kristi Crawford \$28,613, James Glash \$43,710 (AUX), Donita Kaare \$31,040 (GR), Jervaise McGlone \$32,887 (GR), Jessica Morris \$34,029 (AUX), Deanna Ratts \$28,823, Robert Story \$50,257, Vicki Stuckey \$36,357, Ed Wright \$38,037 (AUX)

Classified: Timothy Bower \$16,681, Stacey Bradbury \$23,691 (GR) (effective January 1, 2002), Karen Devall \$16,054, Jean Duckworth \$20,281, Kathy Fehrenbacher \$27,422, Jaye Fehrenbacher \$31,516, Larry Gangloff \$34,634, Carla Gardner \$32,564, Lawrence Harbaugh \$16,449, Tammy Harmon \$30,371, Carla Heckenbach \$21,520, Linda Horn \$17,094, Larry Johnson \$29,584, Cheryl Knight \$30,835, Sara Kocher \$17,216, Damona Nease \$28,039, Joyce Nix \$24,597 (GR), Carl Sager \$28,556, Vavette Sexton \$18,797 (effective January 1, 2002), Reba Stanfield \$17,884, John Stoll \$27,795, Rose Teel \$32,323 (GR), Christine Weber \$26,655, Kimberly Wilson \$16,054, Olivia Zwilling \$21,254

## WABASH VALLEY COLLEGE

Administrative: Louise Acree \$41,973, Harry Benson \$99,937, Sandra Craig \$31,040, Wayne Henegar \$70,096, Diana Spear \$49,245, Cynthia Walls \$40,869

Professional/Non-Faculty: James Bogard \$51,259, Elaine Brown \$31,820, James Cox \$40,945, Greg Goldman \$27,357 (AUX), Mark Nelson \$33,938 (AUX) (effective November 1, 2001), Steve Patberg \$23,963, Glenda Raber \$24,601 (GR), Judy Riggs \$23,179 (AUX) (9 mos.), Glen Schwartz \$34,973 (effective December 1, 2001), Melinda Silvernale \$35,624, Stephanie Smith \$34,029 (AUX), Tim Zimmer \$29,464

Classified: Karissa Anderson \$16,232, Darla Brooke \$30,083, Margaret Donahoo \$16,232, Lisa Fortner \$17,605, Kathryn Head \$19,771, Pam Henegar \$27,650, Betty Hocking \$27,676, Cindy Kruse \$29,008, Ron Martin \$29,971, Kay Meier \$16,232, Barbara Minniear \$27,650, Bobby Moyes \$23,973, Jane Owen \$17,038, Dwight Piper \$34,649, Cathy Seaton \$28,951, Julie Tennis \$16,232, Audrey Tice \$32,598, Judy Wilkinson \$17,605

Faculty: Robert Effland \$50,380 (effective August 13, 2001)

## WORKFORCE EDUCATION

Administrative: John Howard \$82,610, George Woods \$91,097

Classified: Kay Brown \$32,141, Shirley Buche \$32,141, Becky Coomer \$32,141, Mary Kay Enrietta \$32,141, Sibyl Janello \$17,115, Lynda Price \$32,141, Gina Sinclair \$22,346

Professional/Non-Faculty: John Highhouse \$75,479, Diane Lutes \$47,979,

Faculty: George Kocher \$50,617, Scott Hanson\* \$40,272, Ary Jennings\* \$40,272, Thomas Kucharik\* \$40,272, Randall Questelle\* \$40,272, Terry Russell\* \$40,272, Fred Schwappach\* \$40,272, Dennis Sileven\* \$40,272, Howard Stearns\* \$40,272, Gary Wangler\* \$40,272, Mitchell Wolfe\* \$40,272

\* Received a one-time \$1,000 bonus not reflected in this annual salary.

## DISTRICT OFFICE

Administrative: Roger Browning \$77,500 (no increase), Chris Cantwell \$55,709, Alex Cline \$64,470, Marty Novak \$52,189, Kathleen Pampe \$63,253 (GR), Pam Schwartz \$51,715

Professional/Non-Faculty: Rita Adams \$46,991, Byron Brumfiel \$39,978 (GR), Tara Buerster \$27,003, Kelvin Cessna \$32,794 (GR) (effective December 1, 2001), Bonita Chaplin \$29,409, Jack Dunn \$41,701, John Frazier \$36,163, Marilyn Grove \$44,473, LeAnn Hartleroad \$30,605 (GR) (effective September 1, 2001), Peggy Jausel \$39,759 (GR), Pam Madden \$50,446, David McKimmy \$34,000 (GR), Susan Polgar \$43,544 (GR) (effective September 1, 2001), Rodney Ranes \$30,605 (GR) (effective September 1, 2001), Kathy Swinson \$30,000 (GR), Jill Winter \$23,963

Classified: Shelly Allensworth \$21,254 (GR), Marla Bayler \$20,940 (GR) (effective September 1, 2001), Charles Bennett \$35,490, Melissa Chapman \$16,054 (GR), Kathy Corry \$18,080 (GR), Ada Fleeaharty \$21,254 (GR) (effective September 1, 2001), Cynde Frost \$32,570, Jeff Gumbel \$33,000 (GR), Terri Harris \$28,559, Chris Heindselman \$29,030, Beverly Hemrich \$17,447 (GR) (effective September 1, 2001), Eva Hubble \$21,652, Amy Johnson \$16,396, Melanie Kent \$30,654, Sarah Kincaid \$27,310 (GR), Janet Lane \$20,940, Robert Long \$20,940 (GR) (effective September 1, 2001), Barbara McGuire \$23,252, Jill Meeks \$17,659 (GR), Maria Michels \$28,169, Judy Neikirk \$24,239 (GR) (effective September 1, 2001), Andrea Pampe \$17,094 (GR) (effective September 1, 2001), Lona Peavler \$19,071, Chris Raley \$30,991, Carol Redman \$21,476 (GR) (effective September 1, 2001), Laurie Rist \$16,054 (GR), Jan Robards \$39,241, Julie Robinson \$21,535 (effective December 1, 2001), Michael Robinson \$25,140 (GR), Wilma Seiler \$21,476 (GR), Jackie Shamhart \$16,980, Rebecca Shultz \$29,281, Rhoda Slichenmyer \$20,940, Kathy Slichenmyer \$25,665 (GR) (effective September 1, 2001), Renee Smith \$38,348, Paul Tait \$37,560, Barbara Thomas \$23,013, Ruth Trowbridge \$20,940 (GR), Cora Weger \$27,538 (GR) (effective September 1, 2001), Lisa Weiler \$24,714 (GR), Lucinda Wingert \$41,701

Wages for employees supported by grant (GR) and auxiliary (AUX) funds are completely dependent upon those funds.



## Recommended Job Titles and Annual Entry Level Salary for 2001-02

### Exempt Positions

#### Administrative

Chief Executive Officer/Chief Operating Officer - Determined by Board, President \$68,465, Chief Finance Officer \$53,632, Dean of the College \$53,632, Dean of Workforce Education \$53,632, Associate Dean \$47,926, Dean of Instruction \$47,926, Director of Information & Communication Technology \$45,644, Correctional Site Director - Negotiated with DOC, Assistant Dean of Student Services \$34,233, Director of Personnel \$34,233, Assistant to the Dean of the College \$28,528, Directors \$28,528

#### **Professional/Non-Faculty**

Program Directors \$34,233, Coach, Athletic Director/Coach \$31,950, Assistant Program Director \$29,668, Building Superintendent \$29,668, Directors \$28,528, Communications Specialist \$27,386, Supervisor of Buildings & Grounds \$25,104, Treasurer \$25,104, Managers, Coordinators \$23,963, Youthful Offender Counselor - Negotiated with DOC

### **Non-Exempt Positions**

#### **Classified Staff**

Database Technician \$22,822, Networking Technician \$22,822, Network/Web Technician \$22,822, System Technician \$22,822, Webmaster \$22,822, Bookkeeper \$20,540, Career Advisor \$20,540, Case Worker \$20,540, College Academic Advisor \$20,540, Computer Technician \$20,540, Executive Assistant to CEO \$20,540, International Student Liaison \$20,540, Jobs Advisor \$20,540, Payroll Clerk \$20,540, Program Assistant \$20,540, Academic Support Specialist \$20,540, Telecom Recruiter Advisor \$20,540, Upward Bound Student Advisor \$20,540, Program Advisor/Ed Talent Search \$20,540, Accounts Payable Clerk \$18,257, Administrative Asst to President \$18,257, Audio-Visual Technician \$18,257, Business Office Clerk \$18,257, Computer Operator \$18,257, Emergency Preparedness Technician \$18,257, Job Developer/Intake Processor \$18,257, Literacy Develop Center Tech \$18,257, Maintenance Worker \$18,257, Records Assistant - Negotiated with DOC, Research Assistant \$18,257, Spec Needs/Academic Advisor \$18,257, Textbook/Library Equip Tech \$18,257, Administrative Assistant \$16,845, Groundskeeper \$16,845, Lead Custodian \$16,845, Resource Room Advisor \$16,845, Computer Lab Assistant \$15,554, Custodian \$15,554, Library Assistant \$15,554, Office Assistant \$15,554, Clerk \$14,266, Food Service Assistant \$14,266

#### **400.5. FY01-02 Educational Level Change**

A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Rob Mason	M	M+12	\$1,000
Cindy Myer	B	B+16	\$1,000

#### **400.6. President Contracts**

- A. Frontier Community College
- B. Lincoln Trail College
- C. Olney Central College
- D. Wabash Valley College

#### **400.7. Rescind Termination & Approve Separation**

- A. Classified
  - 1. Paul Lange, Audio/Visual Technician, Lincoln Trail College, effective August 31, 2001.
  - 2. Jo Wachtel, Office Assistant, Lincoln Trail College, effective August 31, 2001.

#### **400.8. Resignations**

- A. Administrative
  - 1. Gayle Saunders, Dean of the College, Lincoln Trail College, effective September 1, 2001.
- B. Classified
  - 1. Teresa Stanford, Office Assistant, Lawrence Correctional Center, effective September 6, 2001.

#### **400.9. Retirements**

A. Administrative  
1. Hans Andrews, President, Olney Central College, effective June 28, 2002.

B. Faculty  
1. John Schulte, Life Science Instructor, effective January 1, 2002.

### Personnel Report – Addendum #1

#### 400.1. Interim Assignment

- A. Professional/Non-Faculty  
1. Andrea Pampe, Interim Director, Transition Center at Olney Central College. Amount: Based upon \$27,563 per fiscal year. Effective: September 24, 2001.  
Code: 65261D-5261D-1201-804  
65328D-5328D-1201-308  
65298O-5298O-1201-308

#### 400.2. Change in Status

- A. Classified  
1. Beverly Hemrich, Office Assistant, Student Advantage Network (GR) to Office Assistant, Lawrence Correctional Center. Amount: Based upon \$22,000 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections funding.  
Code: 65516L-5516L-1601-809

#### 400.3. Resignation

- A. Classified  
1. Lisa Fortner, Custodian, Wabash Valley College, effective September 19, 2001.

### Personnel Report – Addendum #2

#### 400.1. Entry Level Adjustments

- A. Professional/Non Faculty  
1. Andrea Pampe Interim Director, Transition Center \$28,528
- B. Classified  
1. Brett Gardner Upward Bound Student Advisor (GR) \$20,540

**Board Action to Amend Personnel Report:** Dr. Fischer made a motion to amend the Personnel Report as recommended to add Addendum #1, 400.1, Interim Assignment for Andrea Pampe, 400.2, Change in Status for Beverly Hemrich, and 400.3, Resignation of Lisa Fortner, and to add Addendum #2, 400.1, Entry Level Adjustments for Andrea Pampe and Brett Gardner. 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 Personnel Report:** Ms. Jameson made a motion to amend the term “Presidents’ Contracts” to “Presidents’ Salary and Mileage Adjustments.” 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.

Mrs. Kessler requested the OCC President’s Salary and Mileage Adjustment for Jack Davis be split out as a separate vote. The Chair approved the request without objection and directed this be split out as a separate vote.

Dr. Fischer made a motion to approve the amended Personnel Report as recommended without the contract for Jack Davis. Mr. Rost seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mrs. Kessler, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

Ms. Jameson made a motion to approve the President's Salary and Mileage Adjustment for Jack Davis at OCC. Miss Wolfe seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Dr. Fischer, Ms. Jameson, Mr. Lane, Mr. Rost, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: Mrs. Culver, Mrs. Kessler. Trustees absent: None. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried.

Ms. Jameson made a motion to reconsider the vote by which the Board approved the agreement with the collective bargaining unit. The motion died for lack of a second.

Ms. Jameson made a motion that the Board adopt a policy that contracts for the presidents, CEO, and bargaining unit be given to the Board 48 hours prior to the Board's being asked for approval. Mrs. Kessler seconded the motion. On a recorded roll call vote ordered by the Chair, the following trustees voted yea:

Mrs. Culver, Ms. Jameson, Mrs. Kessler. Student advisory vote: Yea. Trustees voting nay: Dr. Fischer, Mr. Lane, Mr. Rost, Miss Wolfe. Trustees absent: None. The motion having received 3 yea votes and 4 nay votes, the Chair declared the motion defeated.

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18 – “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Dr. Fischer made a motion to adjourn the meeting. 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 that the “Ayes” have it, the motion is adopted, and the meeting adjourned at 10:50 p.m.

Approved:

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
Secretary of the Board of Trustees

\_\_\_\_\_  
Temporary Secretary of the Board of Trustees

**Agenda Item #1**

**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**
- G. IECCEA Representative**

**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)**

- A. Student Military Service Policy**
- B. Employee Military Service Policy**

**Student Personnel - 500**

**Student Military Policy (500.21)**

**Date Adopted:**

Any IECC student in the military service, or a student who enlists in the military service (Army of the United States, United States Navy, the Marine Corp, the Air Force, the Coast Guard, and members of the State Militia), or a student who is a member of the National Guard or Reserves and has been ordered to active duty, and is unable to attend class for 7 or more days, shall receive a full refund of required tuition, fees, and other institutional charges. Withdrawal from courses shall not impact final grade point average or re-enrollment options. Students unable to process their enrollment for the upcoming term due to military service will have all late penalties or fees set aside.

Any IECC student who is Title IV eligible and withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, will not be required to repay an overpayment of grant funds based on the Return of Title IV Funds calculation. IECC must perform the Return of Title IV Funds calculations that are required by the statute and regulations and will return funds to one or more of the Title IV programs as calculated by the Return of Title IV Funds calculation.

**PERSONNEL – 400**

**Military Leave (400.21)**

Date Adopted: May 20, 1997

Revised: \_\_\_\_\_

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Illinois Veterans Service Men's Employment Tenure Act 330 ILCS 60/, employees shall be granted military leaves of absence for the performance of duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Employees are required to provide advance notice, either in writing or orally, to their supervisor as soon as possible so that work schedules may be arranged consistent with operating needs. This requirement shall be excused for military necessity, which prevents employees from giving notice or circumstances whereby it is impossible or unreasonable for employees to provide notice.

Employees on military leave for less than 31 days are entitled to group insurance coverage as provided by the Board of Trustees. Employees on military leave for more than 31 days may elect continuation coverage at their own expense for up to 18 months following their separation of employment or until their reemployment rights expire, whichever event occurs first. The cost for continuation coverage is 102% of the applicable premium.

Employees may elect to receive payment for vacation days in accordance with Board policy. Leave days shall accrue for employees on military leave for less than 31 days.

Employees may elect to continue contributions at their own expense to pension plans or to make up missed contributions over the lesser of five years or three times the length of the military service.

Upon satisfactory completion of military service and timely notice of intent to return to work, employees shall have reemployment rights applicable under state and federal law.

This policy is not applicable to temporary full-time or part-time employees who have brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time.

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Cooperative Agreements**

**MEMORANDUM**

JTO: Terry L. Bruce  
FROM: Chris Cantwell  
DATE: October 16, 2001  
RE: Cooperative Agreements with John A. Logan College, Lake Land College,  
and Lewis and Clark Community College

I am requesting the cooperative agreements with John A. Logan College, Lake Land College, and Lewis and Clark Community College be presented to the Board for their consideration and approval.

Thank you.

CC/eh

## MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: October 16, 2001

RE: Cooperative Agreement with John A. Logan College, Lake Land College,  
and Lewis and Clark Community College

Mr. Chairman, I recommend approval of the cooperative agreements with John A. Logan College, Lake Land College, and Lewis and Clark Community College.

TLB/eh



**A JOINT AGREEMENT FOR EDUCATION COOPERATION**  
between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
JOHN A. LOGAN COLLEGE, DISTRICT #530

This agreement is made this 16th day of October, 2001 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and JOHN A. LOGAN COLLEGE, DISTRICT #530, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

**PURPOSE**

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

**I. INSTITUTIONAL IDENTIFICATION**

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

**II. EDUCATIONAL PROGRAMS**

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from JOHN A. LOGAN COLLEGE, DISTRICT #530, in the following programs:

Agricultural Technology/Production	AAS Degree
Diesel Equipment Technology	AAS Degree
Radio-TV Broadcasting	AAS Degree
Radiography	AAS Degree
Telecommunications Technology	AAS Degree/Certificate

JOHN A. LOGAN COLLEGE, DISTRICT #530 agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Cardiac Medical Sonography	Certificate
Construction Management Technology	AAS
Dental Hygiene	AAS

**III. STUDENT ENROLLMENT AND RESPONSIBILITY**

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District’s students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

#### IV. RECEIVING DISTRICT'S RESPONSIBILITIES

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records, which include the student's transcript, grades, and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

#### V. FINANCE

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

#### VI. PUBLICITY AND CATALOG

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will be a coordinated effort with prior arrangements being made.

#### VII. AMENDMENTS TO AGREEMENT

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

#### VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or JOHN A. LOGAN COLLEGE, DISTRICT #530. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY COLLEGES  
District #529

JOHN A. LOGAN COLLEGE  
District #530

\_\_\_\_\_  
Chief Executive Officer                      Date

\_\_\_\_\_  
President    Date

\_\_\_\_\_  
Chairman, Board of Trustees                      Date

\_\_\_\_\_  
Chairman, Board of Trustees                      Date

\_\_\_\_\_  
Secretary, Board of Trustees                      Date

\_\_\_\_\_  
Secretary, Board of Trustees                      Date

Illinois Eastern Community Colleges and John A. Logan College do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.

A JOINT AGREEMENT FOR EDUCATION COOPERATION  
between  
ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
and  
LAKE LAND COLLEGE, DISTRICT #517

This agreement is made this 16th day of October, 2001 and entered into between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, and LAKE LAND COMMUNITY COLLEGE, DISTRICT #517, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

PURPOSE

It is the desire of the Districts entering into this agreement to expand educational services to the greatest number of students. The parties believe this agreement should be one of the means of implementing the State of Illinois Master Plan – Phase III in accomplishing a viable method of cooperation between the Parties involved in the agreement.

V. INSTITUTIONAL IDENTIFICATION

For the purposes of this agreement, the College district sending the students to another college will be referred to as the “Sending District”, and the college receiving students from another district will be referred to as the “Receiving District”.

VI. EDUCATIONAL PROGRAMS

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529 agrees to accept students from LAKE LAND COLLEGE, DISTRICT #517, in the following programs:

Emergency Prep/Vol. Firefighter II (Frontier)	Certificate
Air Conditioning/Refrigeration (Lincoln Trail)	AAS, Certificate
Collision Repair Technology (Olney Central)	AAS
Welding & Cutting (Olney Central)	Certificate
Assoc in Fine Arts-Music Education (Lincoln Trail and Olney Central)	AAS
Assoc in Fine Arts-Music Performance (Lincoln Trail and Olney Central)	AAS
Hospitality Management (Lincoln Trail)	AAS
Radiography (Olney Central)	AAS

LAKE LAND COLLEGE, DISTRICT #517, agrees to accept students from ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, in the following programs:

Civil Engineering Technology	AAS
Dental Hygiene	AAS
Physical Therapy Assistant	AAS

## **STUDENT ENROLLMENT AND RESPONSIBILITY**

Students wishing to pursue a program contained in this agreement may enroll in the college offering the program. The students will pay tuition, fees and any other charges applicable to the Receiving District's students. The students from the Sending District will assume the same responsibilities and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation in destination to and from both the Sending and Receiving College.

### **VII. RECEIVING DISTRICT'S RESPONSIBILITIES**

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records, which include the student's transcript, grades, and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving College will award any certificate or degree earned by the student, while informing the Sending College of the award.

The Receiving District shall, at the end of each term, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled during the preceding term.

### **V. FINANCE**

The Receiving District shall claim apportionment (excluding equalization), DAVTE reimbursement and other state and any other federal reimbursement normally received for a student of its district. The Sending District will claim equalization, if appropriate. The Sending District will not pay charge-back to the Receiving College for any programs contained in this agreement.

If a student from the Sending District enrolls in a program listed in this agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this agreement shall cease to be in effect concerning that student.

### **VI. PUBLICITY AND CATALOG**

The Sending College will list the educational programs of the Receiving College, which are included in this agreement, in its catalog and other informational brochures. Recruitment will be a coordinated effort with prior arrangements being made.

### **VII. AMENDMENTS TO AGREEMENT**

This agreement will be reviewed as needed to make any revisions, additions or deletion of program or changes within a program.

VIII. TERMINATION

This agreement shall be terminated at any time by either ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, or LAKE LAND COLLEGE, DISTRICT #517. In the event of such termination, students who have entered the educational programs covered under this agreement shall be allowed to complete said program.

The following commit the aforementioned agencies to this joint agreement:

ILLINOIS EASTERN COMMUNITY COLLEGES  
 District #529

LAKE LAND COLLEGE  
 District #517

\_\_\_\_\_  
 Chief Executive Officer                                  Date

\_\_\_\_\_  
 President    Date

\_\_\_\_\_  
 Chairman, Board of Trustees                                  Date

\_\_\_\_\_  
 Chairman, Board of Trustees                                  Date

\_\_\_\_\_  
 Secretary, Board of Trustees                                  Date

\_\_\_\_\_  
 Secretary, Board of Trustees                                  Date

Illinois Eastern Community Colleges and Lake Land College do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.



**RESOLUTION OF JOINT AGREEMENTS  
WITH  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
KASKASKIA COLLEGE DISTRICT #501  
LAKE LAND COMMUNITY COLLEGE DISTRICT #517  
LINCOLN LAND COMMUNITY COLLEGE DISTRICT #526  
SHAWNEE COMMUNITY COLLEGE DISTRICT #531  
SOUTHWESTERN ILLINOIS COLLEGE DISTRICT #522  
JOHN WOOD COMMUNITY COLLEGE DISTRICT #539**

**WHEREAS**, Lewis and Clark Community College, Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College desire to expand educational services to the greatest number of students, the parties believe this Agreement should be one of the means of implementing the Board of Higher Education's State of Illinois Master Plan - Phase IV in accomplishing a viable method of cooperation between the Parties involved in the Agreement.

**WHEREAS**, Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College have certain programs which Lewis and Clark Community College does not offer and Lewis and Clark Community College has certain programs that Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College do not offer,

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Community College District #536 authorizes the continuation of the agreements with Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College as written and agreed to by the respective college administrators effective October 16, 2001

**DATED THIS 16th DAY OF October, 2001**

## I. EDUCATIONAL PROGRAMS/COURSES

Any educational program offered by and between the parties to this Agreement shall be approved by the Illinois Community College Board and the Board of Higher Education.

### JOINT AGREEMENT PROGRAMS WITH LEWIS AND CLARK COMMUNITY COLLEGE

Illinois Eastern Community Colleges, Kaskaskia College, Lake Land Community College, Lincoln Land Community College, Shawnee Community College, Southwestern Illinois College and John Wood Community College

**LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, agrees to accept students from **ILLINOIS EASTERN COMMUNITY COLLEGES, District #529**, in the following programs.

<u>Program Name</u>	<u>Curriculum Code</u>	<u>Degree/Certificate/Course</u>
DENTAL ASSISTING	5202A	Certificate
DENTAL HYGIENE	5202A	AAS/Certificate
OCCUPATIONAL THERAPY ASST	5230A	AAS

**ILLINOIS EASTERN COMMUNITY COLLEGES, District #529** agrees to accept students from **LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, in the following programs.

<u>Program Name</u>	<u>Degree/Certificate/Course</u>
DIESEL EQUIPMENT TECHNOLOGY	AAS
MINING TECHNOLOGY	AAS
RADIOGRAPHY	AAS
TELECOMMUNICATIONS TECHNOLOGY	AAS/Certificate

**LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, agrees to accept students from **KASKASKIA COLLEGE, District #501**, in the following programs:

<u>Program Name</u>	<u>Curriculum Code</u>	<u>Degree/Certificate/Course</u>
FIRE SCIENCE	5507A	AAS
FIRE SCIENCE	5507J	Certificate
LIBRARY & INFORMATION TECHNOLOGY	5504A	AAS
LIBRARY & INFORMATION TECHNOLOGY	5504J	Certificate

**KASKASKIA COLLEGE, District #501**, agrees to accept students from **LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, in the following programs.

<u>Program Name</u>	<u>Degree/Certificate/Course</u>
FIRE SCIENCE	Courses

**LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, agrees to accept students from **LAKE LAND COLLEGE, District #517**, in the following programs:

<u>Program Name</u>	<u>Curriculum Code</u>	<u>Degree/Certificate/Course</u>
TURFGRASS MANAGEMENT	5402A	AAS

**LAKE LAND COLLEGE, District #517**, agrees to accept students from **LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, in the following programs.

<u>Program Name</u>	<u>Degree/Certificate/Course</u>
JOHN DEERE-AG TECH	AAS
LIVESTOCK PRODUCTION	Certificate
SWINE PRODUCTION	AAS
CIVIL ENGINEERING TECHNOLOGY	AAS

**LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, agrees to accept students from **LINCOLN LAND COMMUNITY COLLEGE, District #526**, in the following programs:

<u>Program Name</u>	<u>Curriculum Code</u>	<u>Degree/Certificate/Course</u>
AGRIBUSINESS MANAGEMENT	5402B	AAS
DENTAL ASSISTING	5202A	Certificate
DENTAL HYGIENE	5202A	AAS
TURFGRASS MANAGEMENT	5402A	AAS
*JOBS 100 JOB SEEKING SKILLS	1799 OCCUP	Course
*JOBS 131 IDENTIFYING JOB SKILLS	1799 OCCUP	Course
*JOBS 132 TARGETING THE JOB MARKET	1799 OCCUP	Course
*JOBS 133 JOB SEEKING SKILLS	1799 OCCUP	Course
*PSYC 130 CAREER DEVELOPMENT	1701A	Course

**LINCOLN LAND COMMUNITY COLLEGE, District #526**, agrees to accept students from **LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, in the following programs.

<u>Program Name</u>	<u>Degree/Certificate/Course</u>
AGRI-BUSINESS MANAGEMENT	AAS
AGRI-FERTILIZER OPERATIONS	AAS
AVIATION MAINTENANCE	AAS
LANDSCAPE DESIGN/TURF MANAGEMENT	AAS/Certificate
PHYSICAL THERAPY ASSISTANT	AAS

**SHAWNEE COMMUNITY COLLEGE, District #531** agrees to accept students from **LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, in the following programs.

<u>Program Name</u>	<u>Degree/Certificate/Course</u>
ADDICTION COUNSELING	AAS

**LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, agrees to accept students from **SOUTHWESTERN ILLINOIS COLLEGE, District #522**, in the following programs:

<u>Program Name</u>	<u>Curriculum Code</u>	<u>Degree/Certificate/Course</u>
AGRIBUSINESS MANAGEMENT	5402B	AAS
AGRIBUSINESS MANAGEMENT	5402J	Certificate
APPRENTICESHIP TRAINING - ELEC.	5317J	Certificate
APPRENTICESHIP TRAINING - MACHINE TOOL	5317P	Certificate
AUTOMOTIVE TECHNOLOGY		
Automotive Technology	5306A	AAS
Automotive Drive Line, Suspension and Brakes	5306M	Certificate
Auto Performance Accessories & Electrical	5306N	Certificate
DATABASE PROGRAMMING	5101D	AAS
DATABASE PROGRAMMING	5101T	Certificate
DENTAL ASSISTING	5202J	Certificate
DENTAL HYGIENE	5202A	AAS
FIRE SCIENCE	5507A	AAS
FIRE SCIENCE	5507J	Certificate
LIBRARY & INFORMATION TECHNOLOGY	5504A	AAS
LIBRARY & INFORMATION TECHNOLOGY	5504J	Certificate
NURSING: PRACTICAL NURSING	5208J	Certificate
OFFICE SPECIALIST - MEDICAL	5005N	Certificate
OCCUPATIONAL THERAPY ASSISTANT	5230A	AAS
PN/ADN LADDER PROGRAM		
RADIO BROADCASTING	5008A	AAS
TRACTOR/TRAILER DRIVER TRAINING	CDLA 160	Course
TURFGRASS MANAGEMENT	5402E	AAS
TURFGRASS MANAGEMENT	5402M	Certificate

**SOUTHWESTERN ILLINOIS COLLEGE, District #522**, agrees to accept students from **LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, in the following programs.

<u>Program Name</u>	<u>Degree/Certificate/Course</u>
AIR CONDITIONING, HEATING & REFRIGERATION	AAS
AUTOMOBILE COLLISION REPAIR TECH	AAS
AUTOMOTIVE REFINISHING	Certificate
MECHANICAL SYSTEMS	Certificate
NON-STRUCTURAL REPAIR	Certificate
STRUCTURAL REPAIR	Certificate
AUTOMOTIVE REFINISHING	Certificate
AVIATION MAINTENANCE TECHNOLOGY	AAS

CHEMICAL TECHNOLOGY	Certificate
CONSTRUCTION BRICKLAYER	AAS/Certificate
CONSTRUCTION CARPENTRY	AAS/Certificate
CONSTRUCTION CEMENT MASON	AAS/Certificate
CONSTRUCTION IRONWORKER	AAS/Certificate
CONSTRUCTION MANAGEMENT TECHNOLOGY	AAS
CONSTRUCTION PAINTING AND DECORATING	AAS/Certificate
CONSTRUCTION SHEETMETAL	AAS/Certificate
COSMETOLOGY	Certificate
CULINARY ARTS (066D)	Certificate
DECKHAND STUDIES	Certificate
ENGINEERING TECHNOLOGY	AAS
FIRE SCIENCE	AAS/Certificate
HEALTH INFORMATION TECHNOLOGY	AAS
HORTICULTURE	AAS/Certificate
INDUSTRIAL METALWORKING	AAS/Certificate
INDUSTRIAL PIPEFITTER	AAS/Certificate
INDUSTRIAL WELDER	AAS/Certificate
MAJOR APPLIANCE TECHNOLOGY	AAS/Certificate
MARKETING-REAL ESTATE (031C)	AAS
MASSAGE THERAPY	Certificate
MEDICAL ASSISTANT	AAS/Certificate
PARALEGAL STUDIES	AAS
PARAMEDIC	AAS
PHYSICAL THERAPIST ASSISTANT	AAS
PROCESS OPERATIONS TECHNOLOGY	Certificate
RADIOLOGIC TECHNOLOGY	AAS
RESPIRATORY CARE TECHNOLOGY	Certificate
SIGN LANGUAGE/INTERPRETER	AAS
SIGN LANGUAGE/BASIC COMMUNICATION	Certificate
WEBMASTER	AAS
WELDING TECHNOLOGY	AAS/Certificate

**LEWIS AND CLARK COMMUNITY COLLEGE, District #536, agrees to accept students from JOHN WOOD COMMUNITY COLLEGE, District #539, in the following programs:**

<u>Program Name</u>	<u>Curriculum Code</u>	<u>Degree/Certificate/Course</u>
<b>AUTOMOTIVE TECHNOLOGY</b>		
Automotive Drive Lines, Suspension and Brakes	5306M	Certificate
Automotive Performance Accessories & Electrical	5306N	Certificate
Automotive Technology	5306A	AAS
<b>COMPUTER HARDWARE/SOFTWARE TECHNOLOGY</b>		
Computer Programming Option	5105B	AAS
Networking Option	5105C	AAS
PC Servicing	5105J	Certificate
Novell Network Specialist	5105K	Certificate
Microsoft Network Specialist	5105L	Certificate
Novell Network Specialist	5105R	Certificate
Microsoft Network Specialist	5105S	Certificate
DENTAL ASSISTING	5202J	Certificate
DENTAL HYGIENE	5202A	AAS
<b>HOTEL/MOTEL MANAGEMENT</b>		
Hotel/Motel Management	5010A	AAS
Hotel/Motel Operations	5010J	Certificate

Hotel/Motel Procedures	5010S	Certificate
Hospitality Accounting Procedures	5010R	Certificate
LIBRARY AND INFORMATION TECH.	5504A	AAS
LIBRARY AND INFORMATION TECH.	5504J	Certificate
RADIO BROADCASTING	5008A	AAS

**JOHN WOOD COMMUNITY COLLEGE, District #539**, agrees to accept students from **LEWIS AND CLARK COMMUNITY COLLEGE, District #536**, in the following programs.

<u>Program Name</u>	<u>Degree/Certificate/Course</u>
AGRICULTURE PRODUCTION MANAGEMENT	Certificate
BEEF MANAGEMENT	Certificate
SWINE MANAGEMENT	AAS/Certificate
AGRICULTURE BUSINESS MANAGEMENT	AAS
ELECTRICAL TECHNOLOGY	AAS
ELECTRICIAN	Certificate
ELECTRONICS TECHNOLOGY	
Engineering Technology Option	AAS
RF Communications Technology Option	AAS
HORTICULTURE	AAS/Certificate
PHYSICAL THERAPIST ASSISTING	AAS
SURGICAL TECHNICIAN	Certificate

Students who are interested in enrolling in a Lewis and Clark Community College joint agreement program must request a letter of certification of residency from their respective community college district. Students who are approved will be eligible for the in-district tuition rate and must meet all Lewis and Clark Community College entrance requirements.

The Sending District may assist the Receiving District in locating suitable training stations and clinical facilities within the confines of the Sending District for the purpose of providing laboratory and clinical instruction by the Receiving District for the convenience of the Sending District's students enrolled in any of the programs covered by this Agreement.

## **II. STUDENT ENROLLMENT**

The cooperating institutions allow enrollment in programs included in the Agreement on the same basis as enrollment for in-district students. Students wishing to participate in these programs/courses should be encouraged to enroll as soon as they can to ensure their admission to the program of their choice.

## **III. STUDENT ENROLLMENT AND RESPONSIBILITY**

Students wishing to pursue a program contained in this Agreement may enroll in the college offering the program. The student will pay tuition and fees and any other charges applicable to the district's students. The students from the Sending District will assume the same responsibility and comply with the same rules and regulations as in-district students of the Receiving District.

Students shall be responsible and liable for their own transportation to and from both the Sending and Receiving District.

The Receiving District shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution, as well as for Illinois State Military Scholarships and Illinois State Scholarship Commission Grants.

#### **IV. RECEIVING DISTRICT'S RESPONSIBILITIES**

The Receiving District shall provide access to its Learning Resources Center and other instructional resources, and provide counseling-guidance, placement, follow-up and other services that will facilitate the learning process for students from the Sending District equal to those provided for any other student on its campus.

The Receiving District will maintain the official records which include the student's transcript, grades and other related records. The records and transcripts will clearly identify the fact that the student attended under the terms of the cooperative agreement. The Receiving District will award any certificate or degree earned by the student while informing the Sending District of the award.

The Receiving District shall, by June 30, provide the Sending District with a listing of the Sending District's students and the number of hours they were enrolled in each of the programs covered by this Agreement during the preceding fiscal year.

#### **V. FINANCE**

The Receiving District shall claim apportionment of other state and federal reimbursement normally received for a student of its district, excepting equalization. The Sending District will not pay charge-back to the Receiving College for any program contained in this Agreement.

If a student from the Sending District enrolls in a program listed in this Agreement and consequently changes his/her program to pursue a degree or certificate in a program not included, this Agreement shall cease to be in effect concerning that student.

Procedurally, students who wish to enroll at a Receiving District in one of the programs herein identified will secure from their Sending District a letter designating them as eligible to participate in the specific program covered by this Cooperative Agreement. This letter will either be sent directly to the Receiving District or given to the student.

#### **VI. PUBLICITY AND CATALOG**

The Sending District will list educational programs of the Receiving District in its catalogs and other informational brochures.

The Receiving and Sending Districts may assist each other in distributing information about programs covered under this Agreement to high schools within their respective districts.

## **VII. AMENDMENTS TO AGREEMENT**

Amendments and/or revisions to this Agreement may be made annually or at any time by mutual written consent of all participating colleges. Such amendments and/or revisions shall be prepared in the form of an addendum agreement.

## **VIII. TERMINATION**

This Agreement may be terminated at any time by either the sending district or the receiving district. In the event of such termination, students who have entered the educational programs covered under this Agreement shall be allowed to complete said program.



**COOPERATIVE AGREEMENT**

The Joint Agreement between Lewis and Clark Community College and Illinois Eastern Community College is hereby extended for a one-year period beginning October 16, 2001.

**LEWIS AND CLARK COMMUNITY COLLEGE**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**ILLINOIS EASTERN COMMUNITY COLLEGES**

\_\_\_\_\_  
Chairman of the Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Illinois Eastern Community Colleges and Lewis & Clark Community College do not discriminate on the basis of race, color, religion, gender, age, disability, or national origin.

**Agenda Item #8B**

**WVC Bicycle Pathway Easement**

**MEMORANDUM**

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: October 16, 2001

RE: WVC Bicycle Pathway Easement

The City of Mt. Carmel has received a state grant for the construction of a bicycle pathway. The bicycle pathway will be constructed on Oak Street, which runs through district property at Wabash Valley College.

The City of Mt. Carmel has asked for an easement to place the pathway on district property in the vicinity of the international building. The easement will be available for inspection at the board meeting.

Mr. Chairman, I recommend approval of the bicycle pathway easement.

TLB/rs



**Agenda Item #8C**

**SURS Service Credit Resolution**

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 16, 2001  
RE: SURS Service Credit Resolution

The State Universities Retirement System (SURS) is implementing a program to allow employees to purchase previous service credit using a payroll deduction and extending the payment over 12, 24, 36, or 48 months.

The SURS has also received approval from the Internal Revenue Service to allow the Board to provide an employer pick-up of contributions that are made for this purpose. The resolution meets the IRS requirements and will allow IECC employees to enter into this payback option effective January 1, 2002, if all required SURS documentation is completed.

Mr. Chairman, I request Board approval of this resolution.

TLB/rs

## RESOLUTION

RESOLUTION OF THE BOARD OF TRUSTEES, ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529. Hereinafter known as the Board of Trustees.

WHEREAS, the Board of Trustees is an employer whose employees participate in the State Universities Retirement System (the "System") pursuant to the Illinois Pension Code;

WHEREAS, the Board of Trustees has determined that it would be in the best interest of its employees to provide a pick-up of employee contributions under Section 414(h) (2) of the Internal Revenue Code of 1986 for contributions that are made for the purpose of purchasing service credit under 15-113.1 through 15-113.7 (excluding 15-113.4) of the Illinois Pension Code (the "Code") or for the purpose of re-depositing amounts withdrawn under 15-154 of the Code;

WHEREAS, in order to effectuate this pick-up, the Board of Trustees must adopt a resolution to pick up the member's contribution made pursuant to a binding, irrevocable payroll deduction authorization; and

WHEREAS, the contributions picked up by the Board of Trustees must be payable from the same source as is used to pay compensation to the employee;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES AS FOLLOWS:

Section 1. That employee contributions made (pursuant to a binding irrevocable payroll deduction authorization to have such contributions picked up) for the purpose of purchasing service credit under 15-113.1 through 15-113.7 (excluding 15-113.4) of the Code and for the purpose of re-depositing amounts withdrawn under 15-154 of the Code, even though designated as employee contributions for state law purposes, are being paid by the Board of Trustees in lieu of the contributions by the employee.

Section 2. That, if the employee desiring to have contributions picked up executes an irrevocable, binding payroll deduction with respect to these contributions, the employee shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the Board of Trustees to the System.

Section 3. That, with respect to any employee's contributions, the effective date of the pick-up by the Board of Trustees is later of:

- (a) the date of adoption of this resolution;
- (b) the effective date of this resolution; or
- (c) the execution of the payroll deduction authorization form by both parties.

This pick up does not apply to any contribution that relates to compensation earned for services before the effective date.

Section 4. That any payroll deduction authorization in effect as of the effective date of this resolution is void and that an employee who wishes to have payroll deductions made for the purpose of purchasing service credit or re-depositing withdrawn amounts must follow the procedures specified in Section 5 of this resolution.

Section 5. That an employee who wishes to redeposit amounts previously withdrawn from the system or to purchase certain service credit shall make the following series of elections with regard to these actions:

- (a) The employee may elect a lump sum payment, a series of installments, or a combination of a lump sum payment followed by a series of installments.
- (b) With respect to installments payable by payroll deduction, the employee must execute a binding irrevocable payroll deduction authorization to have these installment contributions picked up by the participating employer.

Section 6. That contributions made pursuant to Section 5(b) of this resolution are designated as being picked up by the employer and paid from the same source as the payment of salary to these employees.

Section 7. That this resolution takes effect January 1, 2002.

Adopted this 16th day of October, 2001, by the Board of Trustees.

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

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



**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 11, 2001  
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

CERTIFICATE OF COMPLIANCE WITH  
THE TRUTH IN TAXATION ACT

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of 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; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2001", at a regularly convened meeting held on the 18th day of September, 2001, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to levy taxes in excess of 105% of the amount of taxes extended or estimated to be extended, exclusive of election costs and bond and interest costs, upon the levy of the district for 2001 was published after October 2 and before October 9, 2001, in accordance with the provisions of the Truth in Taxation Law, in newspaper of general circulation in Illinois Eastern Community College District No. 529, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on proposed tax levy was held in said district on October 16, 2001; and

I do further certify that the aggregate tax levy of the district was adopted on October 16, 2001, after public notice and hearing, all in accordance with the Truth in Taxation Act.

---

CHAIRMAN  
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

**MEMORANDUM**

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: October 11, 2001  
SUBJECT: Certification of Tax Levy for FY2003

It is necessary at this time to certify IECC's tax levies for FY2003, beginning July 1, 2002 and ending June 30, 2003. 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 FY2003 is estimated at 43.8 cents per \$100 in equalized assessed valuation.

Mr. Chairman, I recommend that the tax levies as presented for fiscal year 2002-2003 be certified.

TLB/cr

Fiscal Year 2002-2003 Tax Levies

It is necessary at this time to certify our tax levies for FY2003, beginning July 1, 2002 and ending June 30, 2003. 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>EAV</u>	<u>EDUCATIONAL</u>	<u>BUILDING</u>	<u>TOTAL</u>	<u>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
Recommended:							
02-03	1,050,000,000	1,837,500	787,500	2,625,000	43.81	2,625,000	

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. This is an estimated decrease in the overall tax rate. It is recommended that the tax levies as presented for FY02-03 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 \$ 1,837,500 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 787,500 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 \$ 200,000 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 \$ 140,000 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 \$ 45,000 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 \$ 120,000 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 16 day of October, 2001.

\_\_\_\_\_  
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 #9**

**Agenda Item #9**

**Bid Committee Report**

## **BID COMMITTEE REPORT**

**October 16, 2001**

### IECC

1. Anti-Virus Software
2. Computer Server
3. Network Switches

### Lincoln Trail College – South Campus

1. PBX Systems

TO: Board of Trustees  
 FROM: Bid Committee  
 SUBJECT: Bid Recommendation – Anti-Virus Software  
 DATE: October 5, 2001

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 Softmart located in Downingtown, PA for a total package bid of \$11,572.12. Total bid includes (2) media packs @21.75 each.

**ANTI-VIRUS SOFTWARE  
 BID TABULATION**

<b>Company</b>	<b>License (Qty. 300)</b>	<b>Upgrade (Qty. 1001)</b>	<b>Media Pack (Qty. 1)</b>
CDW Government, Inc. Vernon Hills, IL	\$4,947.00	\$6,696.00	\$0.01
CDW Government, Inc. Vernon Hills, IL	5,397.00	7,467.46	19.00
Charley, Inc. Robinson, IL	5,055.00/6,075.00	6,806.80	17.25
Softchoice Corp. Chicago, IL	5,025.00	6,846.84	16.47
Softmart Downingtown, PA	4,902.00	6,626.62	21.75

(Lower bid that did not meet specifications is not listed)

Respectfully submitted,

Kenneth Allen  
 Roger Browning  
 Alex Cline

Source of Funds: Technology Plan

Department: District Wide

Rationale for Purchase:  
 Anti-virus software upgrades.

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



**9/18/01**  
**-CORRECTED SPECIFICATIONS-**

**ANTI-VIRUS SOFTWARE BID SPECIFICATIONS:**

	<u>Quantity</u>	<u>Unit Price</u>	<u>Extension</u>
<b>Norton Antivirus Corporate Edition</b> <b>NAV Exchange/Desktop &amp; Server License 1000-2000 user (SYM VLP)</b>			
Manufacturer SKU Number: <sup>6</sup> <del>07-92</del> -06301	<u>300</u>	_____	_____
<b>Norton Antivirus Corporate Edition</b> <b>NAV Exchange/Desktop &amp; Server Upgrade INS 1000-2000 user (SYM VLP 60D)</b>			
Manufacturer SKU Number: <sup>9</sup> <del>07-27</del> -06301	<u>1001</u>	_____	_____
<b>Norton Antivirus Corporate Edition</b> <b>NAV Exchange/Desktop &amp; Server Media Pack CD ROM (VLP-MED/DOC)</b>			
Manufacturer SKU Number: <sup>9</sup> <del>07-00-03248</del>	<u>1</u>	_____	_____

**Warranty and Support:**

30 day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; warranty issues to be resolved in less than one week; 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required.

All hardware shall be Windows 2000 compatible and must have current drivers available if necessary.

Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge. Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid.

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

All freight, delivery, handling and or installation charges are included in bid. Our quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees  
 FROM: Bid Committee  
 SUBJECT: Bid Recommendation – Computer Server  
 DATE: October 5, 2001

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 CDS Office Technologies located in Springfield, Illinois for a total bid of \$41,846.00 that includes the option for a 1024 expansion kit.

**COMPUTER SERVER  
 BID TABULATION**

Company	Total Bid*	Options			
		Processor Opt. Kit	Keyboard & Monitor	512 Expansion Kit	1024 Expansion Kit
CDS Office Technologies Springfield, IL	\$40,093.00	\$2,209.00	\$2,464.00	\$1,069.00	\$1,753.00
CDW Government Vernon Hills, IL	42,909.90	2,830.00	2,249.00	1,149.00	1,899.00
Charley, Inc. Robinson, IL	44,696.00	2,901.00	2,345.00	1,192.00	1,954.00
Kemper Technology Consulting Robinson, IL	51,076.66	3,167.78	2,555.56	1,277.78	2,094.44

\*Options not included in total bid

Respectfully submitted,

Kenneth Allen  
 Roger Browning  
 Alex Cline

Source of Funds: Technology Plan

Department: District Wide

Rationale for Purchase:  
 Citrix Hardware to increase Banner performance.

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

**COMPAQ SERVER BID SPECIFICATIONS:**

	<u>Quantity</u>	<u>Unit Cost</u>	<u>Extension</u>
<b>ProLiant ML750 Pentium III Xeon 700MHz/2MB/2048MB/4P</b> Compaq Part Number: <u>226824-001</u>	<u>1</u>	_____	_____
<b>18.2 GB Pluggable Ultra3 SCSI 10,000 rpm Universal Hard Drive</b> Compaq Part Number: <u>142673-B22</u>	<u>4</u>	_____	_____
<b>9.1 GB Pluggable Ultra3 SCSI 15,000 rpm Universal Hard Drive</b> Compaq Part Number: <u>188120-B22</u>	<u>2</u>	_____	_____
<b>Smart Array 5302/32</b> Compaq Part Number: <u>166207-B21</u>	<u>1</u>	_____	_____
<b>128MB Cache Upgrade for the SA5300</b> Compaq Part Number: <u>153506-B21</u>	<u>1</u>	_____	_____
<b>NC6136 Gigabit Server Adapter PCI, 64/66 1000-SX</b> Compaq Part Number: <u>203539-B21</u>	<u>1</u>	_____	_____
<b>1150/500-Watt Hot Plug N + 1 Redundant Power Supply</b> Compaq Part Number: <u>401231-001</u>	<u>1</u>	_____	_____
<b>Compaq Rack 9142 Flat Pallet</b> Compaq Part Number: <u>120663-B21</u>	<u>1</u>	_____	_____
<b>1x8 Server Console Switch</b> Compaq Part Number: <u>400337-001</u>	<u>1</u>	_____	_____
<b>KVMCABLE12FT</b> Compaq Part Number: <u>110936-B21</u>	<u>4</u>	_____	_____
<b>PDU 24 AMP LOW VOLT ATTACHED CORD</b> Compaq Part Number: <u>207590-D71</u>	<u>1</u>	_____	_____
<b>Opal Blanking Panel Kit</b> Compaq Part Number: <u>169940-B21</u>	<u>2</u>	_____	_____
<b>Compaq Rack 9142 Side Panels</b> Compaq Part Number: <u>120670-B21</u>	<u>1</u>	_____	_____
<b>Compaq Rack 9000 Series Stabilizer Kit</b> Compaq Part Number: <u>120673-B21</u>	<u>1</u>	_____	_____
<b>Bid Total</b>			_____

-Over-

**Warranty and Support:**

30 day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; warranty issues to be resolved in less than one week; 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required.

All hardware shall be Windows 2000 compatible and must have current drivers available if necessary.

Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge. Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid.

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

**All freight, delivery, handling and or installation charges are included in bid. Our quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.**

**OPTIONS:**

**Unit Cost**

**ProLiant 8000/8500 6/700-2M Processor Option Kit**  
Compaq Part Number: 175810-B21

\_\_\_\_\_

**Compaq Integrated Keyboard and Monitor, 1U**  
Compaq Part Number: 221546-001

\_\_\_\_\_

**512-MB SDRAM DIMM Memory Expansion Kit (2 x 256-MB)**  
Compaq Part Number: 328807-B21

\_\_\_\_\_

**1024-MB SDRAM DIMM Memory Expansion Kit (2 x 512-MB)**  
Compaq Part Number: 328808-B21

\_\_\_\_\_

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

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees  
 FROM: Bid Committee  
 SUBJECT: Bid Recommendation – Network Switches  
 DATE: October 5, 2001

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 **CDW Government, Inc.** located in Vernon Hills, Illinois for a total of \$14,992.00.

**NETWORK SWITCH  
 BID TABULATION**

<b>Company</b>	<b>Per Unit</b>	<b>Total Bid (8 Units)</b>
CDW Government, Inc. Vernon Hills, IL	\$1,874.00	\$14,992.00
CDW Government, Inc. Vernon Hills, IL	1,950.00	15,600.00
Charley, Inc. Robinson, IL	2,070.00	16,400.00
Kemper Technology Consulting Robinson, IL	2,310.67	17,889.12
Microwarehouse Corporation South Norwalk, CT	2,045.77	16,366.16

Respectfully submitted,

Kenneth Allen  
 Roger Browning  
 Alex Cline

Source of Funds: Technology Plan

Department: District Wide

Rationale for Purchase:  
 Network Upgrades.

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

**NORTEL NETWORKS BAYSTACK 450 24-T NETWORK SWITCH SPECIFICATIONS:**

**Communication Mode:** Half-duplex, full-duplex

**Compliant Standards:** IEEE 802.3-LAN, IEEE 802.3U-LAN

**Connectivity Technology:** Cable

**Data Link Protocol:** Ethernet, Fast Ethernet

**Data Transfer Rate:** 10/100 Mbps

**Device Type:** Switch

**Dimensions (WxDxH):** 17.2 in x 14.9 in x 2.7 in

**Features:** Manageable, stackable; port status and power indicators

**Form Factor:** Rack-mountable, rack mounting kit included

**Network Ports :** 24 x Ethernet 10Base-T, Ethernet 100Base-TX, Auto-sensing 10/100/1000 Mbps

**Power:** AC 110/220 V ± 10% ( 47/63 Hz ), power supply integrated; 140 watt power consumption

**Remote Management Protocol:** SNMP, RMON, HTTP

**Expansion Slots:** Cascade stacking module, Media Dependent Adapter (MDA)

**Switching Protocol:** Ethernet

**Weight:** 11.7 lbs

**Software:** Optivity Network Management capable, necessary drivers and utility software to be included

**MDA EXPANSION SLOT CARD SPECIFICATIONS**

**(Bid price to include installation of card into above specified switch)**

**Compliant Standards:** IEEE 802.3U-LAN

**Connectivity Technology:** Cable - 100Base-FX / SC Female

**Data Link Protocol:** Fast Ethernet

**Data Transfer Rate:** 100 Mbps

**Device Type:** Expansion module 2 Port(s)



**Form Factor:** Plug-in module

**-Over-**

**Warranty and Support:**

30 day unconditional return privilege; 1-year, next-business-day, on-site service provided problem cannot be resolved by phone with technical support; warranty issues to be resolved in less than one week; 3-year parts replacement with prepaid freight preferred; lesser terms will be considered; Telephone technical support 18 hour, 6-days-a-week required.

All hardware must have current drivers available if necessary.

**Complete documentation for all hardware and software must be provided.** Failure to provide shall constitute reason for unconditional return of the system /systems with no restocking charge. Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for **rejection of bid.**

Any exception to warranty & support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty & support requirements or failure to comply will be considered non-responsive.

**All freight, delivery, handling and or installation charges are included in bid. Our quotation as submitted on this form will remain firm for six weeks from the date quotation is received by Illinois Eastern Community Colleges.**

**Total Unit Bid Price (Switch and Card)      Per Unit \_\_\_\_\_ 8 Units \_\_\_\_\_**

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – PBX Systems for Lincoln Trail College – South Campus  
Telecommunications Program  
DATE: October 5, 2001

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 for the total package that meets all specifications from **D & S Communications, Inc. located in Elgin, Illinois for a total bid of \$18,820.**

**PBX SWITCHING SYSTEMS  
BID TABULATION**

<b>Company</b>	<b>Total Bid For Four (4) Systems</b>
ATL Enterprises Inc. Stamford, CT	\$20,800.00
D & S Communications, Inc. Elgin, IL	\$22,660.00
<b>D &amp; S Communications, Inc. Elgin, IL</b>	<b>\$18,820.00 (refurbished)</b>
Optus Telequip Jonesboro, AR 72404	\$24,920.00

Respectfully submitted,

Kenneth Allen  
Roger Browning  
George Woods

Source of Funds: Industrial Training

Department: Telecommunications

Rationale for Purchase: For 2-year degree program in EPABX Systems. Classes TEL 2282 and TEL 2293.

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

Bid Specification for:  
Nortel, Option 11C EPABX Systems, Four Units

This bid requests a single package price for four (4) identical Nortel Option 11C EPABX switching systems. These systems may be refurbished equipment, but must have a minimum 12-month warranty. All systems and components must be as nearly identical as possible as these switches will be used for training purposes.

Each switch must be minimally equipped as follows:

1. Option 11C single cabinet with power supply including power cable, cable kit, and complete documentation.
2. NTDK20 SSC card with software daughterboard, 1 ea.
3. Software release 21.54 or better (all systems identical).
4. NT8D14; Universal Trunk Card, 1ea.
5. NT8D02; Meridan 1 Digital Line Card, 1ea.
6. NT8D03; Analog Line Card, 1ea.
7. M2616 Telephone Set w/display, 3 ea.
8. M2250 Attendant Console with power supply, 1ea.

**All freight, delivery, and handling 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 \$ \_\_\_\_\_  
(Total Bid for four (4) switching systems)

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

**Agenda Item #10**

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT September 30, 2001**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$1,146,550.72</b>
<b>Operations &amp; Maintenance</b>	<b>\$312,587.42</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>(\$193,841.85)</b>
<b>Bond &amp; Interest</b>	<b>\$386,124.80</b>
<b>Auxiliary</b>	<b>\$95,183.87</b>
<b>Restricted Purposes</b>	<b>(\$177,046.98)</b>
<b>Working Cash</b>	<b>\$34,661.22</b>
<b>Trust &amp; Agency</b>	<b>\$60,219.31</b>
<b>Audit</b>	<b>\$7,355.39</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$113,111.27</b>
 <b>TOTAL ALL FUNDS</b>	 <b>\$1,784,905.17</b>

**Respectfully submitted,**

**Marilyn Grove, Treasurer**

**LIST OF INVESTMENTS**

**September, 2001**

<b>Date Purchased</b>	<b>Maturity Date</b>	<b>Rate of</b>	<b>Bank</b>	<b>Cost</b>	<b>Value</b>	<b>Interest to</b>
<b>Education Fund</b>						
*04/04/01	04/04/02	5.25	Citizens National Bank of Albion (CD)	100,000	105,250	5,250
*04/04/01	04/04/02	4.83	First National Bank of Allendale (CD)	100,000	104,830	4,830
06/26/01	10/26/01	4.32	Fairfield National Bank (CD)	1,500,000	1,521,600	21,600
08/21/01	10/21/01	3.55	Fairfield National Bank (CD)	1,000,000	1,005,917	5,917
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	500,000	510,175	10,175
<b>Operations &amp; Maintenance</b>						
09/12/01	11/12/01	3.50	Fairfield National Bank (CD)	100,000	100,583	583
<b>Operations &amp; Maintenance Fund (Rest)</b>						
02/22/01	12/21/01	5.63	Community Bank & Trust (CD)	1,000,000	1,046,917	46,917
02/22/01	03/22/02	5.64	Community Bank & Trust (CD)	500,000	530,550	30,550
02/22/01	06/21/02	5.67	Community Bank & Trust (CD)	800,000	860,480	60,480
<b>Bond &amp; Interest</b>						
08/21/01	10/21/01	3.55	Fairfield National Bank (CD)	100,000	100,592	592
09/12/01	10/12/01	3.51	Fairfield National Bank (CD)	334,000	334,977	977
<b>Auxiliary Fund</b>						
04/06/01	04/06/02	5.42	First Crawford State Bank (CD)	500,000	527,100	27,100
08/20/01	12/20/01	3.97	Community Bank & Trust (CD)	450,000	455,955	5,955
09/12/01	11/12/01	3.50	Fairfield National Bank (CD)	200,000	201,167	1,167
<b>Restricted Purposes</b>						
08/21/01	10/21/01	3.55	Fairfield National Bank (CD)	200,000	201,183	1,183
08/20/01	12/20/01	3.97	Community Bank & Trust (CD)	200,000	202,647	2,647
<b>Working Cash Fund</b>						
06/20/00	12/20/01	6.94	Community Bank & Trust (CD)	1,515,000	1,672,712	157,712
04/23/01	10/23/02	4.84	Fairfield National Bank (CD)	675,000	724,005	49,005
<b>Trust &amp; Agency Fund</b>						
06/13/01	06/13/02	4.51	Peoples National Bank (CD)	137,500	143,701	6,201
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	75,000	76,526	1,526
09/12/01	11/12/01	3.50	Fairfield National Bank (CD)	50,000	50,146	146
<b>Liability &amp; Protection Fund</b>						
08/20/01	02/20/02	4.07	Community Bank & Trust (CD)	175,000	178,561	3,561
09/12/01	12/12/01	3.55	Fairfield National Bank (CD)	400,000	403,550	3,550

\*Community Development Investments



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2002  
 (With comparative totals for 30-JUN-2001 )  
 (amounts expressed in dollars)

Governmental Fund Types

	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	1,594,841	1,329,900
IMPREST FUND	1,000	1,000
CHECK CLEARING	2,000	2,000
INVESTMENTS	7,009,000	5,125,000
RECEIVABLES	1,386,036	1,996,829
ACCRUED REVENUE		41,800
INTERFUND RECEIVABLES		91,446
TOTAL ASSETS AND OTHER DEBITS:	9,992,876	8,587,975
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	60,990	50,681
ACCOUNTS PAYABLE	-556,784	-184,527
ACCRUED EXPENSE		29,252
INTERFUND PAYABLES		93
DEFERRED REVENUE		99,576
OTHER LIABILITIES	120,592	216,056
TOTAL LIABILITIES:	-375,202	211,132
EQUITY AND OTHER CREDITS:		
Fund Balances:		
FUND BALANCE	-2,496,302	-870,683
RESERVE FOR ENCUMBRANCES	12,864,381	9,247,527
TOTAL EQUITY AND OTHER CREDITS:	10,368,078	8,376,844
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	9,992,876	8,587,975
	=====	=====



ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2002  
 (With comparative totals for 30-JUN-2001 )  
 (amounts expressed in dollars)

Proprietary Fund Types

AUXILIARY FUNDS	Current Year 2002	Prior Year 2001
<b>ASSETS and OTHER DEBITS:</b>		
<b>ASSETS:</b>		
CASH	95,184	212,040
IMPREST FUND	20,500	20,500
CHECK CLEARING		
INVESTMENTS	1,150,000	1,050,000
RECEIVABLES	228,970	125,141
ACCRUED REVENUE		4,539
INTERFUND RECEIVABLES		
INVENTORY	415,459	415,459
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>1,910,113</b>	<b>1,827,679</b>
<b>Liabilities, equity and other credits</b>		
<b>LIABILITIES:</b>		
PAYROLL DEDUCTIONS PAYABLE		
ACCOUNTS PAYABLE	-10,562	14,691
ACCRUED EXPENSE		22,059
INTERFUND PAYABLES		
DEFERRED REVENUE		
OTHER LIABILITIES		
<b>TOTAL LIABILITIES:</b>	<b>-10,562</b>	<b>36,750</b>
<b>EQUITY AND OTHER CREDITS:</b>		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND BALANCE	607,397	883,528
<b>Fund Balances:</b>		
FUND BALANCE		
RESERVE FOR ENCUMBRANCES		
<b>TOTAL EQUITY AND OTHER CREDITS:</b>	<b>1,920,675</b>	<b>1,790,929</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</b>	<b>1,910,113</b>	<b>1,827,679</b>
=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2002  
 (With comparative totals for 30-JUN-2001 )  
 (amounts expressed in dollars)

Fiduciary Fund Types

	WORKING CASH	TRUST AND AGENCY	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:				
ASSETS:				
CASH	34,661	60,219	94,881	122,539
IMPREST FUND		--		
CHECK CLEARING		--		
INVESTMENTS	2,190,000	262,500	2,452,500	2,390,000
RECEIVABLES		8,151	8,151	7,087
ACCRUED REVENUE		--		
INTERFUND RECEIVABLES		--		
INVENTORY		--		
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>2,224,661</b>	<b>330,871</b>	<b>2,555,532</b>	<b>2,519,626</b>
Liabilities, equity and other credits				
LIABILITIES:				
PAYROLL DEDUCTIONS PAYABLE		--		
ACCOUNTS PAYABLE		--		1,001
ACCRUED EXPENSE		--		210
INTERFUND PAYABLES		139,950	139,950	139,950
DEFERRED REVENUE		--		
OTHER LIABILITIES		--		
<b>TOTAL LIABILITIES:</b>		<b>139,950</b>	<b>139,950</b>	<b>141,161</b>
EQUITY AND OTHER CREDITS:				
INVESTMENT IN PLANT		--		
PR YR BDGTED CHANGE TO FUND		--		
BALANCE				
Fund Balances:				
FUND BALANCE	2,224,661	176,878	2,401,539	2,363,406
RESERVE FOR ENCUMBRANCES		14,042	14,042	15,059
<b>TOTAL EQUITY AND OTHER CREDITS:</b>	<b>2,224,661</b>	<b>190,921</b>	<b>2,415,582</b>	<b>2,378,464</b>
<b>TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:</b>	<b>2,224,661</b>	<b>330,871</b>	<b>2,555,532</b>	<b>2,519,626</b>
	=====	=====	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
 Combined Balance Sheet--All Fund Types and Account Groups  
 30-JUN-2002  
 (With comparative totals for 30-JUN-2001 )  
 (amounts expressed in dollars)

Memorandum Only

	Current Year 2002	Prior Year 2001
ASSETS and OTHER DEBITS:		
ASSETS:		
CASH	1,784,905	1,664,479
IMPREST FUND	21,500	21,500
CHECK CLEARING	2,000	2,000
INVESTMENTS	10,611,500	8,565,000
RECEIVABLES	1,623,157	2,129,057
ACCRUED REVENUE		46,339
INTERFUND RECEIVABLES		91,446
INVENTORY	415,459	415,459
TOTAL ASSETS AND OTHER DEBITS:	14,458,521	12,935,280
Liabilities, equity and other credits		
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	60,990	50,681
ACCOUNTS PAYABLE	-567,346	-168,835
ACCRUED EXPENSE		51,522
INTERFUND PAYABLES	139,950	140,043
DEFERRED REVENUE		99,576
OTHER LIABILITIES	120,592	216,056
TOTAL LIABILITIES:	-245,814	389,043
EQUITY AND OTHER CREDITS:		
INVESTMENT IN PLANT	1,313,278	907,401
PR YR BDGTD CHANGE TO FUND	607,397	883,528
BALANCE		
Fund Balances:		
FUND BALANCE	-94,763	1,492,722
RESERVE FOR ENCUMBRANCES	12,878,423	9,262,586
TOTAL EQUITY AND OTHER CREDITS:	14,704,335	12,546,237
TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	14,458,521	12,935,280
	=====	=====

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001

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	1,686,410.00	1,091,203.94	-595,206.06	-35.294
STATE GOVT SOURCES	11,286,524.00	2,734,197.91	-8,552,326.09	-75.775
STUDENT TUITION & FEES	6,652,043.00	2,891,028.56	-3,761,014.44	-56.539
SALES & SERVICE FEES	60,000.00	13,305.02	-46,694.98	-77.825
INVESTMENT REVENUE	150,000.00	22,916.04	-127,083.96	-84.723
OTHER REVENUES	100,000.00	7,156.96	-92,843.04	-92.843
PROV FOR CONTINGENCY	200,000.00	.00	-200,000.00	-100.000
DUMY	.00	.00	.00	.000
	-----	-----	-----	-----
TOTAL REVENUES:	20,134,977.00	6,759,808.43	-13,375,168.57	-66.428
EXPENDITURES:				
INSTRUCTION	9,673,146.00	1,787,788.98	-7,885,357.02	-81.518
ACADEMIC SUPPORT	519,476.00	139,966.72	-379,509.28	-73.056
STUDENT SERVICES	1,134,439.13	288,126.87	-846,312.26	-74.602
PUBLIC SERV/CONT ED	90,085.00	15,515.12	-74,569.88	-82.777
AUXILIARY SERV	.00	.00	.00	.000
OPER & MAINT PLANT	140,994.00	31,435.31	-109,558.69	-77.705
INSTITUTIONAL SUPPORT	5,004,797.87	1,209,704.76	-3,795,093.11	-75.829
SCH/STUDENT GRNT/WAIVERS	3,465,000.00	838,703.29	-2,626,296.71	-75.795
	-----	-----	-----	-----
TOTAL EXPENDITURES:	20,027,938.00	4,311,241.05	-15,716,696.95	-78.474
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	704,704.00	824,611.00	119,907.00	17.015
	-----	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	704,704.00	824,611.00	119,907.00	17.015
NET INCREASE/DECREASE IN NET ASSETS				
	-597,665.00	1,623,956.38	2,221,621.38	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001

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	722,745.00	467,658.80	-255,086.20	-35.294
STATE GOVT SOURCES	1,538,080.00	350,515.54	-1,187,564.46	-77.211
FACILITIES REVENUE	55,000.00	9,883.28	-45,116.72	-82.030
INVESTMENT REVENUE	10,000.00	1,343.80	-8,656.20	-86.562
OTHER REVENUES	30,000.00	3,519.94	-26,480.06	-88.267
	-----	-----	-----	-----
TOTAL REVENUES:	2,355,825.00	832,921.36	-1,522,903.64	-64.644
EXPENDITURES:				
STUDENT SERVICES	.00	122.91	122.91	#####
OPER & MAINT PLANT	2,462,864.00	533,480.54	-1,929,383.46	-78.339
	-----	-----	-----	-----
TOTAL EXPENDITURES:	2,462,864.00	533,603.45	-1,929,260.55	-78.334
NET INCREASE/DECREASE IN NET ASSETS	-107,039.00	299,317.91	406,356.91	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001

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	87,606.00	-58.13	-87,664.13	#####
INVESTMENT REVENUE	94,050.00	43,368.94	-50,681.06	-53.887
OTHER REVENUES	98,100.00	59,573.95	-38,526.05	-39.272
	-----	-----	-----	-----
TOTAL REVENUES:	279,756.00	102,884.76	-176,871.24	-63.223
EXPENDITURES:				
OPER & MAINT PLANT	87,606.00	10,893.67	-76,712.33	-87.565
INSTITUTIONAL SUPPORT	3,504,299.00	1,227,739.75	-2,276,559.25	-64.965
	-----	-----	-----	-----
TOTAL EXPENDITURES:	3,591,905.00	1,238,633.42	-2,353,271.58	-65.516
NET INCREASE/DECREASE IN NET ASSETS	-3,312,149.00	-1,135,748.66	2,176,400.34	65.710

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001

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	1,466,402.00	872,430.80	-593,971.20	-40.505
INVESTMENT REVENUE	.00	1,173.16	1,173.16	#####
	-----	-----	-----	-----
TOTAL REVENUES:	1,466,402.00	873,603.96	-592,798.04	-40.425
EXPENDITURES:				
INSTITUTIONAL SUPPORT	1,412,923.00	-47,124.00	-1,460,047.00	#####
	-----	-----	-----	-----
TOTAL EXPENDITURES:	1,412,923.00	-47,124.00	-1,460,047.00	#####
NET INCREASE/DECREASE IN NET ASSETS	53,479.00	920,727.96	867,248.96	###.###

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001

Percentage of time remaining through the Budget: 74.795

AUXILIARY ENTERPRISE

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	VARIANCE TO BUDGET	PERCENT OF BUDGET
	-----	-----	-----	-----
REVENUES:				
STUDENT TUITION & FEES	376,026.00	66,636.72	-309,389.28	-82.279
SALES & SERVICE FEES	2,545,577.00	827,619.30	-1,717,957.70	-67.488
FACILITIES REVENUE	1,715.00	600.00	-1,115.00	-65.015
INVESTMENT REVENUE	11,589.00	-149.26	-11,738.26	#####
OTHER REVENUES	113,499.00	3,413.13	-110,085.87	-96.993
	-----	-----	-----	-----
TOTAL REVENUES:	3,048,406.00	898,119.89	-2,150,286.11	-70.538
AUXILIARY ENTERPRISES:				
SALARIES	1,256,312.00	216,447.43	-1,039,864.57	-82.771
EMPLOYEE BENEFITS	113,328.00	15,171.49	-98,156.51	-86.613
CONTRACTUAL SERVICES	291,646.00	38,719.26	-252,926.74	-86.724
GEN. MATERIAL & SUPPLIES	2,256,171.00	689,112.97	-1,567,058.03	-69.457
CONF/TRAVEL MEETING EXPENSE	298,088.00	47,410.92	-250,677.08	-84.095
FIXED CHARGES	65,791.00	54,287.76	-11,503.24	-17.485
UTILITIES	13,450.00	2,366.54	-11,083.46	-82.405
CAPITAL OUTLAY	285,502.00	28,335.05	-257,166.95	-90.075
INTERFUND TRANSFERS	824,704.00	-824,704.00	-1,649,408.00	#####
OTHER EXPENDITURES	163,382.00	23,575.77	-139,806.23	-85.570
	-----	-----	-----	-----
TOTAL AUXILIARY ENTERPRISES:	5,568,374.00	290,723.19	-5,277,650.81	-94.779
NET INCREASE/DECREASE IN NET ASSETS	-2,519,968.00	607,396.70	3,127,364.70	#####



ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001

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	120,000.00	34,661.22	-85,338.78	-71.116
TOTAL REVENUES:	----- 120,000.00	----- 34,661.22	----- -85,338.78	----- -71.116
TRANSFERS AMONG FUNDS:				
INTERFUND TRANSFERS	-120,000.00	.00	120,000.00	100.000
TOTAL TRANSFERS AMONG FUNDS:	----- -120,000.00	----- .00	----- 120,000.00	----- 100.000
NET INCREASE/DECREASE IN NET ASSETS	240,000.00	34,661.22	-205,338.78	-85.558

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001  
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	35,000.00	20,871.88	-14,128.12	-40.366
INVESTMENT REVENUE	.00	46.78	46.78	#####
	-----	-----	-----	-----
TOTAL REVENUES:	35,000.00	20,918.66	-14,081.34	-40.232
EXPENDITURES:				
INSTITUTIONAL SUPPORT	43,340.00	15,903.12	-27,436.88	-63.306
	-----	-----	-----	-----
TOTAL EXPENDITURES:	43,340.00	15,903.12	-27,436.88	-63.306
NET INCREASE/DECREASE IN NET ASSETS	-8,340.00	5,015.54	13,355.54	#####

ILLINOIS EASTERN COMMUNITY COL  
Statement of Rev,Exp,Other  
Revenues, Expenditures, Other Changes  
AS OF 30-SEP-2001

Percentage of time remaining through the Budget: 74.795

LIAB, PROTECT, SETTLEMENT

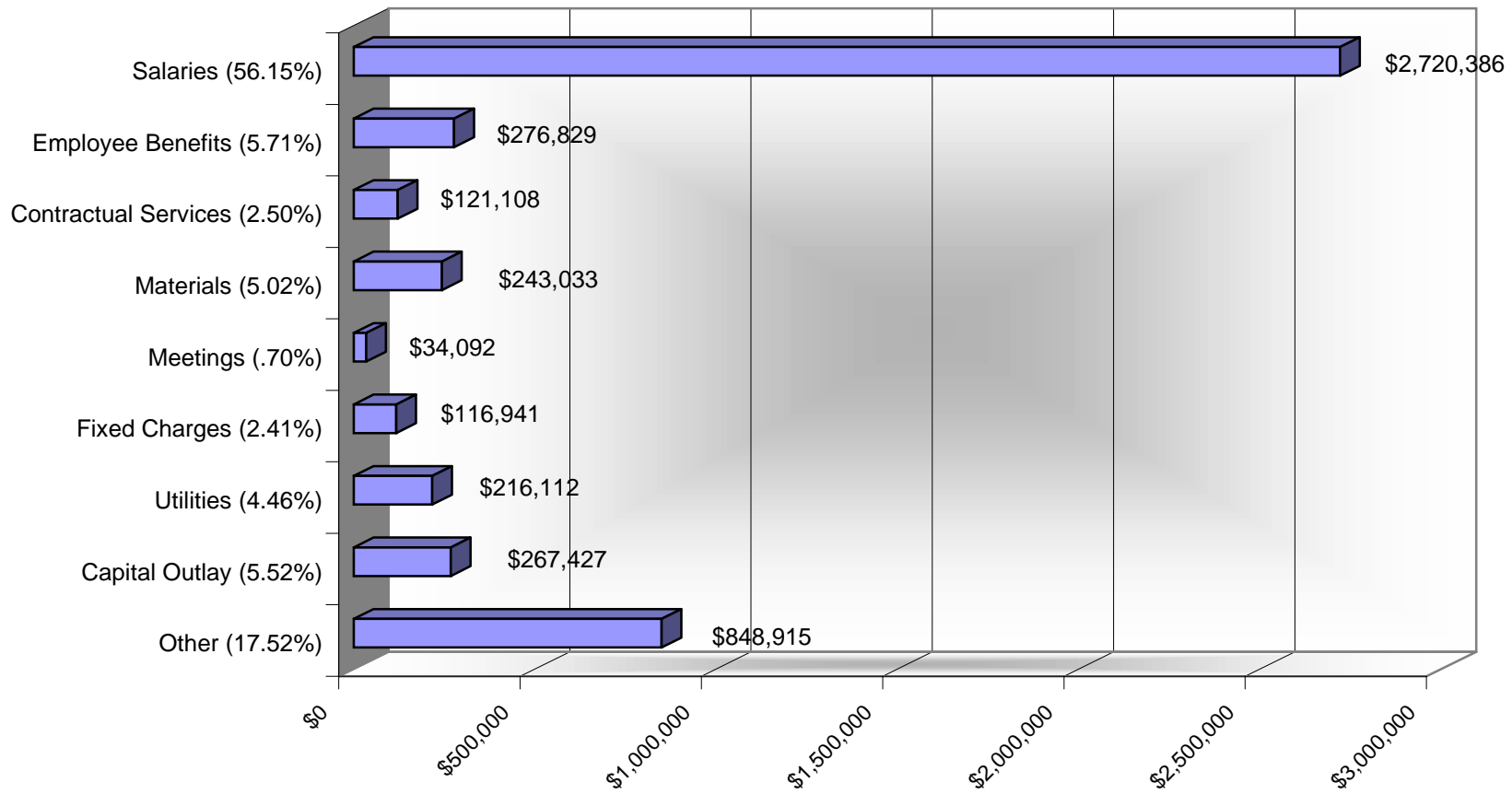
	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	VARIANCE TO BUDGET -----	PERCENT OF BUDGET -----
REVENUES:				
LOCAL GOVT SOURCES	320,000.00	189,978.05	-130,021.95	-40.632
INVESTMENT REVENUE	.00	4,260.25	4,260.25	#####
OTHER REVENUES	.00	3,015.88	3,015.88	#####
	-----	-----	-----	-----
TOTAL REVENUES:	320,000.00	197,254.18	-122,745.82	-38.358
EXPENDITURES:				
INSTITUTIONAL SUPPORT	940,872.00	129,731.97	-811,140.03	-86.212
	-----	-----	-----	-----
TOTAL EXPENDITURES:	940,872.00	129,731.97	-811,140.03	-86.212
NET INCREASE/DECREASE IN NET ASSETS	-620,872.00	67,522.21	688,394.21	#####

ILLINOIS EASTERN COMMUNITY COLLEGES  
OPERATING FUNDS  
COMPARISON REPORT FY00-02

College	Category	FISCAL YEAR 2000			FISCAL YEAR 2001			FISCAL YEAR 2002				Summer, Fall & Spring 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		\$282,415			\$290,163			\$319,542				
	Payroll		352,055			374,908			398,683				
	Totals	\$2,620,195	634,470	24%	\$3,172,980	665,071	21%	\$3,186,602	718,225	23%	25%		
Lincoln Trail	Bills		204,548			312,807			280,107				
	Payroll		422,377			449,175			488,625				
	Totals	3,250,689	626,925	19%	3,499,900	761,982	22%	3,483,713	768,732	22%	25%		
Olney Central	Bills		335,103			415,271			466,850				
	Payroll		605,477			663,400			680,316				
	Totals	4,484,872	940,580	21%	4,703,754	1,078,671	23%	4,762,272	1,147,166	24%	25%		
Wabash Valley	Bills		183,097			258,755			280,777				
	Payroll		488,144			556,697			572,980				
	Totals	3,694,006	671,241	18%	3,967,821	815,452	21%	3,877,009	853,757	22%	25%		
Workforce Educ.	Bills		322,326			299,579			185,205				
	Payroll		212,538			233,598			237,313				
	Totals	1,619,930	534,864	33%	2,394,245	533,177	22%	2,344,043	422,518	18%	25%		
District Office	Bills		58,374			68,084			55,976				
	Payroll		173,654			204,265			206,963				
	Totals	1,086,064	232,028	21%	1,130,151	272,349	24%	1,230,418	262,939	21%	25%		
District Wide	Bills		368,562			535,580			536,003				
	Payroll		109,496			133,869			135,503				
	Totals	2,018,560	478,058	24%	2,485,981	669,449	27%	3,606,745	671,506	19%	25%		
O & M	Bills												
	Payroll												
	Totals												
GRAND TOTALS		18,774,316	4,118,166	22%	21,354,832	4,796,151	22%	22,490,802	4,844,843	22%	25%		

Excludes DOC

## Illinois Eastern Community Colleges FY2002 Operating Funds



Illinois Eastern Community Colleges Dist. #529  
As of September 30, 2001 - \$4,844,843

**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:** October 11, 2001  
**RE:** Personnel Report

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

mk

Attachment

# **PERSONNEL REPORT**

## **INDEX**

**400.1. Employment of Personnel**

**400.2. Temporary Assignment**

**400.3. Additional Assignment**

**400.4. FY01-02 Educational Level Change**

**400.5. Request for Approval of Proposed Non-College Employment**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. John Kendall: Initial full-time employment as Business Management Instructor for the IECC/LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$31,000 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections funding. Code: 65516L-5516L-1301-102

### B. Professional/Non-Faculty

1. Amber Ramsey: Initial full-time employment as Youthful Offender Counselor for the IECC/LTC Educational Program at the Robinson Correctional Center. Amount: Based upon \$27,000 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections funding. Code: 66007L-6007L-1201-308
2. Richard Stevenson: Initial full-time employment as Youthful Offender Counselor for the IECC/LTC Educational Program at the Lawrence Correctional Center. Amount: Based upon \$31,000 per fiscal year. Effective: To be determined by the Department of Corrections. Employment is contingent upon Department of Corrections funding. Code: 65516L-5516L-1201-308

### C. Classified

1. Carrie Benefield: Initial full-time employment as Office Assistant for the Student Advantage Network Program at the District Office. Amount: Based upon \$15,554 per fiscal year. Effective: October 18, 2001. Employment is contingent upon continued grant funding. Code: 65265D-5265D-1601-308
2. Nellie Peach: Initial full-time employment as Custodian at Wabash Valley College. Amount: Based upon \$16,000 per fiscal year. Effective: October 22, 2001. Code: 023-7020W-1701-702

## 400.2. Temporary Assignment

### A. Board of Trustees

1. Ken Allen, Temporary Secretary for the Board of Trustees, on an as needed basis. Amount: \$500 per month. Effective: September 1, 2001. Code: 018-8050D-1602-805

### **400.3. Additional Assignment**

#### A. Professional/Non-Faculty

1. James Beers, additional assignment for the Healthy Families Grant. Amount: \$500, dependent upon grant funds.  
Code: TBD

### **400.4. FY01-02 Educational Level Change - CORRECTION**

#### A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Cathy Robb	B	M	\$2,000

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

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

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**



**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

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

**Phase III**

<b>ENVIRONMENTAL BARRIER PROJECTS &amp; MISCELLANEOUS:</b>	<b>Estimated Budget</b>										
Misc. ADA Improvements All campuses & DO	\$505,000										
Exit Door Modifications OCC	\$126,000										

**Phase IV**

Environmental Barriers FCC, LTC & WVC	\$366,300										
Exit Modifications WVC	\$61,700										
Roof Replacements OCC & WVC	\$128,400										

	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>
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09/30/2001

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

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