

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

October 21, 2003



Location:

**Wabash Valley College
2200 College Drive
Mt. Carmel IL 62863**

**Dinner – 6:00 p.m. – Cafeteria
Meeting – 7:00 p.m. – Science Building Room 61**

**Illinois Eastern Community Colleges
Board Agenda**

October 21, 2003

7:00 p.m.

Wabash Valley College

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes.....CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
 - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Family and Medical Leave Act Policy Revisions
7. Policy Second Reading Bruce
 - A.
8. Staff Recommendations for Approval
 - A. Banner Honoring Richard Roth..... Bruce
 - B. Dual Admissions Agreement with Indiana State University..... Cantwell
 - C. Transfer Agreement with Eastern Illinois University Cantwell
 - D. Certification of Equalization Eligibility..... Bruce
 - E. Certification of Eligibility for Special Tax Levy Bruce
 - F. Budget Increase for HVAC/Data Center Project Browning
 - G. Certificate of Compliance with the Truth in Taxation Law Browning
 - H. Certification of Tax Levy for FY2005 Browning
 - I. Designation of Tax Levy Year Browning
9. Bid Committee Report Browning
10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, September 16, 2003.

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

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

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

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

Also present at this meeting, in addition to trustees:

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

Dr. Harry Benson, President of Wabash Valley College.

Dr. Jack Davis, President of Olney Central College.

Dr. Michael Dreith, President of Frontier Community College.

Dr. Carl Heilman, President of Lincoln Trail College.

Mr. Roger Browning, Chief Finance Officer.

Mrs. Tara Buerster, Director of Personnel.

Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.

Mr. Alex Cline, Director of Information & Communications Technology.

Ms. Pamela Schwartz, Associate Dean of Institutional Development.

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, August 19, 2003, were presented for disposition.

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

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

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

#3-B. IECCEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: Mr. Lane reviewed issues discussed at a meeting of the Executive Committee of Illinois Community College Trustees Association (ICCTA), including state funding and the funding formula. Olney Central College recently observed its 40th anniversary with a special program and special events.

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

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

#5-D. Special Reports: Charlotte Bruce, Director of the Learning Resource Center at Olney Central College, presented a demonstration of the Virtual Library System at OCC. LeAnn Hartleroad, Director of the IECC Upward Bound Program, and Carol Redman, Director of the IECC Educational Talent Search Program, presented program reviews.

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

#6-A. Vacation Leave Policy: The District’s current vacation leave policy has been uniformly implemented over a long period of time and no change is proposed to the policy. What is proposed is language to clarify the use of the term “termination”. The proposed change makes clear the difference between retirement or voluntary resignation and an involuntary separation from district service. The number of vacation days paid remains the same as exists under current policy.

The CEO recommended that second reading be waived and the following revised Vacation Leave Policy be adopted.

Vacation Leave Policy – Administrative, Professional – Non-Faculty, Technical, Clerical, and Maintenance Staff (400.12)

Each full-time administrative and professional non-faculty employee shall, for each on year of employment, be granted a paid vacation consisting of 20 working days. Administrative and professional non-faculty employees may accumulate no more than 40 paid vacation days.

Each full-time clerical, technical, and maintenance employee shall, for each one year of employment, be granted a paid vacation consisting of 10 working days. After seven years of employment for each one year of employment each full-time clerical, technical, and maintenance employee shall be granted a paid vacation consisting of 15 working days. Clerical, technical, and maintenance employees may accumulate no more than 20 paid vacation days.

Upon retirement or voluntary resignation of employment with the District, an employee may choose one of the following alternatives:

A. An employee may elect to receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.

A. An employee may elect to take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.

The above section does not apply to involuntary separation. Employees who leave district service due to an involuntary separation will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of his/her duties with the District.

Employees paid from grant funds must use vacation days during the period of the grant.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Board Action: Mr. Williams made a motion to waive second reading and adopt the revised Vacation Leave Policy (400.12) as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#6-B. Tuition Waiver Policy: The Board's policy is to waive tuition for full-time employees and the spouse and dependents of full-time employees. However, spouses or dependents that have exhibited criminal conduct which could impair the welfare of students or spouses discharged from the district for cause should not be given a tuition waiver. This policy revision implements these changes.

The recommended revision on Tuition Waiver Policy (500.14), changes only Paragraph B, to read as follows:

Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver.

Other wording in the policy remains the same as previously adopted.

The CEO recommended that second reading be waived and the revised Tuition Waiver Policy be adopted.

Board Action: Mr. Williams made a motion to waive second reading and adopt the revised Tuition Waiver Policy (500.14) as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #7 – "Policy Second Readings" – None.

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

#8-A. FY2003 Audit: Mr. Browning reviewed the annual financial audit for fiscal year 2003, with comments by Miss Wolfe and Mr. Williams, members of the Audit Committee, The CEO recommended adoption of the following resolution to accept the audit and authorize the staff to forward it to the Illinois Community College Board.

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

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

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

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

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

Board Action: Miss Wolfe made a motion to adopt the foregoing resolution to approve the FY2003 annual financial audit as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-B. FY2004 Budget: Mr. Browning reviewed the community college district budget for fiscal year 2004. The CEO recommended adoption of the following resolution approving the FY2004 budget.

Budget of Illinois Eastern Community Colleges, Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, State of Illinois, for the Fiscal Year beginning July 1, 2003 and ending June 30, 2004.

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

AND WHEREAS a public hearing was held as to such budget on the 16th day of September, 2003, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with:

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

Section 1. That the fiscal year of the Community College District be and the same hereby is fixed and declared to be beginning July 1, 2003 and ending June 30, 2004.

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

SUMMARY STATEMENT OF OPERATING FUNDS – REVENUES AND EXPENDITURES

EDUCATION FUND: Revenue 21,133,778; Expense (21,133,778); Excess (Deficiency) 0; Reserve for Contingency (2,620,603); Transfer-In 167,500; Transfer-Out (874,262); Cash Balance Beginning of Year 3,327,365; Cash Balance End of Year 0.

OPERATIONS & MAINTENANCE FUND: Revenue 2,639,314; Expense (2,639,314); Excess (Deficiency) 0; Reserve for Contingency 0; Cash Balance Beginning of Year 0; Cash Balance End of Year 0.

TOTAL OPERATING FUNDS: Revenue 23,773,092; Expense (23,773,092); Excess (Deficiency) 0; Transfer-In 167,500; Transfer-Out (874,262); Reserve for Contingency (2,620,603); Cash Balance Beginning of Year 3,327,365; Cash Balance End of Year 0.

SUMMARY STATEMENT OF SPECIAL FUNDS

OPERATIONS & MAINTENANCE FUND RESTRICTED: Revenue 0; Expense 3,587,372; Excess (Deficiency) (3,587,372); Cash Balance Beginning of Year 3,587,372; Cash Balance End of Year 0.

BOND & INTEREST FUND: Revenue 1,468,033; Expense (1,478,759); Excess (Deficiency) (10,726); Cash Balance Beginning of Year 10,726; Cash Balance End of Year 0.

AUXILIARY FUND: Revenue 2,870,493; Expense (4,328,927); Excess (Deficiency) (1,458,434); Transfer-In 874,262; Transfer-Out (140,000); Cash Balance Beginning of Year 724,172; Cash Balance End of Year 0.

WORKING CASH FUND: Revenue 27,500; Expense 0; Excess (Deficiency) 27,500; Transfer-Out (27,500); Cash Balance Beginning of Year 2,190,000; Cash Balance End of Year 2,190,000.

AUDIT FUND: Revenue 50,000; Expense (90,113); Excess (Deficiency) (40,113); Cash Balance Beginning of Year 40,113; Cash Balance End of Year 0.

LIABILITY & PROTECTION FUND: Revenue 445,000; Expense (1,272,637); Excess (Deficiency) (827,637); Cash Balance Beginning of Year 827,637; Cash Balance End of Year 0.

Board Action: Dr. Fischer made a motion to adopt the budget for Illinois Eastern Community Colleges District No. 529 for the fiscal year beginning July 1, 2003 as recommended. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-C. 2003 Estimated Tax Levy Resolution: Mr. Browning reviewed the Estimated Tax Levy Resolution. The CEO recommended adoption of the following resolutions regarding estimated amounts necessary to be levied for the year 2003.

**Resolution Regarding Estimated Amounts
Necessary to be Levied for the Year 2003**

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 2002 was:

Education Purposes, \$1,786,232
Operations and Maintenance Purposes, 762,061
Liability Insurance, Workers' Compensation, Unemployment
Insurance, Property Insurance and Medicare Contributions, 446,527
Audit, 50,166
Other, 0
Total, \$3,044,986

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2003 is as follows:

Education Purposes, \$1,925,000
Operations and Maintenance Purposes, 825,000
Liability Insurance, Workers' Compensation, Unemployment
Insurance, Property Insurance and Medicare Contributions, 490,000
Audit, 30,000
Other, 0
Total, \$3,270,000

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 2002 was \$1,464,320; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2003 is \$1,501,655.

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 2003 is \$3,270,000.
Section 2: The aggregate amount of taxes estimated to be levied for the year 2003 does exceed 105% of the taxes extended by the district in the year 2002.
Section 3: The aggregate amount of taxes estimated to be levied for the year 2003 for debt service is a 2% increase over the taxes extended for debt service for 2002.
Section 4: Public notice shall be given in the following newspapers of general circulation in said district,

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

And a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with type no smaller than twelve (12) point, enclosed in a black border not less than ¼ 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 2003 will be held on October 21, 2003 at 6:00 p.m. at Wabash Valley College, Mt. Carmel, 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).
The corporate and special purpose property taxes extended or abated for the year 2002 were \$3,044,986. The proposed corporate and special purpose property taxes to be levied for 2003 are \$3,270,000. This represents a 7% increase over the previous year extension.
- II. The property taxes extended for debt service for 2002 were \$1,464,320.
The estimated property taxes to be levied for debt service and public building commission leases for 2003 are \$1,501,655. This represents a 2% increase over the previous year.
- III. The total property taxes extended or abated for 2002 were \$4,509,306.
The estimated total property taxes to be levied for 2003 are \$4,771,655. This represents a 6% increase over the previous year extension.

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

RESOLUTION – ESTIMATED 2003 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 2004-2005 fiscal year:

1. Date of Fiscal Year: July 1, 2004 – June 30, 2005.
2. Publication of Notice of Public Hearing on Tax Levy: After October 8, 2003 and before October 14, 2003.
3. Public Hearing on Tax Levy: October 21, 2003, at the hour of 6:00 p.m. to 6:30 p.m., local time, Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois.
4. Adoption of Tax Levy: October 21, 2003, following the Public Hearing.

Board Action to Adopt Estimated Tax Levy Resolution: Miss Wolfe made a motion to adopt the 2003 Estimated Tax Levy Resolution as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

Board Action to Adopt Resolution Setting Tax Levy Hearing: Dr. Fischer made a motion to adopt the foregoing Resolution, setting the 2003 Estimated Tax Levy Hearing as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-D. FormFusion Software: Since the implementation of Banner, the district Student Services Offices have been searching for ways to improve the Banner output to students. The current output cannot be altered within Banner, does not allow for the addition of pertinent information, and can be difficult for the student to understand. The Title III Office has been conducting a trial test of FormFusion software made by Evisions. The software is designed to work with Banner and allows manipulation of information such as student schedules, bills, etc. It's a valuable product because Evisions is the only company that has been able to provide Banner output to our students in an appealing and easy-to-understand format without modifying the Banner programs. Evisions provided a 45-day trial of the software. Evisions is an SCT partner and the sole provider of this type of software. The CEO recommended purchase of the Enterprise FormFusion Solution at a cost of \$15,800 using Title III funds.

Board Action: Dr. Fischer made a motion to approve purchase of the Enterprise FormFusion software at a cost of \$15,800, using Title III funds. Mr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-E. Student Satisfaction Survey: The results of the Spring 2003 Student Satisfaction Survey were reviewed. Fifty transfer students and 50 technical students are asked to participate in the survey each semester. Results are averaged and placed in the district's annual Report Card. Of students surveyed, 92.47 percent expressed no dissatisfaction with district services. The CEO recommended acceptance of the results of the Spring 2003 Student Satisfaction Survey.

Board Action: Mr. Williams made a motion to accept the results of the Spring 2003 Student Satisfaction Survey as recommended. Mrs. Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

AGENDA #9 – “Bid Committee Report” – The following Bid Committee report was presented, followed by Board of Trustees action as recorded:

#9-A. IECC – Upgrade Acoustics & HVAC – District Office Data Center: Mr. Browning presented the recommendation of the Bid Committee to reject all bids received to upgrade acoustics and HVAC at the District Office Data Center. Two bids were received. One bid was over the budgeted amount and the other bid was incomplete.

Board Action: Dr. Fischer made a motion to reject the foregoing bids as recommended. 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 the “Ayes” have it and the motion is adopted.

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 \$6,896,829.02, as of August 31, 2003.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for the month of September 2003, totaling \$998,407.98, 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 2003, in the amounts listed, and payments from the revolving fund for the month of August 2003. Mr. Kiser seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

1. Illinois Budget Update.
2. Legislative Issues.
3. Paraprofessional Education Grant.
4. New Employee Orientation – Ada Fleeharty.
5. Robinson Superintendent Don Frailey/John Highhouse.
6. Olney Fire Department Academy.
7. ICCTA Regional Chair – James Lane.
8. Title III Program.
9. Article Published by Davis & Andrews.
10. Sex Offender Report.
11. Enrollment Increase at OCC – Up 8%.

AGENDA #12 – “Executive Session” – The CEO recommended that a closed meeting be held, under Section 2I(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 2I(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2I(5) of the Open Meetings Act to consider purchase of real property for the use of the community college district; and, under Section 2I(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 2I(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

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

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Mr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 9:05 p.m.

#12-B. Closed Meeting Ended: Mr. Kiser made a motion to reconvene in open session. Dr. Fischer seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:38 p.m.

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

AGENDA #13 – "Executive Session Minutes" – The CEO recommended that minutes of a closed meeting held during the regular meeting, Tuesday, August 19, 2003 be approved and remain closed at this time.

Board Action: Dr. Fischer made a motion to approve, as prepared, minutes of a closed meeting held on Tuesday, August 19, 2003, but that closed meeting minutes of that date will remain closed and not be opened to public inspection at this time. Mr. Kiser seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion is adopted.

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

400.1. Employment of Personnel

A. Classified

1. Danna Davis, Academic Support Specialist (Grant), District Office.
2. Jodi Schneider, College Academic Advisor (Grant), District Office.

400.2. Authorization to hire Lawrence Correctional Center Employees for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Professional/Non-Faculty

1. Karen Miller, Youthful Offender Counselor, LCC.

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

A. Faculty

Mark Fitch, Bateman Auto Parts, Olney, IL, 20 days per month/40 hours per month.
Carole Fusco, Union Hospital, Terre Haute, IN, 4 days per month/48 hours per month.
Kathy Ketterman, Lawrence County Hospital, Lawrenceville, IL, 54 hours per month.
Jim Tucker, Vincennes University, Vincennes, IN, 16 days per month/48 hours per month.
Sharon Welty, Weber Medical Clinic, Olney, IL, 32 hours per month.

400.4. FY03-04 Educational Level Changes

A. Faculty

Bea Abernathy, from M+24 to M+48, \$2,000.
Allen Brown, from M+12 to M+36, \$2,000.
Jim Burnett, from M to M+12, \$1,000.
John Kendall, from B to B+16, \$1,000.
Ryan Roark, from B to B+16, \$1,000.

400.5. Resignations

A. Faculty

1. Phyllis Wells, Nursing Instructor, effective August 24, 2003.

B. Professional/Non-Faculty

1. J. Renae Crank, Curriculum Development Specialist, Title III, District Office, effective August 29, 2003.
2. Michael Kowalis, Youthful Offender Counselor, IECC/LTC Lawrence Correctional Center, effective August 27, 2003.

400.6. Retirement

A. Faculty

1. Tom Kucharik, Workforce Education Instructor, effective October 1, 2003.

Personnel Report Addendum

400.7. Authorization to hire Correctional Center employee for FY04. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements

A. Professional/Non-Faculty

1. John Arabatgis, Academic Counselor, RCC/LCC.

Authorization to Execute Elizabeth Tate Separation Agreement

The CEO was authorized to execute a separation agreement with Elizabeth Tate as reviewed.

Board Action to Amend Personnel Report: Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.7 & 400.8, as recommended. Mr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

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

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

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

AGENDA #18 – “Other Items” – The CEO reported, as an informational item, that Ms. Arlene Tippy is requesting tax abatement for the next ten years on the Fox River Apartment Complex, consisting of 31 low rent apartments.

AGENDA #19 – “Adjournment” – Mr. Williams made a motion to adjourn. Mr. Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:48 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

A. Family and Medical Leave Act Policy Revisions

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 21, 2003
RE: Family and Medical Leave Act – Policy Revisions

The Board adopted policy pertaining to the Family and Medical Leave Act (FMLA) in 1993. Over the decade since the implementation of the FMLA court decisions and rules and regulations have clarified the operation of the Act.

The proposed policy revisions track the newest court decisions and rules and regulations pertaining to this Act. In most regards, the new policy does not change, but merely clarifies language in the Act.

Policy revisions make clear that you must state the reasons for your leave, give notice for your leave, provide medical certification, report while you are on leave, clarifies that the leave is unpaid, that medical benefits will be continued, clarifies exempt positions, allows intermittent leave, and clarifies that other leaves will run concurrently.

I ask the Board's approval of this policy revision.

TLB/rs

Attachment

Family and Medical Leave Policy (400.20)

Date Adopted: December 14, 1993

Revised: October 21, 2003

Subject to the applicable provisions of the federal Family & Medical Leave Act of 1993 (“ACT”), an eligible full-time employee may take up to a combined total of 12 weeks of unpaid and paid leave during a 12 month period in the event of the birth, adoption, or foster care of a child, or a serious health condition of an employee or immediate family member (as defined by the Act) requiring inpatient care or continuing treatment by a health care provider. An employee must provide the Board with thirty (30) days notice if possible before taking such leave, or notify the Board as soon as practical. An employee must have been employed 12 months by the Board to be eligible for a family or medical leave under this Section. The Board may require medical certification as provided by the Act as a condition or any leave under this Section.

Before going on unpaid leave status for the birth, adoption, or foster care of a child, an employee may use all accrued unused vacation days, personal days, and personal emergency days. Before going on unpaid leave status for the serious health condition of a family member requiring inpatient care or continuing treatment, an employee may use all accrued unused vacation days, personal days and personal emergency days. Before going on unpaid leave status for the employee’s serious health condition, the employee may use unused sick leave, vacation and personal leave. In no event, however, shall the aggregate leave under this Section, paid and unpaid, exceed 12 weeks during any 12 month period. In the event an employee does not return to full-time employment with the Board after taking leave under this Section, the Board may recapture the cost of any health insurance premiums (or portion thereof) paid by the Board for the employee’s benefit during the leave, subject only to any limitations under the Act.

The Leave Policy. You are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon your return from leave provided you: (1) have worked for the District for at least 12 months, and worked at least 1250 hours in the last 12 months; and (2) are employed at a worksite that has 50 or more employees within a 75 mile radius. The “12-month period” is measured backward from the date a leave under this policy is to begin.

Reasons For Leave. If you are eligible, you may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with you for adoption or foster care; (3) to care for a spouse, son, daughter, or parent (“covered family member”) with a serious health condition; or (4) because of your own serious health condition which renders you unable to perform the functions of your position. Leave because of reasons “1” or “2” must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the District who request leave because of reasons “1” or “2” or to care for an ill parent may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period.

You may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If you misrepresent facts in order to be granted an FMLA leave, you will be subject to immediate termination.

Notice of Leave. If your need for family/medical leave is foreseeable, you must give the District at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, you are expected to notify the District as soon as practicable, generally within 1 to 2 business days of learning of your need for leave. The District has Request for Family/Medical Leave forms available on the Intranet or from the Personnel Department. You should use this form when requesting leave.

Medical Certification. If you are requesting leave because of your own or a covered family member's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Director of Personnel. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The District, at its' expense, may require an examination by a second health care provider designated by the District, if reasonable doubt exists concerning the medical certification you initially provide. If the second health care provider's opinion conflicts with the original medical certification, the District, at its' expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The District may also require medical recertification periodically during the leave, and employees may be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.

Reporting While On Leave. If you take leave because of your own serious health condition or to care for a covered family member, you may be required to contact your supervisor on a regular basis regarding the status of the condition and your intention to return to work. For leaves for other purposes, you may be periodically required to report on your status and intent to return to work.

Leave Is Unpaid. Family/medical leave is unpaid leave. If you request leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, any accrued paid vacation and personal days you have may be substituted and used for unpaid family/medical leave. If you request leave because of your own serious health condition, any accrued paid vacation, personal days, and sick time you have may be substituted and used for any unpaid family/medical leave. In addition, the District's short-term and/or long-term disability may apply as part of the 12-week leave period when the leave is requested due to your serious health condition or the birth of a child. At the Board's discretion, the substitution of paid leave time for unpaid leave time may not extend the 12 week leave period.

Medical And Other Benefits. During an approved family/medical leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the District will deduct your portion of any plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your dependent health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

Exemption For Key Employees. Certain "key" employees (i.e., the highest paid 10% of employees at a worksite or within a 75 mile radius of that worksite and who are salaried) may not be returned to their former or equivalent position following a leave if restoration of employment will cause substantial economic injury to the District. The District will notify you if you qualify as a "key" employee, if the District intends to deny reinstatement, and of your rights in such instances.

Intermittent And Reduced Schedule Leave. Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the District will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, the District may

temporarily transfer you to an available alternative position which better accommodates your recurring leave and which has equivalent pay and benefits.

Other Applicable Leaves. FMLA leave will run concurrently with any other applicable leave. For instance, short-term disability or worker's compensation leave will be simultaneously designated as FMLA leave as well, if the leave is also FMLA- qualifying.

Returning From Leave. If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, you have no greater right to reinstatement or other benefits and conditions of employment than if you had not taken leave. You must return to work immediately after the expiration of your approved FMLA leave in order to be reinstated to your position or an equivalent position.

If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. You may obtain Return to Work Medical Certification forms from the Director of Personnel. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Agenda Item #7

Policy Second Reading

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Banner Honoring Richard Roth

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 21, 2003
RE: Banner Honoring Richard Roth

Richard Roth was an elected member of the Board of Trustees from Robinson. He gave dedicated service to the Board and was very actively involved, both before and after his Board service, in the athletic program at Lincoln Trail College.

Members of the Lincoln Trail College Foundation have requested that a banner be placed in the gym during the dedication of the new gym floor that would recognize Richard Roth's many contributions to the district and to Lincoln Trail College.

I would ask that the Board approve the request of the Lincoln Trail College Foundation and that a banner be placed in the gym in Richard Roth's honor. The Foundation has proposed that the placement of the banner occur during the formal dedication ceremony of the gym floor. The dedication ceremony will take place at half time at the basketball game scheduled for November 8.

All members of the Board of Trustees are invited to attend the formal dedication of the new gym floor and the placement of the banner honoring Richard Roth.

TLB/rs

Agenda Item #8B

Dual Admissions Agreement with Indiana State University

Agenda Item #8B

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 21, 2003
RE: Dual Admissions Agreement between Indiana State University and Illinois Eastern Community Colleges

Dean Chris Cantwell has worked closely with the IECC Deans and Indiana State University to develop a mechanism whereby IECC students can be admitted smoothly to programs offered by Indiana State University.

This agreement will virtually guarantee that a student admitted at IECC will be granted admission to ISU upon completion of the courses specified in this agreement.

I ask the Board's approval of this dual admissions agreement.

TLB/rs

Attachment

Indiana State University
Office of Academic Partnerships and Services

DUAL ADMISSIONS AGREEMENT

Indiana State University

And

Illinois Eastern Community College District

Statement of Intent

The purpose of this agreement is to provide a mechanism whereby individuals can seamlessly be admitted to Illinois Eastern Community College District (IECC) and Indiana State University (ISU). IECC transfer degree graduates (i.e., AA, AS, ASA, AFA) would automatically become eligible to complete the requirements for a baccalaureate degree of their choice. Such enrollment is subject to the conditions detailed below.

Principles upon which dual enrollment is based

1. Indiana State University (ISU) agrees to dual admit all Illinois Eastern Community College District (IECC) students who qualify for admission into ISU.
2. Open only to domestic students.
3. The student will submit the dual admission applications to ISU.
4. ISU will assess an admissions fee upon initial enrollment at ISU.
5. Admission into specific academic programs (e.g., School of Business complete specific courses and maintain a 2.25 gpa; School of Education complete prerequisites, testing, and maintain a 2.5 gpa) may require the student to meet additional prerequisite course or testing requirements and a gpa greater than 2.0.
6. ISU will be allowed to communicate with IECC students upon completion of a dual admissions application.
7. IECC students who are dually admitted and enrolled in at least three semester hours at ISU will have an ISU id card giving them access to the library, recreation facilities, student computer center, Le Club (separate fee required), and ISU athletic events (less than six semester hours requires a separate fee).

8. Students will not qualify for financial aid from ISU until they are either graduates from IECC or transfer to ISU.
9. Students who elect to transfer prior to completion of an IECC transfer or the IAI GECC degree are no longer considered to be dually admitted, and must apply to ISU for admission.
10. ISU and IECC will jointly prepare marketing materials for dual admission (i.e., print and electronic).
11. Students must declare their dual admission intentions by no later than 24 credit hours.
12. ISU will share comparative performance data relative to dually admitted IECC students on an annual basis.
13. ISU will submit a list of active dually admitted student transcript requests every semester.
14. ISU will provide staff dedicated to field transfer question.

Agenda Item #8C

Transfer Agreement with Eastern Illinois University

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: October 21, 2003

RE: Agreement Between Illinois Eastern Community Colleges (IECC) and Eastern Illinois University (EIU)

For several years, the administrative board of EIU was called the Board of Governors. That Board initiated a program to grant degrees commonly known as a "Board of Governors" Degree. EIU now has its own Board of Trustees and is now offering a BOT/B.A. Degree.

IECC and the Board of EIU propose to form a cooperative relationship through this transfer agreement to allow a smooth transfer of students into the BOT/B.A. Degree program. This agreement will minimize duplication of instruction and build on community college and university learning experiences.

I ask the Board's approval of this transfer agreement.

TLB/rs

Attachment

Transfer Agreement
Between
Eastern Illinois University
And
Illinois Eastern Community Colleges

October, 2003

Illinois Eastern Community Colleges and the Board of Trustees of Eastern Illinois University form a cooperative relationship through this transfer agreement to better serve our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any Illinois Eastern Community Colleges (IECC) student who has:
 - A) completed an Associate in Applied Science (A.A.S.) degree at Illinois Eastern Community Colleges, with the required 2.0 G.P.A., and
 - B) completed the hours specified for fulfillment of the BOT/BA degree general education requirements, and
 - C) submitted required application and supporting documentation, may be admitted to the Eastern Illinois University BOT/BA degree program at the junior level and will be deemed to have met the BOT/BA degree lower division general education requirements.
2. Acceptance into the Eastern Illinois University BOT/BA degree program is based on the individual transferring student meeting the conditions and considerations required for admission to the program.
3. All credits earned at Illinois Eastern Community Colleges or other regionally accredited institutions, with the exception of remedial courses, which meet graduation requirements of an IECC A.A.S. degree will be accepted as transfer to the BOT/BA degree program at Eastern Illinois University.
4. If Illinois Eastern Community Colleges graduation requirements for a particular A.A.S. degree do not meet or exceed the number of hours necessary to fulfill the general education requirements for the Eastern Illinois University BOT/BA degree, students may need to take additional courses to fulfill BOT/BA general education requirements (see list below). These additional hours, either lower division credits from Illinois Eastern Community Colleges or upper division credits from Eastern Illinois University, will apply toward the 120 total semester hours required for the Eastern Illinois University BOT/BA degree.

General education requirements for the Eastern Illinois University BOT/BA degree include:

12 semester hours of math/natural sciences
12 semester hours of social and/or behavioral sciences
12 semester hours of humanities and/or fine arts
6 semester hours of communications/language
Constitution requirement

5. Relationships between Illinois Eastern Community Colleges and Eastern Illinois University faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
6. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
7. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
8. Appropriate publications and promotional materials regarding this agreement will be made available to all Illinois Eastern Community Colleges' students.
9. Either Eastern Illinois University or Illinois Eastern Community Colleges may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice president.
10. This agreement is effective with the 2003-2004 academic year and is subject to renewal biannually.

Eastern Illinois University

Illinois Eastern Community Colleges

Louis V. Hencken, Acting President

Date

Terry L. Bruce, CEO

Date

Blair M. Lord, Provost and
Vice President for Academic Affairs

Date

Agenda Item #8D

Certification of Equalization Eligibility

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 21, 2003
RE: Certification of Equalization Eligibility

Each year the Illinois Community College Board (ICCB) reviews the amount of equalized assessed valuation in each community college district and determines if a community college district is eligible to receive equalization grants.

At the September 19, 2003 meeting of the ICCB, Illinois Eastern Community College was determined to be eligible to receive equalization grants either in fiscal year 2003 or fiscal year 2004.

I would ask that the Board accept this certification of eligibility to receive equalization grants.

TLB/rs

Agenda Item #8E

Certification Eligibility for Special Tax Levy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 21, 2003
RE: Certification of Eligibility for Special Tax Levy

Each year the Illinois Community College Board (ICCB) reviews the tax levies of districts eligible for equalization grants and notifies those districts which had combined educational and operations and maintenance tax rates of less than 25.54 cents per \$100 of equalized assessed valuation. Those districts are eligible to levy at a combined educational and operations and maintenance purposes rate of up to and including 25.54 cents per \$100 of equalized assessed valuation.

At its September 19, 2003 meeting, the Illinois Community College Board certified IECC as eligible to levy such additional tax because IECC's current combined maximum authorized operating tax rates is 25.00 cents. This tax rate would allow the IECC Board of Trustees to levy an additional 0.54 cents and would raise an additional \$54,284.

Although the Board has this additional levy authority, it is my recommendation that the Board not levy the additional 0.54 cents.

TLB/rs

Agenda Item #8F

Budget Increase for HVAC/Data Center Project

MEMORANDUM

TO: Terry Bruce

FROM: Roger Browning

DATE: October 21, 2003

SUBJECT: Resolution to Approve Budget Modification for ICCB
Project #529-BE-1503-0503

Enclosed is a Board Resolution to seek a budget modification for ICCB Project #529-BE-1503-0503 HVAC Upgrade and Data Center Acoustics Upgrade. This project was originally approved May 27, 2003 by the Illinois Community College Board with a budget of \$39,325.

This project has been out for bid twice and we have yet to receive a bid that falls within the budget. As explained in the attached letter from Marion Poggas, there are several items that have surfaced during the course of bidding that have caused the cost of the project to increase substantially.

In order to properly address and correct these items and incorporate them into the project, I would respectfully request that the Board approve the attached resolution so that it may be forwarded to the Illinois Community College Board, along with a letter of explanation, to seek ICCB approval for a budget modification for this particular project.

RB/cr

Enclosure

October 16, 2003

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

Re: Data Center Acoustics & HVAC Upgrade
Illinois Eastern Community Colleges District Office
Olney, Illinois

Dear Roger:

After reviewing the original budget projection and the recent bids received on the referenced project, we have concluded that the increase in cost is primarily attributable to the following:

1. Because the existing electrical system in the Data Center was not set up to shut down (a code requirement), provisions were made to facilitate this. Additionally, the shutdown operation was tied into the UPS for the data center equipment to allow for a proper shutdown.
2. The new electrical service upgrade was included in the original budget. However, it appears that existing conditions regarding site issues and interior access to run conduit from the panel and the data center added substantially to the electrical budget.
3. Installation of the mechanical system ductwork required that the ceiling be removed and replaced due to the minimal amount of room available. This was not originally included in the application budget.
4. The new mechanical system was extended into the new server room to supplement the existing through-wall units due to the heat gain from the server equipment. This was not anticipated at the time of the application.

If you have any questions, please call.

Sincerely,

IMAGE ARCHITECTS INC.

Marion J. Poggas, AIA
President

Enclosure

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

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

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

Architect/Engineer's Signature

October 16, 2003
Date

001-010485
Illinois Registration or License Number

Seal

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

General Work - Partition, Door, and Ceiling	6,000
Modify Fire Suppression System	5,000
HVAC	25,000
Electrical	40,000
Miscellaneous	<u>5,000</u>
Subtotal	\$81,000
Contingency	8,100
A/E Compensation	<u>8,900</u>
Project Total	\$98,000

Resolution to Approve Budget Modification for ICCB Project #529-BE-1503-0503

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

WHEREAS, on May 27, 2003 IECC received approval from the Illinois Community College Board for ICCB Project #529-BE-1503-0503 with an approved budget of \$39,325; and,

WHEREAS, the board has received reports from a licensed professional architect/engineer that there are contingencies attributable to this project that have caused the estimated cost of this project to increase; and,

WHEREAS, the revised projected costs associated with ICCB Project #529-BE-1503-0503 are:

General Work - Partition, Door, and Ceiling	6,000
Modify Fire Suppression System	5,000
HVAC	25,000
Electrical	40,000
Miscellaneous	<u>5,000</u>
Subtotal	\$81,000
Contingency	8,100
A/E Compensation	<u>8,900</u>
Project Total	\$98,000

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

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

Resolution adopted by roll call vote this 21st day of October, 2003.

Approved: Chairman: _____

Secretary: _____

Agenda Item #8G

Certificate of Compliance with the Truth in Taxation Law

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 21, 2003
SUBJECT: Certificate of Compliance with the Truth in Taxation Law

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

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

TLB/cr

Attachment

**TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of
Illinois Eastern Community Colleges District No. 529 and as such presiding
(Legal Name of Taxing District)

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

CHECK ONE OF THE CHOICES BELOW:

The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law, and a copy of the ad is attached.

The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the 2003 levy.

Date: _____

Presiding Officer _____
(Signature)

Agenda Item #8H

Certification of Tax Levy for FY2005

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 21, 2003
SUBJECT: Certification of Tax Levy for FY2005

It is necessary at this time to certify IECC's tax levies for FY2005, beginning July 1, 2004 and ending June 30, 2005. 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 FY2005 is estimated at 43.38 cents per \$100 in equalized assessed valuation.

Mr. Chairman, I recommend that the tax levies as presented for fiscal year 2004-2005 be certified.

TLB/cr

Attachment

Fiscal Year 2004-2005 Tax Levies

It is necessary at this time to certify our tax levies for FY2005, beginning July 1, 2004 and ending June 30, 2005. This information and that of prior years is presented below to assist in evaluating next year's levy.

<u>YEAR</u>	<u>ACTUAL EAV</u>	<u>EDUCATIONAL LEVY</u>	<u>BUILDING LEVY</u>	<u>TOTAL LEVY</u>	<u>ACTUAL TOTAL TAX RATE</u>	<u>OPERATING TAX .25 EXTENSION</u>	<u>% EXTENSION IS OF LEVY</u>
85-86	823,248,303	1,660,000	710,000	2,370,000	34.7	2,058,120	87
86-87	797,820,098	1,660,000	715,000	2,375,000	39.1	1,994,550	84
87-88	731,158,156	1,601,250	686,250	2,287,500	43.5	1,827,895	80
88-89	695,402,479	1,400,000	600,000	2,000,000	44.8	1,738,506	87
89-90	679,781,864	1,400,000	600,000	2,000,000	45.35	1,699,454	85
90-91	653,538,264	1,302,000	558,000	1,860,000	45.00	1,633,846	88
91-92	671,687,523	1,302,000	558,000	1,860,000	42.80	1,679,206	90
92-93	674,813,407	1,225,000	525,000	1,750,000	43.54	1,687,034	96
93-94	690,368,534	1,225,000	525,000	1,750,000	43.28	1,725,921	99
94-95	710,255,106	1,313,000	562,000	1,875,000	43.15	1,775,637	95
95-96	743,421,002	1,330,000	570,000	1,900,000	42.08	1,888,553	99
96-97	789,479,991	1,400,000	600,000	2,000,000	42.42	1,973,618	99
97-98	840,096,133	1,555,000	667,000	2,222,000	40.32	2,100,240	95
98-99	904,660,676	1,610,000	690,000	2,300,000	45.47	2,261,652	98
99-00	945,037,299	1,800,000	765,000	2,565,000	44.28	2,362,597	92
00-01	983,802,073	1,820,000	780,000	2,600,000	43.77	2,459,505	95
01-02	980,620,689	1,837,500	787,500	2,625,000	41.76	2,451,552	93
02-03	1,010,227,912	1,837,500	787,500	2,625,000	45.13	2,525,570	96
03-04	1,019,727,226	1,925,000	825,000	2,750,000	44.41	2,548,293	93
Recommended: 04-05	1,100,000,000	1,925,000	825,000	2,750,000	43.38	2,750,000	

In addition to the Educational and Building Fund, our certificate tax levy will carry the statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, for insurance purposes:(tort liability, medicare, worker's compensation and unemployment), and for financial audit purposes. It is recommended that the tax levies as presented for FY04-05 be certified.

CERTIFICATE OF TAX LEVY

Richland, Clark, Clay, Crawford, Cumberland,
Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne,
Wabash & White

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

We hereby certify that we require:

- the sum of \$ 1,925,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
- the sum of \$ 825,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 90,000 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 \$ 175,000 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 \$ 30,000 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 \$ 225,000 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 21st day of October, 2003

Community College District Chairman of the Board of Said

Community College District Secretary of the Board of Said

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 #8I

Designation of Tax Levy Year

MEMORANDUM

TO: Board of Trustees
FROM: Roger Browning
DATE: October 21, 2003
RE: GASB Tax Year Resolution for Tax Levies

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

The following resolution clarifies that under GASB guidelines, taxes levied for the year 2003 will be collected late in calendar year 2004 and that such levy will be allocated 100% to fiscal year 2005.

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

RB/cr

RESOLUTION SETTING FORTH TAX LEVIES FOR 2003

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

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2003 concerning tax levies and extensions

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

That the sum of One Million Nine Hundred Twenty-five Thousand Dollars (\$1,925,000) be levied as a tax for Educational purposes; and the sum of Eight Hundred Twenty-Five Thousand Dollars (\$825,000) be levied as a tax for Operations and Maintenance purposes; and the sum of One Hundred Seventy-Five Thousand Dollars (\$175,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Thirty Thousand Dollars (\$30,000) be levied as a special tax for Financial Audit purposes; and the sum of Ninety Thousand Dollars (\$90,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Twenty Five Thousand Dollars (\$225,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, for the year 2003 to be collected in the year 2004; and that the levy for the year 2003 be allocated 100% for Fiscal Year 2005.

Adopted this 21st day of October, A.D. 2003

AYES:

NAYS: _____

ABSENT: _____

Chairman, Board of Trustees Date
Community College District #529

ATTEST:

Secretary, Board of Trustees Date
Community College District #529

Agenda Item #9

Bid Committee Report

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT September 30, 2003

FUND	BALANCE
Educational	\$6,024,741.12
Operations & Maintenance	\$697,125.09
Operations & Maintenance (Restricted)	\$1,178,214.99
Bond & Interest	\$1,029,550.68
Auxiliary	\$774,979.15
Restricted Purposes	\$20,421.42
Working Cash	\$1,536,907.18
Trust & Agency	\$119,408.87
Audit	\$54,926.33
Liability, Protection & Settlement	\$214,424.40
TOTAL ALL FUNDS	\$11,650,699.23

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COL
 Combined Balance Sheet--All Fund Types and Account Groups
 30-JUN-2004
 (With comparative totals for 30-JUN-2003)
 (amounts expressed in dollars)

	ALL FUNDS
	Current Year 2004
ASSETS and OTHER DEBITS:	
ASSETS:	
CASH	11,650,699
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	3,375,000
RECEIVABLES	2,460,711
ACCRUED REVENUE	
INTERFUND RECEIVABLES	
INVENTORY	506,178
TOTAL ASSETS AND OTHER DEBITS:	18,016,088
 Liabilities, equity and other credits	
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	3,880
ACCOUNTS PAYABLE	-270,630
ACCRUED EXPENSE	
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	
OTHER LIABILITIES	135,723
TOTAL LIABILITIES:	8,923
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,336,051
PR YR BDGTD CHANGE TO FUND	651,924
BALANCE	
Fund Balances:	
FUND BALANCE	4,517,468
RESERVE FOR ENCUMBRANCES	11,501,722
TOTAL EQUITY AND OTHER CREDITS:	18,007,165
 TOTAL LIABILITIES, EQUITY AND OTHER CREDITS:	 18,016,088 =====

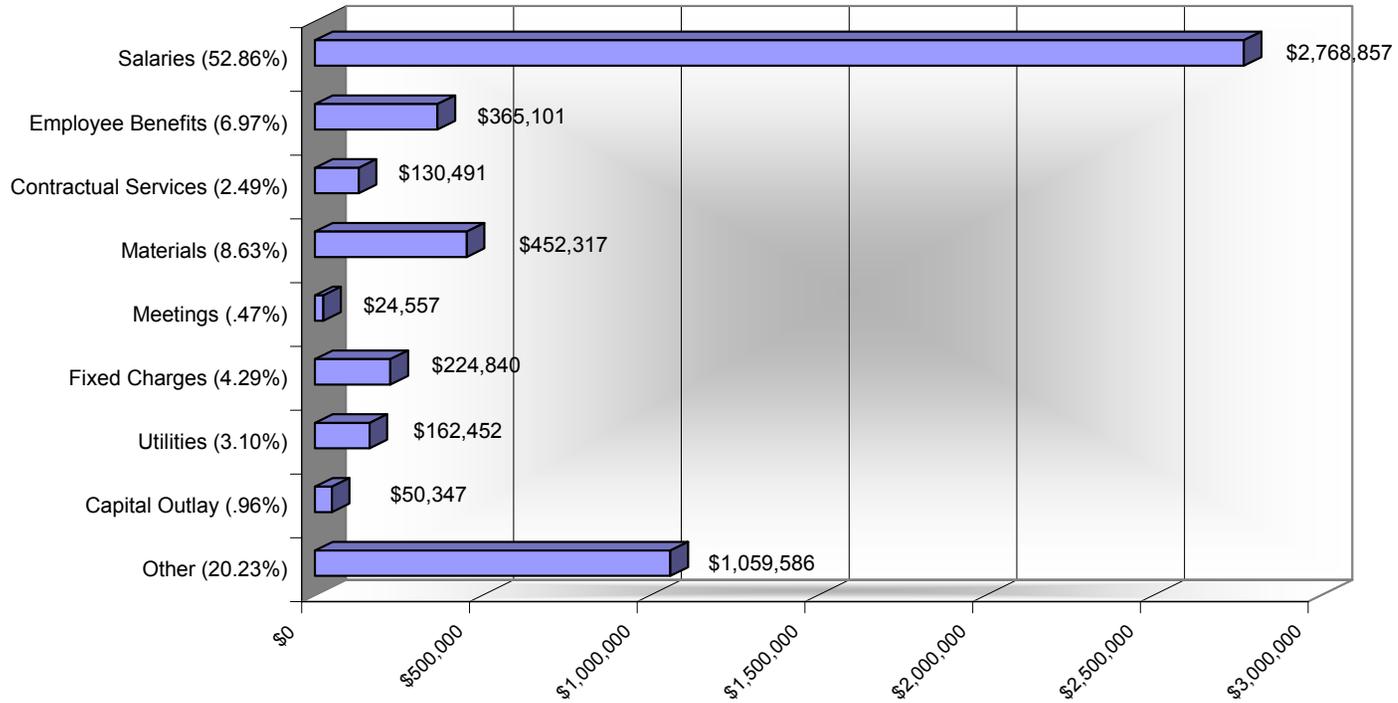
ILLINOIS EASTERN COMMUNITY COL
Statement of Rev,Exp,Other
Revenues, Expenditures, Other Changes
AS OF 30-SEP-2003

Percentage of time remaining through the Budget: 75.068

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	3,090,338
STATE GOVT SOURCES	3,088,878
STUDENT TUITION & FEES	4,174,032
SALES & SERVICE FEES	951,793
FACILITIES REVENUE	9,472
INVESTMENT REVENUE	44,884
OTHER REVENUES	15,411
DUMY	0
TOTAL REVENUES:	11,374,808
EXPENDITURES:	
INSTRUCTION	1,852,584
ACADEMIC SUPPORT	121,919
STUDENT SERVICES	287,340
PUBLIC SERV/CONT ED	16,776
OPER & MAINT PLANT	575,114
INSTITUTIONAL SUPPORT	2,161,513
SCH/STUDENT GRNT/WAIVERS	1,044,066
AUXILIARY SERVICES	323,721
TOTAL EXPENDITURES:	6,383,033
TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	734,262
TOTAL TRANSFERS AMONG FUNDS:	734,262
NET INCREASE/DECREASE IN NET ASSETS	4,257,513

Illinois Eastern Community Colleges FY2004 Operating Funds



Illinois Eastern Community Colleges Dist. #529
■ As of September 30, 2003 - \$5,238,549

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Agenda Item #13

Approval of Executive Session Minutes

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: October 17, 2003
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.4., 400.7., and 400.8., will be mailed under separate cover.

tab

Attachments

INDEX

400.1. Authorization to hire Correctional Center employee for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

400.2. Change in Status

400.3. Interim Assignment

400.4. Leave Request

400.5. FY03-04 Special Assignments

400.6. Termination of Employment

400.7. Resignations

400.8. Retirements

PERSONNEL REPORT

400.1. Authorization to hire Correctional Center employee for FY04 pending DOC approval. Employment is contingent upon Department of Corrections and Illinois Eastern Community Colleges requirements.

A. Classified

1. Lori Watts, Records Assistant, LCC/RCC

400.2. Change in Status

A. Classified

1. Lona Peavler, Business Office Clerk, DO, to Payroll Clerk, DO, effective December 1, 2003.

400.3. Interim Assignment

A. Classified

1. Gayle Zaring, Interim Career Advisor Duties at Lincoln Trail College. Amount: Based upon an additional \$ 350 per month.

400.4. Leave Request (external report)

400.5. FY03-04 Special Assignments

A. Lincoln Trail College

	<u>Extra-Curricular</u>		<u>Recommended</u>
1.	Carrie Mallard	Scholastic Bowl Coordinator	\$350
2.	Susan Polgar	Phi Theta Kappa Advisor	\$150
3.	Diane Reed	Phi Theta Kappa Advisor	\$150

400.6. Termination of Employment

A. Classified

1. Melanie Kent, Administrative Assistant, DO, effective October 22, 2003.

400.7. Resignations

A. Faculty

1. Elizabeth Tate, Nursing Instructor, effective September 17, 2003.

B. Professional/Non-Faculty

1. Amber Ramsey, Youthful Offender Counselor, IECC/LTC Robinson Correctional Center, effective October 3, 2003.
2. Kristina Zane, Career Advisor, LTC, effective October 17, 2003.

400.8. Retirements

A. Faculty

1. Victor Connor, Art Instructor, effective December 31, 2003.

B. Classified

1. Cynthia Frost, Payroll Clerk, DO, effective December 31, 2003.
2. John Stoll, Custodian, OCC, effective December 31, 2003.

Agenda Item #15

Agenda Item #15

Collective Bargaining

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

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

ENVIRONMENTAL BARRIER PROJECTS & MISCELLANEOUS:	Estimated Budget											
Misc. ADA Improvements All campuses & DO	\$505,000											
Exit Door Modifications OCC	\$126,000											
Phase IV												
Environmental Barriers FCC, LTC & WVC	\$366,300											
Exit Modifications WVC	\$61,700											
Roof Replacements OCC & WVC	\$128,400											
9/30/2003			Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

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

	Estimated Budget										
Door & Hardware Accessibility WVC & FCC	\$149,200										
Storm Drain - Applied Arts Building WVC	\$72,600										
Bleacher Replacement LTC	\$181,500										
Door Replacements LTC & WVC	\$33,900										
Gymnasium Floor Replacement LTC	\$525,100										
HVAC Unit Replacements OCC	\$447,700										
Interior Lighting Upgrade WVC	\$201,300										
Air Quality - Paint Booth Installation WVC	\$0	PROJECT CANCELLED									
Roof Replacements/Repair District-wide	\$727,000										
Sanitary Sewer Replacement FCC	\$56,900										
Stairway/Lobby Glazing OCC	\$144,000										
Exterior Wall & Fascia Renovations LTC	\$542,100										
Site Lighting LTC & WVC	\$261,400										
Roof Replacement, Main Hall WVC	\$131,800										
Exterior/Interior Wall Repair WVC	\$86,400										
Data Center Acoustics & HVAC Upgrade DO	\$39,325										
GRAND TOTAL	\$3,600,225		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted