

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**September 20, 2011**



**Location:**

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

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

*The mission of Illinois Eastern Community College District 529 is to provide excellence in teaching, learning, public service, and economic development.*

**Illinois Eastern Community Colleges  
Board Agenda**

**September 20, 2011**

**7:00 p.m.**

**Olney Central College**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Budget Hearing..... Fischer
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
  - Coal Mining Technology/Telecom
7. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Board of Trustees Training Requirement - 100.3
8. Policy Second Reading ..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. FY2012 Budget..... Bruce
  - B. IECC 2011 Fact Book ..... Cantwell
  - C. Certification of Chargeback..... Browning
  - D. 2011 Estimated Tax Levy Resolution ..... Browning
  - E. Resolution Establishing Tax Levy Hearing ..... Browning
  - F. FY2011 Audit..... Bruce
  - G. Tax Abatement for Champion Laboratories Inc..... Bruce
  - H. Designated Indiana County Tuition Rates..... Bruce
  - I. Affiliation Agreement with Physician Services of So. Illinois (Medical Office Asst.).. Bruce
  - J. Affiliation Agreement with Jasper Co Supervisor of Assessments (Admin Info Tech) Bruce
  - K. Affiliation Agreement with Wayfair Nursing & Rehab Center (ADN/PN) ..... Bruce
  - L. Affiliation Agreement with Paris Community Hospital (Phlebotomy)..... Bruce
10. Bid Committee Report..... Bruce
  - A. None
11. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, August 16, 2011.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Board Secretary, 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:

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson “Jr.,” Marilyn J. Wolfe. Trustees absent: Miranda Steinman, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Matt Fowler, President of Wabash Valley College.  
Mitch Hannahs, President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Timothy Taylor, President of Frontier Community College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
Pamela Schwartz, Associate Dean of Institutional Development.  
Renee Smith, Executive Assistant to CEO.  
Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
HRSA – Health Resources & Services Administration  
ICAHN – Illinois Critical Access Hospital Network  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, July 19, 2011 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Gary Carter made a motion to approve minutes of the July 19, 2011 meeting as prepared. Trustee William Hudson 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 carried.

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

**#3-A. Visitors & Guests:** Visitors and guests present were recognized, including several staff members.

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

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

**AGENDA #5 – “Reports” –**

**#5-A. Report from Trustees:** Chairman Fischer briefed the trustees on a recent meeting he attended, with a representative of the Department of Education present, with discussion on a wide range of topics, including dealing with the present financial situation.

**#5-B. Report from Presidents:** Written reports were presented from each of the colleges. FCC President Taylor reported that the college fund raising effort is going well.

**#5-C. Report from Cabinet:** None.

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

**#6-A. Campus Safety and Security Policy (500.17):** The Illinois General Assembly passed and the Governor signed Public Act 97-0155, which requires colleges and universities to have sexual offenders register with the college’s Director for Campus Security and Public Safety. IECC currently does not have such a position and for compliance with the statute, the Board needs to create this new position, which will not be compensated. By adding the following sentence to the present policy, IECC will be in compliance with the statute: “The Board of Trustees appoints a Director for Campus Security and Public Safety for compliance with Illinois Public Act 97-0155 (730 ILCS 150/3)—Sex Offender Registration Act.” The CEO recommended approval of this policy revision.

**Board Action:** Trustee William Hudson made a motion that second reading be waived and that the revision to Policy 500.17, Campus Safety and Security, be approved as recommended. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. 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. Tentative Budget:** Pursuant to action of the Board, a tentative budget was made available to the public on August 5 and will remain available for public inspection through the scheduled September 20 Budget Hearing and Board meeting. Notice of the budget’s availability and the public hearing was published in district newspapers. The tentative fiscal year 2012 budget projects operating revenues of \$32,024,818 for the Education Fund and the Operations and Maintenance Fund. The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2012. It was based on information available at the time of publication. The CEO recommended that the Board of Trustees accept the tentative budget as presented.

**Board Action:** Trustee Marilyn Wolfe made a motion to accept the FY2012 tentative budget as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe.

Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Tax Abatement for Champion Laboratories, Inc.:** A proposed Tax Abatement Resolution for Champion Laboratories, Inc. was presented for the Board's consideration. Following discussion, Trustee Michael Correll made a motion to defer action on the resolution until such time as definite information is available concerning action taken by taxing bodies in Edwards County. Trustee John Brooks 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.

**#8-C. Textbook Rental Fee Change – Frontier Community College:** The CEO recommended approval of a change in the textbook rental fee for Frontier Community College. Since FCC was opened in 1976, students have been able to attend without the purchase of books, through a book rental system. In 2003 a rental fee of \$10 was established for all classes of three or more credit hours. Under the recommended change, the college will now charge a fee of 33% of the net price of the new book fee. Also, the current tuition-based activity fee will continue. The change will be effective with the Spring Semester of 2012.

**Board Action:** Trustee Gary Carter made a motion to approve the change in the textbook rental fee for Frontier Community College as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Enrollment Management Plan:** A proposed Enrollment Management Plan (EMP) was presented. The District has maintained enrollment and has seen enrollment growth over a sustained period of time, even though the population of the 12 counties served by the District has been in decline for some years and the size of most of the high school districts served by IECC have seen a reduction in the number of annual graduates. However, over the past year, the District has seen a decline in enrollment. Through enrollment management, the District will be in a better position to identify optimal enrollment for the District and better manage marketing, student recruitment, student satisfaction, student retention and persistence, completion rates, tuition pricing, financial aid, academic and career counseling, and curriculum improvement. The plan will enable IECC colleges to capture enrollments that heretofore, for one reason or another, have been missed. The Enrollment Management Plan should result in the development of new recruitment strategies, the creation of marketing strategies, and the implementation of new institutional performance requirements. The CEO recommended approval.

**Board Action:** Trustee Michael Correll made a motion to approve the Enrollment Management Plan as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Articulation Agreement with Franklin University:** Since February 15, 2000, Illinois Eastern, through its colleges, has had an alliance with Franklin University. Over a decade ago, IECC joined with Franklin to create the possibility of receiving an on-line bachelor's degree through use of IECC's facilities and Franklin University's on-line courses. IECC students complete 60 hours for an Associate's Degree and then complete 24 credit hours of IECC Bridge Courses, followed by approximately 40 credit hours of on-line Bachelor Degree Completion Program courses delivered by Franklin University. Since the beginning of the program, Franklin University has compensated IECC for its participation in the program. However, changes in Federal Title IV financial aid regulations govern incentive compensation and no longer allows alliances as presently created. Franklin University remains committed to its community college partners and will continue to offer a completion scholarship program. The new articulation agreements will cover articulation of credit earned at IECC colleges and provides for an easy transition into the Franklin Program and Bachelor's Degree completion. Franklin University will continue to offer IECC faculty and staff tuition discounts for Bachelor and Master's Degrees pursued through Franklin University and will offer scholarship opportunities to IECC graduates.

The CEO recommended approval of new Articulation Agreements with Franklin University for each of IECC's four colleges.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve new Articulation Agreements with Franklin University for each of IECC's four colleges as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Affiliation Agreements:** IECC wishes to enter into five affiliation agreements dealing with the Administrative Information Technology and Phlebotomy programs. These affiliation agreements are the standard affiliation agreements utilized for the District for these programs. The CEO recommended approval of affiliation agreements with the following businesses and institutions:

Hefner, Eberspacher & Tapella (Charleston) – Administrative Information Technology.  
Crawford Memorial Hospital (Robinson) – Phlebotomy.  
Richland Memorial Hospital (Olney) – Phlebotomy.  
Daviess County Hospital (Washington, IN) – Phlebotomy.  
Good Samaritan Hospital (Vincennes, IN) – Phlebotomy.

**Board Action:** Trustee Brenda Culver made a motion to approve the foregoing affiliation agreements as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. 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 the balance in all funds as of July 31, 2011. The Treasurer reported that the District is currently owed \$4.3 million by the state.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for August 2011, totaling \$873,033.45, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for August 2011, in the amounts listed, and payments from the revolving fund for July 2011. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry L. Bruce Presented an informational report on the following topics:

1. **Talent Search Program Grant:** This grant of \$256,000 has been renewed by the Department of Education.
2. **Completers 2011:** Completers for degrees and certificates totaled 1,684 as of 8/12/11. This figure contains duplicated counts of students who received 2,3,4 or 5 certificates/degrees.
3. **Enrollment:** As of the last day of the Summer Term total reimbursable headcount enrollment is 6,621, compared to 5,768 one year ago. Reimbursable Hours are 17,076.00, compared to 17,868.00 one year ago. Reimbursable full-time equivalency is 1,138.40, compared to 1,191.20 one year ago.

**AGENDA #12 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, July 19, 2011.

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

**400.1. Change in Status**

A. Administrative

1. Mary Atkins, Coordinator, Registration & Records, FCC, to Director of Business, FCC, effective October 22, 2011.
2. Jan Wiles, Advisor, FCC, to Assistant Dean, Student Services, FCC, Effective September 6, 2011.

**400.2. FY11-12 Educational Level Changes**

A. Faculty

1. John Day, from M to M+12, \$1,000.
2. Pauletta Gullett, from AA+32 to B, \$1,000.
3. Anne Hustad, from M+36 to M+48, \$1,000.
4. Carmen Jones, from M to M+24, \$2,000.
5. Amie Mayhall, from M+36 to M+48, \$1,000.

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

A. Faculty

- Brenda Grove, United Methodist Village, Lawrenceville, IL, approximate time per academic year 280 hours.  
Brenda Grove, Lake Land College, Robinson Correctional Center, approximate time per academic year 100 hours.
- Brenda Grove, Robinson Correctional Center, Robinson, IL, approximate time per academic year 100 hours.  
Judith Hudson, The Women’s Hospital, Newburgh, IN, approximate time per academic year, 75 hours.

**400.4. Retirements**

A. Administrative

1. LaVonna Miller, Director of Business, FCC, effective October 22, 2011.

B. Classified

1. Sherie (Denise) Hilliard, Administrative Assistant, FCC, effective October 1, 2011.

**400.5. Resignations**

A. Classified

1. Sara Bergbower, Office Assistant, OCC, effective August 15, 2011.
2. Stephanie Durham, Administrative Assistant to the President, WVC, effective August 6, 2011.
3. Christine (Tina) Weber, Jobs Advisor, OCC, effective September 6, 2011.

**Personnel Report Addendum**

**400.6. Change in Status**

A. Classified



1. Andrea (Andi) Pampe, Student Advantage Network Academic Counselor, DO/OCC, to Jobs Advisor, OCC, effective September 6, 2011, contingent upon continued grant funding.

**#14-A. Board Action to Amend Personnel Report:** Trustee William Hudson made a motion to amend the Personnel Report, to add an addendum containing Section 400.6, as recommended. Trustee Michael Correll 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 carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Gary Carter made a motion to approve the amended Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Trustees voting nay: None. Trustees absent: Miranda Steinman, student trustee. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18– “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Trustee William Hudson made a motion to adjourn. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:20 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Budget Hearing**

**Agenda Item #4**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #5**

**Public Comment**

**Agenda Item #6**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #7**

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

**Board of Trustees Training Requirement 100.3**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: Open Meetings Act Training Requirement Policy

The Illinois General Assembly has passed legislation requiring that members of the Board of Trustees and other designated employees take and pass annual training on the Open Meetings Act.

Board members, and employees designated by the Board, must successfully complete the electronic training curriculum developed and administered by the Illinois Attorney General's Public Access Counselor.

Under the legislation, Board members who are members on January 1, 2012 must complete the training by January 1, 2013. If an individual becomes a member of the Board after January 1, 2012, the Board member must complete the training no later than the 90<sup>th</sup> day after being sworn into office.

Board members, who successfully complete the training as required by the Public Access Counselor, shall be required to file a Certificate of Completion with the Board Secretary.

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

TLB/rs

Attachment

BOARD OF TRUSTEES - 100

**Meetings and Minutes (100.3)**

Date Adopted: December 19, 1989

Revised: September 20, 2011

- A. The Board of Trustees shall operate in compliance with the Open Meetings Act, (Ill. Rev. Statutes, Chapter 102, Par. 41, et seq.).
- B. Meetings of the Board of Trustees shall be open to the public, except for purposes listed in the Illinois Open Meetings Act as proper for discussion in closed meetings.
- C. Minutes shall be kept of all meetings, open or closed, to include date, time and place of the meeting, members of the Board present, and a general description of matters discussed.
- D. The Secretary of the Board of Trustees shall be custodian of all minutes of the Board.
- E. Minutes of closed meetings shall be kept confidential if any two members state that it is necessary to protect the public interest or the privacy of an individual.
- F. Approval of minutes of closed meetings shall require the affirmative vote of at least four members.
- G. Minutes of closed meetings shall not be made public unless the motion for approval so states, except as otherwise provided by law or policy.
- H. Minutes of closed meetings shall be reviewed at least semi-annually to determine the need for such minutes to remain confidential.
- I. In the event the Board agrees to conduct a board meeting utilizing video conference, telephone or other electronic means of communication, a quorum of members of the board must be physically present in order for other members to participate in a board meeting electronically. Therefore, four members of the board will be required to be physically present to establish a quorum to conduct a board meeting. Thereafter, up to three members of the board will be permitted to connect to a board meeting using electronic means of communication.
- J. Board members who are members on January 1, 2012 must complete the electronic training curriculum developed by the Illinois Attorney General's Public Access Counselor by January 1, 2013. Any Board member sworn in after January 1, 2012 must complete the training no later than the 90th day after being sworn into office. The failure of one or more members to complete the training required does not affect the validity of any action taken by the Board. Each Board member who successfully completes the electronic training curriculum shall file a copy of the Certificate of Completion with the Secretary to the Board of Trustees.

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**

**Agenda Item #9A**

**FY2012 Budget**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: FY2012 Budget

The preliminary budget was provided to the Board of Trustees at its August 16<sup>th</sup> regular meeting. The FY2012 Budget for Illinois Eastern Community College District No. 529 was mailed to each Board member. Since the preliminary budget was given to the Board, \$400,000 has been added to the FY2012 Budget for the purchase of a district-wide phone system. (Before any expenditure of these additional funds would occur, specifications would be prepared, bids would be solicited, and the Board would consider these bids for possible approval.)

The budget reflects actions taken by the Board to decrease dependence upon state funding to operate the District's four colleges. This budget contemplates that 11% of the District's revenue would come from local property taxes, 41% from State government, 46% from tuition and fees, and 1% from other sources.

The District has complied with all the notice and budget hearing requirements.

I ask that the Board approve the FY2012 Budget for Illinois Eastern Community Colleges.

TLB/cr

**Agenda Item #9B**

**IECC 2011 Fact Book**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: 2011 IECC Fact Book

The IECC Fact Book has been developed to provide an annual compilation of data about Illinois Eastern Community Colleges including information about the students in our District, enrollment history, the degrees and certificates granted, the financial aid received and distributed, and the District's budgets and operations.

The 2011 IECC Fact Book will be used for strategic planning, institutional effectiveness, and policy-making processes. In most cases, the time period of the statistical data covered by the Fact Book is FY11 which is from July 1, 2010 to June 30, 2011. The Fact Book was sent to the Board on September 13, 2011.

I ask the Board's approval of the 2011 IECC Fact Book.

TLB/rs



**Agenda Item #9C**

**Certification of Chargeback**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry Bruce  
DATE: September 20, 2011  
RE: Certification of Chargeback

The Illinois Community College Board Certification of Chargeback for FY2012 is \$298.78. The computation of the chargeback is attached. The chargeback cost is utilized to determine out of district, out of state and international tuition; and the chargeback reimbursement rate.

Tuition Rate – Out of District	-	\$226.61 per Semester Hour
Tuition Rate – Out of State	-	\$298.78 per Semester Hour
Tuition Rate – International	-	\$298.78 per Semester Hour
Chargeback Reimbursement	-	\$102.42 per Semester Hour

I ask the Board's approval of the ICCB Certification of Chargeback.

TLB/cr

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
 CERTIFICATION OF CHARGEBACK REIMBURSEMENT  
 FOR FISCAL YEAR 2012**

**ALL FISCAL YEAR 2011 NONCAPITAL AUDITED OPERATING  
 EXPENDITURES FROM THE FOLLOWING FUNDS:**

1	Education Fund	<u>\$ 24,818,847</u>	
2	Operations and Maintenance Fund	<u>\$ 2,784,097</u>	
3	Public Building Commission Operation and Maintenance Fund	<u>\$ -</u>	
4	Bond and Interest Fund	<u>\$ 1,563,781</u>	
5	Public Building Commission Rental Fund	<u>\$ -</u>	
6	Restricted Purposes Fund	<u>\$ 12,781,460</u>	
7	Audit Fund	<u>\$ 59,950</u>	
8	Liability, Protection, and Settlement Fund	<u>\$ 646,471</u>	
9	Auxiliary Enterprises Fund (subsidy only)	<u>\$ 1,049,020</u>	
<b>10</b>	<b>TOTAL NONCAPITAL EXPENDITURES (sum of lines 1-9)</b>		<u>\$ 43,703,626</u>
11	Depreciation on capital outlay expenditures (equipment, buildings, and fixed equipment paid) from sources other than state and federal funds	<u>\$ 2,253,782</u>	
<b>12</b>	<b>TOTAL COSTS INCLUDED (line 10 plus line 11)</b>		<u>\$ 45,957,408</u>
13	Total certified semester credit hours for FY 2011	<u>\$ 153,818</u>	
<b>14</b>	<b>PER CAPITA COST (line 12 divided by line 13)</b>		<u>\$ 298.78</u>
15	All FY 2011 state and federal operating grants for noncapital expenditures DO NOT INCLUDE ICCB GRANTS	<u>\$ 11,101,499</u>	
16	FY 2011 state and federal grants per semester credit hour (line 15 divided by line 13)		<u>\$ 72.17</u>
17	District's average ICCB grant rate (excluding equalization grants) for FY 2012		<u>\$ 38.19</u>
18	District's student tuition and fee rate per semester credit hour for FY 2012		<u>\$ 86.00</u>
19	Chargeback reimbursement per semester credit hour (line 14 less lines 16, 17, and 18)		<u>\$ 102.42</u>

Approve \_\_\_\_\_  
 Chief Fiscal Officer / Date

Approve \_\_\_\_\_  
 Chief Executive Officer / Date

**Agenda Item #9D**

**2011 Estimated Tax Levy Resolution**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
SUBJECT: 2011 Estimated Tax Levy Resolution

Each year the Board of Trustees must certify the District's estimated tax levy for the year. The 2011 estimated tax levy resolution for taxes due and collectible in 2012 follows this memo.

The resolution establishes the levy for the education fund and the operations and maintenance fund. In addition, the District's certificate of tax levy will carry a statement that an additional levy must be made by each county clerk for each of the outstanding bond issues, tort liability, workers compensation, audit, and unemployment and other insurance.

I ask the Board's approval of this Estimated Tax Levy Resolution.

TLB/cr

Attachment

**RESOLUTION REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2011**

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 2010 was:

Education Purposes	\$2,217,742
Operations and Maintenance Purposes	950,460
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	477,534
Audit	63,364
Other	0
 Total	 \$3,709,100

WHEREAS, it is hereby determined that the estimated amount of taxes necessary to be raised by taxation for the year 2011 is as follows:

Education Purposes	\$2,362,500
Operations and Maintenance Purposes	1,012,500
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance and Medicare Contributions	565,000
Audit	80,000
Other	0
 Total	 \$4,020,000

WHEREAS, the Truth in Taxation Law, as amended, requires that all taxing districts in the State of Illinois provide a date 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 2010 was \$1,844,558; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2011 is \$1,861,250.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees, Illinois Eastern Community College 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 2011 is \$4,020,000.
- Section 2:** The aggregate amount of taxes estimated to be levied for the year 2011 does exceed 105% of the taxes extended by the district in the year 2010.
- Section 3:** The aggregate amount of taxes estimated to be levied for the year 2011 for debt service is a 1% increase over the taxes extended for debt service for 2010.
- Section 4:** Public notice shall be given in the following newspapers of general circulation in said district,

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

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

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

I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2011 will be held on October 18, 2011 at 7:00 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).

II. The corporate and special purpose property taxes extended or abated for the year 2010 were \$3,709,100.

The proposed corporate and special purpose property taxes to be levied for 2011 are \$4,020,000. This represents an 8% increase over the previous year extension.

III. The property taxes extended for debt service for 2010 were \$1,844,558.

The estimated property taxes to be levied for debt service and public building commission leases for 2011 are \$1,861,250. This represents a 1% increase over the previous year.

IV. The total property taxes extended or abated for 2010 were \$5,552,031.

The estimated total property taxes to be levied for 2011 are \$5,881,250. 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.

ADOPTED this 20th day of September 2011.

BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGES  
COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD,  
CUMBERLAND, EDWARDS, HAMILTON, JASPER,  
LAWRENCE, WABASH, WAYNE AND WHITE  
STATE OF ILLINOIS

By: \_\_\_\_\_  
Chairman

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



**Agenda Item #9E**

**Resolution Establishing Tax Levy Hearing**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
SUBJECT: Resolution Establishing Tax Levy Hearing

The Board of Trustees annually adopts a resolution establishing the District's estimated tax levy. If the adoption of that resolution results in a greater than 5% increase in the proposed property tax levy over the previous year's extension (exclusive of bond and interest costs), a tax levy hearing must be held.

The resolution which follows would:

- 1) Establish a fiscal year of July 1, 2012 – June 30, 2013.
- 2) Require the publication of a public notice of a hearing on the tax levy.
- 3) Require a hearing on October 18, 2011.
- 4) Notify the public that a tax levy would be adopted by the Board on October 18, 2011.

I ask the approval of the Resolution Establishing a Tax Levy Hearing.

TLB/cr

Attachment

RESOLUTION

ESTIMATED 2011 TAX LEVY

HEARING

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College 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 2011 for taxes due and collectible in 2012:

1. Date of Fiscal Year: July 1, 2012 - June 30, 2013
2. Publication of Notice of Public Hearing on Tax Levy: After October 4, 2011 and before October 11, 2011.
3. Public Hearing on Tax Levy: October 18, 2011, at the hour of 7:00 p.m. local time, Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois.
4. Adoption of Tax Levy: October 18, 2011, following the Public Hearing.

BY ORDER OF THE BOARD OF TRUSTEES  
ILLINOIS EASTERN COMMUNITY COLLEGE  
DISTRICT NO. 529

---

Chairman, Board of Trustees Date

---

Secretary, Board of Trustees Date

**Agenda Item #9F**

**FY2011 Audit**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: FY2011 Audit

The Illinois Community College Board (ICCB) requires the Board of Trustees to complete and approve an annual audit and that it be forwarded to the ICCB for filing by October 15th. The audit has been prepared for the Board's consideration.

The Audit Committee comprised of Trustee Marilyn Wolfe and Trustee John Brooks met with the Chief Executive Officer, the Chief Finance Officer, and the independent auditors on September 8, 2011. The draft audit was reviewed in detail.

The audit indicated that there were no adverse findings and that the District complied with generally accepted accounting principles. The Audit Committee will report on its review of the audit and its meeting with the auditors at the Board meeting.

On Friday, September 16<sup>th</sup>, an electronic copy of the final audit was sent to Board members. The auditors have indicated that a printed final copy of the audit will be available for review by the Board at the Tuesday, September 20<sup>th</sup> Board meeting. There will be no material changes between the electronic version and the printed version of the audit.

I ask that the Board pass a resolution to accept the audit and to authorize that the completed audit be forwarded to the Illinois Community College Board.

TLB/cr

Attachment

RESOLUTION OF THE BOARD OF TRUSTEES

ANNUAL AUDIT

WHEREAS, 110 ILCS 805/3-22.1 of the Illinois Public Community College Act requires the conduct of an annual audit for Illinois Eastern Community College 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 College District #529, accepts and approves the annual audit of the district as submitted by Clifton Gunderson LLP.

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

By order of the Board of Trustees.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
DATE

**Agenda Item #9G**

**Tax Abatement for Champion Laboratories, Inc.**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: Tax Abatement for Champion Laboratories, Inc.

At the July 19<sup>th</sup> Board of Trustees meeting, the Board of Trustees directed the CEO to prepare a Tax Abatement Resolution that the Board could consider and adopt at a later Board meeting.

The resolution requires the abatement of 40% of the real estate taxes due and payable to the College District by Champion Laboratories, Inc. Such abatement would continue for a total of five years.

Champion Laboratories has indicated that if the taxing bodies involved abate taxes to be collected, Champion would plan to spend between \$4 million and \$6 million on infrastructure improvements at its Albion, Illinois facility. These expenditures would allow Champion to maintain its existing work staff and allow additional new jobs.

The City of Albion and the Edwards County Unit School District have prepared resolutions to abate taxes. The City has adopted its abatement resolution, and the school district has indicated that the school board will likely adopt the resolution on September 19<sup>th</sup>. The resolution of each of these taxing bodies has explicit actions required by Champion Laboratories to make the resolutions effective.

The resolution proposed for the District does not contain explicit actions to be taken by Champion Laboratories. Obviously, the Board hopes that Champion Laboratories will honor its commitment to expand local infrastructure and maintain existing jobs and increase employment.

The District resolution orders the County Clerk of Edwards County to abate 40% of the ad valorem property taxes on property owned by Champion Laboratories Inc., or its successor, for a period not to exceed five years.

Champion Laboratories currently pays the District approximately \$26,000 per year in property taxes. A 40% reduction would reduce that amount by \$10,400 per year.

I ask the Board's approval of the tax abatement resolution.

TLB/rs

Attachment



TAX ABATEMENT RESOLUTION

The Board of Trustees of ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 does hereby adopt the following Resolution:

Illinois Eastern Community College District #529 (The District) is located in the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White. The District is operated by a seven member elected Board of Trustees and is authorized to collect ad valorem property taxes within the community college district.

WHEREAS, the Illinois Eastern Community College Board of Trustees is empowered by Illinois Compiled Statutes 35 ILCS 200/18-165, upon majority vote of the Board, to order the County Clerk of any County within the District to abate any portion of the taxes on property of an industrial or commercial firm in the State of Illinois.

WHEREAS, the District recognizes that Champion Laboratories, Inc. is an important employer within Edwards County, Illinois and within the community college district; and,

WHEREAS, the District wishes to aid Champion Laboratories, Inc. in its efforts to retain employment in the local area; and,

WHEREAS, the District notes that Champion Laboratories has committed to expend between \$4 million and \$6 million on infrastructure improvements at its Albion, Illinois facility, which would allow Champion to maintain its current staffing levels and possibly add 250 additional jobs; and,

WHEREAS, the District collects from Champion Laboratories, Inc. approximately \$26,000 per year in ad valorem real estate taxes on property located in Edwards County; and,

THEREFORE, the District, by this resolution of the Board of Trustees hereby directs the County Clerk of Edwards County, Illinois, to abate 40% of the 2011 ad valorem taxes imposed upon real property owned by Champion Laboratories, Inc. or its successor, due and payable in calendar year 2012, and that such abatement shall continue for a period not to exceed five years.

That the Secretary to the Board of Trustees of Illinois Eastern Community College District 529 shall file a certified copy of this resolution with the County Clerk of Edwards County.

Upon roll call vote \_\_\_\_\_ Trustees voted aye:

Upon roll call vote \_\_\_\_\_ Trustees voted nay:

Passed and approved by the ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529 at its regular Board of Trustees meeting held on September 20, 2011 in Olney, Illinois.

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529

BY: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary to the Board

**Agenda Item #9H**

**Designated Indiana County Tuition Rates**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: Designated Indiana County Tuition Rate

The District charges a designated Indiana county tuition rate of \$114.00 per semester hour (regular tuition \$71.00) for those Indiana counties neighboring the District. Currently students in the twelve Indiana counties of Clay, Daviess, Gibson, Greene, Knox, Parke, Pike, Posey, Sullivan, Vanderburgh, Vigo, and Warrick have a designated Indiana County tuition rate.

To facilitate entrance into District programs of interest to Indiana students, it is proposed that the District add the six additional counties of Dubois, Martin, Owen, Putnam, Spencer, and Vermillion to this special tuition rate.

If adopted, the District would be taking action similar to other institutions of higher education. For example, University of Southern Indiana (USI) has included all counties of Illinois in their in-state tuition rate. Southern Illinois University-Carbondale has extended a special tuition rate to most of Indiana, all of western Kentucky, and portions of southeastern Missouri.

I ask the Board's approval to add six additional counties to the Designated Indiana County Tuition Rate.

TLB/rs

**Agenda Item #9I**

**Affiliation Agreement with Physician Services of Southern Illinois – Medical Office Assistant**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: Affiliation Agreement with Physician Services of Southern Illinois

IECC wishes to enter into a new affiliation agreement with Physician Services of Southern Illinois, with clinics throughout Southern Illinois and headquartered in Mt. Vernon, Illinois.

This affiliation agreement is for the Medical Office Assistant Program located at Olney Central College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
MEDICAL OFFICE ASSISTANT PROGRAM**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and PHYSICIAN SERVICES CORPORATION of SOUTHERN ILLINOIS, S.C. (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Medical Office Assistant Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of

inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made in December of each year, as requested by facility, if either party requests the review. If AGENCY wants to continue with agreement, no action should be taken. If AGENCY wishes to review and modify AGREEMENT, contact should be made with OLNEY CENTRAL COLLEGE. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

9. AGENCY may require the removal of a student, if this is deemed necessary by the AGENCY in the interest of patient care.

The students subject to this agreement are not agents or employees of the AGENCY.

OLNEY CENTRAL COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If OLNEY CENTRAL COLLEGE procures professional liability coverage that is not on an "occurrence basis," OLNEY CENTRAL COLLEGE or Student shall, at all times, maintain insurance coverage for

medical professional liability directly or indirectly resulting from acts or omissions of OLNEY CENTRAL COLLEGE or OLNEY CENTRAL COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). In addition, OLNEY CENTRAL COLLEGE shall maintain general liability insurance on an occurrence basis for OLNEY CENTRAL COLLEGE and all its Students, employees and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. OLNEY CENTRAL COLLEGE shall also maintain workers' compensation insurance for any employees of OLNEY CENTRAL COLLEGE performing services under this Agreement. OLNEY CENTRAL COLLEGE shall furnish AGENCY with a certificate of insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

OLNEY CENTRAL COLLEGE agrees that it and its students and faculty will comply with the purpose and standards recommended by The Joint Commission.

OLNEY CENTRAL COLLEGE shall obtain and provide verification of a criminal background check as provided by Illinois law for health care workers for each Student and faculty member prior to that person's assignment at AGENCY. In the event adverse information is obtained from the criminal background check, OLNEY CENTRAL COLLEGE shall provide the information to Affiliate after obtaining an Authorization and Release from the Student or faculty member, as necessary. In the event such Authorization and Release are not given, the Student or faculty member shall be disqualified from participation at AGENCY. The results of the check must be satisfactory to AGENCY."

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials on the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY  
PHYSICIAN SERVICES CORPORATION  
OF SOUTHERN ILLINOIS, S.C.

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

\_\_\_\_\_  
President, Olney Central College

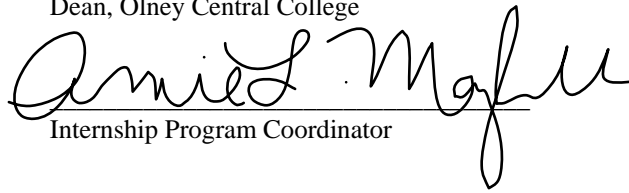


---

Administrator, Hospital or Agency

---

Dean, Olney Central College

A handwritten signature in black ink, appearing to read "Arnie L. Mahan". The signature is written in a cursive style and is positioned above a horizontal line.

Internship Program Coordinator

---

Chief Executive Officer,  
Illinois Eastern Community Colleges

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

**Agenda Item #9J**

**Affiliation Agreement with Jasper County Supervisor of Assessments - Administrative Information  
Technology**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: Affiliation Agreement with Jasper County Supervisor of Assessments

IECC wishes to enter into a new affiliation agreement with Jasper County Supervisor of Assessments Office, located in Newton, Illinois.

This affiliation agreement is for the Administrative Information Technology Program located at Olney Central College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
ADMINISTRATIVE INFORMATION TECHNOLOGY PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and JASPER COUNTY SUPERVISOR OF ASSESSMENTS OFFICE (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Administrative Information Technology Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of OLNEY CENTRAL COLLEGE for the purpose of gaining knowledge and experience in the field of Office Technologies,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available for the administrative information technology internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of

inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

6. The student(s) and Program Coordinator will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_.

AGENCY  
Jasper County Supervisor of Assessments Office  
204 West Washington Street, Suite 1  
Newton, IL 62448  
618-783-8042

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

\_\_\_\_\_  
President, Olney Central College

---

Dean, Olney Central College

---

Administrator, Agency

---

Internship Program Coordinator

---

Chief Executive Officer,  
Illinois Eastern Community Colleges

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

September 4, 2008

**Agenda Item #9K**

**Affiliation Agreement with Wayfair Nursing & Rehab Center  
Associate Degree Nursing – Practical Nursing**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: Affiliation Agreement with Wayfair Nursing & Rehabilitation Center

IECC wishes to enter into a new affiliation agreement with Wayfair Nursing & Rehabilitation Center, located in Fairfield, Illinois.

This affiliation agreement is for the Associate Degree Nursing and Practical Nursing Programs and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment



**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
ASSOCIATE DEGREE NURSING/PRACTICAL NURSE CERTIFICATE PROGRAM  
FCC - LTC - OCC - WVC**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this   23   day of   August  ,   2011  ,  
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,  
FRONTIER COMMUNITY COLLEGE, LINCOLN TRAIL COLLEGE, OLNEY CENTRAL  
COLLEGE and WABASH VALLEY COLLEGE, for its Associate Degree Nursing/Practical  
Nurse Certificate Program (hereinafter referred to as DISTRICT #529) and  
  WAYFAIR NURSING & REHABILITATION CENTER     FAIRFIELD, IL     62837   Agency  
(City) (State)  
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nursing Program for the DISTRICT, and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the DISTRICT #529, Nursing Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Department Head of the Nursing Program on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of

the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Nursing students and Nursing Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the Department Head and/or Associate Dean, on behalf of DISTRICT #529.

9. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

10. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the

contemplated program. Nursing Faculty and nursing students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

11. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

12. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Nursing Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their nursing laboratory experience needed for graduation at the AGENCY.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529, OLNEY CENTRAL COLLEGE

FRONTIER COMMUNITY COLLEGE CAMPUS

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_  
Department Head of Nursing

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Revised: 08/02/89; 8/25/92  
08/17/94; 10/05/94;  
12/12/94; 10/2000; 7/04  
7/09; 5/11  
Reviewed: 04/28/97; 10/08

**Agenda Item #9L**

**Affiliation Agreement with Paris Community Hospital – Phlebotomy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: September 20, 2011  
RE: Affiliation Agreement with Paris Community Hospital

IECC wishes to enter into a new affiliation agreement with Paris Community Hospital, located in Paris, Illinois.

This affiliation agreement is for the Phlebotomy Program located at Olney Central College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

# AFFILIATION AGREEMENT

BETWEEN

**ILLINOIS EASTERN COMMUNITY COLLEGES,  
District # 529  
Olney Central College Phlebotomy Program**

AND

**Paris Community Hospital  
721 East Court Street  
Paris, IL 61944-2460**

THIS AGREEMENT made and entered into this 15<sup>th</sup> day of July 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Paris Community Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 for the desired purpose,

NOW THEREFORE, for consideration of the mutual covenants and acts to be kept and performed by the parties hereto, the parties do herewith agree as follows:

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
  - be responsible for the teaching the didactic portion of the Phlebotomy Program;

- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Phlebotomy students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.



IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 15th day of July 2011.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Manager of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Chairman, IECC Board of Trustees

Illinois Eastern Community Colleges, District 529, does not discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon request.

Adopted 6-2005

**Agenda Item #10**

**Bid Committee Report**

**None**

**Agenda Item #11**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
August 31, 2011**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,879,442.81
Operations & Maintenance	\$565,202.37
Operations & Maintenance (Restricted)	(\$81,176.79)
Bond & Interest	\$766,736.61
Auxiliary	\$38,586.39
Restricted Purposes	(\$385,219.03)
Working Cash	\$182,051.25
Trust & Agency	\$434,613.80
Audit	(\$3,496.06)
Liability, Protection & Settlement	\$6,732.14
<b>TOTAL ALL FUNDS</b>	<b>\$7,403,473.49</b>

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Balance Sheet - All Funds  
 August 31, 2011

	ALL FUNDS
	Fiscal Year 2012
ASSETS:	
CASH	7,403,473
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	18,190,000
RECEIVABLES	9,238,184
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	577,237
OTHER ASSETS	469,421
TOTAL ASSETS AND OTHER DEBITS:	35,912,815
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	184,671
ACCOUNTS PAYABLE	46,333
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	206,136
TOTAL LIABILITIES:	437,140
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,097,988
PR YR BDGTD CHANGE TO FUND BALANCE	(112,015)
FUND BALANCES:	
FUND BALANCE	19,377,723
RESERVE FOR ENCUMBRANCES	13,111,979
TOTAL EQUITY AND OTHER CREDITS	35,475,675
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	35,912,815

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF August 31, 2011

ALL FUNDS

FY 2012  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	1,390,031
STATE GOVT SOURCES	2,310,845
STUDENT TUITION & FEES	6,433,688
SALES & SERVICE FEES	803,547
FACILITIES REVENUE	270
INVESTMENT REVENUE	2,271
OTHER REVENUES	10,219
TOTAL REVENUES:	10,950,871

EXPENDITURES:

INSTRUCTION	994,122
ACADEMIC SUPPORT	57,882
STUDENT SERVICES	164,818
PUBLIC SERV/CONT ED	7,975
OPER & MAINT PLANT	477,486
INSTITUTIONAL SUPPORT	1,132,500
SCH/STUDENT GRNT/WAIVERS	1,745,450
AUXILIARY SERVICES	943,344
TOTAL EXPENDITURES:	5,523,577

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	5,427,294
-------------------------------------	-----------

**OPERATING FUNDS  
COMPARISON REPORT FY10-12**

College	Category	FISCAL YEAR 2010			FISCAL YEAR 2011			FISCAL YEAR 2012			% of Year
		Estimated Budget	Spent Thru August	% of Bdgt	Estimated Budget	Spent Thru August	% of Bdgt	Estimated Budget	Spent Thru August	% of Bdgt	
Frontier	Bills		\$388,971			\$287,670			\$300,961		
	Payroll		\$233,403			203,230			207,686		
	Totals	\$ 4,389,054	622,374	14%	\$ 4,213,492	490,900	12%	\$ 4,432,594	508,647	11%	17%
Lincoln Trail	Bills		\$327,065			330,730			327,983		
	Payroll		\$238,966			189,435			209,617		
	Totals	\$ 4,575,110	566,031	12%	\$ 4,436,027	520,165	12%	\$ 4,666,700	537,600	12%	17%
Olney Central	Bills		\$274,122			333,213			397,322		
	Payroll		\$426,017			387,217			399,827		
	Totals	\$ 7,117,178	700,139	10%	\$ 6,900,816	720,430	10%	\$ 7,259,658	797,149	11%	17%
Wabash Valley	Bills		\$635,302			452,645			538,212		
	Payroll		\$292,960			239,176			254,592		
	Totals	\$ 6,340,835	928,262	15%	\$ 5,955,946	691,821	12%	\$ 6,265,655	792,804	13%	17%
Workforce Educ.	Bills		\$403,192			626,730			705,720		
	Payroll		\$140,499			139,549			157,763		
	Totals	\$ 3,887,648	543,691	14%	\$ 4,109,423	766,279	19%	\$ 4,323,113	863,483	20%	17%
District Office	Bills		\$38,109			29,721			25,521		
	Payroll		\$123,529			98,086			106,345		
	Totals	\$ 1,322,403	161,638	12%	\$ 1,168,424	127,807	11%	\$ 1,229,182	131,866	11%	17%
District Wide	Bills		\$379,149			369,032			413,606		
	Payroll		\$103,903			84,313			89,289		
	Totals	\$ 4,815,722	483,052	10%	\$ 3,607,770	453,345	13%	\$ 4,500,654	502,895	11%	17%
<b>GRAND TOTALS</b>		<b>\$32,447,950</b>	<b>\$4,005,187</b>	<b>12%</b>	<b>\$30,391,898</b>	<b>\$3,770,747</b>	<b>12%</b>	<b>\$32,677,557</b>	<b>\$4,134,444</b>	<b>13%</b>	<b>17%</b>

**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2011 -- August 31, 2011**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	561,769	240,758	802,527
State Government Sources	1,275,854	1,028,991	2,304,845
Net Tuition and Fees	1,322,383	-	1,322,383
Sales & Service Fees	10,350	-	10,350
Facilities Revenue	-	225	225
Investment Revenue	2,755	747	3,502
Other Revenues	13,158	-	13,158
<b>TOTAL REVENUES:</b>	<b>3,186,269</b>	<b>1,270,721</b>	<b>4,456,990</b>
 <b>EXPENDITURES:</b>			
Salaries	1,324,329	100,790	1,425,119
Employee Benefits	252,304	17,652	269,956
Contractual Services	85,885	41,983	127,868
Materials	133,460	45,277	178,737
Travel & Staff Development	10,642	1,372	12,014
Fixed Charges	100,940	178,471	279,411
Utilities	15,443	75,480	90,923
Capital Outlay	-	2,701	2,701
Other	3,271	10	3,281
<b>TOTAL EXPENDITURES:</b>	<b>1,926,274</b>	<b>463,736</b>	<b>2,390,010</b>
 <b>TRANSFERS :</b>			
Interfund Transfers	-	-	-
<b>TOTAL TRANSFERS:</b>	<b>-</b>	<b>-</b>	<b>-</b>



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**August 31, 2011**

	<u>FY 2012</u>		<u>FY 2011</u>		<u>Increase</u> <u>(Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	1,425,119	34.47%	1,341,006	35.56%	84,113
Employee Benefits	269,955	6.53%	254,044	6.74%	15,911
Contractual Services	127,868	3.09%	91,757	2.43%	36,111
Materials	178,737	4.32%	178,967	4.75%	(230)
Travel & Staff Development	12,014	0.29%	15,860	0.42%	(3,846)
Fixed Charges	279,411	6.76%	294,381	7.81%	(14,970)
Utilities	90,923	2.20%	160,385	4.25%	(69,462)
Capital Outlay	2,701	0.07%	6,249	0.17%	(3,548)
Other	1,747,716	42.27%	1,428,098	37.87%	319,618
	<u>4,134,444</u>	<u>100.00%</u>	<u>3,770,747</u>	<u>100.00%</u>	<u>363,697</u>

**Agenda Item #12**

**Chief Executive Officer's Report**

**Agenda Item #13**

**Executive Session**

**Agenda Item #14**

**Approval of Executive Session Minutes**

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**

**Agenda Item #15**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** September 16, 2011  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.3., 400.4., and 400.5 will be mailed under separate cover.

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. FY11-12 Educational Level Changes**
- 400.3. Approval of Proposed Non-College Employment (External Report)**
- 400.4. Retirements**
- 400.5. Resignations**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Classified

1. Katie Hinderliter, Administrative Assistant to the President, WVC, effective October 11, 2011.
2. Deborah Hunley, Office Assistant, OCC, effective September 21, 2011.
3. Jana Shain, TRiO Upward Bound Counselor, DO (LTC), effective September 22, 2011, contingent upon continued grant funding.
4. Jennifer Stroughmatt, Student Advantage Network Counselor, effective September 23, 2011, contingent upon continued grant funding.

## 400.2. FY11-12 Educational Level Changes

### A. Faculty

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
1. Michael Conn	M	M+12	\$1,000
2. Winifred Wolven	M+24	M+48	\$2,000

## 400.3. Approval of Proposed Non-College Employment (External Report)

## 400.4. Retirements

### A. Professional/Non-Faculty

1. Judith Riggs, Food Service Manager, WVC, effective January 1, 2012.

### B. Classified

1. Sheri Bayne, Office Assistant, LTC, effective December 1, 2011.

## 400.5. Resignations

### A. Classified

1. Greta Tracy, Office Assistant, DO, effective October 4, 2011.



**Agenda Item #16**

**Collective Bargaining**

**Agenda Item #17**

**Litigation**

**Agenda Item #18**

**Acquisition and Disposition of Property**

**Agenda Item #19**

**Other Items**

**Agenda Item #20**

**Adjournment**

**Locally Funded & PHS Projects  
Projects Schedule**

	Funding Source	Estimated Budget								
FCC Classroom Remodeling	Local	\$392,000								
District Wide - Surveillance Systems	PHS	\$144,000								
<b>GRAND TOTAL</b>		<b>\$536,000</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>Fully Accepted</b>

8/31/2011