

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 15, 2005



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**February 15, 2005
7:00 p.m.
Lincoln Trail College**

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. 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. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Statements of Final Construction Compliance.....Browning
 - B. Career and Technical Education Enhancement Plan..... Bruce
 - C. Affiliation Agreement with Good Samaritan Hospital..... Bruce
 - D. HIPPA Privacy Agreement Addendum with Visiting Nurse Association Bruce
 - E. Radiography Program Enrichment Fee Bruce
 - F. Acceptance of Higher Learning Commission Self-Study Chapter Five Bruce
9. Bid Committee ReportBrowning
 - IECC - Computers
 - OCC - Microscopes
 - WVC - Roof Replacement – Science Building
10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
11. Chief Executive Officer's Report Bruce
12. Executive Session Bruce

13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes Bruce
 - B. Audio 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 Workforce Development Building, at Frontier Community College, Fairfield, Illinois, Tuesday, January 18, 2005.

AGENDA #1 – “Call to Order & Roll Call” – In the absence of Mr. James W. Lane, Jr., Chairman, the meeting was called to order at 7:00 p.m. by Dr. George Andrew Fischer, Vice-Chairman, who chaired the meeting. The Chair 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. George Andrew Fischer, Mr. Walter L. Koertge, Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Miss Andrea Pennington, student trustee. Trustees absent: Mr. James W. Lane, Jr. 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 Human Resources.
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 Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, December 14, 2004, were presented for disposition.

Board Action: Mr. Williams made a motion to approve 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 & guests present were recognized.

#3-B. IECEA Representative: Ms. Janet Kinkade, representing Illinois Eastern Colleges Education Association, was recognized.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Dr. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman presented informational reports from their colleges.

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

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

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

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

#8-A. Centennial Education Plaza: Ms. Tammy Vail, President of the Rotary Club of Fairfield, reviewed the club’s offer to establish a plaza at Frontier Community College to celebrate the Centennial of Education. Rotary International is also celebrating its Centennial. President Mike Dreith and the administration of FCC have worked with the Fairfield Rotary Club to develop the design of this plaza, which would cost approximately \$20,000 and would include a school bell from one of the one room school houses of Wayne County. At the turn of the century, there were almost 150 one room school houses in the county. The CEO recommended that the Board of Trustees accept this offer made by the Fairfield Rotary Club.

Board Action: Dr. Rost made a motion to accept the offer of Fairfield Rotary Club to establish a Centennial Education Plaza at FCC 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Tax Abatement Request for TPS Building in Newton: The City of Newton and County of Jasper are working to increase employment in Jasper County by attracting industry to the area. Investors have indicated an interest in moving light industry into the TPS building located in the west end industrial park of Newton. Both the City of Newton and the County of Jasper have agreed to abate taxes

on this building. The Jasper County School Board is expected to also approve tax abatement. Bill Whitworth and Charles Kirchner, the investors involved with the TPS building addressed the Board concerning this tax abatement. If the Board fully abates the taxes, the District would forfeit approximately \$600. The investors are asking that the tax abatement continue for six years. The following resolution was presented:

**Resolution Regarding Tax Abatement
for TPS Building in Newton, Illinois**

WHEREAS, Bill Whitworth and Charles Kirchner plan to purchase a building in Newton, Jasper County, Illinois known as the TPS building, and

WHEREAS, this building is located within the district of Illinois Eastern Community Colleges (hereinafter known as IECC), and

WHEREAS, Bill Whitworth and Charles Kirchner plan to open and operate a new business in this building to create 20 or more new jobs in Newton, and

WHEREAS, other taxing bodies within Jasper County have waived the payment of property taxes for Bill Whitworth and Charles Kirchner on the TPS building for 6 years, and

WHEREAS, IECC is willing to waive the right of IECC to collect property taxes upon the TPS building for only so long as it is owned by Bill Whitworth and Charles Kirchner and is used for the creation of new jobs, and

WHEREAS, if Bill Whitworth and Charles Kirchner shall sell this building, such property tax waiver shall end, and

WHEREAS, IECC intends to grant such a waiver for 6 years, and 6 years only, and will oppose any further extension of such a waiver.

THEREFORE, IECC hereby agrees to waive its right to collect property taxes on the TPS building for 6 years.

Recommendation: The CEO recommended adoption of the foregoing resolution.

Board Action: Mr. Williams made a motion to adopt the foregoing resolution regarding tax abatement for the TPS Building in Newton, Illinois 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Technology Plan FY2006-2010: Mr. Cline reviewed the IECC 2006-2010 Technology Plan. The plan reviews technology projects for the 2005 fiscal year and outlines current and future technological needs, through fiscal year 2010. Goal of the plan is to improve technological services for faculty, staff and students within the projected budget over the next five years. During the current fiscal year, IECC has ordered network servers and voice mail and pbx software upgrades; purchased computer software licenses; purchased and installed 180 desktop computers, eight notebook computers, 22 LCD monitors; purchased and installed five computer projection units; purchased technology equipment and software based on campus needs.

The CEO recommended that the 2006-2010 Technology Plan be approved as presented.

Board Action: Miss Wolfe made a motion to approve the IECC 2006-2010 Technology Plan as recommended. Miss Pennington 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Affiliation Agreement with Effingham Surgery Center: IECC currently has an Affiliation Agreement with the Effingham Ambulatory Surgical Center. IECC and the Center wish to revise the agreement. The revisions include clarifying the existing malpractice insurance coverage and allow the center the absolute discretion to prohibit entry of IECC students onto the premises. The CEO recommended approval of the revisions.

Board Action: Mr. Williams made a motion to approve the revisions to the Affiliation Agreement with Effingham Surgery Center 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreement with Lawrence County Memorial Hospital: IECC currently has an Affiliation Agreement with Lawrence County Memorial Hospital, Lawrenceville, Illinois. The hospital would like to extend the agreement without changes or revisions. The CEO recommended approval.

Board Action: Mr. Williams made a motion to approve extension of the Affiliation Agreement with Lawrence County Memorial Hospital as recommended. Dr. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Affiliation Agreement with Trilogy Health Services: IECC currently has an Affiliation Agreement with Trilogy Health Services, d/b/a River Oaks Health Campus in Princeton, Indiana. Trilogy has asked for several revisions to the existing Affiliation Agreement. Trilogy wants to be shown as an additional insured on our existing malpractice insurance, allow either party to terminate the agreement with 30 days written notice, and clearly establish that our Affiliation Agreement does not create a partnership or joint venture or an employer/employee relationship between IECC and Trilogy. The CEO recommended approval of the revisions.

Board Action: Mrs. Culver made a motion to approve the revisions to the Affiliation Agreement with Trilogy Health Services as recommended. Dr. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Preceptor Agreement with Trilogy Health Services: As part of IECC's existing Affiliation Agreement with Trilogy Health Services, d/b/a River Oaks Health Campus in Princeton, Indiana, IECC also has an included Preceptor Agreement. Trilogy has asked that the existing Preceptor Agreement be extended without revision. The CEO recommended approval.

Board Action: Miss Wolfe made a motion to approve extension of the Preceptor Agreement with Trilogy Health Services 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Affiliation Agreement with Vincennes Surgery Center: IECC wishes to enter into an Affiliation Agreement with the Vincennes Surgery Center, Vincennes, Indiana. This new agreement is the standard affiliation agreement utilized by the District. The CEO recommended approval.

Board Action: Mrs. Culver made a motion to approve the Affiliation Agreement with Vincennes Surgery Center as recommended. Miss Pennington 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Observation Agreement with Vincennes Surgery Center: IECC wishes to enter into an Observation Experience Agreement with the Vincennes Surgery Center, Vincennes, Indiana. Purpose of this agreement is to provide student observation experience in a facility other than a classroom or clinical setting. IECC would agree to utilize these experiences as part of the District's clinical instruction, provide the surgery center with written objectives, comply with rules and regulations, cover students with liability insurance, and evaluate the clinical experience of students. The CEO recommended approval.

Board Action: Miss Wolfe made a motion to approve the Observation Agreement with Vincennes Surgery Center as recommended. Dr. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I (1). Observation Agreement with Effingham Surgery Center: IECC wishes to enter into an Observation Agreement with the Effingham Surgery Center. The CEO recommended approval.

Board Action: Dr. Rost made a motion to approve the Observation Agreement with Effingham Surgery Center as recommended. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-J. Affiliation Agreement with McKendree College: McKendree College, Lebanon, Illinois, has asked IECC and Frontier Community College to provide clinical experiences for nursing students enrolled in the McKendree College RN to BSN Completion Program. The college students from McKendree are graduates of an approved nursing associate degree or diploma nursing program and hold an active RN license. The McKendree students would be completing educational requirements for a Bachelor of Science in Nursing Degree. This agreement will allow IECC faculty and students to interact with faculty and students from McKendree College and would benefit each of the IECC programs. The CEO recommended approval.

Board Action: Miss Wolfe made a motion to approve the Affiliation Agreement with McKendree College as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

#8-K. Ragon Parker Agreement Amendment: The Board of Trustees entered into an Intergovernmental Cooperation Agreement with the City of Robinson concerning the ownership and operation of a fitness center, commonly known as the Ragon Parker Building. Under that agreement, individuals using the Ragon Parker Building are charged a user fee for the use of the facility, a portion of which goes to Lincoln Trail College. After operating under this agreement for several months, the parties have agreed that the agreement needs to be amended. In lieu of the City of Robinson collecting a user fee and forwarding a portion of those funds to Lincoln Trail College, the parties agree that Lincoln Trail College would pay the sum of \$275 per month for partial payment of utilities during a trial period from December 1, 2004 and ending on May 30, 2005. At that time the parties will decide if this amendment should be continued. This proposed new process will alleviate a lot of bookkeeping and recordkeeping for the City of Robinson and also allow Lincoln Trail College to offer a broader range of courses without charging additional user fees to students. The CEO recommended approval of the changes as outlined.

Board Action: Mr. Williams made a motion to approve changes to the Ragon Parker Agreement as recommended. Dr. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-L. Acceptance of Higher Learning Commission Self-Study Chapter Four: The CEO reviewed preparations for the upcoming accreditation visit of the Higher Learning Commission of the North Central Association, April 18, 19 and 20, 2005. In preparation for the visit, a committee of district staff and employees has prepared a self-study consisting of five chapters, plus an introduction and a summary. The Higher Learning Commission will concentrate on five separate criteria and each of these criteria is covered by a chapter in the self-study. The administration and trustees reviewed and discussed chapter four at this meeting. Chapter five will be reviewed at regular meeting in February.

Board Action: Mr. Williams made a motion to accept the premises of chapter four of the HLC Self-Study as outlined and discussed. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #9 – “Bid Committee Report” –

#9-A. IECC – Network Switches: Mr. Browning presented the recommendation of the Bid Committee to accept the bid of Automated Office Solutions, Evansville, Indiana, for eight (8) network switches for a total bid of \$15,832.00. Source of Funds: Technology Plan. Department: IECC District-Wide.

Recommendation: The CEO recommended approval of the foregoing recommendation of the Bid Committee as outlined.

Board Action: Mr. Williams made a motion to approve the recommendation of the Bid Committee for purchase of eight network switches as outlined. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$5,637,535.69, as of December 31, 2004.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2005, totaling \$728,368.73, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for January 2005, in the amounts listed, and payments from the revolving fund for December 2004. Dr. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – None.

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

#12-A. Executive Session: Mr. Koertge made a motion to hold an executive session to consider the matters outlined by the CEO. Dr. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried and a closed meeting was held beginning at 8:10 p.m.

#12-B. Executive Session Ended: Miss Wolfe made a motion to reconvene in open session. Dr. 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. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:32 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

AGENDA #13 – “Approval of Executive Session Minutes” – The following actions were taken relative to executive session minutes.

#13-A. Written Executive Session Minutes: The CEO recommended that written minutes of executive sessions held during regular meetings on the following dates be approved and remain closed at this time.

1. Tuesday, November 16, 2004.
2. Tuesday, December 14, 2004.

Board Action: Mr. Williams made a motion to approve, as prepared, minutes of executive sessions held November 16, 2004 and December 14, 2004, but that executive session minutes of those dates will remain closed and not be opened to public inspection at this time. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

#13-B. Approval of Audio Recordings of Executive Sessions: The CEO recommended that the audio recordings of executive sessions of November 16, 2004 and December 14, 2004 be approved and that the Board Secretary make provisions for their safe keeping, that they be made available only upon the proper order of a court and a finding by a judge that such audio recordings should be released. These audio recordings shall be destroyed 18 months after the date of the meetings if the Board has adopted written minutes of the executive sessions in question.

Board Action: Mr. Williams made a motion to approve the audio recordings of executive sessions of November 16, 2004 and December 14, 2004 as recommended. Mrs. Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion is adopted.

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

400.1. Temporary Employment

- A. Faculty
 1. Brian Wick, Automotive Technology/Collision Repair Instructor for Spring '05 Semester only. Effective January 19, 2005.

400.2. Resignation

- A. Faculty
 1. Greg Shelby, Automotive Technology/Collision Repair Instructor, effective January 18, 2005.

400.3. Request for Approval of Proposed Non-College Employment

- A. Faculty
 - Kathy Ketterman, Lawrence County Hospital, Lawrenceville, Illinois, approximate time 40-75 hours per month.

400.4. Leave Request

- A. Faculty
 - Carmen Allen, OCC, Unpaid Leave, effective at noon on January 24, 2005 with up to three weeks leave. The requested time is unpaid without benefits.

Board Action to Approve Personnel Report: Mrs. Culver made a motion to approve the foregoing Personnel Report as recommended. Dr. 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, Dr. Rost, Mr. Williams, Miss Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Mr. Lane. The motion having received 6 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” – Miss Wolfe made a motion to adjourn. Dr. 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. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:37 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

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

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Statements of Final Construction Compliance

MEMORANDUM

TO: Terry L. Bruce
FROM: Roger Browning
SUBJECT: Statements of Final Construction Compliance
DATE: February 15, 2005

IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year.

Attached are statements of final construction compliance for Illinois Eastern Community Colleges projects as required by the ICCB. There are \$1,241,726 in construction costs for Protection, Health and Safety, and locally funded projects which were completed this past year as outlined below. I request that the Board approve these attached statements of final construction as presented so that they may be submitted to the ICCB.

| Project Number | Project Name | Actual Cost | Funds |
|-----------------------|---|--------------------|--------------|
| 0028-1202 | Remodel Workforce Development Center | \$174,895 | L |
| 1503-0503 | HVAC Upgrade & Data Center Acoustics | 35,373 | BE |
| 1582-0204 | Carpet Replacement | 209,085 | BE |
| 1583-0204 | Sidewalk Replacement/Upgrade | 78,091 | BE |
| 1584-0204 | Fire Alarm/Lighting Upgrades at OCC,WVC,& FCC | 431,662 | BE |
| 1585-0204 | Ceiling Replacement Science/Theater/Library | 168,381 | BE |
| 1594-0504 | Roadway/Parking Safety & Access | 144,239 | BE |
| | | | |

RB/cr

Attachments

Statement of Final Completion of State and Locally Funded Projects

Name and address of architect/engineer providing the Statement of Final Completion:

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

Final cost and scope of the project: Remodel Workforce Development Center

Approved Budget \$ \$ 266,300

Actual Cost \$ 174,895

Approved Scope:

Actual Scope:

| | | |
|--------------|---|-------|
| Classrooms | _____ | _____ |
| Laboratories | _____ | _____ |
| Offices | _____ | _____ |
| Study | _____ | _____ |
| Special Use | _____ | _____ |
| Support | _____ | _____ |
| Other | <u>Remodel Workforce Development Center</u> | _____ |

I have reviewed the originally approved construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Signature

February 15, 2005 Architect/Engineer's
Date

001-010485
Illinois Registration or License Number

Seal

District Official's Signature

February 15, 2005
Date

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

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

Final cost of the project: HVAC Upgrade & Data Center Acoustics – District Office

Approved Budget \$ 39,325 Actual Cost \$35,373

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

February 15, 2005
Date

001-010485
Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date February 15, 2005

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

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

Final cost of the project: Carpet Replacement - LTC

Approved Budget \$225,060 Actual Cost \$209,085

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

February 15, 2005
Date

001-010485
Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date February 15, 2005

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

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

Final cost of the project: Fire Alarm/Lighting Upgrades at OCC, WVC, & FCC

Approved Budget \$554,180

Actual Cost \$431,662

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, ~~and contractor's pay records~~, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Architect/Engineer's Signature

February 15, 2005
Date

001-010485
Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community Colleges Board of Trustees

Date February 15, 2005

Signed _____, Chairperson

_____, Secretary

Agenda Item #8B

Career and Technical Education Enhancement Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 15, 2005
RE: Career & Technical Education Enhancement Plan FY2006-2010

IECC is committed to high academic standards for career and technical education that sustain and advance excellence in learning. This proposed Career and Technical Education (CTE) Enhancement Plan will enable IECC to achieve this goal.

This CTE Enhancement Plan proposal establishes a committee to oversee the plan, provides a mission, executive summary, vision, and goals for the plan.

The plan would include a \$2 million 5-year commitment on the part of the District. From FY2006-2010, the District would commit \$400,000 per year from its reserves for the five year period.

This plan will serve as a vehicle to provide funding for the enhancement of the District's current career and technical education programs as well as fund future career and technical education program needs. The plan will improve the quality and scope of career and technical education programs within the constraints of a given budget, over the five year period FY2006-2010.

A copy of the proposed plan is attached for your review. I ask that Board's approval to proceed with the development of this Career and Technical Education Enhancement Plan in order to begin more specific identification of the needs within the District and to develop and update the CTE Enhancement Plan Budget. I would anticipate that the final plan with more specific expenditures would be presented at the April Board meeting for your approval.

TLB/rs

Attachment

Illinois Eastern Community Colleges District No. 529



Career & Technical Education Enhancement Plan FY2006-2010

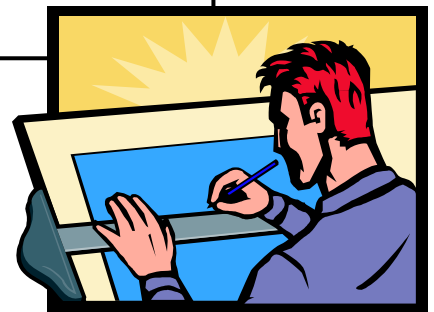


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Career and Technical Education (CTE) Enhancement Committee 1

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IECC has assembled a group from all the colleges and Workforce Education for the Career and Technical Education (CTE) Enhancement Plan Committee.

CTE ENHANCEMENT PLAN COMMITTEE MEMBERS

Terry Bruce, CEO, Chairperson

Roger Browning, CFO

Mike Dreith, President, FCC

Jerry Hefley, Dean, FCC

Carl Heilman, President, LTC

Penny Quinn, Dean, LTC

Jack Davis, President, OCC

Lisa Benson, Dean, OCC

Harry Benson, President, WVC

Matt Fowler, Dean, WVC

George Woods, Dean, WED

Kathy Pampe, Associate Dean, Career Ed

Submitted to Cabinet: February 7, 2005

Submitted to Board of Trustees: February 15, 2005

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT No. 529**

MISSION

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

PURPOSES

The District is committed to high academic standards for pre-baccalaureate, career and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- Educational programs, including pre-baccalaureate, career and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through life-long learning;
- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- programs in remedial education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college district.

CAREER & TECHNICAL EDUCATION (CTE) ENHANCEMENT PLAN FY 2006 – FY 2010

EXECUTIVE SUMMARY

With the support and commitment of the Board of Trustees, staff, faculty and administration, IECC recognizes the need to enhance resources available throughout the district for Career and Technical Education programs. The FY 2006 – FY 2010 CTE Enhancement Plan serves as a vehicle to provide funding for the much needed enhancement of career and technical programs throughout the district and outlines current and future career and technical education needs. The goal of the plan is to improve the quality and scope of career and technical education programs within the constraints of a given budget, over a five year period FY2006 – 2010.

A CTE Enhancement Committee comprised of employees throughout the IECC District will provide input and guidance for the plan. This Committee will identify CTE needs to better serve the citizens of District 529 and develop a CTE Enhancement Plan that:

- is supported by the four colleges, workforce education, and district office and includes their full commitment to the implementation of the adopted plan.
- is cost-effective, with regard given to present and anticipated financial resources.
- is developed with input from key officers from each college, Workforce Education, and the district office.
- ensures investments in resources that will provide the sound, reliable infrastructure needed to enhance career and technical education programs throughout the district.
- focuses on major career and technical education needs outside of the normal operating budget and grant funds.

CTE VISION FOR ILLINOIS EASTERN COMMUNITY COLLEGES

IECC has several existing career and technical education programs, and the need exists for more programs in the future. The district now must accomplish the task of upgrading and enhancing those programs that exist, and identifying those new programs that are needed, in order to maximize the educational benefits to the citizens of District 529.

The CTE Enhancement Plan is a “living” document that will be updated on an annual basis. The plan is a blueprint for tomorrow that sets forth IECC’s career and technical education vision, strategic directions, and action plans for achieving the empowerment of the district’s community through career and technical education program offerings.

FIVE YEAR CTE ENHANCEMENT GOALS FY 2006 – FY 2010

The improvements anticipated through the CTE Enhancement Plan are listed below as goals. The goals and activities of the CTE Enhancement Plan are not a wish list, but represent the cost for improvements, upgrades and other infrastructure needs necessary to provide the resources required by the IECC district to enhance current CTE program offerings and expand future CTE program offerings. These projects represent needs outside the normal operating budget and grant funds.

GOAL 1: ENHANCE INFRASTRUCTURE TO SUPPORT CURRENT CAREER AND TECHNICAL PROGRAM OFFERINGS

Activity 1: Upgrade selected equipment or other infrastructure needs that supports current career and technical education programs throughout the district.

GOAL 2: PROVIDE INFRASTRUCTURE TO SUPPORT NEW CAREER AND TECHNICAL PROGRAM OFFERINGS

Activity 1: Provide new equipment or other infrastructure needs that supports new career and technical education programs throughout the district.

Needs will be identified by the college Presidents, Deans, and the district Associate Dean of Career Education and Economic Development. The Associate Dean will work with the colleges on an on going basis to identify needs to enhance current CTE program offerings, and to identify new CTE program offerings that would benefit the citizens of District 529.

Annually, district senior management will hold an Occupational Summit to identify needs for enhanced infrastructure to support current CTE programs and needs for new infrastructure to support new CTE programs. Those current and future needs will be reported to the CTE Enhancement Committee annually and formulated into this annual CTE Enhancement Plan.

Agenda Item #8C

Affiliation Agreement with Good Samaritan Hospital

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: February 15, 2005

RE: Affiliation Agreement with Good Samaritan Regional Health Center
Mt. Vernon, Illinois

Illinois Eastern Community Colleges wishes to enter into a new affiliation agreement with the Good Samaritan Regional Health Center, Mt. Vernon, Illinois.

This new affiliation is our standard affiliation agreement utilized by the District.

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

TLB/rs

SCHOOL AFFILIATION AGREEMENT
Between
OLNEY CENTRAL COLLEGE – FCC CAMPUS
And
GOOD SAMARITAN REGIONAL HEALTH CENTER

This Agreement is made and entered into this 1st day of August 2004, by and between the OLNEY CENTRAL COLLEGE-FCC CAMPUS (hereinafter “SCHOOL”) and GOOD SAMARITAN REGIONAL HEALTH CENTER, (hereinafter “FACILITY”), a Missouri not-for-profit corporation.

WHEREAS, SCHOOL, in conferring credentials upon its students, must provide and certify completion of certain practical learning and/or clinical experience, some of which may involve interaction with patients; and

WHEREAS, SCHOOL desires that certain of its students (“Students”) and, when appropriate, certain of its faculty members, be permitted to visit and utilize the premises of FACILITY to afford such Students the opportunity to have practical learning and clinical experiences at FACILITY; and

WHEREAS, FACILITY recognizes the need for and desires to aid in the educational development of nursing and/or ancillary health professionals, is an operating facility for the provision of health care services to its patients, and is willing to permit SCHOOL’S faculty and Students to participate in providing some of those services on its premises to the extent it is reasonable, proper, and professionally acceptable for them to do so.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

1. DUTIES OF SCHOOL.

Prior to assigning Students to FACILITY, SCHOOL shall:

- 1.1 Designate a member of its faculty (“Faculty Coordinator”) to coordinate this Agreement with a designated member of FACILITY’S staff, and obtain FACILITY’S written or verbal approval of such Faculty Coordinator, which such approval FACILITY shall not unreasonably withhold. The coordination shall include on-site visits when practical and a continuing exchange of information on progress of the program;
- 1.2 Recommend for affiliation only those Students who have successfully completed all necessary requirements of SCHOOL’S educational program and any appropriate professional requirements, and who have knowledge and skills consistent with an ability to properly discharge the clinical duties or functions associated with the clinical experiences in which the Students will participate;
- 1.3 Be responsible for orienting Students to those applicable policies and procedures provided by FACILITY to SCHOOL, including Student’s responsibilities for the cost of his/her food, transportation, clothing and medical expenses, and to such other policies, procedures, rules and regulations as SCHOOL deems appropriate;
- 1.4 Provide FACILITY with the names, health status reports, including records of any immunizations required by FACILITY, and other pertinent information about each Student to be assigned to FACILITY before the beginning date of the Student’s assignment at FACILITY;
- 1.5 Obtain FACILITY’S approval of Students and periods of affiliation;

- 1.6 Advise Students to maintain the confidential nature of all information which may come to them with regard to patients and FACILITY records during the duration of the program and obtain from each Student a Statement of Confidentiality in the form attached to this Agreement as Exhibit 1;
 - 1.7 Keep all records and reports on each Student's experience;
 - 1.8 Represent and certify that its teaching program for Students involved under this Agreement is accredited by the and that SCHOOL is responsible for notifying FACILITY within ten (10) days in the event such accreditation is cancelled, withdrawn or otherwise terminated; and
 - 1.9 Obtain evidence of health insurance from each Student prior to that Student's assignment at FACILITY.
 - 1.10 Obtain a criminal background check for each Student prior to that Student's assignment at FACILITY. The results of the check must be satisfactory to FACILITY.
2. DUTIES OF FACULTY COORDINATOR. SCHOOL, through the Faculty Coordinator, shall;
- 2.1 Select, in cooperation with designated FACILITY personnel, the appropriate clinical experiences for Students;
 - 2.2 Guide, coordinate and evaluate Students' performance at all times while Students are affiliated with FACILITY;
 - 2.3 Meet with FACILITY personnel prior to and following Students' affiliations, and at such times as either party shall deem appropriate, to evaluate Students' performance and clinical experiences; and
 - 2.4 Ensure that Students participate in ongoing training with respect to the learning and clinical experiences at the FACILITY, including but not limited to, being advised of any changes in FACILITY's policies and procedures, which may impact Student's expenses hereunder.
3. DUTIES OF FACILITY.
- Duties of FACILITY:
- 3.1 Provide practical learning and/or clinical experiences to Students assigned to FACILITY;
 - 3.2 Maintain primary responsibility at all times for patient care and total health services;
 - 3.3 Cooperate with the Faculty Coordinator in the selection of any appropriate clinical experiences for Students;
 - 3.4 Provide physical space for faculty members and Students to hold conferences and for their apparel and personal effects;
 - 3.5 Provide SCHOOL with any applicable policies and procedures and inform SCHOOL, through the Faculty Coordinator, of any new applicable procedures and/or policies or

any changes in procedures and/or policies which may affect the affiliation described hereunder; and

- 3.6 Allow Students to perform services for patients only when under the supervision of a registered, licensed or certified School Staff Professional (“Staff”). Such Staff is to be registered, certified or licensed in the discipline in which supervision is provided. Students shall work, perform assignments, participate in ward rounds, clinics, staff meetings, and in-service educational programs at the discretion of their supervisors designated by FACILITY.

4. MUTUAL DUTIES OF FACILITY AND SCHOOL

- 4.1 The Facility is responsible for the provision of clinical services provided at the Facility to patients. The Facility has full power and authority in connection with the provision of said clinical services and the operation of the Facility. All medical records, patient records and Facility administrative records related to the performance of this Agreement shall be and remain the property of the Facility and within its custody and controls at all times.
- 4.2 The Facility may request the removal of any the Students or College faculty instructors from the Facility at any time. The Facility shall not remove any of the Students or College faculty instructors without prior notice to the College unless an emergency occurs which reasonably precludes such prior notification. The Facility and School agree to use their best efforts to resolve any disagreement about the Facility’s request for removal. In the event the parties are unable to agree, the school shall comply with the Facility’s request for removal, however, FACILITY shall provide SCHOOL with written notice thereof within a reasonable time following the request for removal.
- 4.3 The students and School faculty instructors subject to this Agreement are not agents, employees or joint employees of the Facility. None of the Students or School faculty instructors shall be eligible to participate in any benefit program provided by the Facility for its employees. The Facility is not responsible for payment or filing of any payments, withholding, contributions, taxes, documents and returns, including but not limited to, employee benefit programs, social security taxes and income tax withholding obligations with respect to any of the students and/or School faculty instructors.
- 4.4 The School and Facility will designate in writing to each other a representative to be accountable for the administration of this Agreement, within fourteen (14) days of the execution of this Agreement.
- 4.5 The School and Facility will hold an annual meeting to evaluate the clinical experiences and training offered to the students and to formulate plans and suggest changes for the succeeding year.

5. TERMINATION OF STUDENT AFFILIATION. The Facility may request the removal of any of the Students or College faculty instructors from the Facility at any time. The Facility shall not remove any of the Students or College faculty instructors without prior notice to the College unless an emergency occurs which reasonably precludes such prior notification. The Facility and the School agree to use their best efforts to resolve any disagreement about the Facility’s request for removal. In the event the parties are unable to agree, the School shall comply with the Facility’s request for removal; however, FACILITY shall provide SCHOOL with written notice thereof within a reasonable time following the request for removal.

6. INSURANCE

- 6.1 For Students affiliating with FACILITY under this Agreement, SCHOOL will obtain and maintain in full force and effect for each Student and faculty member, including Faculty Coordinator, assigned to FACILITY, throughout their clinical affiliation with FACILITY, professional liability insurance on an occurrence basis in minimum amounts of not less than One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If SCHOOL procures professional liability coverage that is not on an "occurrence basis", SCHOOL or Student shall, at all times, including without limitation, after the expiration or termination of this Agreement for any reason, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of SCHOOL or SCHOOL'S employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). SCHOOL may procure such Continuing Coverage by obtaining at SCHOOL'S expense, subsequent insurance policies that have a retroactive date of coverage on or before the Effective Date, by obtaining an extended reporting endorsement applicable to and with the same limits of insurance coverage maintained by SCHOOL during the term of this Agreement or by such other method reasonably acceptable to the parties.
- 6.2 In addition, SCHOOL shall obtain and keep in force, without lapse, general liability insurance on an occurrence basis for SCHOOL and all its Students, employees and faculty members, including Faculty Coordinator, participating in training programs at FACILITY. 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.
- 6.3 SCHOOL shall also maintain through the term of this Agreement, at its sole cost and expense, workers' compensation insurance for any employees of SCHOOL performing services under this Agreement.
- 6.4 SCHOOL shall furnish FACILITY with a certificate of insurance showing that the applicable insurance coverage shown in Sections 6.1, 6.2 and 6.3 above before the beginning date of each Student's assignment at the FACILITY. Such certificate of insurance shall provide that FACILITY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.
- 6.5 It is understood that coverage of FACILITY and SCHOOL'S Students, employees, and faculty, including Faculty Coordinator, under the above-referenced policies, or an acceptable substitute therefore, shall be a continuing condition of this Agreement. SCHOOL shall be responsible for satisfying any deductible or self-insured retention required by its liability coverage.

7. TERM AND TERMINATION.

This Agreement shall be effective on August 1, 2004 for an initial term of one (1) year unless earlier terminated as provided herein. Notwithstanding the foregoing, either party may terminate this Agreement without cause at any time during a term by giving sixty (60) days' prior written notice, effective on the date stated therein, provided Students assigned to FACILITY shall be given an opportunity to complete their affiliation if reasonably practicable. Both parties agree to meet at least thirty (30) days prior to the expiration of the initial term of this Agreement and annually thereafter to evaluate the affiliation program and to review this Agreement.

8. NOTICES.

All notices given pursuant to this Agreement shall be in writing and personally delivered, or sent by certified mail, return receipt requested, postage fully paid, or sent by fax with written confirmation, to the parties at the addresses provided below. All notices shall be deemed delivered upon such personal delivery, or forty-eight (48) hours after deposit in any United States Post Office, or upon the date appearing on the fax confirmation.

9. MISCELLANEOUS

9.1 SCHOOL and FACILITY agree that no individual will be discriminated against on the basis of age, race, religion, creed, sex, national origin, disability, sexual orientation or veteran's status.

9.2 Students and faculty members, including Faculty Coordinator, shall remain at all times during this Agreement students and faculty members of SCHOOL and shall in no way be considered servants, agents, or employees of FACILITY. Students are trainees, not employees, and are not to replace FACILITY staff nor to be covered by FACILITY'S Social Security, Workers' Compensation or Unemployment Compensation.

9.3 This Agreement shall not prevent FACILITY from accepting students for affiliation from other educational institutions.

9.4 In the event of accidental injury or illness of any Student or faculty member, FACILITY shall, upon request, provide emergency care at FACILITY, but FACILITY shall not be responsible for follow-up care, hospitalization or costs incurred in providing such care.

9.5 This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

9.6 This Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors, heirs, assigns and legal representatives. Neither this Agreement nor any rights hereunder may be assigned without the prior consent in writing of the non-assigning party; provided, however, that written consent is not required for FACILITY to assign this Agreement to any entity under common control, or affiliated, with FACILITY.

9.7 Individuals executing this Agreement on behalf of organizations represent and warrant that they have been authorized to do so.

9.8 This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations between the parties, either oral or written, relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. Any modifications or amendments hereto must be agreed to by both parties in writing and shall become effective on the date stated therein.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement as of the year and date first above written.

**Illinois Eastern Community Colleges,
Olney Central College Associate Degree
Nursing Program, Frontier Community
College site**

Good Samaritan Regional Health Center

By: _____
Name: Nancy Buttry, RN, MS

By: _____
Name: Leo F. Childers, Jr.

Title: Department Head for Nursing
Address: 2 Frontier Drive
Fairfield, IL 62837
Fax: 618-842-7111

Title: President
Address: 605 N. 12th Street
Mt. Vernon, IL 62864
Fax: 618-242-3196

By: _____
Name: Donna C. Henry, RN, MS, CHTP
Title: Associate Dean of Nursing and Allied Health
Address: 305 N. West Street
Olney, IL 6240

By: _____
Name: Jackie Davis, Ph.D.
Title: President, Olney Central College
Address: 305 N. West Street
Olney, IL 62450

By: _____
Name: IECC Board of Trustees
Title: Chairman
Address: 233 Chestnut
Olney, IL 62450

EXHIBIT 1

STATEMENT OF CONFIDENTIALITY

I, the undersigned, acknowledge my responsibility under applicable state and federal laws and the School Affiliation Agreement dated August 1, 2004 between my school, Olney Central College – FCC Campus, and Good Samaritan Regional Health Center, my clinical training facility, to keep confidential any information regarding the facility's patients. I agree not to reveal to any person or persons, except authorized clinical staff and associated personnel, any specific information regarding any patient.

Dated this 1st day of August, 2004.

Student Signature _____

Printed Name _____

Agenda Item #8D

HIPPA Privacy Agreement Addendum with Visiting Nurse Association

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 15, 2005
RE: HIPPA Privacy Agreement Addendum with Visiting Nurse Association
Evansville, Indiana

The Visiting Nurse Association of Southwestern Indiana, Inc. (PROVIDER) has asked Illinois Eastern Community Colleges (BUSINESS ASSOCIATE) for a HIPPA Privacy Addendum to our existing principal contract with PROVIDER, dated May 1, 2000.

The HIPPA Privacy Addendum contains standard HIPPA language concerning definition, restrictions on disclosure, protected health information, BUSINESS ASSOCIATE'S obligations, PROVIDERS obligations, and the manner of termination of this addendum.

I ask the Board's approval of this HIPPA Privacy Addendum to our principal contract.

TLB/rs

Attachment

HIPAA PRIVACY ADDENDUM

This Addendum is attached to and by this reference made a part of another agreement between VISITING NURSE ASSOCIATION OF SOUTHWESTERN INDIANA, INC. and ILLINOIS EASTERN COMMUNITY COLLEGES OLNEY CENTRAL COLLEGE dated May 1, 2000, (hereinafter called “the principal contract”).

1. **Definitions.** All terms and phrases in this addendum shall have the same meaning as defined in 45 C.F.R. §160 and §164, subparts A and E, as amended from time to time. Without limiting the generality of the foregoing, as used in this agreement, the following terms shall have the following meanings:
 - a. “HIPAA privacy regulations” shall mean the regulations at 45 C.F.R. §160 and §164, subparts A and E, as amended from time to time.
 - b. “Secretary” shall mean the Secretary of the United States Department of Health and Human Services (“HHS”) or any other officer or employee of HHS to whom the authority involved has been delegated.

2. **Restriction on Use and Disclosure of Protected Health Information.**

Except as permitted or required by this addendum or as required by law, BUSINESS ASSOCIATE shall not use or further disclose any protected health information disclosed or otherwise made available to it by PROVIDER.

3. **Authorized Uses and Disclosures.** BUSINESS ASSOCIATE is hereby authorized to use and disclose protected health information for the following purposes:
 - a. **Generally.** Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the principal contract, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.
 - b. **Management and Administration.** BUSINESS ASSOCIATE may use and disclose protected health information for the proper management and administration of BUSINESS ASSOCIATE or to carry out the legal responsibilities of BUSINESS ASSOCIATE, provider:
 - (1) The disclosure is required by law; or,
 - (2) BUSINESS ASSOCIATE obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person and the person will immediately notify the BUSINESS ASSOCIATE of any instances of which it is aware in which the confidentiality of the information has been breached.
 - c. **Data Aggregation Services.** BUSINESS ASSOCIATE may use and disclose protected health information to provide data aggregation services relating to the health care operations of PROVIDER.

- d. **Violations of Law.** BUSINESS ASSOCIATE may use protected health information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR §164.502 (j)(1).

4. BUSINESS ASSOCIATE'S Obligations.

- a. **Safeguards.** BUSINESS ASSOCIATE shall use appropriate safeguards to prevent use or disclosure of protected health information other than as permitted or required by this Addendum or as required by law.
- b. **Reporting.** BUSINESS ASSOCIATE shall report to PROVIDER any use or disclosure of protected health information not permitted by this Addendum of which it becomes aware.
- c. **Agents and Subcontractors.** BUSINESS ASSOCIATE shall ensure that any agent, including any subcontractor, to whom it provides protected health information, received from, or created or received by BUSINESS ASSOCIATE on half of PROVIDER, agrees in writing to the same restrictions and conditions that apply to BUSINESS ASSOCIATE under this Addendum.
- d. **Individual's Access to Information.** BUSINESS ASSOCIATE shall make available and permit access to protected health information about an individual by that individual in accordance with 45 C.F.R. §164.524.
- e. **Amendment of Protected Health Information.** BUSINESS ASSOCIATE shall make available protected health information for amendment and incorporate any amendments to protected health information in accordance with 45 C.F.R. §164.526.
- f. **Accounting of Disclosures.** BUSINESS ASSOCIATE shall document such disclosures of protected health information and information related to such disclosures as would be required for PROVIDER to respond to a request by an individual for an accounting of disclosures of protected health information in accordance with 42 C.F.R. §164.528. BUSINESS ASSOCIATE shall make available the information required to provide an accounting of disclosures in accordance with 42 C.F.R. §528.
- g. **Practices, Books and Records.** BUSINESS ASSOCIATE shall make its internal practices, books, and records relating to the use and disclosure of protected health information received from, or create or received by BUSINESS ASSOCIATE on behalf of PROVIDER, to the Secretary for the purpose of determining PROVIDER's compliance with the HIPAA privacy regulations.
- h. **Return or Destruction of Information.** At the termination of the principal contract, if feasible, BUSINESS ASSOCIATE shall return or destroy all protected health information received from, or created or received by BUSINESS ASSOCIATE on behalf of, PROVIDER that BUSINESS ASSOCIATE still maintains in any form and shall retain no copies of such information. If such return or destruction of such information is not feasible, BUSINESS ASSOCIATE shall extend the protection of

this Addendum to the information and shall limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

- i. **Cure of Noncompliance.** If PROVIDER notifies BUSINESS ASSOCIATE that a pattern of activity or practice of BUSINESS ASSOCIATE constitutes a material breach or violation of this Addendum or of the HIPAA privacy regulations, BUSINESS ASSOCIATE shall immediately take reasonable steps to cure the breach or end the violation.
- j. **Mitigation.** BUSINESS ASSOCIATE shall mitigate, to the extent practicable, any harmful effect that is known to BUSINESS ASSOCIATE or to PROVIDER of a use or disclosure of protected health information in violation of BUSINESS ASSOCIATE's policies and procedures, this Addendum, or the HIPAA privacy regulation.

5. PROVIDER's Obligations.

a. Provisions for PROVIDER to inform BUSINESS ASSOCIATE of Privacy Practices and Restrictions.

- (1) PROVIDER shall notify BUSINESS ASSOCIATE of any limitation(s) in its notice of privacy practices of PROVIDER in accordance with 45 CFR §164.520, to the extent that such limitation may affect BUSINESS ASSOCIATE's use or disclosure of protected health information.
- (2) PROVIDER shall notify BUSINESS ASSOCIATE of any changes in, or revocation of, permission by an individual to use or disclose protected health information, to the extent that such changes may affect BUSINESS ASSOCIATE's use or disclosure of protected health information.
- (3) PROVIDER shall notify BUSINESS ASSOCIATE of any restriction to the use or disclosure of protected health information that PROVIDER has agreed to in accordance with 45 CFR §164.22, to the extent that such restriction may affect BUSINESS ASSOCIATE's use or disclosure of protected health information.

- b. **Permissible Requests by PROVIDER.** PROVIDER shall not request BUSINESS ASSOCIATE to use or disclose protected health information in any manner that would not be permissible under the HIPAA privacy regulations if done by PROVIDER.

6. Term and Termination.

- a. **Generally.** This Addendum shall be effective when executed on behalf of both of the parties hereto and shall terminate when all of the protected health information provided by PROVIDER to BUSINESS ASSOCIATE, or created or received by BUSINESS ASSOCIATE on behalf of PROVIDER, is destroyed or returned to PROVIDER, or, if it is infeasible to return or destroy protected health information, protections are extended to such information, in accordance with the termination provisions in this Paragraph (6).

- b. **Mutual Agreement.** This Addendum may be terminated by mutual written agreement of the parties.
- c. **Termination for Cause.** Upon PROVIDER's knowledge of a material breach of this Addendum by BUSINESS ASSOCIATE, PROVIDER shall either:
 - (1) Provide an opportunity for BUSINESS ASSOCIATE to cure the breach or end the violation and terminate this Addendum if BUSINESS ASSOCIATE does not cure the breach or end the violation within the time specified by PROVIDER;
 - (2) Immediately terminate this Addendum if BUSINESS ASSOCIATE has breached a material term of this Addendum and cure is not possible; or,
 - (3) If neither termination nor cure are feasible, PROVIDER shall report the violation to the Secretary.
- d. **Effect of Termination.**
 - (1) Except as provided in paragraph (2), below, upon termination of this Addendum, for any reason, BUSINESS ASSOCIATE shall return or destroy all protected health information received from PROVIDER, or created or received by BUSINESS ASSOCIATE on behalf of PROVIDER. This provision also shall apply to protected health information that is in the possession of subcontractors or agents of BUSINESS ASSOCIATE. BUSINESS ASSOCIATE shall retain no copies of the protected health information.
 - (2) In the event that BUSINESS ASSOCIATE determines that returning or destroying the protected health information is infeasible, BUSINESS ASSOCIATE shall provide to PROVIDER notification of the conditions that make return or destruction infeasible. BUSINESS ASSOCIATE shall extend the protections of this Addendum to such protected health information and limit further uses and disclosures of such protected health information to those purposes that make the return or destruction infeasible, for so long as BUSINESS ASSOCIATE maintains such protected health information.
- 7. **Injunction.** Notwithstanding any other rights or remedies provided for in this Addendum, PROVIDER retains all rights to injunctive relief to prevent or stop the unauthorized use or disclosure of protected health information by BUSINESS ASSOCIATE, or any agent, subcontractor or other third party that received protected health information from BUSINESS ASSOCIATE.
- 8. **Indemnification.** BUSINESS ASSOCIATE shall indemnify and hold PROVIDER harmless from and against any and all loss, cost, damage, or expense, including reasonable attorneys' fees, that arise out of: any breach by BUSINESS ASSOCIATE of this Addendum or of the HIPAA privacy regulations; or, the need for PROVIDER to enforce any provision of this Addendum.
- 9. **Interpretation.** Any ambiguity in this Addendum shall be resolved to permit covered Entity to comply with the Privacy Rule

10. **Subpoena.** In the event BUSINESS ASSOCIATE receives a subpoena for any protected health information in BUSINESS ASSOCIATE's possession, BUSINESS ASSOCIATE shall immediately notify PROVIDER of the subpoena and deliver a copy of the subpoena to PROVIDER. BUSINESS ASSOCIATE shall respond to the subpoena only in accordance with the HIPAA privacy regulations.

IN WITNESS WHEREOF, the parties hereto have caused§ this Addendum to be executed by their duly authorized representatives on the dates set forth below.

VISITING NURSE ASSOCIATION OF SOUTHWESTERN INDIANA, INC.

By:_____

Title:_____

Date:_____

ILLINOIS EASTERN COMMUNITY COLLEGES
OLNEY CENTRAL COLLEGE

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

Agenda Item #8E

Radiography Program Enrichment Fee

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 15, 2005
RE: Radiography Program Enrichment Fee

The administration of the Radiography Program has changed within the last year. IECC is the direct program operator rather than Richland Memorial Hospital.

As our relationship has changed with Radiography students, we have learned that additional fees will have to be charged to continue the program as it has been operated in the past.

Richland Memorial Hospital collected a fee, the proceeds of which were used to provide enrichment opportunities for Radiography students. These enrichment opportunities included field trips and visits to other radiography and medical facilities.

I would ask the Board's approval of a \$60 per semester fee for Radiography students the first semester of enrollment in the program, and a \$45 per semester fee for all subsequent semesters, effective Summer Term 2005.

TLB/rs

Agenda Item #8F

Acceptance of Higher Learning Commission Self-Study Chapter Five

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 15, 2005
RE: Higher Learning Commission (HLC)
Self-Study – Chapter Five

In preparation for the visit from the HLC scheduled for April 18, 19, and 20, 2005, a committee of District staff and employees prepared a Self-Study. The HLC visit will concentrate on five separate criteria, and therefore the Self-Study is also in five chapters, plus an introduction and a summary.

By agreement with the Board, we will review a chapter each month in October, November, December, January, and February. In March, we will cover the summary and review all five earlier chapters.

Chapter Five and the pages dealing with Chapter Five from the Handbook for Accreditation have been mailed to you. Please bring your copy with you to the Board meeting.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

FEBRUARY 15, 2005

IECC

1. Computers

OCC

1. Microscopes

WVC

1. Roof Replacement –Science Bldg.

TO: Board of Trustees
 FROM: Bid Committee
 SUBJECT: Bid Recommendation –Computers
 DATE: February 15, 2005

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

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

| VENDORS | DESCRIPTION | QTY | UNIT | BID |
|---|------------------------------|-----|----------|-------------|
| Grace Computers Salt Lake City, UT | Desktop Computers 3.0 GHz #1 | 10 | \$671.19 | \$6,711.90 |
| | Desktop Computers 3.2 GHz #2 | 4 | 827.97 | 3,311.88 |
| Shea PC Eagan, MN | 19" CRT Monitor | 2 | 160.00 | 320.00 |
| Charley Robinson, IL | 17" Flat Screen Monitor | 3 | 232.00 | 696.00 |
| | 19" Flat Screen Monitor | 17 | 317.00 | 5,389.00 |
| Dell Round Rock, TX | Notebook 1.6 GHz #1 | 1 | 1,374.34 | 1,374.34 |
| | Notebook 2.0 GHz #2 | 11 | 2,030.00 | 22,330.00 |
| TOTAL | | | | \$40,133.12 |

The following bids did not meet specifications:

| | | |
|-----------------|------------------------------------|------------------------------------|
| Gateway Co. | Notebook computer #1 for \$1199.00 | - no firewire, PS2 or serial ports |
| Grace Computers | Notebook computer #1 for \$1416.63 | - no serial or parallel ports |
| Gateway Co. | Notebook computer #2 for \$1499.00 | - no firewire PS2 or serial ports |
| Grace Computers | Notebook computer #2 for \$1765.88 | - no serial or parallel ports |
| Charley | Notebook computer #2 for \$1841.00 | - external disk drive |

A bid tabulation sheet is attached.

Respectfully submitted,
 Roger Browning
 Alex Cline
 Harry Hillis, Jr.

Source of Funds: Various, District Wide
 Department: Various District Wide
 Rationale for Purchase: Replacements/Upgrades

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

COMPUTER BID TABULATION

| DESCRIPTION | QTY | Charley Inc. Robinson, IL | Dell Marketing Round Rock, TX | Gateway Co. Sioux City, IA | Grace Computers Salt Lake City, UT | Shea PC Eagan, MN | |
|----------------------------|-------------------|------------------------------|----------------------------------|-------------------------------|---------------------------------------|----------------------|---------|
| DESKTOPS: | Unit | \$771.00 | \$835.70 | \$785.00 | \$682.19 | \$711.00 | |
| 3.0 GHz #1 | 2-20 | 767.00 | 825.70 | 785.00 | 671.19 | 711.00 | |
| | 21-40 | 763.00 | 805.00 | 785.00 | 669.19 | 707.00 | |
| | 41+ | 763.00 | 775.00 | 785.00 | 668.19 | 707.00 | |
| | Unit | 943.00 | 999.70 | 985.00 | 838.97 | 881.00 | |
| 3.2 GHz, #2 | 2-20 | 939.00 | 975.00 | 985.00 | 827.97 | 881.00 | |
| | 21-40 | 934.00 | 952.00 | 985.00 | 825.97 | 877.00 | |
| | 41+ | 934.00 | 930.00 | 985.00 | 824.97 | 877.00 | |
| | 1-9 | No-bid | 179.10 | 119.00 | 137.80 | 108.00 | |
| 17" CRT | 10-19 | | 159.00 | 119.00 | 118.80 | 108.00 | |
| | 20-29 | | 159.00 | 119.00 | 116.60 | 102.00 | |
| | 30+ | | 139.00 | 119.00 | 114.40 | 102.00 | |
| | 1-9 | No-bid | 242.10 | 189.00 | 210.16 | 160.00 | |
| 19" CRT | 10-19 | | 210.00 | 189.00 | 191.16 | 160.00 | |
| | 20-29 | | 210.00 | 189.00 | 187.62 | 155.00 | |
| | 30+ | | 179.00 | 189.00 | 184.08 | 155.00 | |
| | 1-9 | 189.00 | 224.10 | 249.00 | 212.32 | 212.00 | |
| 15" FLAT | 10-19 | 189.00 | 204.00 | 249.00 | 193.32 | 212.00 | |
| | 20-29 | 189.00 | 204.00 | 249.00 | 189.74 | 210.00 | |
| | 30+ | 189.00 | 199.00 | 249.00 | 186.16 | 210.00 | |
| | 1-9 | 232.00 | 269.10 | 279.00 | 266.32 | 265.00 | |
| 17" FLAT | 10-19 | 232.00 | 245.00 | 279.00 | 247.32 | 265.00 | |
| | 20-29 | 232.00 | 245.00 | 279.00 | 242.74 | 262.00 | |
| | 30+ | 232.00 | 239.00 | 279.00 | 238.16 | 262.00 | |
| | 1-9 | 317.00 | 386.10 | 449.00 | 341.92 | 325.00 | |
| 19" FLAT | 10-19 | 317.00 | 351.00 | 449.00 | 322.92 | 325.00 | |
| | 20-29 | 317.00 | 351.00 | 449.00 | 316.94 | 320.00 | |
| | 30+ | 317.00 | 344.00 | 449.00 | 310.96 | 320.00 | |
| | NOTEBOOKS: | 1-9 | 1399.00 | 1408.00 | 1374.34 | 1199.00 | 1416.63 |
| 1.6 GHz #1 | 10-19 | 1399.00 | 1408.00 | 1374.34 | 1199.00 | 1391.63 | |
| | 20-29 | 1399.00 | 1408.00 | 1345.60 | 1199.00 | 1381.63 | |
| | 30+ | 1399.00 | 1408.00 | 1345.60 | 1199.00 | 1376.63 | |
| | 1-9 | 1841.00 | 1841.00 | 2080.42 | 1499.00 | 1790.88 | No-bid |
| 2.0 GHz #2 | 10-19 | 1841.00 | 1841.00 | 2030.00 | 1499.00 | 1765.88 | |
| | 20-29 | 1841.00 | 1841.00 | 1980.00 | 1499.00 | 1755.88 | |
| | 30+ | 1841.00 | 1841.00 | 1930.00 | 1499.00 | 1750.88 | |
| | 1-9 | No-bid | 1857.97 | 1469.00 | No-bid | No-bid | No-bid |
| TABLETS: 1.5 GHz | 10-19 | | 1857.97 | 1469.00 | | | |
| | 20-29 | | 1857.97 | 1469.00 | | | |
| | 30+ | | 1957.97 | 1469.00 | | | |

DESKTOP COMPUTER SPECIFICATIONS #1

| <i>COMPUTER SYSTEM COMPONENT</i> | <i>REQUIRED SPECIFICATION</i> | | <i>BIDDER PROPOSED</i> | |
|--|--|------|------------------------|-----|
| Processor and Motherboard | Intel Pentium 4, 3.0 GHz processor with minimum 800MHz FSB | | | |
| Hard Drive | Minimum 80GB 7200 RPM SATA (NTFS format) | | | |
| Memory | 512 MB RAM with available expansion slots | | | |
| Video Card | Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP or PCIe video card | | | |
| Diskette | 1.44 MB Diskette Drive | | | |
| Optical Drive 1 | DVD Drive | | | |
| Sound Card | Integrated Sound Blaster compatible audio | | | |
| Speakers | No speakers | | | |
| Keyboard | USB 104 Key Enhanced | | | |
| Mouse | Microsoft USB Optical with scroll wheel | | | |
| Network Card | Integrated 10/100/1000 Twisted Pair Ethernet | | | |
| External Ports | 6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Parallel 1 Headphone jack (front), 1 Microphone jack (front preferred) | | | |
| Case | Black Mini-Tower Chassis with an open design for easy serviceability | | | |
| Operating System | Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format) | | | |
| | UNIT | 2-20 | 21-40 | 41+ |
| Base Unit Pricing (monitor not included) | \$ | \$ | \$ | \$ |

DESKTOP COMPUTER SPECIFICATIONS #2

| <i>COMPUTER SYSTEM COMPONENT</i> | <i>REQUIRED SPECIFICATION</i> | <i>BIDDER PROPOSED</i> | | | |
|--|--|------------------------|-------|-----|--|
| Processor and Motherboard | Intel Pentium 4, 3.2 GHz processor with minimum 800MHz FSB | | | | |
| Hard Drive | Minimum 120GB 7200 RPM SATA (NTFS format) | | | | |
| Memory | 1 GB RAM with available expansion slots | | | | |
| Video Card | Integrated Graphics with up to 64 MB Dynamic Video Memory or 64 MB AGP or PCIe video card | | | | |
| Diskette | 1.44 MB Diskette Drive | | | | |
| Optical Drive 1 | DVD Drive | | | | |
| Optical Drive 2 | CD-RW | | | | |
| Sound Card | Integrated Sound Blaster compatible audio | | | | |
| Speakers | No speakers | | | | |
| Keyboard | USB 104 Key Enhanced | | | | |
| Mouse | Microsoft USB Optical with scroll wheel | | | | |
| Network Card | Integrated Gigabit (10/100/1000) | | | | |
| External Ports | 6 USB 2.0 Ports (2 front – upper ½ of case preferred, 4 rear) 1 Parallel 1 Headphone jack (front) 1 Microphone jack (front preferred) | | | | |
| Case | Black Mini-Tower Chassis with an open design for easy serviceability | | | | |
| Operating System | Microsoft Windows XP Professional with most recent Service Packs installed (NTFS format) | | | | |
| | UNIT | 2-20 | 21-40 | 41+ | |
| Base Unit Pricing (monitor not included) | \$ | \$ | \$ | \$ | |

COMPUTER MONITOR SPECIFICATIONS

| Monitors: Black, .26 dot pitch or less, LCD monitors should be supported by the standard or optional video card. (<u>Monitors will be purchased independent of computers.</u>) | 1-9 | 10-19 | 20-29 | 30+ |
|---|-----|-------|-------|-----|
| 17" CRT | \$ | \$ | \$ | \$ |
| 19" CRT | \$ | \$ | \$ | \$ |
| 15" Flat Panel LCD Monitor | \$ | \$ | \$ | \$ |
| 17" Flat Panel LCD Monitor | \$ | \$ | \$ | \$ |
| 19" Flat Panel LCD Monitor | \$ | \$ | \$ | \$ |

NOTEBOOK COMPUTER SPECIFICATIONS #1

| COMPUTER SYSTEM COMPONENT | REQUIRED MINIMUM SPECIFICATION | BIDDER PROPOSED | |
|----------------------------------|--|------------------------|-------|
| Screen | 15.0" Active matrix color display | | |
| Processor | 1.6 GHz Intel Pentium M processor | | |
| Memory | 512 MB RAM | | |
| Video | Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card | | |
| Hard Drive | 40 GB Ultra ATA hard drive (NTFS format) | | |
| Diskette | 1.44 MB 3.5" floppy disk drive (Integrated) | | |
| Optical | CD-ROM Drive (Integrated) | | |
| Multimedia Package | Integrated sound and stereo speakers, internal microphone, headphone/speaker jack, line-in, and microphone jacks | | |
| Keyboard | Full size | | |
| Mouse | Touch pad or In-Keyboard Pointing Device and USB external optical mouse with scroll wheel | | |
| Operating System | Microsoft Windows XP Professional with most recent Service Pack installed | | |
| Expansion Slots | Two Type II or One Type III PC Card Slots | | |
| Power | Long life Lithium Ion battery with AC pack | | |
| External Ports | 2 USB 2.0, parallel, serial, VGA, PS/2, IEEE 1394 | | |
| Wireless Network Adapter | 54g WLAN, IEEE 802.11b, 802.11g | | |
| Network Adapter | Ethernet 10/100, integrated | | |
| Certifications | FCC Class B, UL, and CSA Certified | | |
| | | 1-9 | 10-19 |
| | | 20-29 | 30+ |
| Base Unit Pricing | \$ | \$ | \$ |

NOTEBOOK COMPUTER SPECIFICATIONS #2

| <i>COMPUTER SYSTEM COMPONENT</i> | <i>REQUIRED MINIMUM SPECIFICATION</i> | <i>BIDDER PROPOSED</i> | | | |
|----------------------------------|--|------------------------|-------|-------|-----|
| Screen | 15.0" Active matrix color display | | | | |
| Processor | 2.0 GHz Intel Pentium M processor | | | | |
| Memory | 1 GB RAM | | | | |
| Video | Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card | | | | |
| Hard Drive | 80 GB Ultra ATA hard drive (NTFS format) | | | | |
| Diskette | 1.44 MB 3.5" floppy disk drive (Integrated) | | | | |
| Optical | CD-RW/DVD Drive (Integrated) | | | | |
| Multimedia Package | Integrated sound and stereo speakers, internal microphone, headphone/speaker jack, line-in, and microphone jacks | | | | |
| Keyboard | Full size | | | | |
| Mouse | Touch pad or In-Keyboard Pointing Device and USB external optical mouse with scroll wheel | | | | |
| Operating System | Microsoft Windows XP Professional with most recent Service Pack installed | | | | |
| Expansion Slots | Two Type II or One Type III PC Card Slots | | | | |
| Power | Long life Lithium Ion battery with AC pack | | | | |
| External Ports | 2 USB 2.0, parallel, serial, VGA, PS/2, IEEE 1394 | | | | |
| Modem | V.92 56K, integrated | | | | |
| Network Adapter | Ethernet 10/100, integrated | | | | |
| Wireless Network Adapter | 54g WLAN, IEEE 802.11b, 802.11g | | | | |
| Carrying Case | Basic Carrying Case | | | | |
| Certifications | FCC Class B, UL, and CSA Certified | | | | |
| | | 1-9 | 10-19 | 20-29 | 30+ |
| Base Unit Pricing | \$ | \$ | \$ | \$ | \$ |

TABLET COMPUTER SPECIFICATIONS

| COMPUTER SYSTEM COMPONENT | REQUIRED MINIMUM SPECIFICATION | | BIDDER PROPOSED | |
|----------------------------------|---|-------|------------------------|-----|
| | | | | |
| Display | 10.4" XGA (1024x768) | | | |
| Video | Integrated Graphics with 32 MB Dynamic Video Memory or 32 MB video card | | | |
| Processor | 1.5 GHz Intel Pentium M processor | | | |
| Memory | 512 MB RAM | | | |
| Hard Drive | 40 GB hard drive | | | |
| Optical | CD-RW/DVD Drive (Integrated) | | | |
| Multimedia Package | Integrated sound and stereo speakers, headphone/speaker jack, and mic jacks | | | |
| PC Card Slots | One Type II PC Card Slot or One Type III PC Card Slot | | | |
| Keyboard | Full-size or 95% of full-size | | | |
| Operating System | Microsoft Windows XP Professional Tablet PC Edition with most recent Service Pack installed | | | |
| Power | Long life Lithium Ion battery with AC pack | | | |
| External Ports | 2 USB 2.0, VGA | | | |
| Modem | V.92 56K, integrated | | | |
| Network Adapter | Ethernet 10/100, integrated | | | |
| Communications | 802.11b/g Wireless LAN | | | |
| Carrying Case | Basic Carrying Case | | | |
| Certifications | FCC Class B, UL, and CSA Certified | | | |
| | 1-9 | 10-19 | 20-29 | 30+ |
| Base Unit Pricing | \$ | \$ | \$ | \$ |

Warranty and Support:

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on units(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30 day unconditional return privilege; 3 year, on-site, next business day warranty; 3 year parts replacement on site; 3 year labor on site provided problem cannot be resolved by phone with technical support. Telephone technical support required 24 hours per day, 7 days per week.

All hardware shall be **Windows XP** compatible. Current drivers and updates must be applied to the installed OS prior to delivery.

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

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

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

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: PLEASE SUBMIT BID IN DUPLICATE

TO: Board of Trustees
FROM: Bid Committee
SUBJECT: Bid Recommendation – Microscopes
DATE: February 15, 2005

The Bid Committee recommends rejecting all bids received and recommends re-bidding in March or April with revised specifications for higher quality microscopes. Chris Mathews and Lisa Benson would like to revise the specifications prior to re-bidding in order to purchase microscopes that will better suit their needs.

Respectfully submitted,

Lisa Benson
Roger Browning
Jack Davis
Harry Hillis, Jr.
Chris Mathews

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

MICROSCOPES
SPECIFICATIONS:

| <u>ITEM NO.</u> | <u>QTY.</u> | <u>DESCRIPTION</u> | <u>UNIT PRICE</u> | <u>TOTAL PRICE</u> |
|-----------------|-------------|---|-------------------|--------------------|
| 1. | 13 | Wolfe Beta Microscope, Carolina Bio. Supply model er-59-1148 or equivalent. Binocular light microscopes with rotatable head, must have a mechanical stages; with objectives lenses of 4X, P10X, P40X, 100X; Abbe Condesor; iris diaphragm; with built-in GV, 20W halogen illumination. Must include dust cover. | _____ | _____ |
| 2. | 1 | As above but Trinocular. | _____ | _____ |

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

TOTAL BID _____

MODEL _____

(Submit with your bid a brochure on microscopes being bid)

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

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

TO: Board of Trustees
 FROM: Roger Browning
 Re: Science Building Roof Replacement - WVC
 DATE: February 15, 2005

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

Lakeside Roofing Co., Inc. **\$253,290.00**

DIVISION I – ROOF WORK

| BIDDER | BID SECURITY | ADDENDUM NO. 1 | BASE BID | ALT. BID NO. R-1 (Replace roofing over High Roof) ADD |
|---|--------------|----------------|--------------|---|
| Kehrer Bros. Construction, Inc. Albers, IL | NO BID | | | |
| Advanced Wayne Cain & Sons Roofing & Sheet Metal, Inc. Urbana, IL | 5% Bid Bond | ✓ | \$269,682.00 | \$18,520.00 |
| Industrial Contractors, Inc. Evansville, IN | 5% Bid Bond | ✓ | \$241,900.00 | \$13,900.00 |
| Lakeside Roofing Co., Inc. Collinsville, IL | 5% Bid Bond | ✓ | \$236,490.00 | \$16,800.00 |
| Shay Roofing, Inc. Millstadt, IL | 5% Bid Bond | ✓ | \$245,096.00 | \$20,264.00 |
| Midwest Roofing & Insulation Co. Evansville, IN | NO BID | | | |

PROJECT SCOPE:

Work includes, but is not limited to: membrane roof replacement at Wabash Valley College Science Building, (modified system with modified coal tar coating, 30 year warranty).

Source of Funds: Phase 7 Carryover

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

image Architects inc



1118 West Main Street P.O. Box 850 Carbondale, Illinois 62901
618.457.2128 618.549.5725 fax

February 1, 2005

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

Re: Roof Replacement – Science Building
Wabash Valley College

Dear Mr. Browning:

We have reviewed the bids submitted for the work on the referenced project. We find no reason to prevent award of the Base Bid and Alternate Bid work to the lowest responsible and responsive bidder as follows:

| | | |
|--------------|----------------------------|--------------|
| Roofing Work | Lakeside Roofing Co., Inc. | \$253,290.00 |
|--------------|----------------------------|--------------|

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

Sincerely,

IMAGE ARCHITECTS INC.

Marlen J. Poggas, AIA
Chairman of the Board

MJP/smw

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT January 31, 2005

| FUND | BALANCE |
|--|-----------------------|
| Educational | \$306,114.07 |
| Operations & Maintenance | \$407,380.38 |
| Operations & Maintenance (Restricted) | \$233,719.65 |
| Bond & Interest | \$5,151.32 |
| Auxiliary | \$490,534.56 |
| Restricted Purposes | (\$16,404.25) |
| Working Cash | \$4,378.38 |
| Trust & Agency | \$230,643.05 |
| Audit | \$14,843.07 |
| Liability, Protection & Settlement | \$207,478.24 |
| | |
| TOTAL ALL FUNDS | \$1,883,838.47 |

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
January 31, 2005

ALL FUNDS

Fiscal
Year
2005

ASSETS:

| | |
|---------------------------------------|-------------------|
| CASH | 1,883,838 |
| IMPREST FUND | 21,500 |
| CHECK CLEARING | 2,000 |
| INVESTMENTS | 10,205,000 |
| RECEIVABLES | 2,953,424 |
| ACCRUED REVENUE | 15 |
| INTERFUND RECEIVABLES | - |
| INVENTORY | 459,225 |
| OTHER ASSETS | 429,772 |
| TOTAL ASSETS AND OTHER DEBITS: | 15,954,774 |

LIABILITIES:

| | |
|----------------------------|----------------|
| PAYROLL DEDUCTIONS PAYABLE | 4,424 |
| ACCOUNTS PAYABLE | (6,514) |
| ACCRUED EXPENSES | - |
| INTERFUND PAYABLES | 139,950 |
| DEFERRED REVENUE | - |
| OTHER LIABILITIES | 521,484 |
| TOTAL LIABILITIES: | 659,344 |

EQUITY AND OTHER CREDITS:

| | |
|------------------------------------|-----------|
| INVESTMENT IN PLANT | 1,472,541 |
| PR YR BDGTD CHANGE TO FUND BALANCE | 245,093 |

FUND BALANCES:

| | |
|---------------------------------------|-------------------|
| FUND BALANCE | 7,459,245 |
| RESERVE FOR ENCUMBRANCES | 6,118,551 |
| TOTAL EQUITY AND OTHER CREDITS | 15,295,430 |

TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS

15,954,774

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF JANUARY 31, 2005

ALL FUNDS

| | YEAR-TO-DATE |
|--|----------------------|
| REVENUES: | |
| LOCAL GOVT SOURCES | 4,590,870 |
| STATE GOVT SOURCES | 6,740,794 |
| STUDENT TUITION & FEES | 8,132,617 |
| SALES & SERVICE FEES | 1,914,577 |
| FACILITIES REVENUE | 19,789 |
| INVESTMENT REVENUE | 76,634 |
| OTHER REVENUES | 65,025 |
| TOTAL REVENUES: | 21,540,306 |
| EXPENDITURES: | |
| INSTRUCTION | 5,691,939 |
| ACADEMIC SUPPORT | 292,757 |
| STUDENT SERVICES | 710,238 |
| PUBLIC SERV/CONT ED | 51,752 |
| OPER & MAINT PLANT | 1,477,041 |
| INSTITUTIONAL SUPPORT | 5,226,075 |
| SCH/STUDENT GRNT/WAIVERS | 2,778,116 |
| AUXILIARY SERVICES | 2,555,764 |
| TOTAL EXPENDITURES: | 18,783,682 |
| TRANSFERS AMONG FUNDS: | |
| INTERFUND TRANSFERS | 0 |
| TOTAL TRANSFERS AMONG FUNDS: | 0 |
| NET INCREASE/DECREASE IN NET ASSETS | 2,756,624 |

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY03-05

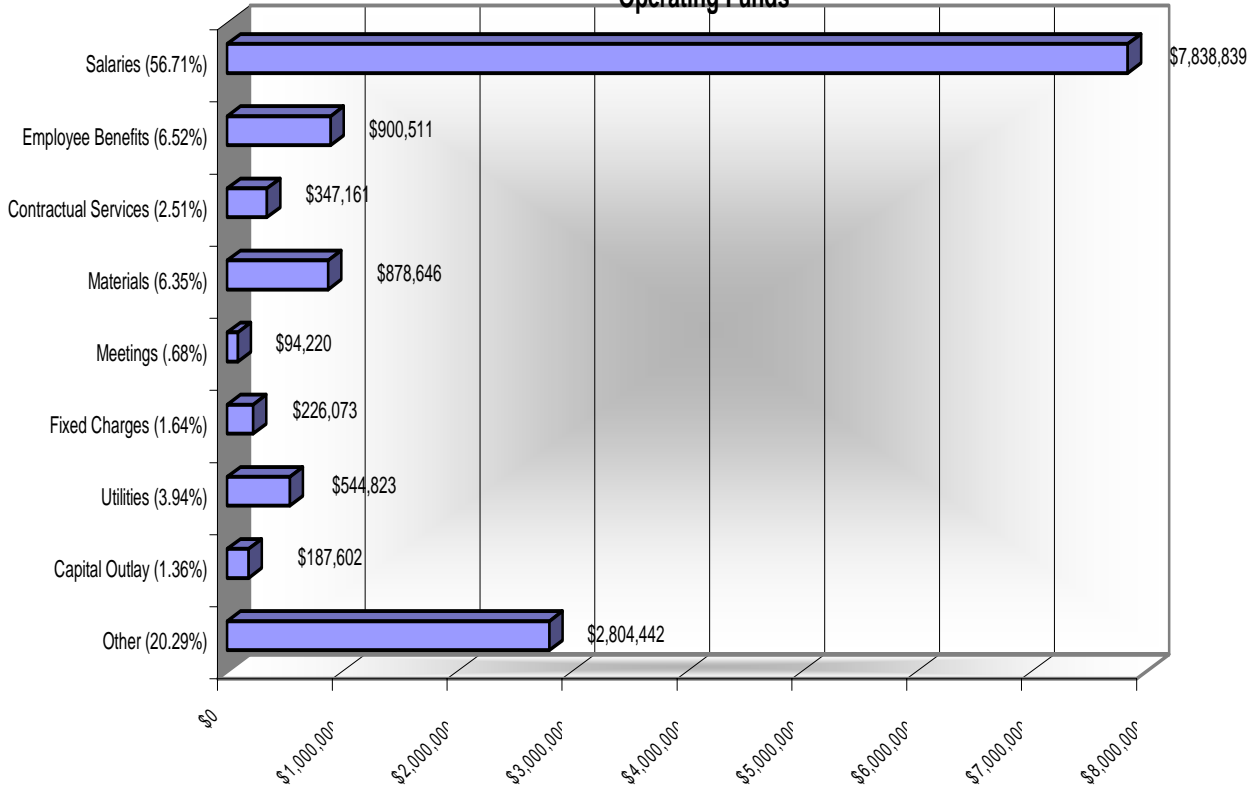
| College | Category | FISCAL YEAR 2003 | | | FISCAL YEAR 2004 | | | FISCAL YEAR 2005 | | | % of Year |
|-----------------|----------|------------------|--------------------|-----------|------------------|--------------------|-----------|------------------|--------------------|-----------|-----------|
| | | Annual Budget | Spent Thru January | % of Bdgt | Annual Budget | Spent Thru January | % of Bdgt | Annual Budget | Spent Thru January | % of Bdgt | |
| Frontier | Bills | | \$1,112,228 | | | \$1,000,221 | | | \$1,083,376 | | |
| | Payroll | | 1,107,597 | | | 1,102,292 | | | 1,138,146 | | |
| | Totals | \$2,745,276 | 2,219,825 | 81% | \$3,280,999 | 2,102,513 | 64% | \$3,360,839 | 2,221,522 | 66% | 58% |
| Lincoln Trail | Bills | | 734,686 | | | 714,024 | | | 879,128 | | |
| | Payroll | | 1,299,871 | | | 1,323,268 | | | 1,320,726 | | |
| | Totals | 3,111,881 | 2,034,557 | 65% | 3,432,543 | 2,037,292 | 59% | 3,518,296 | 2,199,854 | 63% | 58% |
| Olney Central | Bills | | 928,704 | | | 930,648 | | | 1,057,615 | | |
| | Payroll | | 2,066,955 | | | 2,129,348 | | | 2,225,698 | | |
| | Totals | 4,762,523 | 2,995,659 | 63% | 5,229,827 | 3,059,996 | 59% | 5,232,477 | 3,283,313 | 63% | 58% |
| Wabash Valley | Bills | | 877,456 | | | 1,069,428 | | | 1,130,113 | | |
| | Payroll | | 1,623,803 | | | 1,668,642 | | | 1,705,370 | | |
| | Totals | 3,572,889 | 2,501,259 | 70% | 4,137,250 | 2,738,070 | 66% | 4,160,644 | 2,835,483 | 68% | 58% |
| Workforce Educ. | Bills | | 559,723 | | | 712,589 | | | 744,230 | | |
| | Payroll | | 564,552 | | | 581,602 | | | 581,539 | | |
| | Totals | 1,832,426 | 1,124,275 | 61% | 2,248,143 | 1,294,191 | 58% | 2,275,771 | 1,325,769 | 58% | 58% |
| District Office | Bills | | 187,395 | | | 136,091 | | | 140,249 | | |
| | Payroll | | 507,658 | | | 510,119 | | | 507,818 | | |
| | Totals | 1,265,567 | 695,053 | 55% | 1,169,354 | 646,210 | 55% | 1,217,781 | 648,067 | 53% | 58% |
| District Wide | Bills | | 986,431 | | | 958,393 | | | 948,767 | | |
| | Payroll | | 318,936 | | | 360,040 | | | 359,542 | | |
| | Totals | 5,642,629 | 1,305,367 | 23% | 4,274,976 | 1,318,433 | 31% | 4,658,005 | 1,308,309 | 28% | 58% |
| O & M | Bills | | | | | | | | | | |
| | Payroll | | | | | | | | | | |
| | Totals | | | | | | | | | | |
| GRAND TOTALS | | \$22,933,191 | \$12,875,995 | 56% | \$23,773,092 | \$13,196,705 | 56% | \$24,423,813 | \$13,822,317 | 57% | 58% |

Excludes DOC

Illinois Eastern Community Colleges

FY2005

Operating Funds



Illinois Eastern Community Colleges Dist. #529

As of January 31, 2005 - \$13,822,317

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 11, 2005
RE: Personnel Report

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

dh

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400.1 Employment of Personnel

400.2 Faculty Seniority List for 2004-2005

400.3 CEO Contract

400.4 Special Assignments

400.5 Resignations

PERSONNEL REPORT

400.1 Employment of Personnel

A. Classified

1. Erin Hosselton, Library Assistant, OCC, effective March 7, 2005

400.2 Faculty Seniority List for 2004-2005

Accounting

Kristi Urfer (one year seniority for 2004-05 academic year)

Adult Education

Mary Jane Beckett
Travis Mathews (one year seniority for 2004-05 academic year)

Agricultural Technology

Paul Schnarre (one year seniority for 2004-05 academic year)
Don Mersinger (one year seniority for 2004-05 academic year)

Art

- * Lonnie Devin (one year seniority for 2004-05 academic year)
- * Drew Tucker (one year seniority for 2004-05 academic year)

Automotive Service Technology

Johnie Harrell (one year seniority for 2004-05 academic year)
Rodney Maxey (one year seniority for 2004-05 academic year)

Business (Transfer)

Gaziur Rahman (one year seniority for 2004-05 academic year)
Teresa Tegeler
Lonnie Devin

Chemical Sciences

Gary Adams (one year seniority for 2004-05 academic year)
Donald Florida (one year seniority for 2004-05 academic year)
Nicholas Wright (one year seniority for 2004-05 academic year)

*/**/** = same seniority

Coal Mining Technology

Earl Jennings (one year seniority for 2004-05 academic year)
Terry Russell (one year seniority for 2004-05 academic year)
Scott Hanson (one year seniority for 2004-05 academic year)
Mitchell Wolfe (one year seniority for 2004-05 academic year)
Fred Schwappach (one year seniority for 2004-05 academic year)
Randall Questelle (one year seniority for 2004-05 academic year)
Gary Wangler (one year seniority for 2004-05 academic year)
Phillip Edmondson (one year seniority for 2004-05 academic year)
John Michael Nutter (one year seniority for 2004-05 academic year)
Michael Thomas (one year seniority for 2004-05 academic year)
Kim Underwood (*Hire date effective 12-16-04*)

Collision Repair Technology

Mark Fitch (one year seniority for 2004-05 academic year)

Communications

Judith Puckett

Computer Networking Specialist

- * Jeff Cutchin (one year seniority for 2004-05 academic year)
- * Ryan Roark (one year seniority for 2004-05 academic year)

Computer Science

Dan Tahtinen (one year seniority for 2004-05 academic year)

Counseling

David Cunningham

Diesel Equipment & Technology

Larry Hoeszle (one year seniority for 2004-05 academic year)
Scott Balding (one year seniority for 2004-05 academic year)

Drafting Technology

Lonnie Devin
Jason Potts (one year seniority for 2004-05 academic year)

Drama

Dan Bruneau (one year seniority for 2004-05 academic year)

*/**/** = same seniority

Early Childhood Development

Linda Kolb (one year seniority for 2004-05 academic year)

Economics

Kathy Doty

Education

Linda Kolb
Jerry Bayne
Kathy Harris (one year seniority for 2004-05 academic year)

Electronics Technology

- * Robert Brosseau
- * Clint Weisgerber (one year seniority for 2004-05 academic year)

English

Brenda Phegley (one year seniority for 2004-05 academic year)
Diane Reed (one year seniority for 2004-05 academic year)
William Tucker (one year seniority for 2004-05 academic year)
Judith Puckett (one year seniority for 2004-05 academic year)
Winifred Wolven (one year seniority for 2004-05 academic year)
Kelly Payne (one year seniority for 2004-05 academic year)

English As A Second Language

Mary Mersinger (one year seniority for 2004-05 academic year)

Health

Clyde Buck (one year seniority for 2004-05 academic year)
Kathryn Harris

History

Patricia Owens (one year seniority for 2004-05 academic year)
David Denton (one year seniority for 2004-05 academic year)
Roger Chapman (one year seniority for 2004-05 academic year)
Carmen Allen (one year seniority for 2004-05 academic year)

Home Economics

Linda Kolb

*/**/** = same seniority

Industrial Maintenance Technology

- Russ Jausel (one year seniority for 2004-05 academic year)
- * Michael McKern (one year seniority for 2004-05 academic year)
- * Gary Spraggins (one year seniority for 2004-05 academic year)

Information Processing

Wayne Morris (one year seniority for 2004-05 academic year)

Journalism

Jerry Bayne (one year seniority for 2004-05 academic year)

Life Science

- Don Leynaud (one year seniority for 2004-05 academic year)
- James Burnett (one year seniority for 2004-05 academic year)
- Anuradha Roy (one year seniority for 2004-05 academic year)
- Richard Poskin (one year seniority for 2004-05 academic year)
- Christian Mathews (one year seniority for 2004-05 academic year)
- * Nixie Hnetkovsky (one year seniority for 2004-05 academic year)
- * Carrie Mallard (one year seniority for 2004-05 academic year)
- Robyn Thessing (one year seniority for 2004-05 academic year)

Machine Shop Technology

Byford Cook (one year seniority for 2004-05 academic year)
Mark Pettigrew (one year seniority for 2004-05 academic year)

Manufacturing Technology

Clint Weisgerber
Gary Wise (one year seniority for 2004-05 academic year)

Marketing Mid-Management Retailing

David Wilderman (one year seniority for 2004-05 academic year)

Mathematics

C. Allen Brown (one year seniority for 2004-05 academic year)
Laurel Cutright (one year seniority for 2004-05 academic year)
Mary Jane Beckettell (one year seniority for 2004-05 academic year)

Microcomputer Support Specialist

Randy Hargis (one year seniority for 2004-05 academic year)

*/**/** = same seniority

Music

Yvonne Newlin (one year seniority for 2004-05 academic year)
Paul Sainer (one year seniority for 2004-05 academic year)
Suzanne Downes (one year seniority for 2004-05 academic year)

Nursing

Carolyn VonAlmen (one year seniority for 2004-05 academic year)
Sharon Welty (one year seniority for 2004-05 academic year)
Carole Fusco (one year seniority for 2004-05 academic year)
Kathleen Nelson (one year seniority for 2004-05 academic year)
Kathleen Hudson (one year seniority for 2004-05 academic year)
Connie Girten (one year seniority for 2004-05 academic year)
Nancy Buttry (one year seniority for 2004-05 academic year)
Janet Kinkade (one year seniority for 2004-05 academic year)
Tamara Fralicker (one year seniority for 2004-05 academic year)
* Teresa Diekman (one year seniority for 2004-05 academic year)
* Theresa Marcotte (one year seniority for 2004-05 academic year)
** Ruby Houldson (one year seniority for 2004-05 academic year)
** Freda Neal (one year seniority for 2004-05 academic year)
Hollie Kelly (one year seniority for 2004-05 academic year)
*** Lori Phillips (one year seniority for 2004-05 academic year)
*** Marty Stewart (one year seniority for 2004-05 academic year)

Office Careers

Teresa Tegeler (one year seniority for 2004-05 academic year)
Beatrice Abernathy (one year seniority for 2004-05 academic year)
* Kathy Doty (one year seniority for 2004-05 academic year)
* Cathy Robb (one year seniority for 2004-05 academic year)
John Kendall (one year seniority for 2004-05 academic year)
** Amie Mayhall (one year seniority for 2004-05 academic year)
** Shasta Schackmann (one year seniority for 2004-05 academic year)

Physical Education

Kathryn Harris
Clyde Buck

Physics

Robert Brosseau (one year seniority for 2004-05 academic year)
Robert Mason (one year seniority for 2004-05 academic year)
Kimball Clark (one year seniority for 2004-05 academic year)

*/**/*** = same seniority

Psychology

David Cunningham (one year seniority for 2004-05 academic year)
John Day (one year seniority for 2004-05 academic year)
Susan Polgar (one year seniority for 2004-05 academic year)

Quality Improvement Specialist

Lonnie Devin

Radio/TV Broadcasting

Dan Edwards (one year seniority for 2004-05 academic year)

Religion

Judith Puckett

Social Services

Judy Neikirk (one year seniority for 2004-05 academic year)

Spanish

Hal Kizer (one year seniority for 2004-05 academic year)

Speech

James Tucker (one year seniority for 2004-05 academic year)
Jill Winter (one year seniority for 2004-05 academic year)

Telecommunications Technology

David Goodson (one year seniority for 2004-05 academic year)
Howard Lanam (one year seniority for 2004-05 academic year)
Tom Baird (one year seniority for 2004-05 academic year)
George Kocher (one year seniority for 2004-05 academic year)
Travis Matthews

*/**/*** = same seniority

400.3 CEO Contract

400.4 Special Assignments

| Extra-Curricular | | Recommended 2004-05 |
|---------------------|--|-------------------------------|
| 1. David Cunningham | Faculty Assessment Coordinator, Student Learning Outcomes Committee | \$1,000 |
| 2. Amie Mayhall | Faculty Assessment Coordinator, Student Learning Outcomes Committee | \$1,000 |

400.5 Resignations

A. Faculty

1. Kathy Ketterman, Nursing Instructor, effective February 11, 2005

B. Classified

1. Janis Robards, Bookkeeper/Payroll Clerk, DO, effective April 29, 2005

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Agenda Item #15
Collective Bargaining

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Adjournment

