

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**April 20, 2010**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield IL 62837**

**Dinner – 6:00 p.m. – Foundation Hall  
Meeting – 7:00 p.m. – Foundation Hall**

**Illinois Eastern Community Colleges  
Board Agenda**

**April 20, 2010**

**7:00 p.m.**

**Frontier Community College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Seating of Student Board Member..... Bruce
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet  
Coal Mining Technology/Telecom
7. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
8. Policy Second Reading ..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. Assessment Plan..... Cantwell
  - B. College Emergency Plans ..... Cantwell
  - C. Technology Plan ..... Cline
  - D. Activity Fee Allocations ..... Browning
  - E. Bid Schedule ..... Browning
  - F. Background Check and Fingerprinting Fee Increase..... Bruce
  - G. Radiography Program Enrichment Fee..... Bruce
  - H. Radiography Program Course Review Fee..... Bruce
  - I. Radiography Program College Catalog Changes ..... Bruce
  - J. Allied Health Program College Catalog Changes ..... Bruce
  - K. Memorandum of Agreement for Medical Reimbursement with IECEA..... Bruce
  - L. Health Careers Partnership Agreement with Flora H.S.-Clay County Hospital ..... Bruce
  - M. Health Careers Partnership Agreement with North Clay H.S.-Clay County Hospital ..... Bruce
  - N. Health Careers Partnership Agreement with Clay City H.S.-Clay County Hospital..... Bruce
  - O. Health Careers Partnership Agreement with Mt. Carmel H.S.-Wabash General Hospital ..... Bruce

P. Business Associate Agreement with Hamilton Memorial Hospital .....	Bruce
Q. Affiliation Agreement with Flora Rehab and Health Care – CNA.....	Bruce
R. Affiliation Agreement with Crawford Memorial Hospital – CNA.....	Bruce
S. Affiliation Agreement with Newton Rest Haven – CNA .....	Bruce
T. Affiliation Agreement with Bloomberg Chiropractic – Medical Office Assistant .....	Bruce
U. Affiliation Agreement with the Office of Dr. Timothy Garrett – Medical Office Assistant....	Bruce
V. Affiliation Agreement with Lawrence County Health Dept. – Medical Office Assistant-AIT.	Bruce
W. Affiliation Agreement with Southern Illinois Primary Care – Medical Office Assistant-AIT..	Bruce
X. Affiliation Agreement with Fairfield Memorial Hospital – Medical Office Assistant .....	Bruce
Y. Affiliation Agreement with O’Donnell Agency – Admin. Information Technology .....	Bruce
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10. Bid Committee Report .....	Bruce
<u>IECC</u>	
PHS Compliance Work – Phase 9 Carryover 2-	
Plumbing and Electrical Upgrades	
11. District Finance	
A. Financial Report.....	Browning
B. Approval of Financial Obligations.....	Browning
12. Chief Executive Officer’s Report .....	Bruce
13. Executive Session .....	Bruce
14. Approval of Executive Session Minutes	
A. Written Executive Session Minutes .....	Bruce
B. Audio Executive Session Minutes.....	Bruce
15. Approval of Personnel Report .....	Bruce
16. Collective Bargaining .....	Bruce
17. Litigation.....	Bruce
18. Acquisition and Disposition of Property.....	Bruce
19. Other Items	
20. Adjournment	

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, March 16, 2010.

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

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

John D. Brooks, Michael K. Correll, G. Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Marilyn J. Wolfe. Also present was Carter Wilkinson, student trustee. Trustees Absent: Brenda K. Culver was absent due to illness. 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:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Jack Davis, President of Olney Central College.  
Matt Fowler, President of Wabash Valley College.  
Timothy Taylor, President of Frontier Community College.  
Beverly Turkal, President of Lincoln Trail College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
Kathleen Pampe, Associate Dean of Career Education & Economic Development.  
Pamela Schwartz, Associate Dean of Institutional Development.  
Renee Smith, Executive Assistant to CEO.

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  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SURS – State Universities Retirement System  
WED – Workforce Education

WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the following meetings were presented for disposition.

- A. Regular Meeting, Tuesday, February 16, 2010.
- B. Reconvened Regular Meeting, Wednesday, March 3, 2010.

**Board Action to Approve Minutes:** Trustee John Brooks made a motion to approve minutes of the foregoing meetings as prepared. Trustee Walter 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 carried.

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

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

**#3-B. IECEA Representative:** Gary Adams, Past President of Illinois Eastern Colleges Education Association (IECEA), was recognized and expressed concerns relative to the recent reductions-in-force of tenured faculty members and other financial cuts. Rob Mason, current President of IECEA was recognized.

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

**AGENDA #5 – “Reports”** –

**#5-A. Report from Trustees:** None.

**#5-B. Report from Presidents:** Written reports were presented from each of the colleges. Timothy Taylor, President of Frontier Community College, reported on his attendance at a recent meeting of the Illinois Council of Presidents, where a report was given relative to the state funding shortfall. The report concluded that the funding situation is not expected to improve soon.

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

**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. Special Recognition of Student Board Member:** The trustees gave special recognition to Student Trustee Carter Wilkinson. Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2009, Carter Wilkinson from Wabash Valley College has served as Student Trustee. The CEO and Board Chairman noted that he has served with distinction and provided useful insights to the Board of Trustees during his tenure. His advice and counsel is appreciated by the Board and the Administration. The Board and the Administration wish Carter Wilkinson success in his future endeavors and hopes that he will continue to provide his insights to the Board. He was presented with a plaque in recognition of his service to the Board of Trustees and the IECC district.

**#8-B. Identity Theft Prevention Program:** Chris Cantwell reviewed the IECC district's Identity Theft Prevention Program, and the Program Status and Report as of March 2010. Federal regulations require the district to develop and implement a written identity theft prevention program, since the district participates in the Federal Perkins Loan Program and the Federal Family Education Loan Program, offers institutional loans to students and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a "creditor" and student accounts are "covered accounts" subject to the federal regulations on identity theft prevention. An Identity Theft Prevention Team was formed, and training on the prevention program was completed by staff and faculty who have contact with student accounts or personally identifiable information. Additionally, letters were sent to service providers who perform activities within student accounts and who are required to perform their activity in accordance with the policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. The Identity Theft Prevention Team met on February 17, 2010 to review and update the prevention program as necessary and no major updates were made to the current Identity Theft Prevention Program. The Team discussed one reported incident of a possible identity theft situation and agreed that the incident did not constitute actual identity theft or fraud and the incident was handled correctly according to the red flag detection procedures. The Team will continue to annually review the program and provide training to their assigned departments and areas.

(Note: A copy of IECC's Identity Theft Prevention Program Status and Report as of March 2010 was presented and is by this reference made a part of the records of this community college district.)

**Recommendation:** The CEO recommended approval of the IECC Identity Theft Prevention Program, and the Program Status and Report as of March 2010.

**Board Action:** Trustee William Hudson made a motion to approve the IECC Identity Theft Prevention Program, and the Program Status and Report as of March 2010, as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Motorcycle Training Facility Use Agreement with SIU-Carbondale - FCC:** Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at Frontier Community College. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration. SIU already offers this course at Olney Central College and Wabash Valley College and will soon offer it at Lincoln Trail College. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of FCC, Airtex Products, and SIU. The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement. The actual instruction will be conducted at the parking lot of the former Wal-Mart Store in Fairfield. The City of Fairfield currently owns the facility and has leased it to Airtex Products. The City and Airtex have also executed agreements with SIUC concerning liability. The CEO recommended approval of this agreement.

**Board Action:** Trustee Michael Correll made a motion to approve the Motorcycle Training Facility Use Agreement with SIU-Carbondale for Frontier Community College as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent:

Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Motorcycle Training Facility Use Agreement with SIU-Carbondale - LTC:** Southern Illinois University (SIU) has agreed to offer Motorcycle Rider Courses at Lincoln Trail College. SIU has proposed a Motorcycle Training Facility Use Agreement for the Board's consideration. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of LTC and SIU. The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement. The CEO recommended approval of this agreement.

**Board Action:** Trustee Michael Correll made a motion to approve the Motorcycle Training Facility Use Agreement with SIU-Carbondale for Lincoln Trail College as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Motorcycle Training Facility Use Agreement with SIU-Carbondale - OCC:** Southern Illinois University (SIU) has agreed to again offer Motorcycle Rider Courses at Olney Central College. SIU has proposed continuation of a Motorcycle Training Facility Use Agreement for the Board's consideration. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of OCC and SIU. The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement. The CEO recommended approval of this agreement.

**Board Action:** Trustee Michael Correll made a motion to approve the Motorcycle Training Facility Use Agreement with SIU-Carbondale for Olney Central College as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Motorcycle Training Facility Use Agreement with SIU-Carbondale - WVC:** Southern Illinois University (SIU) has agreed to again offer Motorcycle Rider Courses at Wabash Valley College. SIU has proposed continuation of a Motorcycle Training Facility Use Agreement for the Board's consideration. The proposed agreement sets forth the requirements of SIUC and IECC but does not require the payment of funds by either party. The agreement deals extensively with insurance requirements of WVC and SIU. The agreement may be terminated by either party with 30 days notice. The parties may renew this agreement by written mutual agreement. The CEO recommended approval of this agreement.

**Board Action:** Trustee Michael Correll made a motion to approve the Motorcycle Training Facility Use Agreement with SIU-Carbondale for Wabash Valley College as recommended. Student Trustee Carter Wilkinson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent:

Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Authorization to Develop a Line of Credit:** The Illinois General Assembly is completing passage of Senate Bill 2615 which would allow the Board of Trustees to establish a line of credit with a bank or other financial institution. The District's line of credit could not exceed 85% of anticipated state revenues due in the current fiscal year, as certified by the President/CEO of the Illinois Community College Board or other official in a position to provide assurances as to the amounts. The District could also establish a line of credit that would anticipate 50% of state revenues expected to be due in the next subsequent fiscal year, as certified by the President/CEO of the Illinois Community College Board or other official in a position to provide assurances as to the amounts. The District would be required to repay all moneys so borrowed exclusively from the anticipated revenues within 60 days after the revenues have been received. The legislation requires that the borrowing bear interest at a rate not to exceed the maximum rate authorized by the Bond Authorization Act, from the date of issuance until paid. The Board is required to pass a Resolution authorizing the borrowing from financial institutions.

The CEO recommended that he be given authorization from the Board to enter into negotiations with various district financial institutions to discuss the terms and conditions the banks would consider in approving such a line of credit. Any proposed borrowing would be presented to the Board for its consideration and adoption of the appropriate Resolution.

**Board Action:** Trustee William Hudson made a motion to authorize the CEO to enter into negotiations with various district financial institutions to discuss terms and conditions the banks would consider in approving a line of credit, as outlined and recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Authorization to Study Funding Bonds Issuance:** The Board is authorized to issue Funding Bonds to pay certain obligations of the District and provide an alternative method of financing deficits. The Funding Bonds can be issued only after the Board has adopted a Resolution stating its Notice of Intention to Issue Funding Bonds. The Notice of Intention and the Resolution must be published within 10 days after adoption by the Board in the newspaper customarily used for publication purposes by the District. The Funding Bonds may then be issued unless a petition, signed by ten percent of the registered voters within the District, is filed with the Secretary to the Board within 30 days of the publication of the notice. Funding Bonds can be issued to pay claims that the District has a "want of funds" to pay. Eligible claims include pay warrants, lease agreements, installment contracts, and contractual services, health insurance premiums, utility bills and any other obligations due and payable by the District, subject to approval by bond counsel. The District must have incurred and approved the debt prior to the adoption of the Resolution of Intention to Issue Funding Bonds and before the required publication of the Resolution. Funding Bonds are paid by a tax levy on taxable property within the District. If the Board were to authorize the issuance of approximately \$2.125 million in Funding Bonds, which would be repaid over a period of three years, the bonds could be repaid with a levy of approximately 0.075 cents for principal and interest.

The CEO recommended that he be authorized to begin the process of investigating the possibility of issuance of Funding Bonds. The amount of bonds, interest rates, tax levy rates and repayment schedules of principal and interest would have to be adopted by the Board.

**Board Action:** Trustee Michael Correll made a motion to authorize the CEO to begin the process of investigating the possibility of issuance of Funding Bonds, as outlined and recommended. Trustee



Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Authorization to Study Working Cash Fund Bonds Issuance:** The Board currently maintains a Working Cash Fund that was developed years ago by the passage and repayment of a Working Cash Fund Bond. The current law limits the levy associated with a working cash bond to 75% of the Board's existing combined education (0.175 cent) and operations and maintenance (0.075 cent) tax rates. The changes to working cash law contained in SB 2615 would allow the District to incur an indebtedness for 3 years for Working Cash Funds and issue bonds therefore from time to time, in an amount or amounts not exceeding in the aggregate at any one time outstanding 150% (rather than 75%) of the taxes permitted to be levied for educational purposes and for operations and maintenance of facilities purposes for the then current year to be determined by multiplying the aggregate of the authorized maximum educational tax rate and the maximum operations and maintenance tax rate applicable to such district by the last assessed valuation as determined at the time of the issue of those bonds plus 150% (rather than 75%) of the last known entitlement of such district to taxes as by law now or hereafter enacted or amended, imposed by the General Assembly of the State of Illinois, to replace revenue lost by units of local government and school districts as a result of the abolition of ad valorem personal property taxes, pursuant to Article IX, Section 5(c) of the Constitution of the State of Illinois. The impact is that the Board will be able to issue additional Working Cash Fund Bonds, and in the event of a delay in payments from the State of Illinois, have funds available to the District that the District could borrow from itself. Upon receipt of the anticipated revenues from the State, the District could replenish the Working Cash Fund. It is proposed that the District could issue Working Cash Fund Bonds in the amount of approximately \$2.125 million, repayable over three years, utilizing an approximate 0.075 cent tax levy to repay principal and interest.

The CEO recommended that he be authorized to begin the process of investigating the possibility of the issuance of Working Cash Fund Bonds. The amount of bonds, interest rates, tax levy rates and repayment schedules of principal and interest would have to be adopted by the Board.

**Board Action:** Trustee Marilyn Wolfe made a motion to authorize the CEO to begin the process of investigating the possibility of issuance of Working Cash Fund Bonds, as outlined and recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-J. Purchase of Vehicle for Truck Driving Training:** The IECC District operates a Truck Driving program at Wabash Valley College. The last truck purchased for the program was in the Spring of 2004 when the District bought a seven year old 1997 Freightliner truck. State bid requirements allow an exception for used equipment. Larry Hoeszle, Lead Instructor, Diesel Equipment Technologies, conducted a search for a used truck to be purchased outside of the standard bid procedure. The use of this process is based on the following: 1) the uniqueness of securing quality, used equipment which would likely be sold between the time a vendor would bid and the Board could act, and 2) the difficulty in writing specifications for used equipment and insuring the condition of the used equipment. The 1997 Freightliner, purchased in 2004, has provided good service past 6 years, but the truck is becoming costly to maintain. Nearly \$6,500 in repairs has been required this year. Larry Hoeszle has conducted a review of available used trucks and has found four possible low mileage trucks which are 3 years old, which is the appropriate age to secure the necessary features needed to train truck drivers in today's market.

The trucks are as follows:

2007 Freightliner-14.0L Detroit Engine-540,000 miles-Excellent, well cared for-\$29,000  
2007 Freightliner-14.0L Detroit Engine-494,259 miles- Excellent condition-Expensive -\$37,900  
2007 Freightliner-14.0L Detroit Engine-638,450 miles-Condo Sleeper not desirable-\$38,989  
2007 Freightliner-14.0L Detroit Engine-463,000 miles-Excellent condition-Expensive-\$38,950

The NADA February 2010 appraisal of the truck being purchased is \$43,285. The 1997 Freightliner would be traded in on the purchase. The truck will be purchased from funds in the Truck Driving Auxiliary Account.

The CEO recommended that the Board approve the purchase of the 2007 Freightliner with 540,000 miles for \$29,000.

**Board Action:** Trustee Walter Koertge made a motion to approve purchase of a 2007 Freightliner for the Truck Driving Program at WVC as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$7,742,765.73, as of February 28, 2010. The district has expended 67% of the current fiscal year budget.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for March 2010, totaling \$587,405.39, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for March 2010, in the amounts listed, and payments from the revolving fund for February 2010. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry Bruce presented an informational report on the following items:

1. **State’s Financial Condition:** An update was presented on the state’s financial condition.
2. **University of Illinois Report on Transfer Students:** The U. of I. School of Engineering reports that native students have a 3.2 grade point average, while IECC transfer students have a 3.6 grade point average.
3. **TIF – Lawrenceville:** A ten year extension to the Lawrenceville TIF district will be requested in April.
4. **TIF – Oblong:** Oblong plans to create a TIF district.
5. **Long Term Recovery Council Final Report:** Sustainability and recoveries on watershed.
6. **Memorandum of Agreement – Medical Reimbursement Plan:** Information has been given to the teachers’ union and is now being considered.

7. Memorandum of Agreement – Retirement Plan: Information has been given to the teachers' union and is now being considered.
8. CIS 1104: The district is studying a computer training course.
9. ConnectSI: This is a project for connecting southern Illinois through broadband and collaboration, and includes 20 counties south of U.S. Route 50, but not counties along Route 50.
  - A. SIONI: Offering online courses for nursing students.
  - B. LeadSI: An initiative to get youth leaders in southern Illinois to produce public service announcements that communicate the dangers of online predators.
  - C. Project Netwise: A project to educate the public about internet safety.
  - D. Health Information Exchange: physicians are working on a broadband network.
  - E. ConnectSI Foundation: This foundation has been operating for the past five years.
10. Transfer Courses this Fall: Transfer courses will be on schedule and there will be more than were offered one year ago.
11. LWIA – Local Workforce Investment Area 23: A very good year has been completed with 90% Summer Funds spent on training. LWI Area 23 is helping Area 24, the agency located west of the IECC district.
12. Open Meeting Status Report:
13. Meeting with President Mason: The CEO is meeting regularly with Rob Mason, President of the Illinois Eastern Colleges Education Association.
14. CARLI Savings: A review was given on savings resulting from IECC's relationship with the Consortium of Academic and Research Libraries.
15. FCC NATEF Automotive Certification has been approved for FCC at Fairfield.
16. Harry Smith Passing: Harry Smith, former Chancellor of the IECC district, passed away recently.
17. Hack Wilson Passing: Marion "Hack" Wilson, former Chairman of the IECC Board of Trustees, passed away recently.
18. Enrollment: District enrollment is up 1% over this same one year ago.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The written minutes of an executive session held Tuesday, February 16, 2010 were presented for approval. The minutes should be corrected to show the date of the meeting in the first paragraph as February 16, 2010, and also to reflect that the roll call vote to hold an executive session was approved with 5 yea votes and 1 nay vote and 1 abstention. The CEO recommended that the minutes be approved as corrected, but remain closed to the public record at this time.

**Board Action:** Trustee John Brooks made a motion to approve, as corrected, minutes of a closed meeting held Tuesday, February 16, 2010, but that closed meeting minutes of that date remain closed and not be opened to public inspection at this time. Trustee Walter 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 #14 – “Approval of Personnel Report”** – The CEO presented the following Personnel Report and recommended approval.

**400.1. Retirement**

- A. Administrative
  - 1. Jackie Davis, President, OCC, effective June 17, 2010.

**400.2. Resignations**

- A. Faculty
  - 1. Lonnie Mitchell, Instructor, WED, effective March 20, 2010.
- B. Professional/Non-Faculty
  - 1. Darleta Wagner, Head Women’s Basketball Coach, OCC, effective March 15, 2010.

**400.3. Terminations**

- A. Classified
  - 1. Ryan Herdes, Academic Coordinator, Upward Bound, DO, effective March 17, 2010.
  - 2. Rebekkah Hixon, Counselor, Upward Bound, DO, effective March 17, 2010.

**Board Action to Approve Personnel Report:** Trustee William Hudson made a motion to approve the foregoing Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. 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”** – Student Trustee Carter Wilkinson made a motion to adjourn. Trustee Walter Koertge seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:55 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Seating of Student Board Member**

**Agenda Item #4**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**



**Agenda Item #5**

**Public Comment**

**Agenda Item #6**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #7**

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

**None**

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**

**Agenda Item #9A**

**Assessment Plan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Report on Assessment 2008-2009

In October 2006, Illinois Eastern Community Colleges was accepted into the Higher Learning Commission's Academy for the Assessment of Student Learning. The Assessment Academy offered HLC member institutions a four-year sequence of events and interactions that were focused on student learning, targeted at accelerating and advancing efforts to assess and improve student learning, and designed to build institution-wide commitment to assessment of student learning.

The Assessment Academy experience is intended to develop an institutional culture and increase institutional commitment to assessing and improving student learning. IECC's participation in the Academy was designed to generate evidence for accreditation evaluations and serve in place of mandated progress and monitoring reports on the assessment of student learning.

As a part of the District's participation in the Assessment Academy, a report of IECC's assessment efforts has been prepared by the Faculty Assessment Team and has been presented annually to the Board for its review and acceptance. The 2008-2009 report includes the following:

- Summary of the History of Assessment of Student Learning at IECC
- Year in Review of Assessment Events
- Committee Meetings 2008-2009
- Assessment of Student Learning at all Levels
- Feedback on Students First! Project
- Future of Assessment of Student Learning at IECC
- Appendices

The Faculty Assessment Team is led by Nixie Hnetkovsky, with strong assistance of faculty members including Scott Balding, Amie Mayhall, Kelly Payne, and Kim Stevens. These five individuals have done an extraordinary job during the 2009 calendar year as the report indicates.

I ask the Board's acceptance on the Report on Assessment 2008-2009.

TLB/rs

# Illinois Eastern Community Colleges Report on Assessment

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**2008-2009**



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Penny Quinn-Dean of Instruction, LTC



Presented to the Cabinet: February 5, 2010  
Presented to the Board: April 20, 2010

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## **IECC Mission**

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

## **Summary of the History of Assessment of Student Learning at IECC**

Illinois Eastern Community Colleges is striving to fulfill its educational mission as a comprehensive community college district by providing high-quality student learning and effective teaching environments to the citizens of southeastern Illinois. Several assessment-related activities and initiatives have been implemented that emphasize the district's commitment to maintaining a curriculum and an educational delivery system that focuses on the future needs of an increasingly diverse global society. Please refer to the 2005-2006 Report, 2006-2007 Report, and 2007-2008 Report on Assessment for complete history and background of assessment at IECC.

## **Assessment Activities Year In Review 2008-2009**

### **August 15, 2008 – Faculty Assessment Work Day**

Faculty from all four colleges met at Wabash Valley College. Major points of interest for the day:

#### *Presentation on Plan for General Education Assessment Revision*

Plans for the General Education Assessment Method and Tool revisions were presented to all faculty. In this new method, only a few outcomes will be assessed in an academic year, with all outcomes being assessed within a five year period. For the first year, we are proposing to assess reading comprehension, and written and oral communication. The assessments will be administered by faculty in their courses. They will use existing writing and speech assignments to assess reading comprehension, writing skills and speaking skills. Students will be polled as to whether or not they've taken the coinciding general education course and where they have taken it. Four groups will be identified: Students who have not taken the course or who are currently enrolled in the course but have not yet completed all coursework, those who have taken the course at an IECC college, those who have taken the course at another college not in the IECC district, and those who have taken the course as dual credit through a cooperative agreement with their area high school.

Assessment of the first two general education outcomes will ensue for the Fall 2009/Spring 2010 semesters. A pilot will be run during the Spring 2009 semester to finalize the method and tool. Therefore, common rubrics will be developed by the English and communications faculty for all faculty to use. This will not only give meaningful results to our general education faculty, but the results will also be consistent with the topics they teach and quality of work they expect in their courses. The results will enable the English and Communications departments, for instance, to tailor their curriculum based on the needs of the students.

#### *Presentation on Facilitating Student Success by Gail Janecka*

Gail Janecka presented the Keynote Address and two break-out sessions. She is a counselor under the Title V Grant for Hispanic Serving Institutions at The Victoria College in Victoria, Texas. She is an OnCourse Ambassador for the OnCourse Curriculum developed by

Skip Downing. She presented different topics during the Keynote Address and breakouts including: Personal Responsibility, Language of Responsibility, and Self-Motivation. All topics had relevance in encouraging students to take more ownership of their education, and in encouraging faculty to look at their work, surroundings and ideas in a new light in order to facilitate student success.

#### *Faculty Discipline/Program Work Time*

Faculty were given time to work within their programs, disciplines, and specific courses to work on their individual assessment efforts in conjunction with faculty from all four colleges. This is always the high point of the work days. Since we are divided among four colleges, this provides time where the faculty can sit and work together on the assessment efforts of their discipline.

#### **October 7, 2008 – District Workshop Day**

Faculty and staff from all four colleges met at Lincoln Trail College with an emphasis on “Putting the Community in Community College”. David Lee and John Wagner gave motivational Keynote Addresses during the day.

Major points of interest for the day:

#### *Faculty Discipline Work Time*

Faculty were given time to work within their programs, disciplines, and specific courses to work on their individual assessment efforts in conjunction with faculty from all four colleges. The Assessment Team also explained the new posting mechanism on the IECC Assessment Toolkit for Program Assessment.

#### *Students First Staff Areas Work Time*

All non-instructional areas were given time to work within their departments or groups to plan assessment for the Spring 2009 semester.

#### **January 8, 2009 – Faculty Assessment Work Day**

Faculty met at their respective colleges. Major points of interest for the day:

#### *Video Presentation on How to Post Results by Jeff Gumbel*

IECC continually strives to use technology to increase the efficiency of handling the data collected through assessment. Jeff Gumbel has written new programming so that program outcomes and results can be posted by individual instructors on the Assessment Toolkit and immediately available for all to see and review. This will ensure that assessment results are up to date at all times. Jeff Gumbel’s presentation was given online using a new program called Jing. By using this program, faculty were also introduced to a delivery method applicable to online learning.

### *Faculty Work Time*

Faculty were given work time to discuss challenges and solutions regarding their individual assessments with other faculty at their college. In addition, best practices and classroom issues were also discussed.

### *Presentation by LRC Directors on Information Literacy*

The LRC Director from each college also presented to their faculty on Information Literacy. The LRC Directors will begin assessing students on their level of information literacy in January 2009. The directors have developed presentations and assessment tools and have requested faculty to bring their classes for these orientations. In this assessment, they are not only assessing their own outcome, but also the General Education Outcome that students will be able to demonstrate information and technology literacy.

### **April 17-21, 2009 – HLC 113th Annual Meeting – Chicago, IL**

Chris Cantwell, Amie Mayhall and Nixie Hnetkovsky attended the 113th Annual Meeting of the Higher Learning Commission in Chicago, Illinois. The three assessment team members attended the assessment track of the meeting and Academy Learning Exchange presentations.

Amie Mayhall and Nixie Hnetkovsky presented “Retreat...to Move Forward in Assessment” as one of the break-out sessions. In this presentation, the Students First! Retreat model was presented along with the events that led to having the Retreat.

The main highlights of the conference included: Academy Learning Exchange presentations, poster fair, break-out sessions on various assessment topics and time to meet with our mentors for feedback on the Students First! Project.

### **June 4-5, 2009 – Students First! Retreat – New Harmony, IN**

The Students First! Organizational Team including Chris Cantwell, Kathy Pampe, Penny Quinn, Amie Mayhall, Nixie Hnetkovsky, Scott Balding, Kelly Payne, and Kim Stevens planned and executed the Third Annual Students First! Retreat. Faculty and staff from various areas of IECC were invited to this two-day, comprehensive retreat. The participant list is found in Appendix A. The retreat focused on reporting results for each area of the district, discussing the new General Education Assessment Process which was piloted in the Spring 2009 semester, and networking with other departments in order to improve the assessment process. The agenda is found in Appendix B.

Participation by all attendees was inspiring and enlightening. Reporting assessment results gave opportunities for everyone to discuss good practices and brainstorm application of those practices elsewhere in the institution. Knowledge of other departments has encouraged appreciation of those departments and their goals, and discussion of how those departments might aid one another’s individual efforts. The Students First! Retreat, overall, encourages accepting assessment as a culture across the IECC district.

A group of faculty including Robert Mason, Rodney Maxey, Scott Balding, Paul Stouse, Jay Carter, Laurel Cutright, Suzanne Downes, Lisa Benson, Nixie Hnetkovsky, Kim Stevens, Kelly Payne and Amie Mayhall discussed the General Education Assessment pilot results from Spring 2009. Because the Communications department was unable to get a pilot going during the Spring 2009 semester, the focus of the Retreat discussion was on the English Writing pilot, which had participation from four IECC instructors. Initially, we had hoped to get participation in the pilot from all four colleges, and involving more instructors, but were unable to do so. The faculty who participated in the Writing pilot used the existing rubric developed by the English faculty and reported results to Kelly Payne, who then compiled the overall results. Overall results were also divided among the four groups that have been identified for assessment: students who have taken ENG 1111 (Composition I) at IECC; students who have taken ENG 1111, or its equivalent, at another college not in the IECC district; students who have taken ENG 1111 through dual credit; and those students who have not yet taken ENG 1111 or who are currently enrolled in ENG 1111. Although our pilot sample was small, the overall results demonstrated that instructors felt students who took ENG 1111 through one of the IECC colleges possessed a better understanding and/or higher level of writing skill than the students in the other groups. Discussion among the faculty at the retreat also centered around the follow-up questions that participating instructors are asked to complete after assessing their students with the Writing rubric. Most commonly, instructors commented on the students' difficulty with basic grammar. Ideas were discussed about how this issue could be better targeted, both in the English classroom and in the other classrooms. Suggestions included: more time spent in Composition classes on grammar; grammar handouts, developed by the English faculty, made available to other faculty in the district; and, team-teaching efforts that bring together English faculty and other disciplines/programs in a collaborative teaching method.

The decision was made to continue with the assessment method and tools for the Fall 2009/Spring 2010 semesters. The faculty present also suggested that faculty be educated by the English assessment leader and communications assessment leader on how to use the rubric, what assignments would be applicable, and to whom the results should be sent.

## **Ongoing Events:**

### **Consultations with Faculty and Staff**

In the past year, faculty and non-instructional areas that are not progressing in assessment have been identified. The Director of Student Learning Assessment visited the four colleges throughout the year for come-and-go appointments with faculty and staff. Meetings will continue to be scheduled in order to focus attention on and address issues hampering success.

### **Students First! Newsletter**

The district began distribution of an Accreditation and Assessment Newsletter in September 2002. The title has been changed to reflect the goal of the Assessment Academy project and our overall goal at IECC. The Olney Central College Assessment Coordinator, Kelly Payne, continues working with Pam Schwartz to keep this newsletter current and relevant to faculty and staff.

### **Assessment Toolkit**

The Assessment Toolkit (<http://www.iecc.edu/assessment/>) houses a variety of resources for faculty and staff at IECC. Current and past assessment plans, outcomes and results are posted on the Toolkit, as well as committee meeting minutes, the assessment newsletter, the HLC assessment presentation, assessment basics and the past Assessment Reports. The Toolkit is updated periodically to reflect the assessment efforts undertaken by all areas, instructional and non-instructional, throughout the district.

Changes have been made to the Toolkit to allow staff and faculty to upload outcomes and results themselves. In order to fully institute assessment as a culture, it must be self-sustaining. The Toolkit must become a tool for which group leaders are responsible. At that point, the Toolkit will be a true reflection of the assessment efforts continually occurring across the district.

### ***Committee Meetings 2008-2009***

#### **General Education Assessment Committee**

The General Education Committee meets as needed to review General Education Assessment results. This committee is comprised of the Students First! Committee plus additional faculty from various disciplines/programs.

The Committee met at the Retreat as noted earlier in this report.

#### **Students First! Committee**

The Students First! Committee includes Nixie Hnetkovsky-Faculty Director of Student Learning Assessment; Amie Mayhall-Faculty Coordinator for FCC/OCC; Kim Stevens-Faculty Coordinator for LTC; Kelly Payne-Faculty Coordinator for OCC; Scott Balding - Faculty Coordinator for WVC; Kathy Pampe-Associate Dean, Career and Technical Education; Chris Cantwell-Associate Dean, Academic and Student Support Services; and, Penny Quinn-Dean of Instruction, LTC. The lead contacts for each area are also invited to at least one meeting per year to prepare them to move forward with assessment in their areas.

#### **Students First! Meeting Dates:**

July 22, 2008  
September 26, 2008  
February 6, 2009  
March 20, 2009  
May 8, 2009  
July 23, 2009  
October 23, 2009

### **Assessment of Student Learning at All Levels**

#### **Classroom Assessment:**

Faculty throughout the district use a variety of tools for classroom assessment; that is, assessment in that particular classroom and course only. At workshops, faculty are presented with many different methods for classroom assessment as well as encouraged to utilize a variety of methods in the classroom. We administer the faculty classroom assessment survey every other year. This survey asks faculty to list the tools they use for classroom assessment.

**Course Assessment:**

Student learning outcomes are created for all courses and included on all course master syllabi; the syllabi are posted on the Intranet, under the Documents tab, under Syllabi. As new courses are added, the Student Learning Outcomes Committee reviews and approves the student learning outcomes. Faculty review outcomes in many courses on a semi-annual basis, add student learning outcomes to their assessment cycle, or change courses within the discipline. Master course syllabi for all courses are reviewed and updated on a 5-year cycle as a part of Program Review which is completed every year and is a required report submitted to the Illinois Community College Board.

Many faculty have established a process for course assessment within their disciplines. The courses being assessed have results posted for Fall 2008-Spring 2009 online in the Assessment Toolkit (<http://www.iecc.edu/assessment/>).

To help improve communication in our four-college district, the district, along with the Students First Committee, continues to provide faculty with assessment work time within their programs and disciplines at district workshops. Each college supports and helps organize assessment workshops and informational meetings, and promotes and emphasizes faculty involvement in the assessment process.

**Program Assessment:**

The initiative to develop program outcomes continues. A list of programs, along with their outcomes, is posted online in the Assessment Toolkit.

IECC career and technical education program faculty have selected assessment tools to assess their written outcomes, assessed students, reported results, and are piloting these tools in their programs. The goal is to use the results to make educated decisions concerning courses, programs, sequence, budgetary needs, and staffing. Many faculty members have chosen to use the student portfolio for program assessment. This is a valuable tool when aligned with outcomes, and verified by the program instructors for assessment purposes. Other faculty members have chosen to give exams that tie to the program outcomes, and others use standardized tests or licensure exams.

Many programs use measures such as licensure exam pass rates, standardized testing, focus groups, and program review as indirect measures of assessment, or direct measures in a few circumstances. Unless these standards can be tied to our program outcomes, these measures are considered indirect and should be used in conjunction with direct measures of student learning.

The results of all program assessment reported for the 2008-2009 year can be found online in the Assessment Toolkit.

**General Education Assessment:**

The General Education Assessment Committee collected data from the general education assessment pre-test and post-test that began in 2005. Based on the faculty discussion at the Students First! Retreat, the current assessment method will cease following the Spring 2009 semester.

Overall, the committee concluded that based on the results of the multiple choice portion of the exam there is a positive increase in the scores on this exam following two years of education at IECC. However, the committee also saw that within the writing portion of the assessment, a higher percentage of students scored lower on the post test. These results will be addressed in the coming year by the English Faculty. With the implementation of the new General Education Writing and Speech Assessment, more specific results that will be collected will point towards weak areas which need to be addressed in the English and Communications curricula.

## **Students First! Project**

The Student's First! Project is IECC's Action Project fulfilling the participation requirement for the HLC Assessment Academy. The goal of the project is to engage all facets of the institution to ensure shared responsibility for student success. The project plans include holding events, improving communication patterns, and continuing these events each year to reinforce importance and help identify trends. Activities to be undertaken by each area in the institution include writing outcomes, creating data collection instrument(s), collecting and analyzing data, and using data to implement change.

The following is a listing of courses, programs, and areas being assessed within IECC:

23 Students First Areas (Non-instructional)

10 Transfer Disciplines (Instructional)

124 Career & Technical Education Programs (Instructional)

A complete description of the Student's First! Project is in Appendix C.



# Feedback on Students First! Project

Feedback From  
Published

Mentor Review  
10/15/2009

## Project Strengths

Project seems to be on track and moving forward. You seem to have made good progress!

There seems to be enthusiasm for the project among the Students First! Team.

## Questions regarding the Project

Are you encountering any faculty resistance? How are you addressing it?

What strategies have been the least successful in achieving your goal? Have you analyzed those strategies to discover why they were not as successful as you had hoped?

Do you have baseline data against which you can assess the effectiveness of the Students First! initiative?

How do you do this meeting only once per semester? I'm on committees that meet alternate weeks all year long and can't manage to get anything done!

## Possibilities and Suggestions

Are there any more campus-wide Students First! events? It seems like having annual events (even a poster session) that allows faculty and staff to share their stories would be both interesting and motivating. You may already be doing that and I just missed it in the posting. But I really think the all-campus events are helpful in maintaining momentum.

## Possible additional strategies

It's interesting that this project has expanded into General Education. That's useful as the methodology you have implemented should be able to work for the GE curriculum as well.

Be sure to acknowledge that your first outcome (Students will be able to explain and defend ideas orally and in writing) has four parts -- explain orally, explain in writing, defend orally, defend in writing. These are separate skills (a student may be able to explain something well in writing, but not do any of other three things) and might need to be assessed separately as well.

## Overall Impression

The project seems to be moving forward and appears to have accomplished a great deal.

## Optional: Other Comments

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## **Future of Assessment of Student Learning at IECC**

This has been another productive year for assessment at IECC. Faculty and staff continue to make strides in their assessment education and efforts as they are involved in training sessions and one-on-one consultations with assessment team members. Although progress has been made, there is always more work to be done. Assessment is becoming a culture within IECC. District employees continue to work together on more projects as they work to ensure student success.

The Assessment Academy continues to offer guidance and feedback to IECC and the Students First! Team through mentor feedback both online and at the HLC National Convention.

In classroom assessment, faculty need to continue to use classroom assessment tools to improve student learning, and submit the classroom assessment survey for a record of tools that are being used and how it impacts learning in the classroom.

In course assessment, faculty should continue choosing outcomes to assess in courses across the district. Faculty should continue incorporating part-time and dual credit faculty into the course assessment process (not necessarily the development of, but the implementation of the assessments). Within Entrata, a list of faculty, full-time and part-time within IECC, is linked to each course along with their contact information. In addition, if the faculty choose to use the Angel LOR, the lead instructor can disseminate the online test and collect the results from all cooperating Angel courses her/himself.

Faculty should continue to report and document the assessment results and how they are utilizing the data that is collected through assessment. We must remember that providing a feedback loop is one of the most important steps in outcome assessment. Without completing the loop and taking action based on the results, the data is worthless.

For program assessment, faculty should continue to report and document the results and how they are utilizing their data to develop and adjust their curricula.

Examples of course, program, Students First Area and General Education Assessment can be found in Appendix D.

Faculty should notify Nixie Hnetkovsky at [hnetkovskyn@iecc.edu](mailto:hnetkovskyn@iecc.edu), if they wish to revise outcomes. Any program faculty member without outcomes should work with an assessment team member to develop outcomes as soon as possible. Some faculty members have chosen the student portfolio as their assessment method; others are embedding final exam questions; or still others are using software programs or simulations to gauge how the students are doing. As faculty are using these tools to assess their outcomes, they should document the results in a Word or Excel file, and finally post the results in the appropriate section of the Assessment Toolkit.

The Students First! Staff Areas will continue to assess their outcomes as specified in the past year. A great deal of progress was made in these non-instructional areas. Areas are using a wide variety of assessment methods including student surveys, personnel surveys, student skill

checks in using services, and Banner reports monitoring various processes. The results from these areas can be found on the Assessment Toolkit.

As a district, IECC continues to move forward in using results for their intended purposes: to improve and gauge our student learning and the effectiveness of the district. The efforts, including work and time that faculty, staff, and administration put into student learning assessment, do not go unnoticed. It is our goal as a district that student learning assessment brings value to the students of IECC.

If you have any questions about this report or any statements in the report, please contact Nixie Hnetkovsky at x4016 or [hnetkovskyn@iecc.edu](mailto:hnetkovskyn@iecc.edu).

**Appendix A**  
**Participant List for Students First! Retreat**  
**June 4-5, 2009**

<b>Matt Fowler</b>	<b>Presidents</b>
<b>Penny Quinn</b>	<b>Deans</b>
<b>Dana Hart</b>	<b>HR</b>
<b>LaVonna Miller</b>	<b>Business Office</b>
<b>Mindy Silvernale</b>	<b>Financial Aid</b>
<b>Steve Patberg</b>	<b>Student Services</b>
<b>Diana Spear</b>	<b>Student Records</b>
<b>Merna Youngblood</b>	<b>LRC</b>
<b>Brian Haskins</b>	<b>Learning Skills Center</b>
<b>Ed Wright</b>	<b>Bookstore/Food Service</b>
<b>Danelle Hevron</b>	<b>Public Info &amp; Marketing</b>
<b>Cora Weger</b>	<b>TRIO</b>
<b>Dan Leggitt</b>	<b>O &amp; M</b>
<b>Jennifer Elliott</b>	<b>IT</b>
<b>Eva Hubble</b>	<b>Administrative Assistants</b>
<b>Linda Horn</b>	<b>Office Assistants</b>
<b>Junsie Cotton</b>	<b>Athletics</b>
<b>Janet Kinkade</b>	<b>Nursing/Allied Health</b>
<b>Terri Harris</b>	<b>International</b>
<b>Alice Holtzhouser</b>	<b>Corrections</b>
<b>Chris Cantwell</b>	<b>Associate Dean</b>
<b>Kathy Pampe</b>	<b>Associate Dean</b>
<b>Kristi Crawford</b>	<b>Non-Credit &amp; Community Service</b>
<b>Kathy Swinson</b>	<b>Workforce Preparation</b>
<b>Pam Schwartz</b>	<b>DO</b>
<b>Lisa Rauch</b>	<b>Radiology</b>
<b>Rob Mason</b>	<b>Faculty--OCC</b>
<b>Kim Stevens</b>	<b>Faculty Coordinator-LTC</b>
<b>Rodney Maxey</b>	<b>Faculty--FCC</b>
<b>Amie Mayhall</b>	<b>Faculty Coordinator--OCC</b>
<b>Scott Balding</b>	<b>Faculty Coordinator--WVC</b>
<b>Kelly Payne</b>	<b>Faculty Coordinator--OCC</b>
<b>Paul Stouse</b>	<b>Faculty--LTC</b>
<b>Dave Wilderman</b>	<b>Faculty--WVC</b>
<b>Jill Winter</b>	<b>Faculty--WVC</b>
<b>Jay Carter</b>	<b>Faculty--WVC</b>
<b>Laurel Cutright</b>	<b>Faculty--OCC</b>
<b>Suzanne Downes</b>	<b>Faculty-OCC</b>
<b>Jervaise McGlone</b>	<b>Adult Education</b>
<b>Lisa Benson</b>	<b>Faculty-OCC</b>
<b>Nixie Hnetkovsky</b>	<b>Faculty Director-FCC</b>
<b>Pam Schwartz</b>	<b>Associate Dean</b>

**Appendix B**  
**Students First! Retreat**  
**June 4-5, 2009**  
**New Harmony Inn and Conference Center A**  
**New Harmony, IN**

**Thursday, June 4, 2009**

- 12:30 p.m. Welcome – Conference Center A (Mr. Bruce & Nixie)  
Ice Breaker Activity (Penny)
- 1:30 p.m. Reports from Area Assessments – Progress, Problems, Results, & Actions (Nixie)
- 2:30 p.m. Break and Room Check-In  
New Harmony Inn (<http://www.newharmonyinn.com>)
- 3:00 p.m. Reports from Area Assessments – Progress, Problems, Results, & Actions (Nixie)
- 4:00 p.m. Update on General Education Assessment and Posting Results (Kelly & Nixie)
- 4:30 p.m. Group Work
- 5:30pm Wrap-up/Questions (Nixie)
- 6:00 p.m. Dinner at Red Geranium Patio
- 7:30 p.m. Social Time at Orchard House – Euchre, board games, etc.  
Soda, water, and light snacks will be provided

**Friday, June 5, 2009**

- 8:00 a.m. Breakfast Buffet – Conference Center A
- 8:30 a.m. Guest Speaker – Joe Rehana (Amie)
- 9:45 a.m. Discussion and Plans for District Workshop Oct. 6, 2009 (Chris)
- 10:30 a.m. Break
- 10:45 a.m. Checklist and where do we go from here? (Kelly)
- 11:00 a.m. Evaluation—Comments, Concerns, Challenges (Penny)

11:30 a.m. Workshop Concludes (Nixie)

## Appendix C

### Students First! Project Description

**Project Name** Students First

**Published** 10/28/2009

#### Describe this Student Learning Project

The goal of the Students First! project is to engage all facets of the institution to ensure shared responsibility for student success. The project plans include holding events, improving communication patterns, and making this an institution-wide effort to ensure student success and continuing these events each year to reinforce importance and help identify trends.

Each employee of Illinois Eastern Community Colleges plays a distinct role in the success of every student in our district. We feel, through the implementation of this project, that we can help everyone recognize exactly how they impact student learning, and think of ways to improve in their department to ensure student success.

#### Focus of the Student Learning Project

General Education; Co-curricular/student affairs; Comprehensive Assessment System; Faculty Development; Program/Discipline Specific

#### Degree Level

Associate Degree

#### Assessment Activities

Writing Outcomes; Collecting data; Analyzing data; Using data to implement change

#### Organizational Areas Involved

Presidents  
Deans  
Administrative Assistants  
Student Record/Student Services  
Business Offices  
Financial Aid Offices  
Bookstores  
Perkins Grant Department

Advisors/TRAC Members  
Public Info & Marketing Personnel  
Operations and Maintenance Employees  
IT Administration and Staff  
Food Services  
Athletics  
Libraries  
Corrections  
Workforce Education  
Community Service & Non-Credit  
OCC Faculty  
LTC Faculty  
WVC Faculty  
FCC Faculty  
TRIO  
International Student Program  
Nursing  
Radiography  
Office Assistants and Clerks  
Learning Skills Center

### **Desired results from the project**

The main goal/desired result(s) of the project is to not just assess student learning, but to bring that focus back to student success. Too often, people hear "learning" and assume that is something that only takes place within the confines of the classroom, which we know is not the case. Everyone on campus—administration, student services, faculty, maintenance, etc.—have an impact on student learning and how successful students are here at IECC and later on as they pursue their degrees and careers. In engaging more/all areas of the institution (breadth, as opposed to depth) we hope to communicate this essential idea. By involving at least one representative in the planned retreat, we hope to get all areas jump started in thinking about and documenting their particular student success outcomes, and develop tools (surveys, pre/post tests, job satisfaction surveys, etc.) that can help them measure the impact of their area in a student's overall success. In doing so, we can truly see how effective our institution is in providing our students with a comprehensive college education.

#### **SMART Outcomes:**

- \* Promote the institution's commitment to the assessment of student learning through retreats, informational sessions, and ongoing support of development of assessment processes.
- \* Develop a direct connection from the assessment of student learning to the strategic plan.
- \* Involve at least one representative from each area of the institution in an up-beat, informative, overnight retreat.
- \* Specify student success outcomes for each area of the institution by October 2007 - Outcome met!
- \* The Students First! Organizational Team will deliver a comprehensive guide for all faculty, staff, and administration to use in implementing assessment.
- \* Create a timeline for team review of the institutional areas and instructional areas following the program review schedule.
- \* Establish a feedback process for review of the institutional areas.
- \* Create an online reporting form for the institutional areas.
- \* Develop an online presence for our Students First! project and further develop our online student assessment site.
- \* Integrate our Assessment Tools and forms into an online Angel format.
- \* Begin to focus faculty toward teaching and learning styles as they bring in assessment results, and help them to make improvements to the courses.

### **Planning and Managing the Student Learning Project**



Feb-April, 2007: Plan Students First! Retreat

- Who to invite?
- Where to have it?
- Speaker?
- Agenda?
- Specific Workshops?
- Food
- Accommodations
- Logistics

June 20-21, 2007: Students First! Retreat

- One representative from each area of the institution
- Train reps to become an active member of the Students First! Team

August 16, 2007: Faculty Fall Workshop

- Continue working with Course and Program assessment

October 2, 2007: District Workshop

- Introduce the Students First! Project to the rest of the district!
- Wear your Students First! T-shirt to District Workshop!!!
- Write measurable student success outcomes for your area and how you will measure them
- Turn in completed Fall District Workshop Form to Students First! Organizational Committee by end of day

November/December 2007

- Attend Students First! Team meeting at District Office

Spring 2008 Semester

- Schedule monthly contact with your area as needed/necessary to discuss progress on assessment cycle and student success
- Gather results from each college and compile - to be presented at retreat Summer 08
- Review results with your area and decide what changes or revisions need to be made
- Fill out required Students First! Area Reporting Form and submit directly online
- Begin planning assessment cycle to begin in Fall 2008 semester (i.e., continue with same outcome for another semester, move on to next outcome, etc.)

Summer 2008

- Continue plans for Fall 2008 assessment cycle
- Schedule monthly contact with your area to further discuss changes (if necessary)
- Develop new assessment tools to better assess your outcome or to move on with next outcome (if necessary)
- Attend Retreat at New Harmony, IN, and report out on results and what has been done to improve each area. The team will work with their designated areas to improve and build upon their plans.

Fall 2008 Semester

- Implement next assessment cycle developed by your area
- October: attend Fall District Workshop with Students First! Required Session
- Discuss progress of your area's assessment cycle and impact on student success
- Review your student success outcomes – make any needed changes
- Begin discussion on future assessment cycles
- Complete Students First! Area Annual Report and submit to the Students First! Organizational Team by October 15, 2008
- Schedule monthly contact with your area as needed/necessary to discuss progress on assessment cycle and student success

Spring 2009 Semester

- Implement next assessment cycle developed by your area
- January - No workshop required, but a day will be set aside for areas to meet and work on their assessment plans. Instead of a full faculty workshop, an Information Literacy faculty development session was given with time built-in for assessment work.
- Review of submitted results by the TEAM
- Feedback from October 15, 2008, results will be given to areas.

- Begin discussion on future assessment cycles
- Schedule monthly contact with your area as needed/necessary to discuss progress on assessment cycle and student success
- Begin planning the next summer retreat--including more faculty representation

#### Summer 2009 Semester

- Continue plans for Fall 2009 assessment cycle
- Schedule monthly contact with your area to further discuss changes (if necessary)
- Develop new assessment tools to better assess your outcome or to move on with next outcome (if necessary)
- Report any results from Spring semester using new reporting format on the Assessment Toolkit
- Attend Retreat at New Harmony, IN, and report out on results and what has been done to improve each area. The team will work with their designated areas to improve and build upon their plans

#### Fall 2009 Semester

- Implement next assessment cycle developed by your area
- October: attend Fall District Workshop with Students First! Required Session
- Discuss progress of your area's assessment cycle and impact on student success
- Review your student success outcomes – make any needed changes
- Begin discussion on future assessment cycles
- Submit Students First! results
- Schedule monthly contact with your area as needed/necessary to discuss progress on assessment cycle and student success

Students First! Team meetings will be scheduled once per semester as needed.

#### Spring 2010 Semester

- Address needs of faculty who are resisting, or not progressing on their assessments via one on one mentor meetings
- Emphasize taking action with the results, which is where our group seems to be falling behind
- Implement next assessment cycle developed by your area
- Discuss progress of your area's assessment cycle and impact on student success
- Review your student success outcomes – make any needed changes
- Develop new assessment tools to better assess your outcome or to move on with next outcome (if necessary)
- Report any results from Spring semester using new reporting format on the Assessment Toolkit
- Modify retreat plans to fit into current budget constraints
- Send out invitations for the summer retreat
- Work on break down of the many facets of our general education learning outcomes
- Move forward with collecting data on the general education outcome currently being assessed

Students First! Team meetings will be scheduled once per semester as needed.

### Monitoring Plan

Faculty, staff, and administration will submit results in an online form that is then uploaded onto our Assessment Toolkit (which houses not only results, but program outcomes and other helpful assessment documents). The Students First! Organizational team will review each area based upon the Program Review schedule and provide feedback to each area. We feel this process will help the Students First! committee better track everyone all together and schedule meetings with areas that are having trouble with their process, when needed. We will also be assigning specific areas to team members to check in, and help as needed. The Students First! Team will also meet (including reps from each area of the institution) once per semester.

The team has reviewed each area's initial plans. We provided feedback to each area. Next, we divided the areas up for each team member to stay in contact with and advise as needed. We will have them report out at the June retreat to update us on progress. The team will provide feedback to each area at the June retreat.

At the June 2008 retreat, the Students First! areas reported out on their progress and action taken due to results. This was an excellent session in the retreat, and all areas had taken significant action based on their assessment results. These results will be reported on paper by October 15, 2008.

Following the October 15, 2008 deadline the Team will review submissions and provide feedback to areas as needed.

Spring 2009 Update: We have a new reporting system that is integrated for course assessment with our Banner system, and allows Students First! areas and programs to upload their results. The new reporting system is much more user friendly and allows the Director and Team to check in on the progress of the areas and programs that they mentor.

Summer 2009: We will host our annual retreat and learn more about what has worked, improved, and helped us improve our student success.

Fall 2009: We held a report out session with faculty from all four colleges. It was a great overall experience and allowed us to identify areas that need help.

Spring 2010: We will be meeting with the areas that need one on one help from their team mentor.

### **Evidence of Success**

First, just the added retreats, meetings, and increase in numbers involved will help the general attitude and understanding of assessment. At this point, there are many employees who do not know or understand what this means.

The feedback from our Students First! retreat in June will be a good indicator of how this project will go with the entire district—the committee hopes that this different approach will help faculty and staff see assessment for what it truly is: ensuring student success (in class and out). Thus, it won't simply be "extra work" for employees to do, but an integral part of all of our jobs and our commitment to the students that they are getting a quality education in all areas (from the appearance and maintenance of the grounds, to the food served in the cafeteria, to the instruction received in the classroom).

Likewise, once results are collected in various areas, people will begin to see (hopefully) the impact they do have on student success; these results will help us improve our processes, curriculum, approach, etc., all to the betterment of the students.

As the assessment of student success is built into the strategic plan and major processes such as program review, we believe that it will become more widely implemented.

We have already seen some success as employees invited to the retreat are excited about it--Great start!

Update: The June 2008 retreat provided many indicators of success for the Students First! project. All areas reported significant action steps toward improving student success.

The energy level and enthusiasm from the retreat attendees remains high even following the second retreat.

The next step for us is to involve more faculty in the retreat and help keep the momentum of assessment moving forward.

If areas are improving processes and are excited about student success the project will be determined to be successful.

Our general education process has been tremendously improved. Through our Students First! retreat and meetings with a core group of individuals, the general education assessment has become a more sustainable opportunity for faculty to really find out what students are learning and how they are carrying forward and demonstrating these skills in further classes.

Update Fall 2009: Through monitoring, we have found many areas that need some one-on-one attention. We will progress in the next steps and meet with these areas and to help them see the benefits of using assessment in their teaching.

### **Products Resulting from the Student Learning Project**

The Assessment Toolkit provides the most comprehensive look at what we're doing right now—highlighting outcomes, reporting forms, and resources.

The Students First! Newsletter will feature various faculty, staff, and students reporting on their experiences and how they have used assessment to improve student success.

Various reporting and tracking forms at each level of assessment are available.

The Student Success Guide for faculty and staff with a comprehensive look at IECC assessment of student learning at all levels.

<http://www.iecc.edu/assessment/> This website contains most of the information about our assessment. A few of the items listed will be added shortly.

New rubric for grading of general education criteria: Students will be able to explain and defend ideas orally and in writing.

### **Accomplishments**

1. Held Students First Retreat - June 20-21, 2007

The retreat was a phenomenal success. We did have enthusiastic participation from each area in the district. The retreat consisted of training on how to write measurable outcomes and in turn how to assess them, and examples of what results can tell you about your processes in each area.

2. Held Fall Faculty Workshop - August 16, 2007

The Fall Faculty Workshop was a success in allowing faculty time to meet with their counterparts across the district. We also updated faculty on the progress of assessment across the district in areas outside of instruction.

3. Held Fall District Workshop - October 2, 2007

Prior to this workshop, we met with the representatives that attended the retreat to refresh what was expected and answer any last minute questions. We rolled out the Students First! Initiative to the entire district through an upbeat informational session followed by break-out sessions for each area. Each area was responsible for writing measurable student success outcomes and deciding how to measure them. All areas were required to complete the Fall District Workshop Form and return to the Students First! Organizational Committee by end of day. After this workshop, the Students First! Organizational Team reviewed all forms and responded to the lead representative from each area with our suggestions for improvement of their plan.

3. Held Spring Faculty Workshop - January 7, 2007

Faculty from across the district met and worked on their assessment plans for the coming semester. The faculty were also introduced to some of the tools available to enhance the assessment process via Angel.

4. Planned Second Retreat - Will be June 19-20, 2008.

At the retreat, each area will report out and the team will work with them to help utilize results and refine process. Faculty representatives will work on our General Education Assessment.

5. Held Second Retreat - June 19-20, 2008

Areas reported out and each area is showing significant improvement. Faculty representatives met to revise

the General Education Assessment process. After Spring 2009, we will revise the method for General Education Assessment. There will be no more pre- and post-tests for measurement. Instead, we are integrating these General Education Outcomes into projects that can be assessed using a common tool across the curriculum.

6. Held the Fall Faculty Workshop - August 15, 2008

Gail Janecka, Guest Speaker from Victoria College, Texas presented on "Creating a culture of success on your campus". The presentation was well received and faculty were given time to work on assessment plans and revisions.

7. Held the October District Workshop - October 7, 2008

Students First! Areas were allowed time with a TEAM member to refine, discuss results, and decide on the next action steps. Instructions on reporting results were distributed.

8. Held Information Literacy College Workshop - January, 2009

Each Library Director at the respective colleges presented on information literacy to emphasize the Information Literacy General Education Outcome. Time was devoted for faculty to work on assessment.

9. Planned the Summer Retreat at New Harmony, IN - scheduled June, 2009.

10. Held report out sessions where faculty could get a feel for what was happening in other areas at each college.

11. Planned follow up sessions for Spring 2010 for those areas needing assistance.

## Next Steps

### Spring 2010 Semester

- Address needs of faculty who are resisting, or not progressing on their assessments via one-on-one mentor meetings
- Emphasize taking action with the results, which is where our group seems to be falling behind
- Implement next assessment cycle developed by your area
- Discuss progress of your area's assessment cycle and impact on student success
- Review your student success outcomes – make any needed changes
- Develop new assessment tools to better assess your outcome or to move on with next outcome (if necessary)
- Report any results from Spring semester using new reporting format on the Assessment Toolkit
- Modify retreat plans to fit into current budget constraints
- Send out invitations for the summer retreat
- Work on break down of the many facets of our general education learning outcomes
- Move forward with collecting data on the general education outcome currently being assessed

### Summer 2010 semester

- Hold annual retreat

This basic process/timeline (implementing assessment cycle on an outcome(s), gathering results, and taking action) will repeat each year.

The Students First! Organizational Committee will review the progress of each area in each Spring semester, following the same schedule as the Program Review cycle.

Students First! Team meetings will be scheduled once per semester as needed.

## Effective Practices

The retreat was one of our most effective practices. The retreat was extremely successful because we involved at least one person from each area within the district. This progressed assessment throughout our district for several different reasons. Faculty were happy to see that all areas are being assessed and involved in this process, while staff and administration enjoyed the retreat and learned a lot about the assessment process and what it can do for their areas. The retreat was a low stress environment for faculty, staff, and administration to work together, brainstorm, and learn how to enhance the student experience.

The feedback to areas is also one of our most effective practices; by providing feedback to each area in a timely fashion, we keep each area heading in the right direction and also remind them to keep working on closing the loop with their assessment results and actions.

A new effective practice involves our revision of the General Education Assessment process. Due to a cross-curricular faculty team working on revising the process, there have been improvements made that will make the results more valuable to improving the success of students. The General Education Assessment process will involve choosing an outcome and creating a common assessment rubric to be used across the curriculum. This rubric will be used to assess various projects across the curriculum to determine if students are meeting each outcome. This information will be fed back to the faculty to improve student success. Our first year outcomes chosen are "students will be able to read and comprehend college level work. Students will be able to explain and defend ideas orally and in writing."

After receiving mentor feedback on this project, we will ensure that we have broken down our general education outcome enough to allow efficient and effective use of the data.

## Engagement

This project has engaged a wide variety of stakeholders in assessing and improving student learning. Our Students First! Project includes the following areas:

Presidents  
Deans  
Human Resources  
Business Office  
Financial Aid  
Student Services  
Student Records  
Learning Resource Centers  
Learning Skills/Adult Ed  
Bookstores  
Food Services  
Public Info & Marketing  
TRIO - TS, SAN, UB  
Non Credit and Community Service  
O & M, Custodial  
Information Technology  
Administrative Assistants  
Clerk/Receptionist, Office Asst.  
Athletics  
Nursing and Allied Health  
International Student Program  
Corrections  
Dislocated Workers, BIT, Econ Dev  
Workforce Education  
Faculty Groups 1, 2 & 7

#1 - Business Transfer, AIT Faculty, Accounting and Computer Faculty, Marketing, Business Management, Legal Secretary, Medical Office Assistant, Computer Applications, Microcomputer Support Services, Network Support Services, System Networking, Information Systems Management,

Massage Therapy, Cosmetology

#2 - Nursing, Practical Nursing, Radiography, Phlebotomy, Medical Assistant

#7 - Telecommunications Technology, Telecom Outside Plant-Interconnect, Radio/TV Broadcasting, Agriculture Technology Business, Agriculture Technology Production, Agriculture Technology Professional Ag Application, Horticulture, Automotive Service Technology, Collision Repair Technology, Diesel Technology

Faculty Groups 3, 4, 5 & 6

#3 - Social Sciences Transfer, Social Services Specialist, Math Transfer, Computer Science, Education & Health, Early Childhood Education, Adult Education, ABE, ASE

#4 - Electronics Technology, Industrial Maintenance, HVAC, Industrial Quality Management, Industrial Studies, Machine Shop Technology, Manufacturing Certificate, Welding & Cutting, Diesel Equipment Technology

#5 - English, Communications, Humanities

#6 - Physical Science, Life Science

Faculty - General Education Assessment/Students First! Faculty Team

## Impact of the Project

The impact of the project on our institution has been extremely positive. The students are hearing some of the activities, our new newsletter has been distributed to faculty and staff, and the focus of assessment has made a dramatic shift. The majority of stakeholders are beginning to understand the point of assessment and what it can do to help improve the student experience.

It is exciting to see more faculty and staff buying into the Students First! project and seeing how it is being used to improve student success!

Update Fall 2009:

Our non-instructional areas have progressed greatly in their assessments. Their assessments have been used to improve processes, better assist students, and help to focus on quality at IECC.

Instructional areas are also progressing with their assessments. Many utilize assessment everyday to tune into student needs. Documentation is still a struggle of this process; however, there are improvements and changes being made in courses everyday!

## Challenges

- \* Encouraging everyone to use their results to improve.
- \* Keeping the current momentum going throughout the school year.
- \* Encouraging faculty and staff to report their processes and results/action taken.
- \* Finding a way to incorporate more students into the project.

### **Assistance needed**

We have assigned each one of our Students First! Organizational Team members to specified areas within the district. This will help as each person sends follow-up emails and has personal contact to help keep the momentum moving forward.

Guest Speakers from other institutions might be helpful to remind everyone that we are not the only ones doing this! We received some suggestions from Mr. Hausaman and will be working to bring in a speaker to our Fall Faculty Workshop.

## **Appendix D**

### **Examples of Assessment in Various Areas**



## HR – Students First! 2008/09 Activity

### **Outcome: 80% of part-time faculty evaluations will be submitted to HR.**

#### 1. What data was collected?

Process: A database was setup to include the names of all part-time faculty who were scheduled to teach during the specified semester(s) at each college. A report was run from the database and distributed to the Deans of each college so they would know which faculty would need to be evaluated.

Evaluation forms were completed and submitted to Human Resources. The employee, date of evaluation, and evaluators name was then entered into the evaluation tracking database in Banner. 13.03% of eligible part-time faculty were evaluated during the 2008/2009.

#### 1a. What conclusions were reached based on the data collected?

Although we have seen a significant increase in the number of evaluations that have been forwarded to our office on part-time faculty we are still well below our goal of 80%. Of the 13.03% that were evaluated, a significant number of the part-time faculty are performing in a satisfactory manner.

#### 1b. What changes or revisions are being made based on the data collected?

One thing that we feel has helped is the hiring of “night coordinators” at two of the colleges, OCC and LTC. FCC has Outreach Coordinators and the full-time Coordinator that oversees adjuncts which help with evaluations. We feel that WVC should investigate the possibility of hiring a p/t “night coordinator” that would among other things, assist in the evaluations of adjuncts.

We have also made modifications to the report that is distributed to the Deans. The report now reflects the date of the previous evaluation and the evaluator name.

#### 1c. Are there budget implications that affect curriculum, professional development, equipment, etc.?

FCC’s Outreach Coordinators evaluate their PT faculty. OCC & LTC’s “night coordinators” assist the Dean in completion of part time evaluations. WVC might benefit from hiring a part time person to perform this function.

### **Outcome: 90% of all Dual-Credit Faculty will meet the guidelines as established by the Cabinet by the Fall of 2009.**

#### 2. What data was collected?

90% of all dual credit faculty will meet guidelines as established by Cabinet by Fall of 2008.

#### 2a. What conclusions were reached based on the data collected?

HR continues to audit files to determine which dual credit instructors need to submit transcripts. The transcripts are reviewed by the Director of HR to verify that the dual credit instructors hold the appropriate credentials for the courses being taught.

- 2b. What changes or revisions are being made based on the data collected?  
Deans are being encouraged to evaluate credentials more closely before recommending these individuals.
- 2c. Are there budget implications that affect curriculum, professional development, equipment, etc.?  
The established criteria may eliminate some individuals from teaching dual credit courses.
- 

## **FY-09 Assessment**

### **Area: Learning Resource Center**

**Outcome Area:** #1 Development of students' skills, knowledge, and attitudes with regard to finding, evaluating, and using information.

Illinois Eastern Community College (IECC) students will demonstrate effective use of the physical and virtual Learning Resource Center by retrieving books through online searches and retrieve them from the collection located in the library.

**Assessment:** A selected class or groups of students will complete an exercise requiring students to search the online catalog to gain information in order to obtain the book from its physical location. Eighty percent of the students in the focus group will be able to physically locate a book on the first attempt.

**Results:** The results of this assessment were compiled from class visits over the '08-'09 school year. After attending a library orientation session, 1,065 students participated in the "find the book" assessment exercise. Of those students, 982 successfully located books from their physical location on the first attempt. The success of students with this assessment is 92%. What we are doing with the "find the book" exercise is very important for our students who often do not have experience with online catalogs. They don't know how to find good materials or how to do efficient searches.

**Changes or Revisions:** Each LRC Director is trying to make the activities fit each course of instruction. For example, science students could look up science resources using the online catalog. Students remember information better when it is associated with a real project or an area where they will be doing research. The biggest issue is the ability to work with all students. The current form of instruction isn't very efficient because some students get the instruction more than once while others never get it. The LRC Director at each campus is looking at the possibility of better collaboration with faculty to better incorporate information literacy standards through the curriculum. Another possibility would be a required course on information literacy to ensure that every student who comes to our colleges has this instruction before they transfer to another college or go to work. This issue is being discussed at the monthly LRC director meeting; we are also reading what other colleges do, and attending conference sessions about

library instructional techniques. Finally, the LRC directors felt that our previous focus of assessment has been too narrow. We are broadening our outcomes to include all areas of the information literacy standards. Rather than focus on one small area. Working within the stated goals will allow us to cover more areas of the information literacy standards.

## **COURSE ASSESSMENT RESULTS**

**Instructors involved:** Kelly Payne

**Date Submitted:** May 13, 2009

**Discipline:** English

**Course:** LIT 2135 – Women in Literature (online)

**Assessment Year:** Spring 2009

### **1. Measurable Student Learning Outcome:**

1. Examine a variety of genres of literature
2. Analyze a representative selection of literary works
3. Write organized and coherent essays on poetry, drama, and/or fiction
4. Analyze how women are represented in various genres of literature.

### **1a. Assessment Method and Timing**

Response Paper 1 – students are presented with all response paper topics (papers are 1-1.5 pages) at start of semester; periodic deadlines are scheduled throughout (this response was due within the first few weeks of the semester)

### **1b. Performance Criteria**

All students will score at least 75% on Response paper 1, which asks them to compare symbols between two different texts (one is a play, the other a short story) and how they relate to the status of women.

### **1c. Results and Data**

16 students were enrolled in class. Results are:

- Not submitted: 3 students (0 points)
- Scored 75% or higher: 13 students
- Scored below 75%: 0 students

### **1d. Action Taken**

Of the students who did submit response papers, the average score was 26/30 (or 87%). Overall, instructor is pleased with the students' abilities to analyze texts and make connections to the theme of the course. Instructor will continue with response papers to ensure students are understanding the material (and to provide a different medium through which students can articulate their thoughts).

## **2. Measurable Student Learning Outcome:**

1. Examine a variety of genres of literature.
2. Analyze a representative selection of literary works.
3. Write organized and coherent essays on poetry, drama, and/or fiction.
4. Analyze how women are represented in various genres of literature.
5. Identify and analyze the social and historical contexts which define women and their role(s) in society.

### **2a. Assessment Method and Timing**

Response Paper 8 – students are presented with all response paper topics (papers are 1-1.5 pages) at start of semester; periodic deadlines are scheduled throughout (this response was due within the last few weeks of the semester).

### **2b. Performance Criteria**

All students will score at least 75% on Response paper 8, which asks them to compare images of women popular during the Victorian period and the image of “Rosie the Riveter” from the 1940s. Students are asked to comment on what each image says about women, how it reflects society’s changing mindset about women, etc.

### **2c. Results and Data**

16 students were enrolled in class. Results are:

Not submitted: 4 students (0 points)

Scored 75% or higher: 10 students

Scored below 75%: 2 student

### **2d. Action Taken**

Based on results, almost all students who submitted papers achieved the performance criteria. The average score of the 11 students who did achieve the benchmark was 26/30, or 87%. The two students who did not achieve the performance criteria scored an 18/30 and a 20/30, or 60% and 67% respectively.

Of the students who did not submit a paper at all, 2 of the 4 successfully completed class; they both acknowledge that their commitment to other activities (sports team) caused some time management issues that prevented them from turning in the assignment on time. Of the other 2 students who did not submit a paper, one of them had been “absent” from the online forum for quite some time, but had not taken any steps to formally drop. Likewise, the other student was in the process of dropping the course, but the paperwork was not filed until after this response was already due. Thus, this instructor does not see their lack of submission as a lack of understanding of the topic, but rather a lack of desire to continue with the course overall.

Instructor plans to continue with response papers as part of assessment and will increase performance criteria.

<i>Accounting &amp; Computing</i>		(D140)	<b>Faculty Involved: Kristi Urfer</b>
<i>Associate in Applied Science</i>			
<i>College: OCC Online Program</i>			<b>Fall 2008-Spring 2009</b>
			<b>Last Date Modified: June 1, 2009</b>
<b>Mission</b>	<b>The mission of Illinois Eastern Community Colleges District 529</b> is to provide excellence in teaching, learning, public service, and economic development.	<b>Purpose</b>	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;

### Intended Outcomes and Objectives

#### 1. Prepare an Individual Federal Tax Return with 95% accuracy.

##### **Assessment Criteria and Procedures**

Sent students raw data to be used to create a tax return for a married filing jointly couple. Students prepare a tax return and submit it for grading. The return is graded for accuracy and ability of complete the tax return including all supplemental schedules.

##### **Assessment Results**

100% of the students have completed the assessment to date with an average of 93% accuracy. The lowest score was an 88%.

##### **Use of Results**

Instructor will continue to give at least two tax return preparation assessments per semester in Federal Tax Accounting class.

#### 2. Prepare a complete set of financial statements with 85% accuracy including:

- a. Balance Sheet
- b. Income Statement
- c. Statement of Retained Earnings
- d. Adjusted Trial Balance
- e. Twelve column worksheet

### **Assessment Criteria and Procedures**

Students are required to be proficient at preparing a complete set of financial statements in Financial Accounting. There is a set of comprehensive problems given to students at the end of the semester. The comprehensive is submitted to the instructor for grading.

### **Assessment Results**

27 students took the assessment face-to-face with an average score of 92%. 15 online students took the assessment; 14 students scored 100% and one failed the assessment.

### **Use of Results**

I will continue using the comprehensive at semester end to assess student learning and comprehension in Financial Accounting.

## **3. Have a working knowledge of a computerized bookkeeping program such as Quickbooks or Peachtree.**

### **Assessment Criteria and Procedures**

Students will complete a two credit course using QuickBooks Premier or Peachtree accounting software.

### **Assessment Results**

All students are required to complete either course to graduate from the Accounting and Computing Program.

### **Use of Results**

Students feel this class is very important to their education. Accounting practices use computer software to maintain accounting records. Since almost 90% of businesses use QuickBooks, I plan on changing the Accounting and Computing program to require QuickBooks instead of Peachtree.

## **4. Recognize and demonstrate the differences between Job Order and Process Cost accounting systems.**

### **Assessment Criteria and Procedures**

Complete two integrated practical applications; one for job cost accounting and the other for process cost accounting. Assessment question is imbedded in the first assessment of the semester in Cost Accounting course. Students will work and calculate costs on the assessment using process costing and job order costing.

### **Assessment Results**

100% of the students completed the assessment with 94% accuracy.

### **Use of Results**

Students continue to understand this section very well. It should be a review of the processes students learned in Managerial Accounting.

- 5. Complete 20 hours of job shadowing or community service work within the business environment. A two page paper discussing and evaluating the experience is required.**

### **Assessment Criteria and Procedures**

I am still working with the Dean of Instruction and Kathy Pampe about developing this part of the program.

### **Assessment Results**

Many of the accounting students have part-time jobs in the business field. I have many repeat employers recruiting accounting students.

### **Use of Results**

None at this time.

- 6. Write a 3-5 page research paper on a Business Finance subject. A list of acceptable books is provided by the instructor and all books are located within the IECC Library system.**
- 7.**

### **Assessment Criteria and Procedures**

Students in the Business Finance course are to read a preselected book and write a 3-5 page paper on the subject matter and how it relates to them. The instructor looks for quality of work, in-depth thought and analysis, relevance and application to the student.

### **Assessment Results**

I made the book report optional this year. We had a new textbook and many difficulties using Angel this semester with the course material. Only four students completed the paper. The grades were very good with an average score of 91.6%. The papers were quality papers showing depth in learning and relevance to the students education and business skills.

### **Use of Results**

Next year I will require the paper and continue to stress the in-depth analysis needed and how the student can use the tools learned.

**Agenda Item #9B**

**College Emergency Plans**

- 1. Frontier Community College**
- 2. Lincoln Trail College**
- 3. Olney Central College**
- 4. Wabash Valley College**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Campus Emergency Plans

Pursuant to the Campus Security Enhancement Act of 2008, each of the four IECC colleges have reviewed and revised their Campus Emergency Plans to provide an organized plan to facilitate the safety of students, faculty and staff. Each plan outlines the specific college's procedures for managing major emergencies and incidents that may threaten the health, safety and welfare of the campus community or disrupt programs and activities. Each plan contains the following information:

- Plan Approval, Record of Change and Distribution List
- Emergency Contact List
- College Map and Building Directory
- Emergency Response Situations
  - Assault/Battery
  - Sexual Assault/Rape
  - Bomb Threat
  - Cyber Threat
  - Designated Shelter Areas
  - Disturbance and Demonstrations
  - Earthquake
  - Emergency Alert Notification System
  - Fire
  - First Aid Kits and AED Locations
  - Hazardous Materials
  - Mass Casualty Event
  - Medical Emergencies (Injury, Illness, First Aid)
  - Severe Weather
  - Utility Emergencies
  - Weapons Situation
- Appendices

The Campus Emergency Plans were sent by email to the Board. A copy of each plan will be available at the Board meeting.

I recommend the Board's acceptance of each Campus Emergency Plan.  
TLB/rs

**Agenda Item #9C**

**Technology Plan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Fact Sheet and Technology Plan

Beginning in 1996, the District initiated a program of improving internal telecommunication programs and the District's computer system. By 2001, the District began expending \$440,000.00 per year on its five-year technology plan. Since 2001, the District has adopted annually its forecast expenditures for the year and for each of the next four years. The District has committed \$420,000.00 for the FY2011 technology plan.

The Technology Plan for FY2011 through FY2015 was developed by the Technology Committee and established a blueprint that sets forth IECC's Information Technology vision, its strategic directions, and the action plans for supporting the academic experience of students and strengthening the educational mission of faculty and staff.

The Technology Plan is grouped into the categories of administrative systems, networking infrastructure, telecommunications, software, and other technology resources. The plan reviews the progress on FY2010 projects and sets the goals for FY2011-FY2015.

The Information Technology Systems Fact Sheets on pp 11-14 indicates the progress on: the Banner administrative software system, the network and servers, the District's on-line systems for on-line learning, including IECC's portal system Entrata and the Angel on-learning management system. In addition, the District continues to upgrade its telephone system and has installed an emergency alert system for students, faculty and staff. The Fact Sheet also sets forth a complete review of computer and printer totals district-wide.

The Technology Plan from 2011-2015 contemplates a consistent expenditure of \$420,000.00 in each of the fiscal years of 2011-2014 and \$540,000.00 for fiscal year 2015 for a total anticipated expenditure of \$2,220,000.00.

I ask the Board's approval of the Technology Plan as submitted.

TLB/rs

Attachment

# Illinois Eastern Community Colleges

## TECHNOLOGY PLAN FY 2011 - 2015



Frontier Community

Lincoln Trail

Olney Central

Wabash Valley

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## **TECHNOLOGY COMMITTEE MEMBERS**

The IECC staff and students wish to express a special thank you to the Technology Committee members and the technology staff

Roger Browning  
Charlotte Bruce  
Chris Cantwell  
Alex Cline  
Matt Fowler  
LaVonna Miller  
Rodney Ranes  
Beverly Turkal  
George Woods

## **INFORMATION TECHNOLOGY STAFF**

IECC is fortunate to have very skilled and dedicated professionals to support the technology needs of the district. These employees do an excellent job of implementing technology solutions in support of IECC's mission.

### District Office

Jack Dunn, Communications Analyst  
Jeff Gumbel, Coordinator of Web/Online Learning Services  
Jackie Shamhart, Helpdesk/Computer Technician  
Paul Tait, Network Technician  
Cindy Wingert, Database Specialist  
Dave Wingert, IT Technician (part-time)  
Jay Zwilling, Network/Web Technician

### FCC

Dennis Shular, IT Technician

### LTC

Laura Johnson, IT Technician

### OCC

Chad Schuetz, IT Technician

### WVC

Bobby Moyes, IT Technician

Submitted to Cabinet:

Submitted to Board of Trustees:

**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;
- 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;
- development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through life-long learning;
- 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 multi-cultural 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.

## **TECHNOLOGY PLAN FY 2011 – FY 2015**

### *EXECUTIVE SUMMARY*

With the support and commitment of the Board of Trustees, staff, faculty and administration, IECC continues to improve the technological resources available throughout the district. The FY 2011 – FY 2015 Technology Plan serves as a review of FY 2010 technology projects and outlines current and future technological needs. The goal of the plan is to improve technological services for faculty, staff, and students within the projected budget.

A Technology Committee comprised of employees throughout the IECC District provided input and guidance for the plan. This Committee identified technological resources needed to better serve the citizens of District 529 and developed a Technology 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 and the district office with full consideration given to the American Disabilities Act and the need to accommodate access for the physically challenged.
- ensures investments in technologies that will provide a sound, reliable infrastructure.
- focuses on major technology needs outside of the normal operating budget and grant funds.

### **TECHNOLOGY VISION FOR ILLINOIS EASTERN COMMUNITY COLLEGES**

IECC has actively built a substantial technology foundation rapidly adopting a significant amount of technology. The district must continue to upgrade technology in order to maximize the educational benefits to the citizens of District 529.

Technology changes on a regular basis, therefore, the Technology 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 information technology vision, strategic directions, and action plans for achieving the empowerment of the district’s community through information technology. Empowering IECC through information technology entails supporting the academic experience for students, strengthening the mission of faculty and staff, and expanding the district’s ability to serve the community.



FISCAL YEAR 2010 TECHNOLOGY PLAN ACCOMPLISHMENTS

The Technology Plan projects are grouped in the following categories: administrative systems, network infrastructure, telecommunications, software, and other technology resources. Below are status updates for the FY 2010 projects.

**STATUS UPDATE**

**Administrative Systems**

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Information Security Assessment	• <b>Canceled</b>	Project was canceled due to budget constraints. The assessment will be conducted every 2 years.
Laptop Upgrades	• <b>Canceled</b>	Project was canceled due to budget constraints. Laptops replacements are planned for FY 2011.

**Network Infrastructure**

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Network Equipment	• <b>In Progress</b>	Purchased network switches, firewalls, server cards and KVM switches.
Wireless Equipment	• <b>Canceled</b>	Project was canceled due to budget constraints. Wireless hot-spots are working well; we just don't have the entire college campuses covered yet.
Network Servers and Storage	• <b>In Progress</b>	Project was reduced to replacing one web server. The instructional servers will not be replaced and the administrative and instructional functions will be performed by a single server at each college. This change saved \$30,000 in hardware replacements.
Network Power Backup and Surge Protection	• <b>Canceled</b>	Project was canceled due to budget constraints.
Tape Backup Systems	✓ <b>Completed</b>	Upgraded tape backup systems at the District Office and LTC.

## Telecommunications

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Telephone System Upgrades	✓ <b>Completed</b>	Purchased call tracking hardware and software district-wide. System provides telephone call detail records for security and tracking purposes.
Emergency Notification System	✓ <b>Completed</b>	Purchased the e2Campus emergency notification system.

## Software

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Computer Software Licenses	✓ <b>Completed</b>	The following District-wide software licenses were purchased: Microsoft Desktop Bundle, Antivirus, Ghost, Deepfreeze, Backup Exec, Angel, File Maker Pro, MARS, Survey Tracker and Compass.
Online Software Subscriptions	✓ <b>Completed</b>	The following district-wide LRC software subscriptions were also purchased: Lexis Nexis, The Chronicle of Higher Education, Facts on File, Literary Reference Center and CQ Researcher

## Other Technology Resources

<i>PROJECT</i>	<i>STATUS</i>	<i>NOTES</i>
Personal Computer Replacements	● <b>In Progress</b>	Plan to purchase computer and monitor replacements. See Appendix A. (Project was reduced \$30,000 due to budget constraints.)
Other Technology Needs	● <b>In Progress</b>	Purchased technology equipment and software based on campus needs.
Computer Projection Units	● <b>Canceled</b>	Project was canceled due to budget constraints.
IT Training	● <b>Canceled</b>	Training was canceled due to budget constraints.

*FIVE YEAR TECHNOLOGY GOALS*

**FY 2011 – FY 2015**

The improvements and recommendations established through the Technology Plan are listed below as goals in the areas of administrative systems, network infrastructure, telecommunications, software, and other technology resources. The goals and activities of the Technology Plan are not a wish list, but represent the cost for improvements, upgrades and maintenance necessary to provide the technological resources required by the IECC district. These projects represent technology needs outside the normal operating budget and grant funds.

Note: Please refer to the budget on page 8 for years projects are scheduled.

*GOAL 1: MAINTAIN AND UPGRADE SYSTEMS IN SUPPORT OF ADMINISTRATIVE OPERATIONS*

**Activity 1:** Upgrade the hardware that supports Banner, the centralized administrative software system. This system contains the core information required for day-to-day operations at IECC including financials, human resources, student records, and financial aid. Additional software demands from Banner upgrades, web access, online reporting, and imaging system access require additional computing capacity.

**Activity 2:** The IECC district utilizes laptops to communicate with the Board of Trustees. As with all personal computers, the laptops must be upgraded every four to five years.

**Activity 3:** Contract with vendor to perform an information security assessment. The assessment will evaluate IECC technology systems and practices to identify and mitigate possible security vulnerabilities.

*GOAL 2: MAINTAIN AND UPGRADE THE DISTRICT'S NETWORK INFRASTRUCTURE*

**Activity 1:** Upgrade the existing local area network equipment. Increases in both instructional and administrative network applications drive the need for faster network access; therefore, we must annually upgrade the networking switches and routers to accommodate the traffic demands.

**Activity 2:** Expand wireless network access at each of the college campuses by purchasing additional access points and control switches.

**Activity 3:** Upgrade network servers and data storage equipment to support various applications throughout the district. See Appendix B for a detail equipment list.

**Activity 4:** Replace the central battery backup system located at the district office. The current system will no longer be eligible for vendor support after 2010.

**Activity 5:** Upgrade tape backup systems at district office and college locations. Server data is copied to tape nightly and stored off-site for disaster recovery and business continuity purposes.

### **GOAL 3: ENHANCE THE CURRENT TELECOMMUNICATIONS NETWORK**

**Activity 1:** Upgrade the Telephone PBX software and hardware to most current releases. The telephone PBXs are very similar to other computer equipment and require periodic updates.

**Activity 2:** Purchase an emergency notification system that can send text and voice messages to cell phones.

### **GOAL 4: UPGRADE SOFTWARE LICENSING**

**Activity 1:** As with all areas of technology, software applications change rapidly. IECC must teach and use the most current software applications to give both students and employees the tools needed to compete in today's marketplace. Applications such as the Microsoft Office Suite, Microsoft Windows and Norton Antivirus, just to name a few, are installed on almost every computer throughout the district. Angel, the district's course management software, also requires an annual licensing fee. Therefore, an annual line item to upgrade and maintain software applications is needed.

**Activity 2:** Many research materials are now available online and are accessible by purchasing annual software subscriptions. Purchasing access to the online materials as a district provides district-wide access to the information and takes advantage of quantity discounts. Subscriptions include: The Chronicle of Higher Education, CQ Researcher, and Lexis-Nexis Academic Universe.

**Activity 3:** Purchase a more robust, web-based reporting tool to enhance access to stored data.

### **GOAL 5: MAINTAIN AND UPGRADE OTHER TECHNOLOGY RESOURCES**

**Activity 1:** Replace desktop computers that no longer meet minimum requirements. The lifecycle of a desktop computer ranges from three to five years depending on application requirements. A line item to ensure the replacement of outdated computers is critical.

**Activity 2:** Due to the elimination of the ICCB Advanced Technology Grant funding, the Committee recommends allocating funds to support technology needs previously funded by the grant. Purchases from this line item will be based on the Advanced Technology Grant guidelines and left to the discretion of the CEO, CFO, Director of IT, College Presidents, and College Deans. The distribution will be: FCC: \$15,000, LTC: \$15,000, OCC: \$15,000, WVC: \$15,000, WE: 10,000.

**Activity 3:** Purchase computer projection units to display computer images on a large screen.

**Activity 4:** Provide access to advanced technology training for the technology staff. The rapid changes in hardware and software require ongoing technical training.

## Technology Plan Budget FY 2011 - 2015

### Administrative Systems

<u>Activity</u>	<u>Description</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>TOTALS</u>
1	HP 9000 Hardware Upgrade	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00
2	Laptop Upgrades	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
3	Information Security Assessment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$15,000.00
<b>Administrative Systems Totals</b>		<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$45,000.00</b>

### Network Infrastructure

<u>Activity</u>	<u>Description</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>TOTALS</u>
1	Network Equipment	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$75,000.00
2	Wireless Network Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
3	Network Servers and Storage	\$50,000.00	\$50,000.00	\$75,000.00	\$60,000.00	\$50,000.00	\$285,000.00
4	Network Power Backup and Surge Protection	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,000.00
5	Tape Backup Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
<b>Network Infrastructure Totals</b>		<b>\$100,000.00</b>	<b>\$65,000.00</b>	<b>\$90,000.00</b>	<b>\$75,000.00</b>	<b>\$105,000.00</b>	<b>\$435,000.00</b>

### Telecommunications

<u>Activity</u>	<u>Description</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>TOTALS</u>
1	Telephone System Upgrades	\$0.00	\$0.00	\$0.00	\$0.00	\$70,000.00	\$70,000.00
2	Emergency Notification System	\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$35,000.00
<b>Telecommunications Totals</b>		<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$10,000.00</b>	<b>\$80,000.00</b>	<b>\$105,000.00</b>

### Software

<u>Activity</u>	<u>Description</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>TOTALS</u>
1	Computer Software Licenses	\$75,000.00	\$75,000.00	\$75,000.00	\$80,000.00	\$80,000.00	\$385,000.00
2	Online Software Subscriptions	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$100,000.00
3	Reporting Software	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
<b>Software Totals</b>		<b>\$95,000.00</b>	<b>\$145,000.00</b>	<b>\$95,000.00</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>\$535,000.00</b>

### Other Technology Resources

<u>Activity</u>	<u>Description</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>TOTALS</u>
1	Computer Replacements	\$120,000.00	\$120,000.00	\$120,000.00	\$150,000.00	\$150,000.00	\$660,000.00
2	Other Technology Needs	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00	\$350,000.00
3	Computer Projection Units	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$80,000.00
4	IT Training	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00
<b>Other Tech Resources Totals</b>		<b>\$205,000.00</b>	<b>\$205,000.00</b>	<b>\$205,000.00</b>	<b>\$235,000.00</b>	<b>\$250,000.00</b>	<b>\$1,100,000.00</b>
<b>Totals</b>		<b>\$420,000.00</b>	<b>\$420,000.00</b>	<b>\$420,000.00</b>	<b>\$420,000.00</b>	<b>\$540,000.00</b>	<b>\$2,220,000.00</b>

## Appendix A – FY 2010 Computer Replacements

FY 2009 Technology Plan Computer/Monitor Replacements				
Location	Description	Cost	Quantity	Total
FCC	Desktop	\$617.40	25	\$15,435.00
FCC	19" Height Adjustable Monitor	\$158.76	25	\$3,969.00
LTC	Desktop	\$617.40	56	\$34,574.40
LTC	18.5" VGA monitor	\$113.24	57	\$6,454.68
OCC	Desktop	\$617.40	57	\$35,191.80
OCC	18.5" VGA monitor	\$113.24	79	\$8,945.96
WVC	Desktop	\$617.40	61	\$37,661.40
WVC	18.5" VGA monitor	\$113.24	52	\$5,888.48
	<b>Computer Total</b>		<b>199</b>	<b>\$122,862.60</b>
	<b>Monitor Total</b>		<b>161</b>	<b>\$25,258.12</b>
	<b>Total</b>			<b>\$148,120.72</b>

## Appendix B – Server List

<u>Server Name</u>	<u>Description</u>	<u>Implementation Date</u>	<u>Estimated Replacement Date</u>	<u>Approx Cost</u>
ADDO	DO Active Directory Server	January 1, 2005	FY2011	\$5,000.00
ADFCC	FCC Active Directory Server	January 1, 2005	FY2011	\$5,000.00
ADLTC	LTC Active Directory Server	January 1, 2005	FY2011	\$5,000.00
ADOCC	OCC Active Directory Server	January 1, 2005	FY2011	\$5,000.00
ADWVC	WVC Active Directory Server	January 1, 2005	FY2011	\$5,000.00
ADLTCS	LTC - South Active Directory Server	January 1, 2005	FY2011	\$7,500.00
SQLDO	SQL DB Server	September 1, 2005	FY2011	\$7,500.00
MAIL	MS Exchange Server	August 1, 2003	FY2011	\$10,000.00
TM	Telephony Manager	February 1, 2004	FY2012	\$5,000.00
C1	Citrix	February 1, 2007	FY2012	\$5,000.00
C2	Citrix	February 1, 2007	FY2012	\$5,000.00
C3	Citrix	February 1, 2007	FY2012	\$5,000.00
ANGEL-FS	Angel File Server	February 1, 2007	FY2012	\$7,500.00
ANGEL-SQL	Angel SQL Server	February 1, 2007	FY2012	\$7,500.00
ANGEL-WEB	Angel Web Server	February 1, 2007	FY2012	\$5,000.00
INB10G	Banner Form Server	February 1, 2007	FY2012	\$7,500.00
SELSERVE2	Banner Self Service	September 1, 2005	FY2012	\$5,000.00
FMS	FileMaker	February 1, 2007	FY2013	\$7,500.00
FMPSERVER2	FileMaker	February 1, 2007	FY2013	\$7,500.00
ESX1	Virtual Server	March 25, 2008	FY2013	\$10,000.00
ESX2	Virtual Server	March 25, 2008	FY2013	\$10,000.00
PS5000X	SAN	March 25, 2008	FY2013	\$50,000.00

**TOTALS:**

	<b>FY2011</b>	<b>\$50,000.00</b>
	<b>FY2012</b>	<b>\$52,500.00</b>
	<b>FY2013</b>	<b>\$85,000.00</b>



**IECC**

## Information Technology Systems Fact Sheet

---

April 2010

Illinois Eastern Community Colleges continues to invest in technology services to support students, faculty and staff. This fact sheet provides a list of the major technology services supported by the district.

### **Banner Administrative Software System**

Banner is the integrated suite of applications used to support the business functions of the district. There are a total of 243,733 students in system with historical data back to 1974.

#### **Banner modules include:**

General	Web General
Student	Student Self-Service
Faculty and Advisors Self-Service	Financial Aid
Financial Aid Self-Service	Finance
Finance Self-Service	Accounts Receivable
Human Resources	Employee Self-Service
Position Control	Legato Integration
Legato App Xtender	Legato Web Xtender
Legato Scan Xtender	

The Banner system data is stored in a central Oracle database running on an HP 9000 server located at the District Office.

#### **Other applications related to the Banner product include:**

- Evisions Form Fusion for custom printing of transcripts and schedules
- Internet Native Banner forms server
- Payroll to finance processing
- Direct Deposit
- Bank Reconciliation
- SURS
- Unemployment
- Over 300 internal custom reports
- 25 state reports
- 10 federal reports
- 26 custom programs



## Network and Servers

The district's data network supports a multitude of applications including Banner, email, online services, Internet access, etc. Equipment required to support these services includes:

<u>52 Production Servers including:</u> 6 Active Directory Servers 6 File Servers 4 Student File/Application Servers 2 VMware Virtualization Servers and Equipment 9 Entrata and FileMaker Servers 11 Other Infrastructure Servers 11 Production Virtual Servers 3 Citrix Servers  10-15 Virtual test servers	5 Terabyte SAN for data storage 15 Firewalls 11 Routers 87 Network Switches - 5,352 Network ports 13 Wireless Access Points 20 T-1 Circuits 780 Employee Exchange email accounts Solar Winds Monitoring software
---	---

## Online Systems

Online applications include the internal and external web pages, portal system, online learning management system, eportfolio system and online credit card payment system.

**Web Site** The IECC web site contains over 5,000 web pages and provides valuable information about the district and the colleges.

### **Entrata Portal System**

Entrata serves as a single sign on portal for students and provides faculty and staff with access to a wide variety of services. The system was developed in-house by Jeff Gumbel, Coordinator of Web and Online Learning Services.

**Students** have access to schedules, email account, college information, and link out to services such as Banner Web, e2Campus alerts, credit card payment, and Angel. They may also register online, pay tuition and fees, access grades, unofficial transcripts, financial aid, course work and material, testing, and much more.

**Faculty** access rosters, student information, submit 1st and 10 day rosters, progress and incomplete reports, submit final grades, and advising.

**Staff** utilize the system to submit time sheets, pay information, and tax forms.

Entrata **statistics** include:

- 16,099 total accounts
- 10,429 active accounts
- 6,496 logins on 1/12/2009 first day of classes
- 2,000 logins on an average weekday

## **Angel Online Learning Management System**

The Angel system manages all online course material and is used to provide supplemental information for face-to-face courses.

Online **statistics** include

- 122 Online courses are being offered Spring 2009
- 3,855 online credit hours have been generated in Spring 2009
- Approximately 300-350 students take CIS 1104 Intro to Online Learning every semester.
- Out of 3226 total courses listed for the Spring 2009 term, 633 of those are utilizing Angel at some level; approximately 21%.

## **Telephone Systems**

The current Nortel telephone system was installed in 1997 and has been continually upgraded. The system remains extremely reliable and provides excellent service. If Nortel is unable to remain in business, we will need to evaluate options for migrating to a new system

Telephone **statistics** include:

- 6 PBXs with over 600 telephone ports
- 911 Systems for each college
- College room mapping for emergency services
- Call Pilot Voice Mail

## **IECC Alerts**

IECC implemented the e2Campus emergency alert system to provide emergency and weather related alerts via text, email and voice messaging.

## **Help Desk**

The district provides a technology help desk to support both students and employees. Support is provided via telephone, email and online. The help desk tracking system was developed internally by IT staff.

Help desk **statistics** include:

- 173 submissions first day of classes
- Average 24 calls per day

## **Other Applications**

The IT Department staff also maintain and support other various applications. They include:

Compass Testing  
Nursing Testing - LXR  
Zoomerang  
Uselect integration with IECC web site and Banner data  
efollett and bookstore web site setup  
Inventory system to track technology equipment

**Computer and Printer District-Wide Totals**

- 298 Printers
- 1,259 total desktop computers
- 292 notebook computers
- 4 open labs
- 30 classroom labs
- 105 classrooms with computers and projectors

**Computer Labs by College**

<p><b>Frontier</b>            1 open lab with 24 computers (LRC)            5 Classroom labs                RLM 24 - 25                RLM 25 - 25                RLM 21 - 16                WDC 100 - 19                CB 107 - 4            17 rooms with a computer and projector</p>	<p><b>Lincoln Trail</b>            1 open lab with 16 computers (LRC)            1 semi-open lab with 16 computers (LSC)            8 classroom labs:                WH 109 = 5                WH 112 = 26                WH 116A =25                WH 117 = 6                WH 118 = 25                WH 119 = 23                SU 211 = 26                SU 220 = 11                OA 102 = 17            21 rooms with a computer and projector.</p>
<p><b>Olney Central</b>            1 open lab with 36 computers (including 6 assistive technology computers)            8 classroom labs:                204 – 24                205 – 24                206 – 24                207 – 24                208 – 20                209 – 15                210 – 18                WT801 – 14            42 rooms with a computer and projector.</p>	<p><b>Wabash Valley</b>            1 open lab with 30 computers            9 Classroom Labs                MH 205 – 25                MH 202 – 17                MH 203 – 13                BMC 16 - 15                SB 30 -8                AA 108 -17                IB 4 - 17                MS 102 - 17                AG 104 -10            25 Classrooms with computers and projectors</p>

**Agenda Item #9D**

**Activity Fee Allocations**

**Agenda Item #9D**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 20, 2010  
RE: FY11 Activity Allocations

Annually, the Board adopts the allocation of student activity fees at three of the colleges. Attached is an analysis of these allocations and the recommendation for FY11. There are no changes from last year's recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the activity fee allocations.

RB/cr

Attachment



**Agenda Item #9E**

**Bid Schedule**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 20, 2010  
RE: FY2011 Bid Schedule

Each year the Board is asked to approve a district-wide bid schedule.

This bid schedule allows the District to plan, consolidate, and effectively manage the purchase of large dollar items. Rather than purchasing these items intermittently throughout the year, the District receives better pricing if the District groups items together and purchases them at designated times. Attached is the recommended Bid Schedule for FY2011.

I request approval of the FY2011 Bid Schedule.

RB/cr

Attachment



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT WIDE  
BID SCHEDULE**

**FY2011**

	IECC CATALOGS (AS REQUIRED) COMPUTERS (as needed), SOFTWARE PROJECTORS OFFICE SUPPLIES OP. & MAINT. EQUIP & SUPPLIES			INSTRUCTIONAL EQUIPMENT (Technical & Transfer)	COPIERS (as needed)			COMPUTERS (as needed), PROJECTORS				
	July 2010	Aug 2010	Sept 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011	Feb 2011	Mar 2011	April 2011	May 2011	June 2011
Requisitions/Specifications due in CFO's office no later than:**	<b>JUNE 4</b>	<b>JULY 2</b>	<b>AUG 6</b>	<b>SEPT 3</b>	<b>OCT 1</b>	<b>NOV 5</b>	<b>NOV. 19</b>	<b>JAN 7</b>	<b>FEB 4</b>	<b>MAR 4</b>	<b>APRIL 1</b>	<b>MAY 6</b>
Bids due from vendors: (Bid Opening)	<b>JUNE 24</b>	<b>JULY 29</b>	<b>AUG 26</b>	<b>SEPT 23</b>	<b>OCT 28</b>	<b>NOV 22</b>	<b>DEC 13</b>	<b>JAN 27</b>	<b>FEB 24</b>	<b>MAR 24</b>	<b>APRIL 28</b>	<b>MAY 26</b>
Bid recommendations due into CFO's office no later than:	<b>JULY 1</b>	<b>AUG 5</b>	<b>SEPT 2</b>	<b>OCT 1</b>	<b>NOV 4</b>	<b>DEC 2</b>	<b>JAN 10</b>	<b>FEB 3</b>	<b>MAR 3</b>	<b>APRIL 1</b>	<b>MAY 5</b>	<b>JUNE 2</b>
Board meeting dates:	<b>JULY 20</b>	<b>AUG 17</b>	<b>SEPT 21</b>	<b>OCT 19</b>	<b>NOV 16</b>	<b>DEC 14</b>	<b>JAN 18</b>	<b>FEB 15</b>	<b>MAR 15</b>	<b>APRIL 19</b>	<b>MAY 17</b>	<b>JUNE 21</b>
PO mailed, if approved:	<b>JULY 21</b>	<b>AUG 18</b>	<b>SEPT 22</b>	<b>OCT 20</b>	<b>NOV 17</b>	<b>DEC 15</b>	<b>JAN 19</b>	<b>FEB 16</b>	<b>MAR 16</b>	<b>APRIL 20</b>	<b>MAY 18</b>	<b>JUNE 22</b>

RB/cr  
**3/22/2010**

\*\*Please note the deadline dates for specifications to be in the Chief Finance office for the indicated items. Of course, we encourage you to have these specifications prepared and forwarded to us before this deadline. We will process these specificati

**Agenda Item #9F**

**Background Check and Fingerprinting Fee Increase**

**Agenda Item #9F**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Background Checks and Fingerprinting Fee

The District is required to initiate a background check and to fingerprint all students involved in the Nursing Program, Certified Nurse Assistants (CNA), Massage Therapy and Phlebotomy Program.

For CNA's the current charge for this background check and fingerprinting is \$15.00. The firm has increased the fee to \$28.00.

I ask the Board to increase the fee for the required background check and fingerprinting from \$15.00 to \$28.00 effective Fall Semester 2010.

TLB/rs

**Agenda Item #9G**

**Radiography Program Enrichment Fee**

**Agenda Item #9G**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Radiography Program Enrichment Fee

An important part of the educational experience in radiology is professional development. Professional development promotes advancement of knowledge in radiation and imaging specialties and encourages high standards and enhances the quality of patient care.

The IECC Radiography Program Enrichment fee includes student membership in the State Society of Radiologic Technicians, attendance at the Society's annual meeting, including all meals and lodging. Students are required to attend all the meetings at the convention. The enrichment fee also includes registration for the Association of Collegiate Educators in Radiologic Technology and attendance at the Association's annual conference where the students participate in continuing education sessions and student challenge meetings. In addition to these professional meetings other activities are conducted for the program enrichment of students enrolled in Radiography.

Currently, students pay \$60.00 their first semester and \$45.00 every semester thereafter for a total of \$285.00. However, expenditures per student are approximately \$350.00. The increase of \$60.00 for all semesters would raise approximately \$360.00.

I ask approval of this increase in the Radiography Program Enrichment Fee.

TLB/rs

**Agenda Item #9H**

**Radiography Program Course Review Fee**

**Agenda Item #9H**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Radiography Course Review Fee

After the completion of the six courses in the Radiography Program, students are required to take a Registry Review Seminar to prepare for the Registry Review Exam.

The seminar fee varies depending upon the number of students attending, but the past fee has been between \$140.00 and \$175.00.

It is proposed that a \$30.00 Course Review Fee be applied to:

RAD 1201	RAD 1236
RAD 1206	RAD 1246
RAD 1226	RAD 1256

This is a total cost of \$180.00 per student. Continuation of this review seminar is essential for the success of Radiography students when they take the registry exam and students will continue to achieve high licensure pass rates.

I ask the Board's approval of this fee.

TLB/rs

**Agenda Item #9I**

**Radiography Program College Catalog Changes**



**Agenda Item #9I**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Radiography Program College Catalog Changes

Several changes have been required in the catalog relating to the Associate in Applied Science Degree in Radiography. Changes include application deadlines, ranking, admissions, attendance, evaluation, and clinical performance, which have been moved from the Radiography Program Handbook and the Application and Admissions Guidelines to [www.iecc.edu/radtach](http://www.iecc.edu/radtach).

Other changes include clinical competency and objectives, requirements dealing with transcripts, registration for orientation, completion of verification of use of the handbook, clarification of the criminal background check and drug screening requirements and additional requirement that a student's conduct and health status must also meet the standards of any clinical agency with whom the District has an affiliation agreement.

I ask the Board's approval of these course catalog changes for the Associate in Applied Science Degree in Radiography.

TLB/rs

Attachment

## SUMMARY OF COLLEGE CATALOG CHANGES

### **Radiography (XRAY)**

#### **Associate in Applied Science Degree D327**

##### **Page 72, 6<sup>th</sup> paragraph –**

~~Requirements related to application deadlines, ranking, admission, attendance, evaluation, and clinical performance are found in the *Radiography Program Handbook* and *Application and Admission Guidelines* available for review at [www.iecc.edu/radtach/](http://www.iecc.edu/radtach/).~~

Requirements related to application deadlines, ranking and admission are found in the *Application and Admission Guidelines* and are available for review at [www.iecc.edu/radtach/](http://www.iecc.edu/radtach/).

##### **Page 72, 8<sup>th</sup> paragraph – Removed**

~~All clinical competencies and objectives must be completed prior to graduation.~~

##### **Page 72, Prospective Students section, B.**

(Replaced B. with former J.)

~~B. Submit official copies of high school transcript, GED scores, and college transcripts.~~

##### **B. Transcripts**

Official copies submitted by March 1 to the Radiography Program Advisor.

1. Official High School or GED equivalent
2. Official transcripts from all post-secondary institutions

##### **Page 72, Prospective Students section, D.**

(Combined content from former L with D)

Added:

1. Official copies of test results must be submitted by March 1.
2. Test must be taken within two years of application.
3. If COMPASS/ASSET test is taken at another institution, it is the student's responsibility to have test scores submitted to Olney Central College.
4. Applicant may take the COMPASS/ASSET test twice during each year application is made to the program. However, testing dates MUST be 90 days apart.
5. Applicant should contact Radiography Program Advisor in the Student Services Office at OCC to determine if test scores meet application criteria.
6. If remediation is required by test scores, course work must be completed prior to retest.
7. Applicants should consult the college catalog or IECC website ([www.iecc.edu](http://www.iecc.edu)) for any applicable fees related to repeating tests.

### **Page 72, Prospective Students section, G.**

(Combined content from former K with G)

~~Register for and successfully complete HEA 2299 which includes a radiography orientation and 8 hours of agency observation.~~

Register for HEA 2299 by February 15 and successfully complete by March 1. HEA 2299 includes a radiography orientation and agency observation.

### **Page 72 Prospective Students section, H.**

~~All prospective students must review the Program Handbook and Clinical Guide, located in all IECC libraries or at [www.iecc.edu/radtech/](http://www.iecc.edu/radtech/). The form, which must be completed to verify the review process, may be obtained at [www.iecc.edu/radtech/Clinical\\_Guide\\_Review\\_Form.pdf](http://www.iecc.edu/radtech/Clinical_Guide_Review_Form.pdf). Applicants who do not submit the completed form by March 1 will not qualify for the ranking process.~~

All prospective students must review the Program Handbook, located at [www.iecc.edu/radtech/](http://www.iecc.edu/radtech/). The form, which must be completed to verify the review process, may be obtained at [http://www.iecc.edu/radtech/Handbook\\_for\\_Review.pdf](http://www.iecc.edu/radtech/Handbook_for_Review.pdf). Applicants must submit the completed form to the Radiography Program Advisor by March 1.

### **Page 73, J., #6**

Remove

~~Effective summer semester 2009, recent changes in radiography accreditation standards now require all radiography school graduates to have a minimum of 15 hours of college general education credits from the following subject areas:~~

- ~~\* Written or oral communication;~~
- ~~\* Math or analytical studies;~~
- ~~\* Social or behavioral science;~~
- ~~\* Natural science;~~
- ~~\* Computer, or Humanities, or Fine Arts.~~

### **Page 73, Accepted Students section**

Added "as designated by the program" to #3 (criminal background check) and #4 (drug screening)

### **Page 73, Accepted Students section, #5**

~~(estimate \$75-\$100)~~

### **Page 73, Accepted Students section, #6**

Changed "program staff" to "Program Director" in 1<sup>st</sup> and 3<sup>rd</sup> sentence

### **Page 73, Added Conduct and Health section**

**Conduct and Health**

In addition to meeting the Radiography program requirements for admission, a student's conduct and health status must also meet the standards of the clinical agencies.

**Page 74, Program Requirements**

Moved RAD 2203 from Level II Summer semester to Level II Spring semester

Changed total semester hours for Level II Summer semester to 7

Changed total semester hours for Level II Spring semester to 11

<b>Second Semester</b>			<b>Semester Hours</b>
ENG	1111	Composition I <sup>1</sup>	3
LSC	2112	Human Anatomy & Physiology II <sup>1</sup>	4
PNC	1213 <sup>2</sup>	Practical Nursing III	5
PNC	1214 <sup>2</sup>	Practical Nursing IV	5
PSY	2109	Human Growth & Development <sup>1</sup>	<u>3</u>
Semester Total			20

<b>Summer Semester</b>			<b>Semester Hours</b>
PNC	1215 <sup>2</sup>	Clinical Nursing	6
PNC	1216 <sup>2</sup>	Practical Nurse Review	<u>1</u>
Semester Total			7

**Total Credit Hours** 44

<sup>1</sup>General Education Hours (17)

<sup>2</sup>Variable tuition rate applies to this course.

Prerequisite for LSC 2110, LSC 2111, or LSC 2112 is LSC 1101 (General Biology) or equivalent or consent of instructor.

Evidence of completion of study skills class is required for all students entering their first semester of the first semester of the practical nursing program. GEN 1104 meets this requirement. Late admissions may be allowed to take a study skills class during PNC 1211.

### **Academic Progress/Nursing**

1. General education courses must be completed with a grade of *C* or above before or during the semester they are scheduled. Students who do not successfully complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
2. Any student who fails to earn a grade of *C* or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, (see *Readmission of Nursing Students*).
3. Each Practical Nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc (HESI) computerized exit exam for nurses. See the Practical Nursing Handbook for the policy on the exit exam.

### **Readmission of Nursing Students**

Nursing students who leave the college or program by reason of withdrawal, academic deficiency/failure or dismissal may petition for readmission to the program no sooner than one (1) semester after leaving. Such petition will be reviewed by the Academic Standards Committee. This statement applies as follows:

Any student who withdraws, fails or is dismissed from a required nursing or concurrent general education course may file a petition for readmission one time. Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the

program and/or college. A petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.

Petitioners must meet the current college and nursing program admission and ranking requirements. Petition approval does not guarantee re-admittance to the nursing program. Petitioners must have all requirements completed, including the petitioning process, at least sixty (60) days prior to the semester of readmission.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee. If the petition has been denied by the committee following the personal appearance, the petitioner may request a hearing before the president of the college. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A student in the nursing program who has been denied readmission may re-petition no sooner than three (3) calendar years from the date of his/her original petition. If the student is readmitted and withdraws or fails, he/she will not be allowed to petition again.

The Academic Standards Committee has the right to review the readmission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

### ***RADIOGRAPHY (XRAY)***

#### ***ASSOCIATE IN APPLIED SCIENCE DEGREE D327***

The mission of the Olney Central College Radiography program is to graduate entry-level competent radiographers and provide quality radiography education for the community.

The mission is accomplished through program goals. The program is designed to maximize a student's initiative and support his/her development toward becoming a competent entry-level radiographer.

The OCC Associate in Applied Science degree in Radiography is an intensive, two-year (six consecutive semesters) course of study. The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, [www.jrcert.org](http://www.jrcert.org). Graduates are eligible to take the American Registry of Radiologic Technologist's (ARRT) exam. Most states, including Illinois, accept ARRT for state licensure, without additional licensure examination. Employment opportunities for radiographers are available nationwide in all types of medical health facilities and private industry. Further educational opportunities promoting career advancement are readily available.

Support courses may be taken prior to admission to the program. This does not reduce the time required to complete the program or guarantee acceptance into the program.

Applicants not accepted must reapply to be considered the following year. Individuals may reapply to the program as often as desired. Failure to start the program results in a loss of acceptance for admission status.

Transfer students and drop/restart students will receive individual consideration, based on availability of space and continuity of the program.

Requirements related to application deadlines, ranking and admission are found in the *Application and Admission Guidelines* and are available for review at [www.iecc.edu/radtech/](http://www.iecc.edu/radtech/).

Radiography students must pass all courses in the program curriculum with at least a *C* and maintain a minimum term GPA of 2.0 to proceed through the program. This includes support courses and clinical components in the program.

## **Application Requirements**

This is a rigorous training program with many applicants and a limited number of accepted students. Qualified applicants are ranked for admission based on a composite score derived from the COMPASS/ASSET test, and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

## **Prospective Students**

To qualify for ranking, applicants must meet or exceed the requirements listed below:

- A. Complete an application to Olney Central College by March 1 for admission in May.
- B. Transcripts  
Official copies submitted by March 1 to the Radiography Program Advisor.
  1. Official High School or GED equivalent
  2. Official transcripts from all post-secondary institutions
- C. Minimum cumulative GPA of 2.5\* for all college level courses or if no college coursework has been completed, a cumulative high school GPA of 2.5. Students making application for the same year they graduate from high school must have a 2.5 GPA at the end of the first semester of their senior year to be eligible to apply.
- D. COMPASS/ASSET Test scores must be at the 34<sup>th</sup> national percentile or above in English, reading and mathematics in accordance with OCC admission standards.
  8. Official copies of test results must be submitted by March 1.
  9. Test must be taken within two years of application.
  10. If COMPASS/ASSET test is taken at another institution, it is the student's responsibility to have test scores submitted to Olney Central College.
  11. Applicant may take the COMPASS/ASSET test twice during each year application is made to the program. However, testing dates MUST be 90 days apart.
  12. Applicant should contact Radiography Program Advisor in the Student Services Office at OCC to determine if test scores meet application criteria.
  13. If remediation is required by test scores, course work must be completed prior to retest.

14. Applicants should consult the college catalog or IECC website ([www.iecc.edu](http://www.iecc.edu)) for any applicable fees related to repeating tests.
- E. LSC 1101 (General Biology I) or equivalent (high school Biology I and II) with a grade of *C* or better.\*\*
- F. Successfully complete CIS 1101 or higher level computer class or approved documentation of computer proficiency through work experience or approved high school computer coursework.
- G. Register for HEA 2299 by February 15 and successfully complete by March 1. HEA 2299 includes a radiography orientation and agency observation.
- H. All prospective students must review the Program Handbook, located at [www.iecc.edu/radtech/](http://www.iecc.edu/radtech/). The form, which must be completed to verify the review process, may be obtained at [http://www.iecc.edu/radtech/Handbook\\_for\\_Review.pdf](http://www.iecc.edu/radtech/Handbook_for_Review.pdf). Applicants must submit the completed form to the Radiography Program Advisor by March 1.
- I. It is the policy of Olney Central College to screen its students applying to the Radiography Program for prior criminal convictions as a condition for admission. Individuals who have been convicted of a felony or misdemeanor (excluding traffic violations) or who have an abuse record may not be permitted to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). Students with questions should contact the ARRT (651-687-0048) to inquire about eligibility to take the ARRT examination prior to applying to the Radiography Program.

\*Grades of *F* in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the radiography program. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Radiography Program at the college site to determine eligibility.

\*\*Candidates not meeting this requirement may qualify for admission contingent upon successful completion of this program requirement prior to beginning Radiography course work.

J. Other Program Requirements

Technical standards the student must have:

1. Sufficient eyesight to observe patients, manipulate equipment, and evaluate radiographic quality.
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
3. Satisfactory verbal and written skills to communicate promptly and effectively in English.
4. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of fifty pounds, and insure patient safety.
5. Satisfactory intellect, emotional, and mental functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.

### Accepted Students

Students notified of acceptance must:

1. Secure his/her position in the class by contacting the Program Director in writing stating his/her intention to begin the program. If letter of intent is not received by the date indicated, an alternate student will be admitted to the program.
2. Complete physical exam and required immunizations (fees paid by student). Forms are distributed to students by Program Director.



3. Complete a satisfactory criminal background check as designated by the program by May 1\* (fees paid by student).
4. Complete drug screening as designated by the program\* (fees paid by student).
5. Purchase uniforms, lab jackets, and shoes prior to beginning clinical education in the fall semester.
6. Meet with Program Director at scheduled time to review program requirements, receive appropriate forms, and ask questions regarding Radiography Program requirements/policies. You will be contacted by mail at the address of record in reference to scheduling an advisement/registration appointment. Failure to meet with Program Director will result in forfeiture of the student's acceptance in the program, and an alternate student will be admitted to the program.

**\*An unsatisfactory background check and/or positive drug screening test will negate program admission.**

### **Students Not Accepted**

Students who are not accepted are encouraged to reapply to the program. Students are not placed on a waiting list for the next application year. Students who reapply must repeat the complete application process.

### **Transfer Students**

Advanced placement of a Radiography transfer student could be accommodated if space is available and if the student is at an appropriate educational level as determined by:

1. Transcripts;
2. Placement tests;
3. Discussion with previous Program Director;
4. Courses completed in the previous program in correlation with OCC Radiography curriculum;
5. Previous program was accredited by either a programmatic or regional accreditation agency.

### **Conduct and Health**

In addition to meeting the Radiography Program requirements for admission, a student's conduct and health status must also meet the standards of the clinical agencies.

### **PRE-PROGRAM REQUIREMENTS Semester Hours**

HEA 2299	Independent Study in Allied Health	<u>.5</u>
	Semester Total	.5

### **LEVEL I Summer Semester Semester Hours**

RAD 1201 <sup>2</sup>	Introduction to Radiography	3
RAD 1207 <sup>2</sup>	Intro. to Radiographic Processing	2
RAD 1208 <sup>2</sup>	Radiology Patient Care	3
RAD 1211 <sup>2</sup>	Radiography Orientation	.5
RAD 1215 <sup>2</sup>	Radiographers Mathematics	<u>2</u>
	Semester Total	10.5

### **Fall Semester Semester Hours**

HEA	1225	Intro to Medical Terminology	3
LSC	2111	Human Anatomy & Physiology I	4
RAD	1204 <sup>2</sup>	Radiographic Procedures I	4
RAD	1206 <sup>2</sup>	Applied Clinical Radiology I	2
RAD	1209 <sup>2</sup>	Radiologic Science	<u>3</u>
		Semester Total	16

**Spring Semester                      Semester Hours**

LSC	2112	Human Anatomy & Physiology II	4
RAD	1222 <sup>2</sup>	Principles of Radiographic Exposure	3
RAD	1223 <sup>2</sup>	Quality Improvement	2
RAD	1224 <sup>2</sup>	Radiographic Procedures II	4
RAD	1226 <sup>2</sup>	Applied Clinical Radiology II	<u>2</u>
		Semester Total	15

Professional Activity – ISSRT Annual Convention/ Educational Tournament

**LEVEL II Summer Semester   Semester Hours**

RAD	1227 <sup>2</sup>	Contrast Procedures	2
RAD	1236 <sup>2</sup>	Applied Clinical Radiology III	2
ENG	1111	Composition I	
		<b>OR</b>	
SPE	1101	Fundamentals of Effective Speaking (recommended)	
		<b>OR</b>	
		Communications Elective*	<u>3</u>
		Semester Total	7

**Fall Semester                      Semester Hours**

RAD	1221 <sup>2</sup>	Clinical Radiographic Pathology	3
RAD	1228 <sup>2</sup>	Radiation Biology & Protection	3
RAD	1246 <sup>2</sup>	Applied Clinical Radiology IV	3
RAD	2201 <sup>2</sup>	Advanced Imaging and Modalities	<u>3</u>
		Semester Total	12

**Spring Semester                      Semester Hours**

PSY	1101	General Psychology I (recommended)	
		<b>OR</b>	

	other Social Science Elective**	3	
RAD 1256 <sup>2</sup>	Applied Clinical Radiology V	3	
RAD 2203 <sup>2</sup>	Radiologic Sectional Anatomy		3
RAD 2204 <sup>2</sup>	Registry Review	1	
RAD 2205 <sup>2</sup>	Radiology Supervision Skills	<u>1</u>	
	Semester Total	11	

Total Credit Hours 72

Professional Activity – ISSRT Annual Conference/ Educational Tournament

Graduation in May (ARRT Registry Exam after program completion)

<sup>2</sup> Variable tuition rate applies to this course. The variable tuition rate also applies to RAD 1210 and RAD 1601.

**\*Communications elective:**

SPE 1111 Interpersonal Communications

**\*\*Social Science electives:**

SOC 2101 Principles of Sociology

SOC 2104 Death and Dying

SOC 2108 Sociology of Aging

**Graduates of hospital-based radiography program earn an AAS degree by completing all courses listed below at Olney Central College.**

EA 2299	Independent Study in Allied Health	1	
RAD 1229 <sup>2</sup>	Research in Radiography	1	
RAD 2201	Advanced Imaging and Modalities	3	
RAD 2203 <sup>2</sup>	Radiologic Sectional Anatomy		2
RAD 2205 <sup>2</sup>	Radiology Supervision Skills	1	
SPE 1101	Fundamentals of Effective Speaking	3	
	Social Science Elective	3	
	Elective	<u>2</u>	
	Semester Total	16	

**Agenda Item #9J**

**Allied Health Program College Catalog Changes**

**Agenda Item #9J**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Allied Health Program College Catalog Changes

Numerous changes are proposed to the college catalog dealing with the Associate Degree in Nursing (ADN) and the Practical Nursing Certificate (PNC).

For the ADN, the catalog clarifies that an “official” college or high school transcript is required and increases the composite entry level score to 6. Requirements for after the student being accepted into the program are clarified and include a listing on the Illinois Department of Public Health Registry.

For the PNC, similar requirements are for the “official” college or high school transcript, an entry level composite score of 6 and clarification of requirements for after the student is accepted including listing with the Illinois Department of Public Health Registry.

I ask the Board’s approval of these catalog changes for the ADN and PNC programs.

TLB/rs

Attachment

## SUMMARY OF COLLEGE CATALOG CHANGES

### Associate Degree in Nursing (NUR) Associate in Applied Science Degree D350

-Page 66 Application Deadline and Requirements section, 4<sup>th</sup> paragraph, 1<sup>st</sup> sentence – added “official” before “college and high school transcripts”

-Page 66 Application Deadline and Requirements section, 4<sup>th</sup> paragraph – added to end “A minimum entry-level composite score of 6 is required.”

-Page 66 Requirements after the Student is Accepted into the Program section, 2<sup>nd</sup> paragraph

~~\*Certification as nurse assistant criterion:~~

- ~~1. Completion of training program within 2 years of the date of application deadline (February 15); and~~
- ~~2. Listed on the Illinois Department of Public Health Registry; or~~
- ~~3. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from Feb – Feb) and be listed on the registry.~~
- ~~4. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.~~

\*Certification as nurse assistant criterion:

1. Completion of CNA training program within 2 years of the date of application deadline (February 15) and listed on the Illinois Department of Public Health Registry; or
2. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from Feb 15-Feb 15) and listed on the registry.
3. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.

## **Practical Nursing Certificate (PNURS) Certificate C340**

-Page 70 Application Deadline and Requirements section, 4<sup>th</sup> paragraph, 1<sup>st</sup> sentence – added “official” before “college and high school transcripts”

-Page 70 Application Deadline and Requirements section, 4<sup>th</sup> paragraph – added to end “A minimum entry-level composite score of 6 is required.”

-Page 70 Requirements after the Student is Accepted into the Program section, 2<sup>nd</sup> paragraph

~~\*Certification as nurse assistant criterion:~~

- ~~1. Completion of training program within 2 years of the date of application deadline (April 15); and~~
- ~~2. Listed on the Illinois Department of Public Health Registry; or~~
- ~~3. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from April – April) and be listed on the registry.~~
- ~~4. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.~~

\*Certification as nurse assistant criterion:

1. Completion of training program within 2 years of the date of application deadline (April 15) and listed on the Illinois Department of Public Health Registry; or
2. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from April 15-April 15) and listed on the registry.
3. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.

## **ALLIED HEALTH**

### **ASSOCIATE DEGREE IN NURSING (NUR)**

#### **ASSOCIATE IN APPLIED SCIENCE DEGREE D350**

The Associate Degree Nursing program prepares individuals to write the NCLEX-RN for licensure as a registered nurse. Registered nurses provide care to people of all ages and in a variety of health care settings such as hospitals, long term care facilities, physician's offices, home care agencies and community settings.

Persons interested in applying to the Nursing Program may contact the program advisor at one of the four colleges in the IECC District. This information may also be accessed at [www.iecc.edu/nursing](http://www.iecc.edu/nursing). All prospective students are required to attend an advisement meeting to complete the application process. Contact a program advisor to schedule an advisement meeting.

The decision to allow an individual to take the NCLEX-RN for licensure or be granted a license after passing the exam rests with the Illinois Department of Financial and Professional Regulation.

#### **Application Deadline and Requirements**

Completed applications must be received at the college site by February 15 to be ranked for the fall semester. Late applications will be accepted pending available space.

A cumulative GPA of 2.5\* is required to make application to the nursing program.

Also, minimum COMPASS or ASSET test scores at or above the 34<sup>th</sup> national percentile are required for acceptance to the program. (Applicants may take the COMPASS or ASSET twice during an application process.)

A completed application file consists of: 1) all official college and high school transcripts; 2) GED scores, if applicable; 3) a completed IECC application form; 4) an Associate Degree Nursing Program application; 5) COMPASS or ASSET scores; and 6) residency verification. Applicants with completed files will be ranked using the composite score which is derived from their COMPASS or ASSET scores, GPA, and science courses grades. A minimum entry-level composite score of 6 is required.

\*Grades of *F* in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the nursing program. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Nursing Program at the college site to determine eligibility.

#### **Requirements after the Student is Accepted into the Program**



Requirements after acceptance to the program are: 1) return acceptance postcard within two (2) weeks of notification; 2) a physical examination and immunizations (due by assigned date); 3) CPR certification; 4) certification as nurse assistant\*; 5) satisfactory background check; 6) evidence of completion of a study-skills course; and 7) negative drug screen. An unsatisfactory background check and/or positive drug screening test will negate program admission or result in administrative withdrawal.

\*Certification as nurse assistant criterion:

1. Completion of training program within 2 years of the date of application deadline (February 15) and listed on the Illinois Department of Public Health Registry; or
2. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from Feb 15-Feb 15) and listed on the registry.
3. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.

### **Program at all Four Colleges**

The Illinois Eastern Community Colleges/Olney Central College Associate in Applied Science in Nursing program is offered at all four colleges in the IECC District.

### **Articulation and Educational Mobility**

The IECC/OCC Nursing Program supports the concept of articulation and educational mobility. The IECC/Olney Central College Associate in Applied Science in Nursing degree program participates in the statewide articulation initiative. The program is approved by the Illinois Department of Financial and Professional Regulation, website at [www.idfpr.com](http://www.idfpr.com), and accredited by the National League for Nursing Accrediting Commission (NLNAC), which is located at 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326; 404/975-5000, website: [www.nlnac.org](http://www.nlnac.org). The PN exit is approved by the Illinois Department of Financial and Professional Regulation.

### **Practical Nurse Exit Option**

Students have the educational mobility option of completing first year summer courses and exiting at the practical nurse (PN) level or continuing into the second year to complete studies to become a registered nurse (RN).

Successful completion of NUR 1201, NUR 1202, NUR 1203, and NUR 1206, along with all required first-year general education courses, is required for students to apply for the practical nurse (PN) licensure examination.

Current IECC Practical Nursing students may apply to the second year of the associate degree nursing program while enrolled in the program. Successful completion of the practical nursing certificate

courses will be required for admission to the associate degree program. Failure to successfully complete any of the practical nursing courses will negate the acceptance to the Associate Degree in Nursing program.

### **Licensed Practical Nurses**

Licensed practical nurses (LPN) who graduated from schools other than Illinois Eastern Community Colleges and IECC LPNs who graduated three or more years prior to application may articulate into the second year for registered nurse (RN) preparation after successful completion of bridge course NUR 1204.

Successful completion of NUR 1201, NUR 1202, or a valid LPN license, and NUR 2201, NUR 2202, and NUR 2205, along with all required general education courses, is required for students to apply for the registered nurse (RN) licensure.

A continuing student must complete the RN program within five (5) years of successful completion of NUR 1201.

A maximum of one-year academic absence is allowed between the last semester successfully completed and any exit course (NUR 1203 and NUR 2202).

### **Transfer Students**

Transfer students who meet curriculum criteria may be granted advanced placement to enter NUR 1202 or NUR 2201. Prior to entering the advanced placement course, the student must successfully complete NUR 1205. Generic students who have had an academic absence of two or more years, who are readmitted beyond NUR 1201, must complete NUR 1205 prior to re-entering nursing courses.

### **Fees**

Nursing tuition, fees, and program requirements are provided in the application packet as well as the student handbook and are subject to change. Nursing students will be required to pay fees for testing as mandated by the president of Olney Central College.

### **Conduct and Health**

In addition to meeting the nursing program requirements for admission, a student's conduct and health status must also meet the standards of the clinical agencies.

Except for those who are IECC nursing students enrolled in consecutive years of the two-year nursing program, applicants to the second year must supply all the information required for the first year. In addition, licensed practical nurses must submit a valid LPN license.

The nursing program must comply with Illinois law and college policy, therefore, requirements are subject to change.

**First Year First Semester Semester Hours**

LSC	2111	Human Anatomy & Physiology I <sup>1</sup>	4
NUR	1201 <sup>2</sup>	Nursing I	10
PSY	1101	General Psychology I <sup>1</sup>	<u>3</u>
		Semester Total	17

**First Year Second Semester Semester Hours**

ENG	1111	Composition I <sup>1</sup>	3
LSC	2112	Human Anatomy & Physiology II <sup>1</sup>	4
NUR	1202 <sup>2</sup>	Nursing II	10
PSY	2109	Human Growth & Development <sup>1</sup>	<u>3</u>
		Semester Total	20

**Second Year First Semester Semester Hours**

LSC	2110	General Microbiology <sup>1</sup>	4
NUR	2201 <sup>2</sup>	Nursing III	10
SOC	2101	Principles of Sociology <sup>1</sup>	<u>3</u>
		Semester Total	17

**Second Year Second Semester Semester Hours**

ENG	1121	Composition & Analysis <sup>1</sup>	3
NUR	2202 <sup>2</sup>	Nursing IV	10
NUR	2205 <sup>2</sup>	Registered Nurse Review Course	2
SPE	1101	Fundamentals of Effective Speaking <sup>1</sup>	<u>3</u>
		Semester Total	18

<u>Total Credit Hours</u>	72
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<sup>1</sup>General Education Hours (30)

**Other:**

NUR	1203 <sup>2</sup>	Clinical Nursing*	6
NUR	1204 <sup>2</sup>	Nursing Constructs**	3
NUR	1205 <sup>2</sup>	Transition to Nursing***V1-4	
NUR	1206 <sup>2</sup>	Practical Nurse Review*	1

<sup>2</sup> Variable tuition rate applies to this course.

\* Students applying for PN Licensure

\*\* Entering non-IECC LPNs/IECC LPNs who complete first level three years prior to readmittance into second level.

\*\*\* Transfer students granted advanced placement.

The variable tuition rate also applies to: NUR 1200, NUR 1207, NUR 1208, NUR 1209, NUR2203, NUR 2204, and NUR 2210

Prerequisite for LSC 2110, LSC 2111, or LSC 2112 is LSC 1101 (General Biology) or equivalent or consent of instructor.

Evidence of completion of study skills class is required for all students entering their first semester of the first year of nursing. GEN 1104 meets this requirement. Late admissions may be allowed to take a study skills class during NUR 1201.

### **Academic Progress/Nursing**

1. All nursing students must achieve a minimum grade of *C* in theory as well as a satisfactory grade for laboratory components of each nursing course. Any grades less than *C* achieved in a nursing or concurrent general education course are unacceptable for progression in the nursing program.
2. General education courses must be completed before or during the semester they are scheduled. Students who do not complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
3. Any student who fails to earn a grade of *C* or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, following procedures outlined in ***Readmission of Nursing Students***.
4. Each RN nursing student will be required to achieve a minimum passing score of 800 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, PNC 1216, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the required score is not achieved in the first attempt, remediation and completion of the required live NCLEX review will be required before the student will be approved to take the standardized nursing exit exam a second time. If the student fails to achieve the required score on the second attempt of the standardized nursing exit exam, the student will be required to successfully complete an approved on-line review course prior to attempting the standardized nursing exit exam for the third time. Failure to pass the standardized nursing exit exam on the third attempt will result in the student receiving the grade earned for the NUR 1206, PNC 1216, or NUR 2205 course. No requirements to take additional standardized nursing exams will be required. In all instances, the student will be required to pay the cost of additional applications for the standardized nursing exit exam and any cost of remediation/reviews.

### **Readmission of Nursing Students**

Nursing students who leave the college or program by reason of withdrawal, academic deficiency/failure or dismissal may petition for readmission to the program no sooner than one (1) semester following

official notification of status. Such petition will be reviewed by the Academic Standards Committee. This statement applies as follows:

Any student who withdraws, fails or is dismissed from a required nursing or concurrent general education course may file a petition for readmission one time. Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the program and/or college. A petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.

Petitioners must meet the current college and nursing program admission and ranking requirements. Petition approval does not guarantee re-admittance to the nursing program. Petitioners must have all requirements completed, including the petitioning process, at least sixty (60) days prior to the semester of readmission.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee. If the petition has been denied by the committee following a personal appearance, the petitioner may request a hearing before the president of the college. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A student in the nursing program who has been denied readmission may re-petition no sooner than three (3) calendar years from the date of his/her original petition. If the student is readmitted and withdraws or fails, he/she will not be allowed to petition again.

The Academic Standards Committee has the right to review the admission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

IECC nursing students may reapply to the second year of the program one time after three years from the last program exit, without regard to prior academic performance, subject to the following criteria:

1. Successful completion of the practical nurse curriculum;
2. Licensure as a practical nurse;
3. Employment as a licensed practical nurse with documentation of at least 2,000 hours of work from the time of the last exit from the nursing program.

If readmitted, the student progression/retention will follow the guidelines of a first-time student.

***BASIC NURSE ASSISTANT TRAINING PROGR (BAID) CERTIFICATE C335***

The Basic Nurse Assistant Training certificate program is a concentrated lecture and laboratory program designed to meet the Illinois Department of Public Health certification requirements. Offered in an 8- to 15-week format, the program provides an introduction to the basic components of health-care skills essential to the support and assistance of individuals and families in meeting basic human needs for people of all ages.

Graduates with this certificate may find employment in long-term care facilities and home health-care situations.

**One Semester Semester Hours**

HEA 1203	Basic Nurse Assistant Training Program	<u>7</u>
	Semester Total	7

Total Credit Hours 7

***HEALTH CAREERS (HLTH) CERTIFICATE C196***

The Health Careers program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. It provides entry-level coursework and CNA certification for entry into higher level health careers programs.

**First Semester Semester Hours**

HEA 1225	Intro to Medical Terminology V2	
HLT 1201	Health Careers Orientation 2	
HLT 1202	Health Careers Related Skills V2	
HLT 1203	Health Careers I	<u>V2</u>
	Semester Total	8

**Second Semester Semester Hours**

HEA 1203	Basic Nurse Assistant Training	<u>7</u>
	Semester Total	8

**Third Semester Semester Hours**

HLT 2204	Health Careers II	<u>V7</u>
	Semester Total	7

**Fourth Semester Semester Hours**

HLT 2205	Health Careers III	<u>V7</u>
	Semester Total	7

Total Credit Hours 29

**Recommended elective:**

HEA 1603 Practical Pharmacology 1

***PRACTICAL NURSING CERTIFICATE (PNURS)***

***CERTIFICATE***

***C340***

The Practical Nursing Certificate program prepares individuals to write the NCLEX-PN exam for licensure as a practical nurse. Licensed practical nurses provide care to people of all ages and in a variety of health care settings such as hospitals, long term care facilities, physician's offices, home care agencies and community settings.

Persons interested in applying to the Practical Nursing Program may contact the program advisor at one of the four colleges in the IECC District. This information may also be accessed at [www.iecc.edu/nursing](http://www.iecc.edu/nursing). All prospective students are required to attend an advisement meeting to complete the application process. Contact a program advisor to schedule an advisement meeting.

The decision to allow an individual to take the NCLEX-PN exam for licensure or be granted a license after passing the exam rests with the Illinois Department of Financial and Professional Regulation.

## **Application Deadline and Requirements**

Completed applications must be received at the college site by April 15 to be ranked for the fall semester. Late applications will be accepted pending available space.

A cumulative GPA of 2.5\* is required to make application to the practical nursing program.

Also, minimum COMPASS or ASSET test scores at or above the 34<sup>th</sup> national percentile are required. (Applicants may take the COMPASS or ASSET twice during an application process.)

A completed application file consists of: 1) all official college and high school transcripts; 2) GED scores, if applicable; 3) a completed IECC application form; 4) a Practical Nursing Program application; 5) COMPASS or ASSET scores; and 6) residency verification. Applicants with completed files will be ranked using the composite score which is derived from their COMPASS or ASSET scores, GPA, and science courses grades. A minimum entry-level composite score of 6 is required.

\*Grades of *F* in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the practical nursing program. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Nursing Program at the college site to determine eligibility.

## **Requirements after the Student is Accepted into the Program**

Requirements after acceptance to the program are: 1) return acceptance postcard within two (2) weeks of notification; 2) a physical examination and immunizations (due by assigned date); 3) CPR certification; 4) certification as nurse assistant\*; 5) satisfactory background check; 6) evidence of completion of a study-skills course; and 7) negative drug screen. An unsatisfactory background check and/or positive drug screening test will negate program admission or result in administrative withdrawal.

\*Certification as nurse assistant criterion:

1. Completion of CNA training program within 2 years of the date of application deadline (April 15) and listed on the Illinois Department of Public Health Registry; or
2. Anyone who successfully completed the CNA course within the last 5 years and who has worked 400 hours within the last year prior to the application (must provide verification of hours worked from April 15-April 15) and listed on the registry.
3. Certification in other states or other health provider qualifications will be reviewed for compliance with program requirements. Additional course work or competency testing may be required.

## **Program at all Four Colleges**



The Illinois Eastern Community Colleges/Olney Central College Practical Nursing Certificate program is offered at all four colleges in the IECC District.

### **Articulation and Educational Mobility**

The IECC/OCC Practical Nursing Program supports the concept of articulation and educational mobility.

Successful completion of PNC 1211, PNC 1212, PNC 1213, PNC 1214, PNC 1215, and PNC 1216, along with all required general education courses, is required for students to apply for the practical nurse (PN) licensure examination.

A continuing student must complete the PN program within three (3) years of successful completion of PNC 1211.

A maximum of one-year academic absence is allowed between successful completion of PNC 1214 and PNC 1215.

Practical Nursing Program students may make application to the IECC Associate Degree Nursing Program to continue their education.

### **Transfer Students**

Transfer students who meet curriculum criteria may be granted advanced placement to enter PNC 1213. Prior to entering the advanced placement course, the student may be required to successfully complete NUR 1205. All returning students will be required to demonstrate competencies appropriate to the point of entry prior to re-entry.

### **State Articulation/Approval**

The IECC/Olney Central College Practical Nursing Program participates in the statewide articulation initiative. The program is approved by the Illinois Department of Financial and Professional Regulation, [www.idfpr.com](http://www.idfpr.com).

### **Fees**

Nursing tuition, fees, and program requirements are provided in the application packet as well as the student handbook and are subject to change.

### **First Year**

<b>First Semester</b>	<b>Semester Hours</b>
LSC 2111 Human Anatomy & Physiology I <sup>1</sup>	4
PNC 1211 <sup>2</sup> Practical Nursing I	5
PNC 1212 <sup>2</sup> Practical Nursing II	5
PSY 1101 General Psychology I <sup>1</sup>	<u>3</u>
Semester Total	17

<b>Second Semester</b>			<b>Semester Hours</b>
ENG	1111	Composition I <sup>1</sup>	3
LSC	2112	Human Anatomy & Physiology II <sup>1</sup>	4
PNC	1213 <sup>2</sup>	Practical Nursing III	5
PNC	1214 <sup>2</sup>	Practical Nursing IV	5
PSY	2109	Human Growth & Development <sup>1</sup>	<u>3</u>
Semester Total			20

<b>Summer Semester</b>			<b>Semester Hours</b>
PNC	1215 <sup>2</sup>	Clinical Nursing	6
PNC	1216 <sup>2</sup>	Practical Nurse Review	<u>1</u>
Semester Total			7

**Total Credit Hours** 44

<sup>1</sup>General Education Hours (17)

<sup>2</sup>Variable tuition rate applies to this course.

Prerequisite for LSC 2110, LSC 2111, or LSC 2112 is LSC 1101 (General Biology) or equivalent or consent of instructor.

Evidence of completion of study skills class is required for all students entering their first semester of the first semester of the practical nursing program. GEN 1104 meets this requirement. Late admissions may be allowed to take a study skills class during PNC 1211.

### **Academic Progress/Nursing**

1. General education courses must be completed with a grade of *C* or above before or during the semester they are scheduled. Students who do not successfully complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.
2. Any student who fails to earn a grade of *C* or above in a nursing course or concurrent general education course cannot continue and will be dropped from the nursing program. Students who do not meet these standards may seek readmission, (see ***Readmission of Nursing Students***).
3. Each Practical Nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc (HESI) computerized exit exam for nurses. See the Practical Nursing Handbook for the policy on the exit exam.

### **Readmission of Nursing Students**

Nursing students who leave the college or program by reason of withdrawal, academic deficiency/failure or dismissal may petition for readmission to the program no sooner than one (1) semester after leaving. Such petition will be reviewed by the Academic Standards Committee. This statement applies as follows:

Any student who withdraws, fails or is dismissed from a required nursing or concurrent general education course may file a petition for readmission one time. Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the program and/or college. A petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.

Petitioners must meet the current college and nursing program admission and ranking requirements. Petition approval does not guarantee re-admittance to the nursing program. Petitioners must have all requirements completed, including the petitioning process, at least sixty (60) days prior to the semester of readmission.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee. If the petition has been denied by the committee following the personal appearance, the petitioner may request a hearing before the president of the college. A request for a rehearing must affirmatively show:

1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards, or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the president is final and is not subject to review.

A student in the nursing program who has been denied readmission may re-petition no sooner than three (3) calendar years from the date of his/her original petition. If the student is readmitted and withdraws or fails, he/she will not be allowed to petition again.

The Academic Standards Committee has the right to review the readmission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

### ***RADIOGRAPHY (XRAY)***

#### ***ASSOCIATE IN APPLIED SCIENCE DEGREE D327***

The mission of the Olney Central College Radiography program is to graduate entry-level competent radiographers and provide quality radiography education for the community.

The mission is accomplished through program goals. The program is designed to maximize a student's initiative and support his/her development toward becoming a competent entry-level radiographer.

The OCC Associate in Applied Science degree in Radiography is an intensive, two-year (six consecutive semesters) course of study. The program is accredited by the Joint Review Committee on Education in

Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, [www.jrcert.org](http://www.jrcert.org). Graduates are eligible to take the American Registry of Radiologic Technologist's (ARRT) exam. Most states, including Illinois, accept ARRT for state licensure, without additional licensure examination. Employment opportunities for radiographers are available nationwide in all types of medical health facilities and private industry. Further educational opportunities promoting career advancement are readily available.

Support courses may be taken prior to admission to the program. This does not reduce the time required to complete the program or guarantee acceptance into the program.

Applicants not accepted must reapply to be considered the following year. Individuals may reapply to the program as often as desired. Failure to start the program results in a loss of acceptance for admission status.

Transfer students and drop/restart students will receive individual consideration, based on availability of space and continuity of the program.

Requirements related to application deadlines, ranking, admission, attendance, evaluations, and clinical performance are found in the *Radiography Program Handbook* and *Application and Admission Guidelines* available for review at [www.iecc.edu/radtech/](http://www.iecc.edu/radtech/).

Radiography students must pass all courses in the program curriculum with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program. This includes support courses and clinical components in the program.

All clinical competencies and objectives must be completed prior to graduation.

### **Application Requirements**

This is a rigorous training program with many applicants and a limited number of accepted students. Qualified applicants are ranked for admission based on a composite score derived from the COMPASS/ASSET test, and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

### **Prospective Students**

To qualify for ranking, applicants must meet or exceed the requirements listed below:

- A. Complete an application to Olney Central College by March 1 for admission in May.
- B. Submit official copies of high school transcript, GED scores, and college transcripts.
- C. Minimum cumulative GPA of 2.5\* for all college level courses or if no college coursework has been completed, a cumulative high school GPA of 2.5. Students making application for the same year they graduate from high school must have a 2.5 GPA at the end of the first semester of their senior year to be eligible to apply.

- D. COMPASS/ASSET Test scores must be at the 34<sup>th</sup> national percentile or above in English, reading and mathematics in accordance with OCC admission standards.
- E. LSC 1101 (General Biology I) or equivalent (high school Biology I and II) with a grade of C or better.\*\*
- F. Successfully complete CIS 1101 or higher level computer class or approved documentation of computer proficiency through work experience or approved high school computer coursework.
- G. Register for and successfully complete HEA 2299, which includes a radiography orientation and 8 hours of agency observation.
- H. All prospective students must review the Program Handbook and Clinical Guide, located in all IECC libraries or at [www.iecc.edu/radtech/](http://www.iecc.edu/radtech/). The form, which must be completed to verify the review process, may be obtained at [www.iecc.edu/radtech/Clinical\\_Guide\\_Review\\_Form.pdf](http://www.iecc.edu/radtech/Clinical_Guide_Review_Form.pdf). Applicants who do not submit the completed form by March 1 will not qualify for the ranking process.
- I. It is the policy of Olney Central College to screen its students applying to the Radiography Program for prior criminal convictions as a condition for admission. Individuals who have been convicted of a felony or misdemeanor (excluding traffic violations) or who have an abuse record may not be permitted to take the national registry examination administered by the American Registry of Radiologic Technologists (ARRT). Students with questions should contact the ARRT (651-687-0048) to inquire about eligibility to take the ARRT examination prior to applying to the Radiography Program.

\*Grades of *F* in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for acceptance into the radiography program. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average. Contact the Program Advisor for the Radiography Program at the college site to determine eligibility.

\*\*Candidates not meeting this requirement may qualify for admission contingent upon successful completion of this program requirement prior to beginning Radiography course work.

J. Transcripts

Official copies submitted by March 1 to the Radiography Program Advisor.

1. Official High School or GED equivalent
2. Official transcripts from all post-secondary institutions

K. HEA 2299

Successful completion of HEA 2299. Documentation of completion of the site visit component of HEA 2299 is achieved by submitting a completed site visit form from the clinical observation site to the Radiography Program Advisor at Olney Central College by course deadline.

L. COMPASS/ASSET Test Scores

15. Official copies of test results must be submitted by March 1.
16. Test must be taken within two years of application.
17. If COMPASS/ASSET test is taken at another institution, it is the student's responsibility to have test scores submitted to Olney Central College.
18. Applicant may take the COMPASS/ASSET test twice during each year application is made to the program. However, testing dates MUST be 90 days apart.
19. Applicant should contact Radiography Program Advisor in the Student Services Office at OCC to determine if test scores meet application criteria.
20. If remediation is required by test scores, course work must be completed prior to retest.
21. Applicants should consult the college catalog or IECC website ([www.iecc.edu](http://www.iecc.edu)) for any applicable fees related to repeating tests.

#### M. Other Program Requirements

Technical standards the student must have:

1. Sufficient eyesight to observe patients, manipulate equipment, and evaluate radiographic quality.
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
3. Satisfactory verbal and written skills to communicate promptly and effectively in English.

Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of fifty pounds, and insure patient safety.

5. Satisfactory intellect, emotional, and mental functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.
6. Effective summer semester 2009, recent changes in radiography accreditation standards now require all radiography school graduates to have a minimum of 15 hours of college general education credits from the following subject areas:
  - \* Written or oral communication;
  - \* Math or analytical studies;
  - \* Social or behavioral science;
  - \* Natural science;
  - \* Computer, or Humanities, or Fine Arts.

#### **Accepted Students**

Students notified of acceptance must:

7. Secure his/her position in the class by contacting the Program Director in writing stating his/her intention to begin the program. If letter of intent is not received by the date indicated, an alternate student will be admitted to the program.
8. Complete physical exam and required immunizations (fees paid by student). Forms are distributed to students by Program Director.
9. Complete a satisfactory criminal background check by May 1\* (fees paid by student).
10. Complete drug screening\* (fees paid by student).
11. Purchase uniforms, lab jackets, and shoes prior to beginning clinical education in the fall semester (estimate: \$75-\$100).
12. Meet with program staff at scheduled time to review program requirements, receive appropriate forms, and ask questions regarding Radiography Program requirements/policies. You will be contacted by mail at the address of record in reference to scheduling an advisement/registration appointment. Failure to meet with program staff will result in forfeiture of the student's acceptance in the program, and an alternate student will be admitted to the program.

**\*An unsatisfactory background check and/or positive drug screening test will negate program admission.**

### **Students Not Accepted**

Students who are not accepted are encouraged to reapply to the program. Students are not placed on a waiting list for the next application year. Students who reapply must repeat the complete application process.

### **Transfer Students**

Advanced placement of a Radiography transfer student could be accommodated if space is available and if the student is at an appropriate educational level as determined by:

6. Transcripts;
7. Placement tests;
8. Discussion with previous Program Director;
9. Courses completed in the previous program in correlation with OCC Radiography curriculum;
10. Previous program was accredited by either a programmatic or regional accreditation agency.

### **PRE-PROGRAM REQUIREMENTS Semester Hours**

HEA 2299	Independent Study	
	in Allied Health	<u>.5</u>
	Semester Total	.5

### **LEVEL I Summer Semester Semester Hours**

RAD 1201 <sup>2</sup>	Introduction to Radiography	3
RAD 1207 <sup>2</sup>	Intro. to Radiographic	







**Agenda Item #9K**

**Memorandum of Agreement for Medical Reimbursement Plan with IECEA**

**Agenda Item #9K**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Memorandum of Agreement - Medical Reimbursement Plan with IECEA

As part of the health insurance program approved by the Board of Trustees for IECC employees, the Board made available a Medical Reimbursement Program (MRP). Under the MRP, a District employee can agree to be covered by his or her spouse's health insurance program and waive medical coverage through IECC. Then the District will reimburse that employee for any out-of-pocket medical expenses incurred in that coverage up to a maximum of \$3,500.00 per year.

After the program was implemented for District employees, the Illinois Eastern Colleges Education Association (IECEA) inquired about the possibility of being included in the MRP. After a discussion of the exact language to be utilized, the IECEA membership voted to approve the Memorandum of Agreement (MOA) which follows.

This MOA should result in savings to the District and I ask that the Board approve this MOA.

TLB/rs

Attachment

**MEMORANDUM OF AGREEMENT**

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District No. 529 (“Board”) and the Illinois Eastern Community Colleges Education Association, IECCEA, IEA-NEA (“Association”) with respect to 9.6 (Insurance Benefits) of their existing collective bargaining agreement. The Board and the Association hereby agree as follows:

1. Pursuant to the existing contract, the Board agrees to continue to pay the full amount of the premium cost of an individual faculty member’s group major medical and dental insurance policy premium.
2. In the event an individual faculty member chooses to waive medical coverage for himself or herself on the IECC Group plan and elect coverage under a spouse’s plan or private insurance, IECC will reimburse up to \$3,500 in medical out of pocket expenses, not including insurance premiums, per faculty member per year.
3. The Board will only pay amounts billed on the spouse’s plan or private insurance plan’s Explanation of Benefits.
4. A faculty member cannot choose a spouse’s plan if such plan is a Health Savings Account (HSA). Qualified high-deductible plans cannot have reimbursement from any other source.
5. The MRP plan will become effective May 1, 2010, for faculty member’s choosing the plan.
6. This Memorandum of Agreement shall become effective on the date it is signed and remain in full force and effect during the remaining term of the existing collective bargaining agreement between the Board and the Association.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the dates indicated below.

BOARD OF TRUSTEES OF ILLINOIS  
EASTERN COMMUNITY COLLEGE  
DISTRICT NO. 529

ILLINOIS EASTERN  
COMMUNITY COLLEGES  
EDUCATION  
ASSOCIATION IEA/NEA

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

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Agenda Item #9L**

**Health Careers Partnership Agreement with Flora High School and Clay County Hospital**

**Agenda Item #9L**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Health Careers Partnership Agreement with Flora High School  
and Clay County Hospital

IECC has successfully conducted a Health Careers Program, which is designed primarily for high school juniors and seniors interested in pursuing a career in the health care field. Classes meet for two hours a day, five days a week, in a hospital setting. The curriculum includes a study of health careers, basic anatomy and physiology, training and CNA certification, along with clinical experiences with patients. The program integrates academic, workplace skills and career development competencies and allows students to observe health care professionals in a workplace setting.

The Clay County Hospital and the Flora High School District wish to enter into a Partnership Agreement for IECC's Health Careers Program.

I ask the Board's approval of this Partnership Agreement.

TLB/rs

Attachment

# ILLINOIS EASTERN COMMUNITY COLLEGES

## Health Careers Program

## Partnership Agreement

### BETWEEN

Illinois Eastern Community Colleges (IECC)

Clay County Hospital

Hospital

Flora High School

High School/District

### Program Description:

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

### Schedule:

The Health Careers Dual Credit program will be conducted during the academic school year (August through May), beginning Fall 2010. The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

### Partner Roles and Responsibilities:

#### Illinois Eastern Community Colleges

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination

- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

**Signatures:**

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**Chair, IECC Board of Trustees** **Date**

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**CEO, Illinois Eastern Community Colleges** **Date**

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**CEO, Hospital** **Date**

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**High School Superintendent** **Date**



**Agenda Item #9M**

**Health Careers Partnership Agreement with North Clay High School and Clay County Hospital**

**Agenda Item #9M**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 20, 2010

RE: Health Careers Partnership Agreement with North Clay High School  
and Clay County Hospital

IECC has successfully conducted a Health Careers Program, which is designed primarily for high school juniors and seniors interested in pursuing a career in the health care field. Classes meet for two hours a day, five days a week, in a hospital setting. The curriculum includes a study of health careers, basic anatomy and physiology, training and CNA certification, along with clinical experiences with patients. The program integrates academic, workplace skills and career development competencies and allows students to observe health care professionals in a workplace setting.

The Clay County Hospital and the North Clay High School District, located in Louisville, wish to enter into a Partnership Agreement for IECC's Health Careers Program.

I ask the Board's approval of this Partnership Agreement.

TLB/rs

Attachment

# ILLINOIS EASTERN COMMUNITY COLLEGES

## Health Careers Program

## Partnership Agreement

### BETWEEN

Illinois Eastern Community Colleges (IECC)

Clay County Hospital

Hospital

North Clay High School

High School/District

### Program Description:

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

### Schedule:

The Health Careers Dual Credit program will be conducted during the academic school year (August through May), beginning Fall 2010. The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

### Partner Roles and Responsibilities:

#### Illinois Eastern Community Colleges

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination

- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

**Signatures:**

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**Chair, IECC Board of Trustees** **Date**

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**CEO Illinois Eastern Community Colleges** **Date**

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**CEO, Hospital** **Date**

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**High School Superintendent** **Date**

**Agenda Item #9N**

**Health Careers Partnership Agreement with Clay City High School and Clay County Hospital**

**Agenda Item #9N**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Health Careers Partnership Agreement with Clay City High School  
and Clay County Hospital

IECC has successfully conducted a Health Careers Program, which is designed primarily for high school juniors and seniors interested in pursuing a career in the health care field. Classes meet for two hours a day, five days a week, in a hospital setting. The curriculum includes a study of health careers, basic anatomy and physiology, training and CNA certification, along with clinical experiences with patients. The program integrates academic, workplace skills and career development competencies and allows students to observe health care professionals in a workplace setting.

The Clay County Hospital and the Clay City High School District wish to enter into a Partnership Agreement for IECC's Health Careers Program.

I ask the Board's approval of this Partnership Agreement.

TLB/rs

Attachment

# ILLINOIS EASTERN COMMUNITY COLLEGES

## Health Careers Program

### Partnership Agreement

BETWEEN

**Illinois Eastern Community Colleges (IECC)**

**Clay County Hospital**

Hospital

**Clay City High School**

High School/District

#### **Program Description:**

The Health Careers' Program is a health science technology program designed primarily for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in a hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration between high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

#### **Schedule:**

The Health Careers Dual Credit program will be conducted during the academic school year (August through May), beginning Fall 2010. The classes will be scheduled during the daytime at a mutually agreed upon time. For example: 7:30 a.m. to 9:30 a.m. Monday through Friday.

#### **Partner Roles and Responsibilities:**

##### **Illinois Eastern Community Colleges**

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination

- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High Schools**

- Guidance Counselors
- Recruitment of Students
- Coordination
- Scheduling

**Signatures:**

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**Chair, IECC Board of Trustees** **Date**

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**CEO Illinois Eastern Community Colleges** **Date**

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**CEO, Hospital** **Date**

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**High School Superintendent** **Date**



**Agenda Item #90**

**Health Careers Partnership Agreement with Mt. Carmel High School and  
Wabash General Hospital**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 20, 2010

RE: Health Careers Partnership Agreement with Mt. Carmel High School  
and Wabash General Hospital

IECC has successfully conducted a Health Careers Program, which is designed primarily for high school juniors and seniors interested in pursuing a career in the health care field. Classes meet for two hours a day, five days a week, in a hospital setting. The curriculum includes a study of health careers, basic anatomy and physiology, training and CNA certification, along with clinical experiences with patients. The program integrates academic, workplace skills and career development competencies and allows students to observe health care professionals in a workplace setting.

The Wabash General Hospital, located in Mt. Carmel, and the Mt. Carmel High School District wish to enter into a Partnership Agreement for IECC's Health Careers Program.

I ask the Board's approval of this Partnership Agreement.

TLB/rs

Attachment



## **ILLINOIS EASTERN COMMUNITY COLLEGES**

### **Health Careers Certificate Program**

#### **Partnership Agreement**

**with**

**Illinois Eastern Community Colleges: Wabash Valley College**

**Wabash General Hospital**

**Mt. Carmel High School**

#### **Program Description:**

The Health Careers' Certificate Program is a health science technology program designed for high school juniors and seniors who are interested in pursuing a career in the health care field. The classes meet for 2 hours a day, 5 days/week in the hospital setting and the curriculum includes the study of health careers, basic anatomy and physiology, training and CNA certification, as well as hands-on clinical experiences with real patients. Overall, the program provides students with pertinent, real world, career information and career exposure to the many varied health care fields, thus allowing students to make informed decisions about a career in health care.

Through collaboration with high schools, community colleges, and hospitals, students have the opportunity to be involved in many aspects of a medical profession within a hospital setting. The Program integrates academic, workplace skills, and career development competencies and allows students to observe health care professionals in their workplace settings.

#### **Schedule:**

The Health Careers Dual Credit program will be conducted during the academic school year (August through May), beginning **August 19, 2010**. ***The classes will be scheduled from 7:30 a.m. to 9:30 a.m. Monday through Friday.*** *Summer school sessions may be conducted, but will be arranged separately.*

**Partner Roles and Responsibilities:**

**Illinois Eastern Community Colleges**

- Curriculum
- Instructor/Staffing
- Coordination
- Information Dissemination
- Student Registration
- Student Scheduling with cooperation of high school and hospital
- Orientation
- Instructional supplies and materials
- Collaboration meetings
- Assignment of college credit
- Student and program assessment

**Hospital**

- Facility/Space for classes to meet
- Instructor
- Staff involvement
- Coordination
- Scheduling

**High School**

- Guidance Counselors
- Student Recruitment
- Coordination
- Scheduling

**Signatures:**

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**Andrew Fischer, Chair, IECC Board of Trustees** **Date**

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**Terry L. Bruce, CEO, IECC** **Date**

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**Matt Fowler, President, Wabash Valley College** **Date**

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**Jay Purvis, CEO, Wabash General Hospital** **Date**

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**Tim Buss, Superintendent, Wabash Community Unit #348** **Date**

**Agenda Item #9P**

**Business Associate Agreement with Hamilton Memorial Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Business Associate Agreement with Hamilton Memorial Hospital

IECC wishes to enter into a new Business Associate Agreement with Hamilton Memorial Hospital located in McLeansboro, Illinois.

This Business Associate Agreement is for all IECC Allied Health Programs.

I ask the Board's approval of this Business Associate Agreement with Hamilton Memorial Hospital.

TLB/rs

Attachment

## BUSINESS ASSOCIATE AGREEMENT

This Business Associate Agreement ("Agreement") is executed, entered into and delivered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ ("Effective Date"), by and between (i) **Hamilton Memorial Hospital District** (the "Covered Entity") and (ii) \_\_\_\_\_ (the "Business Associate"). The Covered Entity and the Business Associate are collectively referred to in this Agreement as the "Parties," and either the Covered Entity or the Business Associate may be separately and individually identified in this Agreement as a "Party."

### Recitals:

WHEREAS, the "Health Insurance Portability and Accountability Act of 1996" ("HIPAA") grants the Secretary authority to promulgate and publish rules regulating the privacy and the security of certain categories of patient health information; and

WHEREAS, the Secretary has promulgated and published the Privacy Rule and Security Rule which are designed to protect the privacy of Individually Identifiable Health Information maintained or transmitted in connection with certain administrative and financial transactions; and

WHEREAS, the Privacy Rule and the Security Rule require covered entities to enter into a contract, referred to as a business associate agreement, with contractors receiving Protected Health Information, and mandate compliance with certain terms and conditions which are respectively prescribed in the Privacy Rule and the Security Rule; and

WHEREAS, the services which the Business Associate contemplates performing on behalf of the Covered Entity involve the use and/or disclosure of Protected Health Information, and, as a consequence, a business associate agreement between the Parties is required; and

WHEREAS, the "Health Information Technology for Economic and Clinical Health Act" ("HITECH"), Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009, imposes additional requirements with respect to the privacy and security of Protected Health Information, and requires the Secretary to promulgate and publish additional rules regulating the privacy and security of Protected Health Information; and

WHEREAS, the Secretary has promulgated the Breach Notification for Unsecured Protected Health Information, Interim Final Rule, published at 45 C.F.R. Parts 160 and 164 (the "Breach Notification Rule") in accordance with HITECH; and

WHEREAS, HITECH and the Breach Notification Rule require covered entities and business associates to include certain terms and conditions in the business associate agreements required by HIPAA;

NOW, THEREFORE, in consideration of the covenants, terms and conditions which are contained in this Agreement, the respective obligations of the Parties, as defined in this Agreement, and other good and valuable considerations, the receipt and sufficiency of such

additional considerations being acknowledged by the Parties, the Covered Entity and the Business Associate agree as follows:

1. DEFINITIONS.

The following terms and phrases possess the meaning which is assigned to such terms and phrases by the provisions of this Agreement:

1.1 Administrative Safeguards. "Administrative Safeguards" has the same meaning as the term "administrative safeguards" in 45 C.F.R. §164.304.

1.2 Availability. "Availability" has the same meaning as the term "availability" in 45 C.F.R. §164.304.

1.3 Breach. "Breach" has the same meaning as the term "breach" in 45 C.F.R. §164.402.

1.4 Confidentiality. "Confidentiality" has the same meaning as the term "confidentiality" in 45 C.F.R. §164.304.

1.5 Data Aggregation. "Data Aggregation" has the same meaning as the term "data aggregation" in 45 C.F.R. §164.501.

1.6 Designated Record Set. "Designated Record Set" has the same meaning as the term "designated record set" in 45 C.F.R. §164.501.

1.7 Individual. "Individual" has the same meaning as the term "individual" in 45 C.F.R. §160.103, and includes a person who qualifies as a personal representative under 45 C.F.R. §164.502(g).

1.8 Individually Identifiable Health Information. "Individually Identifiable Health Information" has the same meaning as the term "individually identifiable health information" in 45 C.F.R. §160.103.

1.9 Integrity. "Integrity" has the same meaning as the term "integrity" in 45 C.F.R. §164.304.

1.10 Physical Safeguards. "Physical Safeguards" has the same meaning as the term "physical safeguards" in 45 C.F.R. §164.304.

1.11 Privacy Rule. "Privacy Rule" means the "Standards for Privacy of Individually Identifiable Health Information," as published at 45 C.F.R. part 160 and part 164, subparts A and E.

1.12 Protected Health Information. "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. §160.103, limited to the information created on behalf of a Covered Entity by a Business Associate, or received by a Business Associate from a Covered Entity.



1.13 Required by Law. "Required by Law" has the same meaning as the term "required by law" in 45 C.F.R. §164.103.

1.14 Security Incident. "Security Incident" has the same meaning as the term "security incident" in 45 C.F.R. §164.304.

1.15 Security Rule. "Security Rule" means the "Security Standards for the Protection of electronic Protected Health Information," as published at 45 C.F.R. part 160 and part 164, subpart C.

1.16 Secretary. "Secretary" means the Secretary of the Department of Health and Human Services, or his or her designee.

1.17 Technical Safeguards. "Technical Safeguards" has the same meaning as the term "technical safeguards" in 45 C.F.R. §164.304.

1.18 Unsecured Protected Health Information. "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" in 45 C.F.R. §164.402.

1.19 Other Terms or Phrases. Other terms or phrases which are utilized in this Agreement, without a specific definition being attributable to such terms and phrases, will possess the same meaning which is respectively assigned to the terms or phrases in HIPAA or HITECH, or any regulation promulgated under HIPAA or HITECH, as is applicable under the circumstances.

## 2. PERMITTED USES AND DISCLOSURES.

2.1 Except as otherwise limited by or under this Agreement, the Business Associate may use or disclose Protected Health Information to perform the duties and obligations of the Business Associate under the one or more contracts which exist between the Parties on the Effective Date (the "Contract"), so long as that use or disclosure would not violate the Privacy Rule, or the applicable policies and procedures of the Covered Entity relating to such use or disclosure.

2.2 The Business Associate acknowledges that, as between the Business Associate and the Covered Entity, all Protected Health Information shall be and remain the sole property of the Covered Entity, including any and all forms thereof developed by the Business Associate in the course of its fulfillment of its obligations pursuant to the underlying Contract.

2.3 The Business Associate's requests for disclosure of Protected Health Information by Covered Entity to the Business Associate shall be only for the minimum necessary Protected Health Information for the accomplishment of the Business Associate's purpose.

2.4 Except as otherwise limited by or under this Agreement, the Business Associate may use or disclose Protected Health Information in connection with the proper management and administration of the activities of the Business Associate, or to perform the duties and

responsibilities of the Business Associate, including the duties and responsibilities created by the underlying Contract.

2.5 Except as otherwise limited by or under this Agreement, the Business Associate may disclose Protected Health Information if such disclosures are Required By Law, or if the Business Associate obtains reasonable assurances from the person or entity receiving the Protected Health Information from the Business Associate that the Protected Health Information will remain confidential and will be used or further disclosed only as Required by Law, or in connection with the specific purpose which is occasioning the disclosure, and the person or entity notifies the Business Associate of any instances when the confidentiality of the Protected Health Information has been compromised.

2.6 The Business Associate may use Protected Health Information to furnish Data Aggregation services, as permitted by 45 C.F.R. §164.504(e)(2)(i)(B).

2.7 The Business Associate may use Protected Health Information to report violations of law to appropriate federal and state authorities, consistent with 45 C.F.R. §164.502(j)(1).

### 3. OBLIGATIONS OF THE BUSINESS ASSOCIATE.

3.1 The Business Associate will maintain the Confidentiality of, and will not use or disclose Protected Health Information, other than to the extent permitted by this Agreement or as Required By Law.

3.2 The Business Associate will use appropriate safeguards to prevent the use or disclosure of Protected Health Information, except to the extent permitted under this Agreement.

3.3 The Business Associate will timely act to mitigate, to the extent practicable, any harmful effect, which is known to or which could reasonably be anticipated by the Business Associate, of a use or a disclosure of Protected Health Information by the Business Associate in breach or violation of the provisions of this Agreement.

3.4 The Business Associate will, as soon as practicable, but in no event later than ten (10) business days after becoming aware of any use or disclosure of Protected Health Information in violation of this Agreement by the Business Associate, its officers, directors, employees, contractors or agents, or by a third party to which the Business Associate disclosed Protected Health Information in compliance with this Agreement, report to the Covered Entity any such use or disclosure.

3.5 The Business Associate will ensure that any agent, including a subcontractor, which receives Protected Health Information from or through the Business Associate, has agreed, prior to receiving that Protected Health Information, to the same restrictions and conditions as are applicable, under this Agreement, to the Business Associate.

3.6 The Business Associate agrees that the internal practices, books and records, including policies and procedures and Protected Health Information, relating to the use and the disclosure of Protected Health Information which the Business Associate created on behalf of the Covered Entity or received from the Covered Entity will be available to the Secretary to assist

the Secretary in determining whether the Covered Entity has adequately complied with the Privacy Rule. The Business Associate will, as soon as practicable, but in no event later than the ten (10) day period following the receipt by the Business Associate of any such request from the Secretary, notify the Covered Entity of such request, and will thereafter furnish the Covered Entity the information or documents disclosed to the Secretary pursuant to such request, within the ten (10) day period following said disclosure, unless an alternative date is mutually established by the Parties.

3.7 The Business Associate will document such disclosures of Protected Health Information, and information related to such disclosures, as would be required to enable the Covered Entity to respond to a request by an Individual that the Covered Entity furnish, to the Individual, an accounting of disclosures of Protected Health Information, in compliance with 45 C.F.R. §164.528.

3.8 The Business Associate will furnish the Covered Entity, or an Individual, information collected in accordance with Section 3.7 of this Agreement, to permit the Covered Entity to respond to a request by an Individual that the Covered Entity furnish to the Individual an accounting of disclosures of Protected Health Information, in compliance with 45 C.F.R. §164.528. The Business Associate will deliver that information to the Covered Entity within the ten (10) day period following the receipt by the Business Associate of the request from the Covered Entity, unless an alternative delivery date is mutually established by the Covered Entity and the Business Associate. The Business Associate will implement an appropriate recordkeeping process to enable it to comply with the requirements of this Section.

3.9 The Business Associate will implement Administrative Safeguards, Physical Safeguards and Technical Safeguards which reasonably and appropriately protect the Confidentiality, Integrity and Availability of the electronic Protected Health Information which the Business Associate creates on behalf of the Covered Entity, or receives from the Covered Entity or otherwise maintains or transmits on behalf of the Covered Entity, as required by the Security Rule.

3.10 The Business Associate will ensure that any agent, including a subcontractor, which receives electronic Protected Health Information from or through the Business Associate has agreed, prior to receiving such electronic Protected Health Information, to implement reasonable and appropriate Administrative Safeguards, Physical Safeguards and Technical Safeguards to protect the Confidentiality, Integrity and the Availability of such information, as required by the Security Rule.

3.11 The Business Associate will promptly report to the Covered Entity the occurrence of any Security Incident whenever the Business Associate becomes aware of the occurrence of that Security Incident.

3.12 The Business Associate will obtain and maintain and during the term of the Agreement liability insurance, covering any claims against Business Associate based on its violation of the Privacy Standards or any applicable Illinois law or regulation concerning the privacy of patient information in connection with Business Associate's performance of its obligations under this Agreement, in an amount not less than \$1,000,000 per claim. Such

insurance shall be in the form of occurrence based coverage. A copy of such policy or a certificate evidencing the policy shall be provided to the Covered Entity upon written request.

3.13 The Business Associate agrees to promptly notify the Covered Entity of the Business Associate's receipt of any request or subpoena for Protected Health Information or a request for an accounting of disclosures of Protected Health Information, and to forward any such request or subpoena to the Covered Entity within ten (10) business days after the Business Associate's receipt of such request or subpoena. To the extent that the Covered Entity decides to assume responsibility for challenging the validity of any request or subpoena, the Business Associate shall cooperate with any reasonable requests by the Covered Entity in connection with such challenge, which, in any event, shall not require the Business Associate to expend its funds or incur of any liability.

3.14 Within ten (10) business days of a request by the Covered Entity for access to Protected Health Information about an Individual contained in a Designated Record Set, the Business Associate shall make available to the Covered Entity such Protected Health Information for so long as such information is maintained in the Designated Record Set. In the event any Individual requests access to Protected Health Information directly from the Business Associate, the Business Associate shall within ten (10) business days forward such request to the Covered Entity. Any denials of access to the Protected Health Information requested shall be the responsibility of the Covered Entity.

3.15 Within ten (10) business days of receipt of a request from the Covered Entity for the amendment of an Individual's Protected Health Information or a record regarding an Individual contained in a Designated Record Set (for so long as the Protected Health Information is maintained in the Designated Record Set), the Business Associate shall provide such information to the Covered Entity for amendment and incorporate any such amendments in the Protected Health Information as required by 45 C.F.R. §164.526.

3.16 The Business Associate will comply with the applicable provisions of the Breach Notification Rule, except to the extent that this Agreement contains more stringent requirements that are not inconsistent with the Breach Notification Rule, in which case this Agreement will govern. The Business Associate will notify the Covered Entity following the discovery of a Breach of Unsecured Protected Health Information. In doing so, the Business Associate will use the form notification attached hereto as Exhibit A and incorporated herein, providing as much of the information requested as is available to the Business Associate, and then send the notification to the addressee stated therein via first class mail. The Business Associate will provide the notification as soon as possible and without unreasonable delay following discovery of the Breach, but in no case will the Business Associate send the notification later than ten (10) days following discovery of the Breach. After providing the initial notification, the Business Associate will promptly notify the Covered Entity of any additional information which becomes available with respect to the Breach, using the same form and method of delivery as the initial notification.

3.17 The Business Associate will comply with Sections 164.308, 164.310, 164.312, and 164.316 of the Security Rule, as well as the additional requirements contained in HITECH which relate to security and are made applicable to the Covered Entity.

3.18 The Business Associate will only use and disclose PHI in compliance with each applicable requirement of Section 164.504(e) of the Privacy Rule, and will comply with the additional requirements contained in HITECH which relate to privacy and are made applicable with respect to the Covered Entity.

#### 4. OBLIGATIONS OF THE COVERED ENTITY.

4.1 The Covered Entity will notify the Business Associate of any limitation(s) in the Notice of Privacy Practices of the Covered Entity, in compliance with 45 C.F.R. §164.520, to the extent that such limitation(s) may adversely affect the Business Associate's use or disclosure of Protected Health Information.

4.2 The Covered Entity will notify the Business Associate of any changes in, or a revocation of the previously granted permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may adversely affect the Business Associate's use or disclosure of Protected Health Information.

4.3 The Covered Entity will inform the Business Associate of any confidential addresses or any other accommodation granted by the Covered Entity, in response to an Individual's requested confidential communications in compliance with 45 C.F.R. §164.522, to the extent that such restrictions may adversely affect the Business Associate's use or disclosure of Protected Health Information..

4.4 The Covered Entity will not request that the Business Associate use or disclosure Protected Health Information in any manner which would not be permitted by or under the Privacy Rule.

#### 5. TERM AND TERMINATION.

5.1 The Term of this Agreement commences on the Effective Date, and will subsequently continue in force so long as the underlying Contract between the Parties remains in force.

5.2 In the event of a material breach or violation of this Agreement by either Party, the non-breaching Party will either:

5.2.1 allow the other Party an opportunity to cure the breach or violation within the ensuing ten (10) day period which follows the occurrence of the breach or violation, if reasonable under the circumstances, unless an alternative cure date is mutually established by the Parties; or

5.2.2 immediately terminate this Agreement and the underlying Contract if the Party has breached or violated a material term or provision of this Agreement and a reasonable cure of the breach or violation is not feasible; or

5.2.3. report the breach or violation to the Secretary, if neither the termination of this Agreement and the underlying Contract nor a cure of the breach or violation is feasible.

5.3. If this Agreement and the underlying Contract are terminated by either of the Parties, the Business Associate will promptly return to the Covered Entity all of the Protected Health Information previously received from, or created or received by the Business Associate on behalf of the Covered Entity, which the Business Associate, or any agent or subcontractor of the Business Associate, then maintains in any form, and the Business Associate will retain no copies of any of that Protected Health Information; however, if the return of the Protected Health Information is not feasible, in the mutual opinion of the Parties, the Business Associate will continue to extend the protections of this Agreement to the Protected Health Information, and the Business Associate, by the execution and delivery of this Agreement, represents and warrants that the Business Associate will limit further uses and disclosures to the purposes which have caused the return of the Protected Health Information to be impractical. If the Business Associate independently determines that the return of Protected Health Information is not feasible, the Business Associate will so notify the Covered Entity and will specify and enumerate, in that notification, the reasons which support the Business Associate's determination. The Covered Entity, if the Covered Entity so elects, may challenge the Business Associate's determination by employing any of the legal remedies which are then available to the Covered Entity.

## 6. AGENCY.

The Parties are independent contractors, and no agency, partnership, joint venture or employment relationship is intended or created by this Agreement.

## 7. MISCELLANEOUS PROVISIONS.

7.1 Regulatory References. A reference in this Agreement to a section in the Privacy Rule or a section in the Security Rule means the section as in effect on the Effective Date, or as subsequently amended.

7.2 Amendment. The Parties agree to act as may be necessary subsequent to the Effective Date to amend this Agreement to comply with any requirements related to the Privacy Rule, the Security Rule, and any other regulations or provisions of HIPAA or HITECH which are adopted, promulgated or published after the Effective Date.

7.3 HITECH Compliance. The Parties acknowledge that numerous privacy and security provisions included in HITECH will become effective in the future, and the Parties expect the Secretary to promulgate and publish additional rules in the future under the authority granted by HITECH. Business Associate will comply with the applicable provisions of HITECH and the future rules promulgated thereunder upon their respective effective dates, and this Agreement hereby incorporates the requirements contained in those provisions without the need for further amendment of this Agreement.

7.4 Survival. The duties and obligations imposed on the Business Associate by the terms and provisions of Section 5.3 of this Agreement will survive, in all events, the termination of this Agreement, and/or the termination of the underlying Contract.

7.5 Interpretation. The terms and provisions of this Agreement shall supersede any other conflicting or inconsistent terms and provisions in the underlying Contract, including all exhibits or other attachments thereto and all documents incorporated therein by reference. Any ambiguity in this Agreement will be resolved so as to permit the Covered Entity to comply with HIPAA and HITECH and any regulation promulgated under with HIPAA or HITECH.

7.6 Governing Law. This Agreement will be interpreted, construed and governed by and under the law of the State of Illinois.

7.7 Injunctive Relief. The Business Associate acknowledges and agrees that the Covered Entity will suffer irreparable damage upon the Business Associate's breach of any material term of this Agreement and that such damages shall be difficult to quantify. The Business Associate acknowledges and agrees that, in such event, the Covered Entity may file an action for an injunction to enforce the terms of this Agreement against the Business Associate, in addition to any other remedy the Covered Entity may have.

7.8 Severability. In the event that any term or provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and provisions of this Agreement will remain in full force and effect. In addition, in the event that the Covered Entity determines, in good faith, that any term or provision of this Agreement fails to comply with HIPAA or HITECH, or any of the regulations promulgated pursuant to HIPAA or HITECH, the Covered Entity will notify the Business Associate, in writing. During the ensuing thirty (30) day period following the receipt of that notification, the Parties will address such concern in good faith and will endeavor to amend the terms and provisions of this Agreement so the Agreement is compliant. If, after that thirty (30) day period has expired, this Agreement continues to be noncompliant, in the Covered Entity's opinion, then this Agreement may be terminated by the Covered Entity pursuant to Section 5.2 of this Agreement.

7.9 Entire Agreement. This document, along with the underlying Contract, including all exhibits or other attachments thereto and all documents incorporated therein by reference, constitutes the entire agreement between the Parties, and this Agreement supersedes any and all prior contracts, whether oral or written, between the Parties relating to the subject matter of this Agreement.

7.10 Captions. The captions which are utilized in this Agreement serve as a description of the paragraph contents only, and such captions are not intended to be interpretations of this Agreement.

7.11 Multiple Counterparts. This Agreement may be executed by the Parties in multiple original counterparts, and each executed version will then be deemed to be an original version of this Agreement, and all of the executed versions will be deemed to constitute the same document.

IN WITNESS WHEREOF, the Parties executed and then delivered this Agreement, as of the Effective Date, in pursuance of the uses and purposes which are described and contained in this Agreement.

COVERED ENTITY:

HAMILTON MEMORIAL HOSPITAL  
DISTRICT

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

BUSINESS ASSOCIATE:

\_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



**EXHIBIT A**

**NOTIFICATION TO  
HAMILTON MEMORIAL HOSPITAL DISTRICT REGARDING  
A BREACH OF UNSECURED PROTECTED HEALTH INFORMATION**

To: Hamilton Memorial Hospital District  
c/o \_\_\_\_\_, Privacy Officer  
611 South Marshall Avenue  
McLeansboro, IL 62859

\_\_\_\_\_ (“Business Associate”) hereby  
notifies **Hamilton Memorial Hospital District** that there has been a Breach of Unsecured  
Protected Health Information (“PHI”).

Name(s) of individuals affected by the Breach: \_\_\_\_\_  
\_\_\_\_\_

Description of the Breach: \_\_\_\_\_  
\_\_\_\_\_

Date of the Breach: \_\_\_\_\_

Date of the discovery of the Breach: \_\_\_\_\_

The types of Unsecured PHI that were involved in the Breach: \_\_\_\_\_  
\_\_\_\_\_

Any steps affected individuals should take to protect themselves from potential harm from the  
Breach: \_\_\_\_\_  
\_\_\_\_\_

Description of what Business Associate is doing to investigate the breach, to mitigate harm, and  
to protect against any further Breach: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact information to ask questions or learn additional information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Agenda Item #9Q**

**Affiliation Agreement with Flora Rehabilitation and Health Care - CNA**

**Agenda Item #9Q**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with Flora Rehabilitation and Health Care – CNA

IECC wishes to enter into a new affiliation agreement with Flora Rehabilitation and Health Care Center, located in Flora, Illinois.

This affiliation agreement is for the Certified Nurse Assistant Program.

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

TLB/rs

Attachment

**Frontier Community College  
Basic Nurse Assistant Program**

**Affiliation Agreement**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, by and between FRONTIER COMMUNITY COLLEGE (hereinafter referred to  
as the College) and Flora Rehabilitation and Health Care Center  
Agency

232 Given Street  
Street Address

Flora, IL 62839 (hereinafter referred to as AGENCY).  
City State

WITNESSETH THAT:

WHEREAS, the College desires to make use of the AGENCY'S facilities for clinical nursing laboratory practice by students of the Nurse Assistant Program for the College, and

WHEREAS, the AGENCY has agreed to make its facilities available to the College and faculty of the College for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of the College, subject to the conditions and limitations contained herein.
2. The College will be responsible for the teaching and guidance of the students in the clinical nurse assistant laboratory practice and will be available to the nurse assistant students.

The specific assignment of learning experiences for each student will be made and arranged by the faculty on behalf of the College, in consultation with the patient care manager, supervisor, or coordinator on behalf of the AGENCY. The College faculty will assume supervision of the nurse assistant students during their laboratory experience in the AGENCY.

3. The use of AGENCY facilities will be consistent with, and in conformity to all applicable rules, regulations, and policies of the AGENCY; and the faculty on behalf of the College will be responsible for maintaining proper standards of nursing care of patients assigned to nurse assistant students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nurse assistant students.

4. Supervision of the health requirement of all students making use of any of the AGENCY'S facilities, as contemplated herein, will be the responsibility of the nurse assistant faculty of the College, and will comply with the policies of the health AGENCY.

Nurse assistant students and nurse assistant faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY.

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

Prior to the use of any AGENCY facilities, under the contemplated program, the College will furnish the AGENCY, upon request, the TB results for each participating student showing that said student fully complies with the health requirements of the AGENCY. The nurse assistant instructor is required to keep records of TB tests

5. The faculty of the College participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. The College faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new faculty member of the College participating in the program will arrange with the director of nursing service, on behalf of the AGENCY, for an orientation prior to the assignment of the new nursing faculty member to any clinical area.
6. The nurse assistant faculty of the College will provide orientation for the educational program for the AGENCY staff.
7. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
8. Nurse assistant students shall be covered by liability insurance prior to any assignment for practice at the AGENCY.
9. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in College's basic nurse assistant program, at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete at the agency their nursing laboratory experience needed for completion of the program.

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

AGENCY	ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529, Frontier Community College
Director of Nursing	Dean of Instruction
Administrator, Hospital or Agency	President, Frontier Community College

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

03/14/10

**Agenda Item #9R**

**Affiliation Agreement with Crawford Memorial Hospital - CNA**

**Agenda Item #9R**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with Crawford Memorial Hospital – CNA

IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois.

This affiliation agreement is for the Certified Nurse Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment



ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). Agency  
City State

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical nursing assistant laboratory practice by students of the Basic Nurse Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant students and faculty of LTC for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

Students who have physical or emotional disabilities which may negate success in nursing assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in nursing assistant practice may participate in the contemplated program if approved by the AGENCY.

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2009.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Director of Nursing Services

\_\_\_\_\_  
Nursing Assistant Faculty Member

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

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #9S**

**Affiliation Agreement with Newton Rest Haven – CNA**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with Newton Rest Haven – CNA

IECC wishes to enter into a new affiliation agreement with Newton Rest Haven, located in Newton, Illinois.

This affiliation agreement is for the Certified Nurse Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). Agency City State

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical nursing assistant laboratory practice by students of the Basic Nurse Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant students and faculty of LTC for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

Students who have physical or emotional disabilities which may negate success in nursing assistant practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in nursing assistant practice may participate in the contemplated program if approved by the AGENCY.

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. An annual review of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2009.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Director of Nursing Services

\_\_\_\_\_  
Nursing Assistant Faculty Member

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

\_\_\_\_\_  
Dean of Instruction

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges



**Agenda Item #9T**

**Affiliation Agreement with Bloomberg Chiropractic**

**Agenda Item #9T**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with Bloomberg Chiropractic – Medical Office Assistant

IECC wishes to enter into a new affiliation agreement with Bloomberg Chiropractic, located in Newton, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

**AGENCY AGREEMENT**

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

WITNESSETH THAT:

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

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

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

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

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

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL

COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

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

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

AGENCY

BLOOMBERG CHIROPRACTIC

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

**Agenda Item #9U**

**Affiliation Agreement with the Office of Dr. Timothy Garrett – Medical Office Assistant**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with the Office of Dr. Timothy Garrett – Medical Office Assistant

IECC wishes to enter into a new affiliation agreement with both locations for the Office of Dr. Timothy Garrett, located in West Salem and Olney, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and DR. GARRETT (TWO LOCATIONS) (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

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

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

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE or AGENCY hereto will be paid any monetary reimbursement as such by the other

party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

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

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

AGENCY

DR. GARRETT  
WEST SALEM  
OLNEY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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



**Agenda Item #9V**

**Affiliation Agreement with Lawrence County Health Department – Medical  
Office Assistant and Administrative Information Technology**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with Lawrence County Health Department – Medical Office Assistant – Administrative Information Technology

IECC wishes to enter into a new affiliation agreement with the Lawrence County Health Department, located in Lawrenceville, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and Administrative Information Technology Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529**  
**OLNEY CENTRAL COLLEGE**  
**MEDICAL OFFICE ASSISTANT & ADMINISTRATIVE INFORMATION**  
**TECHNOLOGY PROGRAMS**  
**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program and Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and LAWRENCE COUNTY HEALTH DEPARTMENT (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

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

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

employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

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

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

AGENCY

OLNEY CENTRAL COLLEGE

LAWRENCE COUNTY HEALTH DEPARTMENT  
LAWRENCEVILLE, IL

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

**Agenda Item #9W**

**Affiliation Agreement with Southern Illinois Primary Care – Medical Office Assistant and  
Administrative Information Technology**

**Agenda Item #9W**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: April 20, 2010

RE: Affiliation Agreement with Southern Illinois Primary Care – Medical Office Assistant and Administrative Information Technology

IECC wishes to enter into a new affiliation agreement with the Southern Illinois Primary Care, located in Fairfield, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and Administrative Information Technology Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

**AGENCY AGREEMENT**

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

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.



3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

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

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

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

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

employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

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

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

AGENCY

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

**Agenda Item #9X**

**Affiliation Agreement with Fairfield Memorial Hospital – Medical Office  
Assistant**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with Fairfield Memorial Hospital – Medical Office Assistant

IECC wishes to enter into a new affiliation agreement with the Fairfield Memorial Hospital, located in Fairfield, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529**

**OLNEY CENTRAL COLLEGE**

**MEDICAL OFFICE ASSISTANT PROGRAM**

**AGENCY AGREEMENT**

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

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

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

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

employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

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

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

AGENCY

FAIRFIELD MEMORIAL HOSPITAL

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

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

**Agenda Item #9Y**

**Affiliation Agreement with O'Donnell Agency – Administrative Information  
Technology**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2010  
RE: Affiliation Agreement with O'Donnell Agency – Administrative Information Technology

IECC wishes to enter into a new affiliation agreement with the O'Donnell Agency, located in Flora, Illinois.

This affiliation agreement is for the Administrative Information Technology Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and The O'Donnell Agency (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.

3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

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

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

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

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

employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY.

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

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

AGENCY  
The O'Donnell Agency – Flora, IL

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

**Agenda Item #10**

**Bid Committee Report**

## BID COMMITTEE REPORT

April 20, 2010

1. IECC  
PHS Compliance Work – Phase 9 Carryover 2-  
Plumbing and Electrical Upgrades

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Plumbing and Electrical Upgrades  
DATE: April 20, 2010

Based upon the bid tabulation attached and also the recommendation from Image Architects the Bid Committee recommends acceptance of the low bids received as follows:

Division I – All Work

Illini Builders Co., Olney, IL

Base Bid: \$ 224,000

Respectfully Submitted,

Roger Browning  
Terry L. Bruce  
Harry Hillis, Jr.

Source of Funds: Phase 9 Carryover2 Funds

**IMAGE ARCHITECTS INC.**

**PHS Compliance Work – Phase 9, Carryover 2  
Plumbing and Electrical Upgrades  
Illinois Eastern Community Colleges  
Olney, Illinois  
IA Project NO. 10002A**

**Bid Tabulation**

**Wednesday, April 14, 2010 at 2:00 p.m.  
IECC District Office, 233 E. Chestnut, Olney, IL**

**Division I – ALL WORK**

<b><u>Bidder</u></b>	<b><u>Bid Security</u></b>	<b><u>Base Bid</u></b>
Tracy Electric, Inc, Lawrenceville, IL	5% Cashier Check	\$ 279,500
Skill Electric, LLC Vincennes, IN	5% Bid Bond	\$ 248,000
S.K. Smith, Electric, Inc. Mt. Carmel, IL		NO BID
Illini Builders Co. Olney, IL	5% Bid Bond	\$ 224,000



## INVITATION TO BID

### PHS COMPLIANCE WORK – PHASE 9 CARRYOVER 2 PLUMBING AND ELECTRICAL UPGRADES ILLINOIS EASTERN COMMUNITY COLLEGES OLNEY, ILLINOIS

ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT NO. 529, OLNEY, ILLINOIS issues the following Invitation to Bidders desiring to submit proposals for work at the above titled project.

Bids will be received for the following work:

#### DIVISION I - ELECTRICAL WORK

Note: All work will be bid under the Electrical Contract.

**at 2:00 p.m. on Wednesday, April 14, 2010** at the Illinois Eastern Community Colleges District Office, located at 233 East Chestnut Street, Olney, Illinois 62450.

Pre-Bid Meeting: At 8:30 a.m. on Tuesday, April 6, 2010 at Lincoln Trail College, Zwermann Arts/College Center Lincoln Room, Robinson, Illinois. All campuses will be visited.

Immediately after closing time for receiving bids, they will be publicly opened, read aloud and taken under advisement. Owner reserves the right to reject any or all bids or any part thereof, to waive any informalities in bidding and to accept bids deemed most favorable to the Owner.

#### DESCRIPTION OF WORK

Work includes but is not limited to:

Replacement and installation of new exit and emergency lighting throughout buildings on all campuses; new electrical service and equipment circuits, Wabash Valley College Advanced Technology Building; remodeling of Olney Central College Theater Toilets for accessibility, to include new piping, fixtures and trim, masonry partitions, hollow metal doors and frames, VCT flooring, painting, and miscellaneous work.

Plans and Specifications may be obtained by bonafide prime bidders only, at the office of Image Architects Inc., 1118 West Main Street, Carbondale, Illinois, by depositing \$100.00 for each set of Plans and Specifications. Initial distribution shall be limited to two (2) sets per contractor.

Unsuccessful bidders returning Plans and Specifications in good condition within fifteen (15) days after date of bid opening shall be refunded total per set deposit. Non-bidders returning Plans and Specifications as stipulated above shall be refunded fifty percent (50%) of their per set deposit. Those failing to return Plans and Specifications within time stipulated above, or who return damaged or incomplete sets, shall forfeit entire deposit.

As an option, bonafide prime bidders may obtain an individual electronic CD-Rom (which includes Bidding Documents, Drawings and Specifications in PDF Format) at the office of Image Architects Inc.,

1118 West Main Street, Carbondale, Illinois, by depositing \$25.00. Those who submit prime bids may obtain refund of deposit by returning CD-Rom in good condition within fifteen (15) business days after bid opening. Those Prime Bidders who do not submit a prime bid or those who do not return the CD-Rom within time stipulated above, or who return damaged CD-Rom shall forfeit entire deposit.

Material suppliers and subcontractors may also purchase for \$25.00 an individual electronic CD-Rom (which includes Bidding Documents, Drawings and Specifications in PDF Format) or purchase selected parts of Bidding Documents, Drawings Specifications at a cost of \$3.00 per sheet for full size drawings & \$0.20 per page of Specifications, plus shipping charges, non-refundable.

Bidding documents, Plans and Specifications may be examined by prospective bidders and material suppliers at the office of Image Architects Inc., and the following Plan Rooms:

MCGRAW-HILL CONSTRUCTION DODGE  
St. Louis, Missouri  
Evansville, Indiana

SOUTHERN ILLINOIS BUILDERS ASSOCIATION  
O'Fallon, Illinois  
Marion, Illinois

NATIONAL CONSTRUCTION NEWS, INC.  
Evansville, Indiana

Bid security in amount and form stipulated in INSTRUCTIONS TO BIDDERS will be required with each bid. No bid may be withdrawn within 30 days after opening of bids.

Successful bidders shall be required to observe 820 ILCS 130/0.01 et. seq., pertaining to wages and known as the "Prevailing Wage Act" as issued by the Illinois Department of Labor. Successful bidders shall also observe 30 ILCS 560/0.01 et. seq., pertaining to hiring Illinois labor and known as the "Public Work Preference Act" Furthermore, successful bidders shall observe the "Illinois Human Rights Act, as Amended", 775 ILCS 5/1-101 et. seq. and the Rules and Regulations, Title 44, Section 750 of the Illinois Administrative Code, Illinois Department of Human Rights.

The successful bidders and subcontractors shall comply with the Illinois Procurement Code, 30 ILCS 500/30-22, to determine their need for Apprenticeship and Training Program requirement as defined in Project Manual, Section 00 21 13 Instruction to Bidders.

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT NO. 529  
OLNEY, ILLINOIS

**Agenda Item #11**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT March 31, 2010**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,271,355.28
Operations & Maintenance	\$701,109.17
Operations & Maintenance (Restricted)	\$135,326.24
Bond & Interest	\$286,897.03
Auxiliary	\$1,241,946.12
Restricted Purposes	\$433,408.24
Working Cash	\$132,700.51
Trust & Agency	\$427,040.10
Audit	(\$15,512.24)
Liability, Protection & Settlement	\$490,180.25
<b>TOTAL ALL FUNDS</b>	<b>\$9,104,450.70</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**March 31, 2010**

**ALL FUNDS**

	Fiscal Year 2010
<b>ASSETS:</b>	
CASH	9,104,451
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	11,590,800
RECEIVABLES	2,789,557
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	1,500,000
INVENTORY	516,115
OTHER ASSETS	443,842
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>25,979,265</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	190,267
ACCOUNTS PAYABLE	211,491
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	442,298
OTHER LIABILITIES	2,658,602
<b>TOTAL LIABILITIES:</b>	<b>3,502,658</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	2,809,387
PR YR BDGTD CHANGE TO FUND BALANCE	539,318
 <b>FUND BALANCES:</b>	
FUND BALANCE	15,088,146
RESERVE FOR ENCUMBRANCES	4,039,756
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>22,476,607</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>25,979,265</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 As Of March 31, 2010

ALL FUNDS

FY 2010  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,366,948
STATE GOVT SOURCES	9,611,115
STUDENT TUITION & FEES	11,479,454
SALES & SERVICE FEES	2,852,154
FACILITIES REVENUE	6,695
INVESTMENT REVENUE	190,064
OTHER REVENUES	61,427
TOTAL REVENUES:	<u>29,567,857</u>

EXPENDITURES:

INSTRUCTION	9,264,535
ACADEMIC SUPPORT	360,639
STUDENT SERVICES	979,790
PUBLIC SERV/CONT ED	48,918
OPER & MAINT PLANT	2,201,013
INSTITUTIONAL SUPPORT	5,994,324
SCH/STUDENT GRNT/WAIVERS	4,587,554
AUXILIARY SERVICES	3,698,580
TOTAL EXPENDITURES:	<u>27,135,353</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>2,432,504</u>
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**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1 -- March 31, 2010**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,301,912	986,536	3,288,448
State Government Sources	7,808,435	1,802,680	9,611,115
Net Tuition and Fees	5,844,756	-	5,844,756
Sales & Service Fees	17,146	-	17,146
Facilities Revenue	-	5,875	5,875
Investment Revenue	83,110	22,301	105,411
Other Revenues	42,375	29	42,404
<b>TOTAL REVENUES:</b>	<b><u>16,097,734</u></b>	<b><u>2,817,421</u></b>	<b><u>18,915,155</u></b>
<b>EXPENDITURES:</b>			
Salaries	11,190,786	567,331	11,758,117
Employee Benefits	1,512,371	131,698	1,644,069
Contractual Services	285,299	195,739	481,038
Materials	768,608	156,052	924,660
Travel & Staff Development	138,567	3,013	141,580
Fixed Charges	155,116	196,364	351,480
Utilities	92,001	779,726	871,727
Capital Outlay	55,044	88,224	143,268
Other	85,145	35	85,180
<b>TOTAL EXPENDITURES:</b>	<b><u>14,282,937</u></b>	<b><u>2,118,182</u></b>	<b><u>16,401,119</u></b>
<b>TRANSFERS :</b>			
INTERFUND TRANSFERS	(1,074,142)	-	(1,074,142)
<b>TOTAL TRANSFERS:</b>	<b><u>(1,074,142)</u></b>	<b><u>-</u></b>	<b><u>(1,074,142)</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u><u>740,655</u></u></b>	<b><u><u>699,239</u></u></b>	<b><u><u>1,439,894</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY08-10**

College	Category	FISCAL YEAR 2008			FISCAL YEAR 2009			FISCAL YEAR 2010			
		Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	Annual Budget	Spent Thru March	% of Bdgt	% of Year
Frontier	Bills		\$1,700,670			\$2,000,930			\$1,444,442		
	Payroll		1,466,451			1,469,317			1,566,311		
	Totals	\$4,060,710	3,167,121	78%	\$4,457,801	3,470,247	78%	\$4,502,379	3,010,753	67%	75%
Lincoln Trail	Bills		1,143,647			1,624,728			1,149,820		
	Payroll		1,844,628			1,913,207			1,883,822		
	Totals	3,806,022	2,988,275	79%	4,499,878	3,537,935	79%	\$4,544,877	3,033,642	67%	75%
Olney Central	Bills		1,603,570			2,124,660			1,607,949		
	Payroll		3,256,282			3,463,449			3,666,106		
	Totals	6,261,868	4,859,852	78%	7,117,178	5,588,109	79%	\$7,188,350	5,274,055	73%	75%
Wabash Valley	Bills		1,801,403			2,543,254			1,905,318		
	Payroll		2,266,101			2,580,205			2,409,011		
	Totals	4,947,090	4,067,504	82%	5,999,791	5,123,459	85%	\$6,059,789	4,314,329	71%	75%
Workforce Educ.	Bills		1,468,638			1,706,014			1,750,433		
	Payroll		760,136			903,866			1,032,598		
	Totals	3,035,743	2,228,774	73%	3,057,648	2,609,880	85%	\$3,118,801	2,783,031	89%	75%
District Office	Bills		187,647			196,920			191,489		
	Payroll		662,526			678,654			616,703		
	Totals	1,295,077	850,173	66%	1,322,403	875,574	66%	\$1,217,108	808,192	66%	75%
District Wide	Bills		1,276,130			1,299,597			1,160,507		
	Payroll		617,023			657,564			583,566		
	Totals	5,201,157	1,893,153	36%	5,428,201	1,957,161	36%	5,816,647	1,744,073	30%	75%
<b>GRAND TOTALS</b>		<b>\$28,607,667</b>	<b>\$20,054,852</b>	<b>70%</b>	<b>\$31,882,900</b>	<b>\$23,162,365</b>	<b>73%</b>	<b>\$32,447,950</b>	<b>\$20,968,075</b>	<b>65%</b>	<b>75%</b>



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**March 31, 2010**

	<b>Amount</b>	<b>% of Total</b>
Salaries	11,758,117	56.08%
Employee Benefits	1,644,069	7.84%
Contractual Services	481,038	2.29%
Materials	924,660	4.41%
Travel & Staff Development	141,580	0.68%
Fixed Charges	351,481	1.68%
Utilities	871,727	4.16%
Capital Outlay	143,267	0.68%
Other	4,652,136	22.19%
	<u>20,968,075</u>	<u>100.00%</u>

**Agenda Item #12**

**Chief Executive Officer's Report**

**Agenda Item #13**

**Executive Session**

**Agenda Item #14**

**Approval of Executive's Session Minutes**

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

**Agenda Item #15**

**Approval of Personnel Report**

## MEMORANDUM

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** April 16, 2010

**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1., 400.2., 400.3 and 400.4. will be mailed under separate cover

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Approval of Proposed Non-College Employment (External Report)**
- 400.4. Retirement**

# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **A. Classified**

1. John Watson, Custodian, LTC, effective April 26, 2010

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

### **A. Professional/Non-Faculty**

1. Carrie Dagg, Director of Adult Education, FCC, to Program Director, Emergency Preparedness and Industrial Quality Management, FCC, effective April 26, 2010
2. Paul Tait, Network Technician, DO, to Systems Administrator, DO, effective April 21, 2010
3. Jay Zwilling, Network/Web Technician, DO, to Systems Administrator, DO, effective April 21, 2010

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

## **400.4. Retirement**

### **A. Professional/Non-Faculty**

1. Eddie Wright, Bookstore Manager, OCC, effective July 1, 2010



**Agenda Item #16**

**Collective Bargaining**

**Agenda Item #17**

**Litigation**

**Agenda Item #18**

**Acquisition and Disposition of Property**

**Agenda Item #19**

**Other Items**

**Agenda Item #20**

**Adjournment**

