

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**August 21, 2007**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**August 21, 2007**

**7:00 p.m.**

**Lincoln Trail College**

1. Call to Order & Roll Call..... Chairman Fischer
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
  - Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Tentative FY08 Budget.....Browning
  - B. Lincolnland Agri Energy Appraisal Contract ..... Bruce
  - C. Jasper County Tax Abatement for Evapco..... Bruce
  - D. Jasper County Eagle Country Water Works Waiver of Taxes Due..... Bruce
  - E. Naming of Dennis Conley Field..... Bruce
  - F. Affiliation Agreement – Pharmacy Technician – Fayette County Hospital - Vandalia Bruce
  - G. Affiliation Agreement – Phlebotomy – Clay County Hospital – Flora ..... Bruce
  - H. Affiliation Agreement – Phlebotomy – Crawford Memorial Hospital - Robinson ..... Bruce
  - I. Affiliation Agreement – Phlebotomy – Fairfield Memorial Hospital ..... Bruce
  - J. Affiliation Agreement – Phlebotomy – St. Mary’s Hospital – Centralia..... Bruce
  - K. Affiliation Agreement – Phlebotomy – Good Samaritan Hospital – Mt. Vernon, IL.. Bruce
9. Bid Committee Report ..... Bruce
  - Rebuild Steinway Grand Piano

- 10. District Finance
  - A. Financial Report.....Browning
  - B. Approval of Financial Obligations.....Browning
- 11. Chief Executive Officer’s Report ..... Bruce
- 12. Executive Session ..... Bruce
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes..... Bruce
- 14. Approval of Personnel Report ..... Bruce
- 15. Collective Bargaining ..... Bruce
- 16. Litigation..... Bruce
- 17. Acquisition and Disposition of Property..... Bruce
- 18. Other Items
- 19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in Foundation Hall, at Frontier Community College, Frontier Drive, Fairfield, Illinois, Tuesday, July 17, 2007.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman George 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, Brenda K. Culver, George Andrew Fischer, William C. Hudson “Jr.,” Walter L. Koertge, Larry Rost, Marilyn J. Wolfe. Trustees absent: Randi Scott, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Jack Davis, President of Olney Central College.  
Matt Fowler, President of Wabash Valley College.  
Charles R. Novak, Interim President of Frontier Community College.  
Beverly Turkal, President of Lincoln Trail College.  
Roger Browning, Chief Finance Officer & Treasurer.  
Tara Buerster, Director of Human Resources.  
Christine Cantwell, Associate Dean of Academic & Student Support Services.  
Alex Cline, Director of Information & Communications Technology.  
Kathleen Pampe, Associate Dean, Career Education & Economic Development.  
Pamela Schwartz, Associate Dean of Institutional Development.  
George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

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

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes of the regular meeting, Tuesday, June 19, 2007, were presented for disposition.

**Correct Date:** Without objection, the Chair directed that agenda item #13-C should be corrected to show that minutes of November 21, 2006 and January 16, 2007 are being subjected to the semi-annual review for the first time in June 2007 instead of June 2006 as recorded.

**Board Action:** Trustee Walter Koertge made a motion to approve minutes of the foregoing meeting as prepared and with the corrected date as noted. Trustee Larry Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

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

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

**AGENDA #5 – “Reports”** –

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

**#5-B. Report from Presidents:** Informational reports were noted from each of the colleges.

**#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. Accountability & Program Review:** Ms. Pampe reviewed the IECC Accountability and Program Review Report for the 2006-2007 academic year. This report contains summaries of instructional program reviews and program improvements, reviews of occupational programs, evaluation of instructional, student and academic support services, public service, administrative functions, and overall academic productivity relative to program quality, need and cost. Forty-three degree and certificate programs were reviewed for fiscal year 2007. Twenty-eight of these programs will be continued, three will be discontinued, eight have been placed on inactive status, and four were withdrawn previously. The report also examines program costs and cost effectiveness. IECC’s unit cost for technical and occupational programs is \$112.70 compared to the state average of \$252.03. The district’s unit cost for baccalaureate instruction is \$109.01 compared to the state average of \$200.72. The report thus concludes that Illinois Eastern’s programs are cost effective.

**Recommendation:** The CEO recommended approval of the Accountability and Program Review for submission to the Illinois Community College Board.

**Board Action:** Trustee Brenda Culver made a motion to approve the Accountability and Program Review as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Performance Report Fiscal Year 2007:** Ms. Pampe reviewed the Performance Report for fiscal year 2007. The Performance Report is a document compiled and completed by all higher education institutions to determine progress, activities and support for the Illinois Board of Higher Education's "Illinois Commitment," and the six goals within the commitment, which are economic development, teaching and learning, affordability, access and diversity, higher expectations and quality, productivity and accountability. The district and its colleges have responded to each of the six goals, describing current activities, along with planned and future activities that will continue and expand IECC's efforts. The district has met and will continue to meet the six goals that are outlined in the Illinois Commitment. IECC remains the only higher education resource for many district residents. During the 2006 academic year, 41 percent of graduates from the 17 high schools in the district enrolled at one of the four IECC colleges. Dual credit courses available for high school juniors and seniors continued to expand. The four colleges offer both transfer and occupational courses for dual credit. Illinois Eastern's tuition and fee structure over a three year period has averaged \$1,630 per year, while the state average for the same time period was \$2,074 per year. The low tuition and fees continue to ensure access for students who do not receive financial aid.

**Recommendation:** The CEO recommended approval of the Performance Report for FY2007.

**Board Action:** Trustee Marilyn Wolfe made a motion approve the Performance Report as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Catalog:** Ms. Schwartz reviewed the new IECC 2007-2008 Catalog. Historically, the Board has been asked to approve a two year catalog. During that two year period, there are many policy changes. When changes are approved, there is an electronic alteration to the catalog. The electronic catalog on the IECC webpage supersedes the printed catalog as changes are made and approved by the Board of Trustees. Because of these electronic changes, the Cabinet has approved the printing of a one-year catalog, instead of a two-year catalog. The catalog includes information about all four IECC colleges – Frontier Community College, Fairfield; Lincoln Trail College, Robinson; Olney Central College, Olney; and Wabash Valley College, Mt. Carmel. General information about the district is outlined, including the mission; history; admission and academic information; student rights, conduct and services; financial information and details about programs and course offerings. The catalog also lists the college calendar and full-time district and college personnel. A number of new program offerings have been added to the catalog, along with programs that have been revised, deleted, and withdrawn since the previous catalog was published.

**Recommendation:** The CEO recommended approval of the 2007-2008 IECC Catalog.

**Board Action:** Trustee William Hudson made a motion adopt the IECC Catalog as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. 2 + 2 Nursing Articulation Agreement with Lakeview College of Nursing:** Donna Henry, Associate Dean of Allied Health, and Kathy Pampe, Associate Dean of Career Education and Economic Development, have developed an articulation agreement with Lakeview College of Nursing (LCON) in Danville, Illinois. LCON is a BSN Degree granting institution and under this agreement, IECC students who successfully complete the District's two year Associate of Applied Science Degree in Nursing will be able to attend LCON for an additional two years and thereby achieve a Bachelor of Science Degree in Nursing. The agreement sets forth that LCON and IECC are to operate in the spirit of cooperation, that representatives of both institutions will meet regularly, that either institution can change its curriculum, but that prior notice will be given to the other institution and that each institution can provide promotional materials concerning this agreement. The CEO recommended approval of the 2 + 2 articulation agreement along with the degree requirements for acceptance into the LCON program as outlined.

**Board Action:** Trustee Marilyn Wolfe made a motion to accept the Nursing Articulation Agreement with Lakeview College of Nursing as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Affiliation Agreement with Richland Memorial Hospital:** IECC wishes to enter into a new affiliation agreement with Richland Memorial Hospital, Olney, Illinois. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve an affiliation agreement with Richland Memorial Hospital for the Phlebotomy Program as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Affiliation Agreement with Lawrence County Memorial Hospital:** IECC wishes to enter into a new affiliation agreement with Lawrence County Memorial Hospital, Lawrenceville, Illinois. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve an affiliation agreement with Lawrence County Memorial Hospital for the Phlebotomy Program as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Affiliation Agreement with Good Samaritan Hospital:** IECC wishes to enter into a new affiliation agreement with Good Samaritan Hospital, Vincennes, Indiana. This is the standard affiliation agreement for the Phlebotomy Program at Olney Central College. The CEO recommended approval.

**Board Action:** Trustee Walter Koertge made a motion to approve an affiliation agreement with Good Samaritan Hospital, Vincennes, Indiana for the Phlebotomy Program as recommended. Trustee

Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Lawrence County Enterprise Zone Extension and Tax Abatement:** The Lawrence County Industrial Development Council has submitted a resolution to expand the boundaries of their existing enterprise zone which covers parts of Lawrence County, the cities of Lawrenceville, Bridgeport, and Sumner. In addition, the resolution abates taxes on new construction of industrial and commercial projects for six years. The resolution deals with an expansion of the enterprise zone to include property upon which would be constructed a McDonald's and an expansion of the existing BP gasoline station. The new facility will employ from 10-15 people. This property would have a graduated abatement with the first two years being abated at 100%; the second two years abated at 50% and the third two-year period abated at 25%. The seventh year all taxes are paid. In addition to expanding the boundaries and including additional tax abatement, the resolution also extends the time for termination of the enterprise zone to December 31, 2020.

**Recommendation:** The CEO recommended adoption of the resolution presented, titled "A Resolution Approving the Alteration of the Boundaries of an Enterprise Zone and Extending the Termination Date of Said Enterprise Zone," and that the resolution be made a part of the records of this community college district.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the foregoing resolution regarding the Lawrence County Enterprise Zone Extension and Tax Abatement as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted as follows: Brooks, yea; Culver, nay; Fischer, yea; Hudson, yea; Koertge, nay; Rost, yea; Wolfe, yea. Trustees absent: Student Trustee Scott. The motion having received 5 yea votes and 2 nay votes, the Chair declared the motion carried.

#### **AGENDA #9 – "Bid Committee Report" –**

**#9-A. IECC – Janitorial Equipment, Supplies & Office Copy Paper:** The CFO presented the recommendation of the Bid Committee to accept bids from the following vendors for janitorial equipment and supplies:

All-Type Vacuum & Janitorial Supply, St. Louis, MO, \$37.55; Black & Company, Effingham, IL, \$213.40; Cannon Distributing, Herrin, IL, \$185.48; Corporate Express, St. Louis, MO, \$5,531.57; Flexpac/Schnaible, Zionsville, IN, \$45.36; HP Products, Indianapolis, IN, \$18,761.05; Industrial Soap, St. Louis, MO, \$12,208.64; Mars Sales, Centralia, IL, \$84.76; Pro-Text-All, Evansville, IN, \$390.00; Royal Wholesale, Mt. Vernon, IL, \$947.24.

**Grand Total Janitorial:** \$38,405.05.

Bid Committee recommends rejecting bids received for copy paper because one did not include sample and the other is not for recycled paper as specified. An option is to purchase copy paper off of the state contract for \$30.10 per case.

Source of Funds: Operations & Maintenance and Educational Funds. Department: Maintenance.

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



**Board Action:** Trustee Brenda Culver made a motion to accept the bids as outlined for janitorial equipment and supplies as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. IECC – Catalog:** The CFO presented the recommendation of the Bid Committee to accept the bid of United Graphics, Inc., Mattoon, IL, for 5,000 copies of the 2007-2008 IECC Catalog for a total of \$10,859.39.

Source of Funds: Educational and Auxiliary Funds. Department: IECC District Wide.

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

**Board Action:** Trustee Walter Koertge made a motion to accept the bid of United Graphics, Inc. for printing of the 2007-2008 Catalogs as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. IECC – Computers, Monitors & Projectors:** The CFO presented the recommendation of the Bid Committee for purchase of computers, monitors & projectors from the bids listed below that were low bids to meet specifications:

VENDORS	DESCRIPTION	Q T Y	UNI T	BID
<b>Grace Computers Salt Lake City, UT</b>	#1 Pentium D Desktop Computers	1 6	\$641. 05	\$10,256.80
<b>Tiger Direct Naperville, IL</b>	17" Flat Panel Monitors	9	148.9 9	1,340.91
	19" Flat Panel Wide Screen Monitors	1 8	169.9 9	3,059.82
	19" Flat Panel Wide Screen Monitors with height adjustable stand	3	199.9 9	599.97
<b>Dell Computers Round Rock, TX</b>	17" Flat Panel Monitors with height adjustable stand	2 9	169.0 0	4,901.00
	Intel core 2 Duo T7200 Notebooks	8	1,393 .00	11,144.00
	Intel core 2 Duo ULV U7600 Notebooks	1	1,692 .30	1,692.30
	Portable Projectors w/carrying case	3	912.0 0	2,736.00
	Projector Replacement Lamps	3	199.0	597.00

			0	
<b>Audio CIM Visual Evansville, IN</b>	Sharp Projectors with ceiling mount kit	7	1,604 .00	11,228.00
	Sharp Projectors with carrying case	3	1,538 .00	4,614.00
	Replacement Lamps for Sharp Projectors	9	325.0 0	2,925.00
				<b>TOTAL \$55,094.80</b>

Source of Funds: Various. Department: Various.

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

**Board Action:** Trustee Marilyn Wolfe made a motion to accept the foregoing bids for computers, monitors and projectors as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. IECC – Software:** The CFO presented the recommendation of Bid Committee to accept the following low bids that meet specifications, from Dell Marketing, Round Rock, TX:

- #1 Microsoft Campus Agreement Desktop Bundle – 483 at \$45.70 each = \$22,073.10.
  - #2 Standard Server License – 50 at \$34.85 each = \$1,742.50.
  - #3 Enterprise Server License – 4 at \$113.50 each = \$454.00.
- Total: \$24,269.60.

Department: Information Technology/ District Wide.

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

**Board Action:** Trustee William Hudson made a motion to accept the bid of Dell Marketing for software as recommended. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. LTC – Greenhouse – Foundation, Mechanical & Electrical Work:** The CFO presented the recommendation of Bid Committee and Marion Poggas, Architect, to accept the low bid of Kieffer Bros. Construction Co., Mt. Carmel, IL, for foundation, mechanical and electrical work for a new Greenhouse at Lincoln Trail College. The firm’s total bid is \$85,300.00 including base bid, addendum and alternates.

Source of Funds: CTE and Local Funds.

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

**Board Action:** Trustee John Brooks made a motion to accept the bid of Kieffer Bros. Construction Co. for foundation, mechanical and electrical work for a new Greenhouse at LTC as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-F. OCC – Computerized Wheel Alignment System:** The CFO presented the recommendation of Bid Committee to accept the low bid of C & T Auto Parts, Inc., Olney, IL, \$20,700.00, for a computerized wheel alignment system for Olney Central College.

Source of Funds: CTE Funds. Department: Automotive Services Technology.

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

**Board Action:** Trustee Larry Rost made a motion to accept the bid of C & T Auto Parts for a computerized wheel alignment system for OCC as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-G. Workforce Ed – Shuttle Car Training Panel & Scoop/Battery Hauler System Training Panel:** The CFO presented the recommendation of Bid Committee to accept the following low bids that meet specifications, for a shuttle car training panel & Scoop/Battery Hauler System Training Panel for Workforce Education/Coal Mining Technology:

1. **Joy Training Panel:** Joy Mining Machinery, Franklin, PA, \$78,570.00.
2. **Saminco Scoop Electrical Training Panel:** Saminco, Inc., Norris City, IL, \$28,000.00.

Source of Funds: U.S. Department of Labor Community Based Job Training Grant. Department: Workforce Education/Coal Mining Technology Program.

**Note:** Acceptance of bids are contingent on approval of the U.S. Department of Labor.

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

**Board Action:** Trustee Walter Koertge made a motion to accept the foregoing recommendations for purchase of a shuttle car training panel & scoop/battery hauler system training panel for the Coal Mining Technology Program as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds as of June 30, 2007 of \$2,870,329.74, prior to the accrual run and year-end adjusting journal entries.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for July 2007, totaling \$1,024,280.28, 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 July 2007, in the amounts listed, and payments from the revolving fund for June 2007. Trustee Larry Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Illinois Bankers Association – IECC to be provider of online courses.
2. State of Illinois Budget – No budget approved as of this date.
3. Connect SI – Group of 20 counties south of Route 50 offering high speed cable service, including parts of IECC District.
4. Enrollment Report – Total District average same as last year at this date.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** –The Board of Trustees did not hold an executive session at the regular meeting on Tuesday, June 19, 2007.

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

#### **400.1. Approval to Hire Faculty Prior to August Board Meeting**

The CEO was given authorization to hire faculty as needed prior to the August 2007 Board Meeting.

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

##### **A. Administrative**

1. Jervaise McGlone, Director of Special Projects & HLC Online Degree Approval, DO, to Interim Associate Dean of Adult & Continuing Education, DO, effective July 18, 2007.

#### **400.3. Special Assignment**

##### **A. Olney Central College**

1. Russ Jausel, Hoffman Prairie Bldg. Coordinator, \$1,000 for 2007-2008.

#### **400.4. Request for Approval of Proposed Non-College Employment**

A. Faculty – Carole Fusco, Union Hospital, Terre Haute, IN, approximate time per academic year 80 days/480 hours.

#### **400.5. Leave of Absence Approved by CEO since June 19, 2007**

A. None.

#### **400.6. Resignation**

A. Classified

1. Lindsay (Willis) Ridgely, Upward Bound Student Advisor, DO, resignation effective August 6, 2007.

#### **400.7. Retirement**

A. Professional/Non-Faculty

1. Janice Tucker, Director of Recruitment and Advisement, FCC, retirement effective September 1, 2007.

#### **Personnel Report Addendum**

#### **400.8. Employment of Personnel**

A. Faculty

1. Marcie Burton, Job Preparedness Instructor, LTC/LCC, start date pending DOC funding and approval.

B. Professional/Non-Faculty

1. Jennifer Barthelemy, Coordinator of Financial Aid, LTC, effective August 1, 2007.

C. Classified

1. Rhonda Webster, Custodian, LTC, effective August 1, 2007.

#### **400.9. Temporary Employment**

A. Faculty

1. James Meritt, Electrical Distribution, temporary contract for Fall Semester '07, with the right to extend the contract for Spring '08 Semester, effective August 15, 2007.

#### **400.10. Special Assignment**

A. Olney Central College – Academic – Nursing

1. Janet Kinkade, Department Head Nursing/FCC, \$3,000 + 12 hours release time.

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

A. Faculty – Brenda Grove, United Methodist Village, North Campus, Lawrenceville, IL, approximate time per academic year 400 hours.

**400.12. Resignation**

A. Classified

1. Jean Duckworth, Program Advisor, Allied Health, OCC (FCC), effective August 31, 2007.

**400.13. Retirement**

A. Faculty

1. Earl Ary Jennings, Coal Mining Technology Instructor, WED, effective July 31, 2007.

**#14-A. Board Action to Amend Personnel Report:** Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Sections 400.8, 400.9, 400.10, 400.11, 400.12 and 400.13 as recommended. Trustee Larry Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

**#14-B. Board Action to Approve Amended Personnel Report:** Trustee Larry Rost made a motion to approve the foregoing amended Personnel Report as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Brooks, Culver, Fischer, Hudson, Koertge, Rost, Wolfe. Trustees voting nay: None. Trustees absent: Student Trustee Scott. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – “Litigation”** – None.

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

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

**AGENDA #19 – “Adjournment”** – Trustee Walter Koertge made a motion to adjourn. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:15 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**



**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

**A. Trustees**

**B. Presidents**

**C. Cabinet**

**Coal Mining Technology/Telecom**

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Tentative FY08 Budget**

**Agenda Item #8A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: FY08 Tentative Budget

Pursuant to the action of the Board, a tentative budget was made available to the public on August 10<sup>th</sup> and remains available for public inspection through the scheduled September 18<sup>th</sup> Budget Hearing and Board meeting. Publication of the budget's availability and notice of the public hearing was made in district newspapers.

The tentative fiscal year 2008 budget was sent to the Board of Trustees under separate cover. The tentative budget projects operating revenues of \$27,995,428 for the Education Fund and the Operations and Maintenance funds.

The tentative budget document represents the current and best judgment of the district administration relative to anticipated revenues for fiscal year 2008. It is based on information available to date. I recommend that the Board of Trustees accept the tentative budget as presented.

As required by law, a Budget Hearing will be held on September 18, 2007 and following the hearing, a final budget will be presented to the Board for its approval.

TLB/rs



**Agenda Item #8B**

**Lincolnland Agri Energy Appraisal**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Lincolnland Agri Energy Appraisal Contract

The taxing bodies in Crawford County, the Supervisor of Assessment, and the Board of Review are engaged in a dispute over the proper assessment of property owned by Lincolnland Agri Energy, an ethanol processing plant located in Crawford County. To settle the dispute over the proper assessment, the taxing bodies have agreed to hire a professional appraiser - Integra Realty Resources at a fee of \$30,000.

The taxing bodies have agreed to pay the fee in the same proportion as the collection of taxes in Crawford County. Illinois Eastern Community Colleges collects 4.4% of the taxes and therefore would be responsible for \$1,335.31 of this fee amount.

The Board has entered into contracts similar to this one for the assessment of the Marathon Refinery and it has led to a successful appraisal. Therefore, I ask the Board's approval of this appraisal contract. The contract will be available for review at the Board Meeting.

TLB/rs

**Agenda Item #8C**

**Jasper County Tax Abatement for Evapco**

**Agenda Item #8C**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Jasper County Tax Abatement for Evapco

Jasper County has an opportunity to attract a new plant to the City of Newton and has asked the assistance of Illinois Eastern Community Colleges.

Evapco now operates a facility in Greenup, Illinois and has planned an expansion into Newton. Currently available is a building formerly occupied by E.R. Moore. To attract Evapco, all taxing bodies in Jasper County have agreed to abate 100% of the real estate taxes due for a period of five consecutive years from 2007 to 2012. I have been assured that there will be no request for an extension of this tax abatement after the five year period.

I ask the Board's approval of this tax abatement for the Evapco Building of Newton, Illinois.

TLB/rs  
Attachment

**ORDINANCE NO. 08-07**

**ORDINANCE ABATING REAL ESTATE TAXES ON REAL ESTATE PROPERTY OWNED  
BY EVAPCO, INC. LOCATED IN THE CITY OF NEWTON, ILLINOIS**

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges desires to assist Evapco, Inc. by abatement of real estate taxes in order that it might help insure its financial success.

NOW THEREFORE, BE IT APPROVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, as follows:

**SECTION 1:**

The Illinois Eastern Community College Board of Trustees finds that it is empowered by Illinois Compiled Statutes 35 ILCS 200/18-165 upon majority vote of the Board to order the County Clerk to abate any portion of the taxes on property of an industrial or commercial firm in the State of Illinois; that Evapco, Inc. has requested a real estate tax abatement for a period of five years on real estate formerly known as the E.R. Moore Building, to repair and/or replace the leaking portions of the roof on the former E.R. Moore building located in the City of Newton; that a majority of the Illinois Eastern Community Colleges Board of Trustees does hereby approve a real estate tax abatement for Evapco, Inc. as hereinafter described and located within Jasper County, Illinois.

**SECTION 2:**

That the request of Evapco, Inc. for a real estate tax abatement on property owned by said corporation located within the City of Newton, Illinois, be and the same is hereby accepted and approved; the County Clerk of Jasper County is hereby ordered to abate real estate taxes for a period of five years on real estate owned by Evapco, Inc. involved in renovation and

repair completed in 2007 located within the City of Newton, Illinois; said abatement shall commence on January 1, 2008, and end on December 31, 2012, for taxes incurred in taxable years 2007 for real estate taxes due and payable in 2008, and thereafter through 2012.

SECTION 3:

That the Secretary to the Board of Illinois Eastern Community Colleges shall file a certified copy of this Ordinance with the County Clerk of Jasper County, Illinois.

SECTION 4:

All Ordinances or parts of Ordinances in conflict herewith are hereby expressly repealed to the extent of such conflict.

SECTION 5:

This Ordinance shall be in full force and effect immediately upon its passage and approval as provided by law, this \_\_\_\_\_ day of August 2007.

Aye votes \_\_\_\_\_

Nay votes \_\_\_\_\_

Absent \_\_\_\_\_

ILLINOIS EASTERN COMMUNITY COLLEGES  
BOARD OF TRUSTEES

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

ATTEST:

\_\_\_\_\_  
Secretary

**Schedule of tax abatement, Jasper  
Special schedule for EVAPCO Inc.**

Year 1:	100%
Year 2:	100%
Year 3:	100%
Year 4:	100%
Year 5:	100%

Year 6 and thereafter, Evapco shall pay all taxes due.

Tax abatement will be in the form of a certificate issued by the County Clerk to be presented to the County Treasurer in lieu of payment of the tax. The tax bill for the property being abated will be for the full amount of taxes due.

**Agenda Item #8D**

**Jasper County Eagle Country Water Works Waiver of Taxes Due**



**Agenda Item #8D**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Jasper County Eagle Country Water Works Waiver for Taxes Due

Eagle Country Water Works is a not-for-profit entity located in Newton, Illinois. They make substantial contributions each year to Jasper County Community Unit No. 1, Jasper County Boys and Girls Park, Jasper County Chamber of Commerce, local softball and baseball programs, and others.

A year ago the Board of Trustees approved an abatement of taxes on the building occupied by Eagle County for 2006. However, the tax exemption form filed by Eagle Country Water Works was not approved by the Illinois Department of Revenue in time to avoid 2006, taxes due and payable in 2007.

Eagle Country Water Works has requested that the Board of Trustees waive its collection of taxes due for the year 2006. This amounts to \$259.58.

I would ask that the Board approve the waiver of taxes due for Eagle Country Water Works, Inc., NFP for the year 2006.

TLB/rs

**Agenda Item #8E**

**Naming of Dennis Conley Field**

**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Naming of Dennis Conley Field

Jack Davis, President of Olney Central College, has asked that the Baseball Field at Olney Central College be named for Dennis Conley. Mr. Conley is the Baseball Coach and Athletic Director at Olney Central College, a position that he has held for 28 years. During his tenure as Baseball Coach and Athletic Director more than 180 students have had the opportunity to receive the benefits of higher education and the fine instruction of Dennis Conley on the baseball field.

Mr. Conley was recently recognized as Citizen of the Year by the Olney Chamber of Commerce. In presenting the award, it was noted that Mr. Conley has been very involved in the Olney community, especially in conducting summer recreational programs and being actively involved in Little League Baseball.

Jack Davis has stated that, "Mr. Conley's integrity is impeccable and he is an excellent role model for all students at Olney Central College."

I ask the Board's approval to name the baseball field at Olney Central College, Dennis Conley Field. A naming ceremony will be held and Board members will be invited to attend.

TLB/rs

**Agenda Item #8F**

**Affiliation Agreement – Pharmacy Technician – Fayette County Hospital**

**Agenda Item #8F**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Fayette County Hospital Pharmacy Technician  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Heartland Health System Inc., located at Fayette County Hospital in Vandalia, Illinois.

This affiliation agreement is for the Pharmacy Technician Program located at Lincoln Trail College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

## AGREEMENT

This agreement is made and entered into this 1<sup>st</sup> day of August, 2007, by and between Illinois Eastern Community Colleges, District #529, Lincoln Trail College, located at 11220 State Highway 1, Robinson, Illinois (hereinafter referred to as College) and Heartland Health System, Inc., d/b/a Fayette County Hospital, located at 650 West Taylor Street, Vandalia, Illinois (hereinafter referred to as Facility).

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

WHEREAS College desires that certain of its students, and when appropriate, certain of its faculty members, be permitted to visit and utilize the premises of Facility to afford such Students the opportunity to have practical learning and clinical experiences at Facility; and

WHEREAS Facility recognizes the need for and desires to aid in the educational development of Pharmacy Technician professionals, and is an operating facility for the provision of health care services to its patients, and is willing to permit College faculty and students to participate in providing some of those services at this premises to the extent it is reasonable, proper, and professionally acceptable for them to do so.

It is understood and agreed upon by the parties hereto, as follows:

### DUTIES OF COLLEGE

1. Prior to assigning students to Facility, College shall:
  - a. Designate a member of its Faculty to coordinate this Agreement with a designated member of Facility's staff. This coordination shall include onsite visits when practical and a continuing exchange of information on progress of the program and students. This faculty member shall be referred to as the "Academic Clinical Coordinator for Education."
  - b. Recommend for affiliation only those students who have successfully completed all necessary requirements of the College educational program and any appropriate professional requirements, and whom have knowledge and skills consistent with an ability to properly discharge the clinical duties or functions associated with the clinical experiences in which the students will participate.
  - c. Be responsible for orienting students to those applicable policies and procedures provided by Facility to College, and to such other policies, procedures, rules and regulations, as College deems appropriate.
  - d. Ensure that participating students have successfully completed all background checks, drug testing, and other health screenings and immunizations, which are required by Facility. College will also provide Facility with the names of participating students, and other pertinent information, and the documentation of the above items prior to the beginning date of the students' assignment to the Facility.

- e. Obtain Facility's approval of Students and period of affiliation.
- f. Be responsible for Students and instructors respecting the confidential nature of all information, which may come to them with regard to patients and Facility records for the duration of the program.
- g. Keep appropriate records and reports on each student's experience.
- h. Represent and certify that its teaching program for Students involved under this agreement is accredited by JRCERT and that College is responsible for notifying Facility within ten (10) days of the event such accreditation is cancelled, withdrawn or otherwise terminated.
- i. Ensure that each participating Student carries an accident insurance policy and provide documentation of that insurance if required by Facility.

#### DUTIES OF ACADEMIC CLINICAL COORDINATOR FOR EDUCATION

1. College, through the Academic Clinical Coordinator, shall:
  - a. Select, in cooperation with designated Facility personnel, the appropriate clinical experiences for Students.
  - b. Guide, coordinate, and evaluate Students' performance at all times while Students are affiliated with Facility.
  - c. Meet with Facility personnel prior to and following Students' affiliations, and at such times as either party shall deem appropriate, to evaluate Students' performance and clinical experiences.

#### DUTIES OF FACILITY

1. Facility shall:
  - a. Provide practical learning and/or clinical experiences to Students assigned to Facility.
  - b. Maintain primary responsibility at all times for patient care and total health care services.
  - c. Cooperate with Facility's Coordinator in the selection of any appropriate clinical experiences for Students.
  - d. Provide physical space for Faculty members and Students to hold conferences and for their apparel and personal effects.
  - e. Provide College with any applicable policies and procedures and inform College, through the Academic Clinical Coordinator for Education, of any new applicable procedures and/or policies or any changes in procedures and/or policies, which may affect the affiliation described hereunder.
  - f. Allow Students to perform services for patients only when under the direction and direct supervision of either the clinical pharmacy technicians or the Lincoln Trail College Faculty. Students shall work, perform assignments, participate in ward rounds, clinics, staff meetings, and inservice educational programs at the discretion of their supervisors designated by Facility.

## TERMINATION OF STUDENT AFFILIATION

1. Upon the request of Facility, College shall immediately withdraw a Student from Facility, if in the sole discretion of Facility, such Student's performance is unsatisfactory or his or her character and/or activities are detrimental or unsafe to Facility's responsibilities. Facility agrees to provide College written notice of such request within a reasonable time period following the request for removal of Student.

## INSURANCE AND INDEMNIFICATION

1. College shall indemnify and hold Facility harmless from claims of Students, Faculty, and other College employees arising out of or in connection with any claims, actions or proceedings, to the extent caused by the acts or omissions of the College, its Employees, or Students. College agrees to include Facility as an additional insured by endorsement of its Comprehensive General Liability Insurance policy. Facility will give reasonable notice to College of any claim, action or proceeding in which indemnity may be sought hereunder. Facility may participate, at its own expense, in the defense of any such action.
2. Facility shall indemnify and hold College harmless for claims of Facility, employees, and patients arising out of or in connection with any claims, actions or proceedings, to the extent caused by the acts or omissions of the Facility, its Employees, or Patients. College will give reasonable notice to Facility of any claim, action or proceeding in which indemnity may be sought hereunder. College may participate, at its own expense, in the defense of any such action.
3. College shall provide Professional Liability or Medical Malpractice Insurance with policy limits not less than One Million dollars (\$1,000,000) per occurrence and Three Million dollars (\$3,000,000) annual aggregate protecting its Students and their assigned instructors against claims of third persons growing out of, or incidental to, the services being performed by them during the clinical training program.
4. College shall obtain and keep in force, without lapse, general liability insurance for College and all its Students, Faculty, and other Employees participating in training programs at Facility. The limits for general liability shall be One Million dollars (\$1,000,000) per occurrence, Three Million dollars (\$3,000,000) annual aggregate, on an occurrence basis.
5. College shall also maintain at its sole expense workers' compensation insurance for all employees of college affiliated with Facility under this Agreement.
6. College shall furnish Facility with proof of the applicable coverage in the above sections before the beginning date of Student assignments at Facility. Facility shall receive thirty (30) days written notice prior to the effective date of any cancellation of such insurance.

## TERM AND TERMINATION

1. This Agreement shall commence on July 1, 2005 for an initial term of one (1) year and shall be automatically renewed upon like terms for one (1) year periods thereafter unless either party gives written notice of intent to terminate sixty (60) days prior to



the annual renewal date. Either party may terminate this Agreement without cause at any time during a term by giving ninety (90) days' prior written notice, effective on the date stated therein, provided Students assigned to Facility shall be given an opportunity to complete their affiliation if reasonably practicable. Both parties agree to meet at least thirty (30) days prior to the expiration of the initial term of this Agreement and annually thereafter to evaluate the affiliation program and review this Agreement.

## NOTICES

1. All notice given pursuant to this Agreement shall be in writing and personally delivered or sent by certified mail, postage fully paid, to:

Cathy Harrington, CPHT  
Pharmacy Technician Instructor  
Lincoln Trail College  
11220 State Highway 1  
Robinson, IL 62454-5707

All notices shall be deemed delivered upon such personal delivery or forty eight (48) hours after deposit in any United States Post Office.

## OTHER PROVISIONS

1. College and Facility agree that no individual will be discriminated against on the basis of age, gender, religion, sexual orientation, national origin, race, disability or any other protected status.
2. Students and Faculty of College shall remain at all times during this Agreement as Students and Employees of College and shall in no way be considered servants, agents, or employees of Facility. Students are trainees, not employees, and are not to replace Facility staff nor to be covered by Facility's Social Security, Worker's Compensation or Unemployment Compensation Benefits.
3. In the event of accidental injury or illness of any student or faculty member, Facility shall, upon request, provide emergency care at Facility, but Facility shall not be responsible for follow-up care, hospitalization or costs incurred in providing such care.
4. This agreement shall be construed and enforced in accordance with the laws of the State of Illinois.
5. This Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors, heirs, assigns, and legal representatives. Neither this Agreement, nor any rights hereunder may be assigned without the prior written consent of the non-assigning party.
6. This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement. Any prior agreements, promises, negotiations, or representations between the parties, either oral or written, relating the subject matter of this Agreement, which are not expressly set forth herein are of no force or effect.

Any modifications or amendments thereto must be agreed to by both parties in writing and shall become effective on the date stated therein.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the day and year first above written.

LINCOLN TRAIL COLLEGE

HEARTLAND HEALTH SYSTEM, INC.  
dba FAYETTE COUNTY HOSPITAL

\_\_\_\_\_  
Pharmacy Technician Faculty Member

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

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Pharmacy Manager

\_\_\_\_\_  
College President

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

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

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

**Agenda Item #8G**

**Affiliation Agreement – Phlebotomy – Crawford Memorial Hospital**

**Agenda Item #8G**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Clay County Hospital Phlebotomy  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Clay County Hospital located in Flora, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT**  
BETWEEN

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

**AND**

Clay County Hospital  
911 Stacey Burk Drive  
Flora, IL 62839-3241

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Clay County Hospital** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

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

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;
10. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.
12. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

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

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

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

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

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

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

Adopted 6-2005



**Agenda Item #8H**

**Affiliation Agreement – Phlebotomy – Crawford Memorial Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Crawford Memorial Hospital Phlebotomy  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Crawford Memorial Hospital located in Robinson, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT**  
**BETWEEN**

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

**AND**

**Crawford Memorial Hospital**  
**110 N Allen Street, PO Box 151**  
**Robinson, IL 62454-1202**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Crawford Memorial Hospital** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

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

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

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

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

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

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

Adopted 6-2005

**Agenda Item #8I**

**Affiliation Agreement – Phlebotomy – Fairfield Memorial Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Fairfield Memorial Hospital Phlebotomy  
Affiliation Agreement

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

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment



**AFFILIATION AGREEMENT**  
BETWEEN

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

*AND*

**Fairfield Memorial Hospital**  
**303 N W 11<sup>th</sup> Street**  
**Fairfield, IL 62837-1206**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and **Fairfield Memorial Hospital** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

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

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

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

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

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

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

Adopted 6-2005

**Agenda Item #8J**

**Affiliation Agreement – Phlebotomy – St. Mary’s Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: St. Mary's Hospital Phlebotomy  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with St. Mary's Hospital located in Centralia, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT**  
BETWEEN

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

**AND**

**St. Mary's Hospital**  
**400 N Pleasant Avenue**  
**Centralia, IL 62801-3056**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,  
Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529)  
and **St Mary's Hospital, 400 N. Pleasant Avenue, Centralia, Illinois 62801** (hereinafter referred  
to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the  
medical laboratory for observation and participation by the students and faculty of the DISTRICT  
#529, Phlebotomy Program subject to the conditions and limitations contained herein.

2. The arrangements for use of said facilities of the AGENCY will be made by the  
Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the  
Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and

program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff.



DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

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

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

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

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

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by 180 days written notice to the other party. This agreement is effective December 1, 2006 and will terminate on November 30, 2009.

14. **Addendum to Affiliation Agreement Phlebotomy Program**

**Agreement.** The following changes and additions are mutually accepted by Illinois Eastern Community Colleges, District #529 (District #529) and St. Mary's Hospital Centralia, Illinois (Agency) regarding the above Affiliation Agreement and become part of the agreement. If any conflict or overlap of coverage, terms, or conditions arise due to the addendum the terms in the addendum shall prevail.

**JCAHO.** Students agree that they will comply with the purpose and standards recommended by the Joint Commission on Accreditation of Healthcare Organizations and the American Medical Association or American Osteopathic Association as appropriate; applicable regulations; the Bylaws, policies and procedures of the Agency; the rules, regulations and Bylaws of the Medical Staff; and current standards of medical practice.

**Criminal Background Check.** District #529 or Agency will provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at the Agency. In the event such Authorization and Release are not given by the Student, the Student shall be disqualified from participation at the agency. The results of the check must be satisfactory to the Agency.

**Confidential.** During the term of this Agreement and thereafter, Agency and District #529 and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by federal law. Such information includes, but is not limited to , patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party.

**Insurance.** At all times while this Agreement is in effect, District #529, at its sole cost and expense, agrees to procure and maintain, either through commercial policies or self-insurance: (i) professional liability coverage for losses arising out of the acts or omissions of District #529 or its employees and agents or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate; (ii) Commercial general liability coverage for losses arising out of the acts or omissions of District #529 or its employees or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and two Million Dollars (\$2,000,000) annual aggregate. In the event that District #529 provides professional liability coverage on a claims-made basis, then coverage (which may include self-insurance coverage) for professional liability resulting from acts or omissions of District #529 or District #529's employees or students occurring 3while this Agreement was in effect.

**Student Issues.** The Agency shall have responsibility for the clinical services provided at the Agency. The Agency may require the removal of a student, if this is deemed necessary by the Agency in the interest of the patient care. The students subject to this agreement are not agents or employees of the Agency.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

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

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

\_\_\_\_\_  
St. Mary's Hospital  
Bruce A. Merrell, CHE  
President

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

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

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Adopted 12-2006

**Agenda Item #8K**

**Affiliation Agreement – Phlebotomy - Good Samaritan Hospital**

**Agenda Item #8K**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: August 21, 2007  
RE: Good Samaritan Hospital Phlebotomy  
Affiliation Agreement

IECC wishes to enter into a new affiliation agreement with Good Samaritan Hospital located in Mt. Vernon, Illinois.

This affiliation agreement is for the Phlebotomy Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT**  
**BETWEEN**

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

***AND***

GOOD SAMARITAN HOSPITAL  
**605 North 12<sup>th</sup> Street**  
**Mt. Vernon, IL 62864-2857**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529,  
Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529)  
and **Good Samaritan Regional Health Center, 605 N 12<sup>th</sup> Street, Mt Vernon, Illinois 62864**  
(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the

Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 faculty will:

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

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

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

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

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

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

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff.

DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

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

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

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

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

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

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

13. An annual review of the agreement will be made each spring. Either party hereto may terminate this AGREEMENT by 180 days written notice to the other party. This agreement is effective December 1, 2006 and will terminate on November 30, 2009.

14. **Addendum to Affiliation Agreement Phlebotomy Program**

**Agreement.** The following changes and additions are mutually accepted by Illinois Eastern Community Colleges, District #529 (District #529) and St. Mary's Hospital Centralia, Illinois (Agency) regarding the above Affiliation Agreement and become part of the agreement. If any



conflict or overlap of coverage, terms, or conditions arise due to the addendum the terms in the addendum shall prevail.

**JCAHO.** Students agree that they will comply with the purpose and standards recommended by the Joint Commission on Accreditation of Healthcare Organizations and the American Medical Association or American Osteopathic Association as appropriate; applicable regulations; the Bylaws, policies and procedures of the Agency; the rules, regulations and Bylaws of the Medical Staff; and current standards of medical practice.

**Criminal Background Check.** District #529 or Agency will provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at the Agency. In the event such Authorization and Release are not given by the Student, the Student shall be disqualified from participation at the agency. The results of the check must be satisfactory to the Agency.

**Confidential.** During the term of this Agreement and thereafter, Agency and District #529 and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by federal law. Such information includes, but is not limited to , patient records and peer review and utilization review documents; the terms of this Agreement; and the finances, earnings, volume of business, systems, practices, plans, contracts, and similar information of each party.

**Insurance.** At all times while this Agreement is in effect, District #529, at its sole cost and expense, agrees to procure and maintain, either through commercial policies or self-insurance: (i) professional liability coverage for losses arising out of the acts or omissions of District #529 or its employees and agents or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate; (ii) Commercial general liability coverage for losses arising out of the acts or omissions of District #529 or its employees or students in the minimum amounts of One Million Dollars (\$1,000,000) per occurrence and two Million Dollars (\$2,000,000) annual aggregate. In the event that District #529 provides professional liability coverage on a claims-made basis, then coverage (which may include self-

insurance coverage) for professional liability resulting from acts or omissions of District #529 or District #529's employees or students occurring 3while this Agreement was in effect.

**Student Issues.** The Agency shall have responsibility for the clinical services provided at the Agency. The Agency may require the removal of a student, if this is deemed necessary by the Agency in the interest of the patient care. The students subject to this agreement are not agents or employees of the Agency.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 6th day of December 6, 2006.

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

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

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

\_\_\_\_\_  
Good Samaritan Regional Health Center  
Leo F. Childers, Jr., FACHE  
President

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

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

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

Adopted 12-2006

**Agenda Item #9**

**Bid Committee Report**

**1. Rebuild Steinway Piano**

BID COMMITTEE REPORT

AUGUST 2007

Olney Central College

1. Rebuild Steinway Grand Piano

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation – Rebuild Steinway Grand Piano  
DATE: August 21, 2007

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

The Bid Committee recommends acceptance of the low bid received that meets all specifications from **Horine's Pianos Plus** in **Bloomington, IL** for a total of **\$41,025.00**.

Respectfully submitted,

Lisa Benson  
Terry Bruce  
Harry Hillis, Jr.

Vendor	Bid
<b>Horine's Pianos Plus</b> <b>Bloomington, IL</b>	<b>\$41,025.00</b>
West Music Co. Moline, IL	41,799.00

Source of Funds: Ed Fund/Private Donations

Department: Music and Theater

Rationale for Purchase: The Steinway piano is in need of a full and complete rebuild. The pin block has shifted such that the tuning pins are actually touching the plate, resulting in poor tuning stability and inadequate pin-torque; the action is very heavy and floating, poorly regulated and aligned; action has original Teflon bushings with very tight pinning resulting in noisy action and poor repetition and excessive touch weight. All rebuilding work is backed by a Steinway warranty. For future investment appraisal or sale, a dated certification record on all services performed will be provided by the Steinway and Sons Restoration Department. Steinway pianos are unique for their longevity and their appreciation. A fifteen

year old Steinway more than doubles in value, while a fifty-year-old Steinway is often worth four times its original price.

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

Steinway Grand Piano #450028B

Pin block has shifted such that the tuning pins are actually touching the plate, resulting in poor tuning stability and inadequate pin-torque; the action is very heavy and floating, poorly regulated and aligned; action has original Teflon bushings with very tight pinning resulting in noisy action and poor repetition and excessive touch weight; pedal and damper noise, friction, and wear causing creaking and groaning and poor dampening of sound; excessive wear on hammers as well as travel and alignment; unacceptable evenness of sound (voicing); as well as a very noticeable change in the quality of sound from the bass web break to the tenor and treble bridge.

This piano is in need of a full and complete rebuild. We recommend only Steinway and Sons Restoration Department. Rebuilders other than Steinway and Sons most generally do not use genuine New York Steinway parts and materials (some of which are not available to outside rebuilders because the equipment necessary to install them within specifications required by Steinway do not exist other than in the Steinway factory). Only genuine Steinway parts should be used, to guarantee the piano remains 100% Steinway. All work is backed by a Steinway warranty. For future investment appraisal or sale, a dated certification record on all services performed will be provided by the Steinway and Sons Restoration department.

BID SPECS FOR STEINWAY REBUILD OF STEINWAY GRAND PIANO MODEL NUMBER #450028B:

Replace soundboard

**SOUNDBOARD** Must be quarter-sawn, close grained (minimum 11 grains/inch), Sitka spruce to be **8mm thick** in the center continuously tapered in all directions to **5mm** as it approaches the rim, before being Double-Crowned. It must be purchased from Steinway New York.

Recap or replace bridges

**BRIDGES** **Treble & Bass:** Must be made of hard-rock maple, vertically laminated, capped with solid hard-rock maple, continuously bent to form one single bridge, planed to prescribed height, graphite coated, drilled and hand-notched for precise individual string bearing, maple doweled, glued and screwed to soundboard

Reset down bearing.

**RIBS** Must be made from durable, resinous sugar pine to assure strong and constant down-bearing. Rib ends are hand-fitted into the inner rim to lock-in the soundboard crown.

Install and bore new pinblock,

**PINBLOCK** Must have **7 laminations** of hard rock maple with top and bottom plies **3/16"** in thickness; diagonal and cross-grain plies **9/32"** in thickness and center ply to be **1/8"** in thickness. Configuration of grain must be symmetrically distributed at successive angles of **45, 90, 135** and **180** degrees and must be fully fitted to plate flange and doweled to case structure.

Install new tuning pins and restring.

**TUNING PINS** Premium steel with rust-resistant nickeled heads.

**STRINGS** **Treble: Twelve whole & one-half sizes** made from high tensile steel.  
**Bass: Steel core wound with pure solid copper. Longest agraffe to bridge 59 1/4".**

Rebronze plate.

Replace agraffes, hitch pins and interior hardware, chip twice

Refinish case in hand rubbed satinized lacquer, filling and patching as needed.

Hand buff and polish to highest possible sheen attainable.

Replace hammers, shanks/flanges and repetitions. (Replace Teflon flanges with felt flanges)

**HAMMERS** **16.5 lb. premium wool outer-felt;** over premium wool under-felt, treated for insects and moisture; Compression-wired to retain pear shape. Hard maple moldings; shanks from select maple..

Replace damper guide rail bushings, key bushings, damper felts

Replace backchecks.

Strip and refelt keyframe (all felts).

Overhaul pedal trapwork and lyre.

Regulate entire action including dampers.

**DAMPERS** Maple heads with premium horizontal-cut wool.

**ACTION**

Must be made from white quarter-sawn maple parts; bushed treated wool action cloth. Parts are to be anchored in hard maple dowels housed in inflexible seamless brass tubing. Single, combination phosphor bronze repetition & fly spring.

Tune and voice.

Note: All parts used must be authorized Steinway parts and the rebuild must be done at the Steinway Restoration Center in New York.

**Bid must include:**

All costs associated with the transfer and moving of the piano from Olney Central College to the Steinway New York factory and back to Olney Central College.

Replacement cost insurance from the time the piano leaves until it is returned.

Two follow-up tunings and 3 hours service work for voicing and regulating once the piano is returned.

The installation of the existing damp-chaser system once the piano is returned.

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

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

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

DATE \_\_\_\_\_

NOTE: PLEASE SUBMIT BID IN DUPLICATE



**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT July 31, 2007**

<b>FUND</b>	<b>BALANCE</b>
<b>Educational</b>	<b>\$2,573,128.89</b>
<b>Operations &amp; Maintenance</b>	<b>\$349,336.11</b>
<b>Operations &amp; Maintenance (Restricted)</b>	<b>\$652,306.07</b>
<b>Bond &amp; Interest</b>	<b>\$85,577.77</b>
<b>Auxiliary</b>	<b>\$109,778.85</b>
<b>Restricted Purposes</b>	<b>(\$27,643.00)</b>
<b>Working Cash</b>	<b>\$43,615.84</b>
<b>Trust &amp; Agency</b>	<b>\$215,545.06</b>
<b>Audit</b>	<b>\$49,327.31</b>
<b>Liability, Protection &amp; Settlement</b>	<b>\$398,984.28</b>
<b>TOTAL ALL FUNDS</b>	<b>\$4,449,957.18</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**July 31, 2007**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2008</b>
<b>ASSETS:</b>	
CASH	4,449,957
IMPREST FUND	21,500
CHECK CLEARING	12,000
INVESTMENTS	8,890,000
RECEIVABLES	3,117,714
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	4,653
INVENTORY	481,698
OTHER ASSETS	467,561
TOTAL ASSETS AND OTHER DEBITS:	17,445,083
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	-
ACCOUNTS PAYABLE	64,257
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	23,201
OTHER LIABILITIES	281,650
TOTAL LIABILITIES:	369,108
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	1,638,073
PR YR BDGTED CHANGE TO FUND BALANCE	(321,485)
 <b>FUND BALANCES:</b>	
FUND BALANCE	5,926,331
RESERVE FOR ENCUMBRANCES	9,833,056
TOTAL EQUITY AND OTHER CREDITS	17,075,975
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 17,445,083

ILLINOIS EASTERN COMMUNITY COLLEGES  
Combined Statement of Revenues, Expenses,  
and Changes in Net Assets  
As Of July 31, 2007

ALL FUNDS

FY 2008  
YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	0
STATE GOVT SOURCES	8,619
STUDENT TUITION & FEES	3,882,574
SALES & SERVICE FEES	80,840
FACILITIES REVENUE	3,553
INVESTMENT REVENUE	-18,135
OTHER REVENUES	14,833
TOTAL REVENUES:	<u>3,972,284</u>

EXPENDITURES:

INSTRUCTION	309,657
ACADEMIC SUPPORT	28,317
STUDENT SERVICES	72,221
PUBLIC SERV/CONT ED	726
OPER & MAINT PLANT	234,743
INSTITUTIONAL SUPPORT	568,455
SCH/STUDENT GRNT/WAIVERS	199,256
AUXILIARY SERVICES	427,684
TOTAL EXPENDITURES:	<u>1,841,059</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>2,131,225</u>
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ILLINOIS EASTERN COMMUNITY COLLEGES  
Operating Funds Comparison Report  
FY 2005 - 2007

College	Category	FISCAL YEAR 2005			FISCAL YEAR 2006			FISCAL YEAR 2007			
		Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	Annual Budget	Spent Thru June	% of Bdgt	% of Year
Frontier	Bills		\$1,711,030			\$1,871,357			\$1,983,647		
	Payroll		1,977,988			2,022,974			2,064,536		
	Totals	\$3,739,618	3,689,018	99%	\$3,835,099	3,894,331	102%	\$3,997,563	4,048,183	101%	100%
Lincoln Trail	Bills		1,319,069			1,287,748			1,398,063		
	Payroll		2,265,341			2,250,071			2,360,562		
	Totals	3,663,473	3,584,410	98%	3,527,579	3,537,819	100%	3,706,404	3,758,625	101%	100%
Olney Central	Bills		1,854,358			1,894,642			1,966,370		
	Payroll		3,743,576			4,084,757			4,296,932		
	Totals	5,547,557	5,597,934	101%	5,863,445	5,979,399	102%	6,182,009	6,263,302	101%	100%
Wabash Valley	Bills		1,739,142			1,826,568			1,924,379		
	Payroll		2,910,188			2,921,921			2,944,309		
	Totals	4,454,896	4,649,330	104%	4,640,749	4,748,489	102%	4,848,688	4,868,688	100%	100%
Workforce Educ.	Bills		1,427,142			1,889,278			1,970,958		
	Payroll		1,431,394			1,527,751			1,578,352		
	Totals	2,843,784	2,858,536	101%	2,997,567	3,417,029	114%	3,374,520	3,549,310	105%	100%
District Office	Bills		251,231			232,347			268,486		
	Payroll		876,085			888,583			903,359		
	Totals	1,217,781	1,127,316	93%	1,233,158	1,120,930	91%	1,240,904	1,171,845	94%	100%
District Wide	Bills		1,633,660			1,884,065			1,725,686		
	Payroll		620,896			697,182			795,180		
	Totals	2,956,704	2,254,556	76%	3,120,535	2,581,247	83%	3,010,420	2,520,866	84%	100%
O & M	Bills										
	Payroll										
	Totals										
<b>GRAND TOTALS</b>		<b>\$24,423,813</b>	<b>\$23,761,100</b>	<b>97%</b>	<b>\$25,218,132</b>	<b>\$25,279,244</b>	<b>100%</b>	<b>\$26,360,508</b>	<b>\$26,180,819</b>	<b>99%</b>	<b>100%</b>

Excludes DOC

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**FY 2007**  
**Operating Funds Expense Report**  
**As of 6/30/07**

	<b>Amount</b>	<b>% of Total</b>
Salaries	14,943,230	57.08%
Employee Benefits	1,504,501	5.75%
Contractual Services	586,877	2.24%
Materials	1,636,459	6.25%
Travel & Staff Development	215,081	0.82%
Fixed Charges	320,954	1.23%
Utilities	1,128,296	4.31%
Capital Outlay	235,011	0.90%
Other	5,610,410	21.43%
	<u>26,180,819</u>	<u>100.00%</u>

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**



**Agenda Item #13**

**Approval of Executive's Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

# MEMORANDUM

**TO:** Board of Trustees

**FROM:** Terry L. Bruce

**DATE:** August 16, 2007

**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., 400.5., 400.7. and 400.8 will be mailed under separate cover.

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change In Status**
- 400.3. FY06-07 Educational Level Changes**
- 400.4. Special Assignment**
- 400.5. Request for Approval of Proposed Non-College Employment (External Report)**
- 400.6. Leave of Absence Approved by CEO since July 17, 2007**
- 400.7. Leave Request (External Report)**
- 400.8. Resignation**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Faculty

1. Kimberley Stevens, Math Instructor, effective August 15, 2007
2. Penny Truitt, Massage Therapy Instructor, effective August 15, 2007

### B. Classified

1. Megan Briner, Assistant to President, WVC, effective September 4, 2007
2. Ashley Bussard, Counselor, Upward Bound, DO/OCC, effective September 4, 2007, contingent upon continued grant funding
3. Julie Crawford, Program Advisor, Allied Health, OCC/FCC, effective September 4, 2007
4. Sheri Diaz, Office Assistant, Upward Bound, DO/LTC, effective September 4, 2007, contingent upon continued grant funding.
5. Misti Hinterscher, Counselor, Upward Bound, DO/OCC, effective September 4, 2007, contingent upon continued grant funding.
6. Amanda Sharp, Academic Coordinator, Upward Bound, DO/LTC, effective September 4, 2007, contingent upon continued grant funding.
7. Brandon Weger, Counselor, Upward Bound, DO/LTC, effective September 4, 2007, contingent upon continued grant funding.

## 400.2. Change In Status

### A. Professional / Non-Faculty

1. LeAnn Hartleroad, Director, Upward Bound, DO, to Program Director, Upward Bound, DO, effective September 1, 2007, contingent upon continued grant funding.
2. Amy Loss, Director of Admissions/Career Advisor , FCC, to Director of Recruitment & Advisement, FCC, effective September 1, 2007

**B. Classified**

1. Ryan Herdes, Student Advisor, Upward Bound, DO, to Academic Coordinator, Upward Bound, DO/OCC, effective September 1, 2007, contingent upon continued grant funding.
2. Rebekkah Hixon, Student Advisor, Upward Bound, DO to Counselor, Upward Bound, DO/LTC, effective September 1, 2007, contingent upon continued grant funding.

**400.3. FY07-08 Educational Level Changes**

**A. Faculty**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Amount</u>
Travis Matthews	B+16	M	\$1,000
Janet Kinkade	M	M+24	\$2,000
Ruby Houldson	M+36	M+48	\$1,000

**400.4. Special Assignment**

**A. Olney Central College**

<b>1. Academic</b>		<b>Recommended</b>
Penny Truitt	Lead Inst - Massage Therapy	\$450

**400.5. Request for Approval of Proposed Non-College Employment (External Report)**

**400.6. Leave of Absence Approved by CEO since July 17, 2007**

**A. None**

**400.7. Leave Request (External Report)**

## **400.8. Resignation**

### **A. Faculty**

1. Cindy Lord, Nursing Instructor, Allied Health, effective August 15, 2007

### **B. Classified**

1. Kimberly Frisz, Program Advisor, Educational Talent Search, DO, effective August 27, 2007.

**Agenda Item #15**

**Collective Bargaining**



**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Acquisition and Disposition of Property**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**

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

	Estimated Budget										
Districtwide Upgrade of Plumbing	\$67,200										
Roof Replacement - LTC Gymnasium	\$267,900										
Replace Compressed Air System - WVC	\$99,329										
Ventilation Upgrades - OCC	\$60,500										
Paving Replacement & Protection - FCC, OCC, & WVC	\$176,641										
<b>GRAND TOTAL</b>	<b>\$671,570</b>		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Partial Accepted</b>	<b>Fully Accepted</b>

7/31/2007