

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**February 15, 2011**



**Location:**

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**February 15, 2011  
7:00 p.m.  
Wabash Valley 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
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Statements of Final Construction Compliance ..... Browning
  - B. Revised Energy Agreement with Ameren ..... Bruce
  - C. Frontier Construction Project..... Bruce
  - D. International Transportation Fee and International Tuition ..... Bruce
  - E. Resolution to Reinstate Paid Holidays for FY2011  
Resolution to Establish Paid Holidays for FY2012..... Bruce
  - F. Affiliation Agreement with AM Transport Services -Admin Information Tech..... Bruce
  - G. Affiliation Agreement with Good Samaritan Health Center -Phlebotomy..... Bruce
  - H. Affiliation Agreement with Good Samaritan Physician Services -Medical Office Asst Bruce
  - I. Affiliation Agreement with Jogendra S. Chhabra, MD -Medical Office Asst ..... Bruce
  - J. Affiliation Agreement with Fairfield Memorial Hospital -Non-Clinical Internships..... Bruce
9. Bid Committee Report..... Bruce
  - A. None
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 Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, January 18, 2011.

**Appointment of Temporary Secretary:** Without objection, Chairman G. Andrew Fischer appointed Renee Smith to be Temporary Board Secretary for this meeting.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Secretary 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, Marilyn J. Wolfe. Also present was Laurel Pennington, student trustee. Trustees absent: Michael K. Correll. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Matt Fowler, President of Wabash Valley College.

Mitch Hannahs, Interim President of Lincoln Trail College.

Rodney Ranes, Interim President of Olney Central College.

Timothy Taylor, President of Frontier Community College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

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

Alex Cline, Director of Information & Communications Technology.

Kathleen Pampe, Associate Dean, Career Education & Economic Development.

Pamela Schwartz, Associate Dean of Institutional Development.

Renee Smith, Executive Assistant to CEO.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

HRSA – Health Resources & Services Administration  
ICAHN – Illinois Critical Access Hospital Network  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SAN – Student Advantage Network  
SURS – State Universities Retirement System  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, December 14, 2010 were presented for disposition.

**Board Action to Approve Minutes:** Trustee William Hudson made a motion to approve minutes of the foregoing meeting as prepared. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken 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. IECEA Representative:** None.

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

**AGENDA #5 – “Reports”** –

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

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

**#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. Online Education Plan 2011:** Chris Cantwell reviewed the Online Education Plan 2011. The District began offering online courses in 1997 and offers 135 online courses taught by 70 full-time and part-time faculty members. The Online Education Plan provides a District strategy and structure to support and promote online learning opportunities. IECC continues to provide flexible, accessible, and quality programs and courses to students who desire an alternative delivery method for learning. The District also fosters effective and reliable student and faculty support services for online education. The 2011 Online Education Plan has been updated and revised to respond to the needs of the students and faculty. Online course enrollment totaled 2,569 in fiscal year 2005 and 4,916 in fiscal year 2010. An online course has been specifically approved for delivery via the Internet, and is taught predominantly utilizing asynchronous instructional methods. Courses are 100% online; there are no scheduled face-to-face meetings and all instruction is via online communications and services. Traditional forms of face-to-face communications are replaced with online communication tools such as email, chat, discussion boards, phone, and other tools. Courses may require face-to-face proctoring of tests/exams to validate student activity.

Currently, the majority of online students are from within the local area. IECC continues to develop and provide additional online courses to accommodate scheduling and transportation needs of students within the IECC service area. The Online Instruction Committee was established in 2003 and includes district-wide faculty and staff. The purpose of the committee is to assist, monitor, and evaluate the District online courses. Students new to online and/or hybrid courses are required to complete an introductory course.

The CEO recommended approval of the IECC Online Education Plan 2011 as presented.

**Board Action:** Trustee Brenda Culver made a motion to approve the Online Education Plan 2011 as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Transcript Fee Increase:** The CEO recommended approval of an increase in the Transcript Fee from \$3.00 to \$5.00, and the elimination of the \$10.00 Application Fee, effective Summer Term 2011.

**Board Action:** Student Trustee Laurel Pennington made a made a motion to approve an increase in the Transcript Fee from \$3.00 to \$5.00, and elimination of the \$10.00 Application Fee, effective Summer Term 2011, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Agreement with Illinois Critical Access Hospital Network:** The University of Illinois has been granted funds for the creation of the Illinois Critical Access Hospital Network (ICAHN). ICAHN's objective is to develop and implement a Southeastern Illinois Rural Health Workforce Development Network. ICAHN has asked that Frontier Community College be a participant in the 13 county program.

Frontier, as a partner, will be involved in determining regional needs relating to rural health and will be expected to identify and recruit potential students for rural health careers; to provide community based educational experiences for health career students; to establish a regional approach to recruitment and retention of health career students; and for the development of a network strategic plan to accomplish these objectives. Frontier will then be asked to evaluate and monitor the plan to see its impact on the development of health careers recruitment and retention. Other partners involved are: the University of Illinois College of Medicine; Hamilton Memorial Hospital, McLeansboro, Illinois; Fairfield Memorial Hospital, Fairfield, Illinois; Lawrence County Public Health Department, Lawrenceville, Illinois; and Illinois Department of Public Health, Springfield, Illinois.

The contract proposed by ICAHN will pay Frontier \$4,950.00 and the study will be completed by June 30, 2011. The grant will also pay for approved travel and other expenses above the \$4,950.00.

The CEO recommended approval to enter into the following Memorandum of Understanding with ICAHN.

#### MEMORANDUM OF UNDERSTANDING

**Purpose:** This is an agreement between the Illinois Critical Access Hospital Network, hereinafter referred to as "ICAHN", and Frontier Community College, hereinafter referred to "Participating Organization", to establish terms of payment for participation in the development and implementation of the Southeastern Illinois Rural Health Workforce Development Network (also referred to as the 'Network').

**Objectives:** Specific objectives of the Network in which Participating Organization is involved:

1. Better understand southeastern Illinois regional needs related to rural health workforce development.
2. Identify and recruit potential students, using multiple strategies, for rural health careers to serve the needs of southeastern Illinois.
3. Provide community-based educational experiences for health careers students.
4. Establish a regional approach to ongoing recruitment and retention of health careers students.
5. Establish a regional approach to ongoing recruitment and retention of health professionals in the targeted 13 counties of rural Illinois through development of a network strategic plan.
6. Set up and implement a longitudinal evaluation plan for monitoring the impact of project programs and activities on health professions recruitment and retention in the southeastern Illinois counties.

**Period of Agreement:** The Participating Organization agrees to carry out their roles and responsibilities for a period of at least three years, from September 1, 2010 to August 31, 2011.

Payment of Project Fees & Expenses: ICAHN will provide \$4,950.00, payable in two installments of \$2,475.00, to Participating Organization for participation in development and implementation of the Network. The first installment will be made no later than December 31, 2010 and the second no later than June 30, 2011.

Travel and other approved expenses are not included in the project fee payment of \$4,950.00 and will be paid separately upon submission of required documentation. Payment of approved expenses will be made within 10 days of receipt by ICAHN.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the foregoing Memorandum of Understanding with the Illinois Critical Access Hospital Network as recommended. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Affiliation Agreement with Wabash General Hospital – Medical Office Assistant:** IECC wishes to enter into a new affiliation agreement with Wabash General Hospital, located in Mt. Carmel, Illinois. This affiliation agreement is for the Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Office Assistant Program with Wabash General Hospital, Mt. Carmel, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Affiliation Agreement with Jackson-Hewitt Tax Service – Administrative Information Technology:** IECC wishes to enter into a new affiliation agreement with Jackson-Hewitt Tax Service, located in Sumner, Illinois. This affiliation agreement is for the Administrative Information Technology Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Administrative Information Technology Program with Jackson-Hewitt Tax Service, Sumner, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.



**#8-F. Affiliation Agreement with Office of Dr. Boughan – Medical Office Assistant:** IECC wishes to enter into a new affiliation agreement with the Medical Office of Dr. Boughan, located in Lawrenceville, Illinois. This affiliation agreement is for the Medical Office Assistant Program and is the standard affiliation agreement utilized by the District. The CEO recommended approval.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreement for the Medical Office Assistant Program with the Medical Office of Dr. Boughan, Lawrenceville, Illinois, as recommended. Student Trustee Laurel Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report showing a balance in all funds as of December 31, 2010.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for January 2011, totaling \$731,654.32, 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 January, 2011, in the amounts listed, and payments from the revolving fund for December 2010. Trustee Walter Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Brenda Culver, Andrew Fischer, William Hudson, Walter Koertge, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. Interim Presidents.
2. State's Financial Condition. A review of the state's financial situation was given, with projections for each year through fiscal year 2016.
3. District-wide enrollment is down 10% from this same time one year ago.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, December 14, 2010.

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

**400.1. Employment of Personnel**

A. Faculty

1. Stephen Questelle, Workforce Education Instructor, effective January 19, 2011.

**400.2. Special Assignments**

A. Academic

1. Hollie Kelly, Interim Dept. Head, Nursing, FCC, \$330 per month, effective January 2011 + 3 hours of release time during the interim assignment period.

B. Extra-Curricular

1. Vicky Lemons, HRSA (Health Resources & Services Administration) Grant Project Planner, \$150 per month.

**400.3. Retirement**

A. Faculty

1. Randall Questelle, Workforce Education Instructor, effective January 1, 2011.

**400.4. Resignation**

A. Faculty

1. Catherine Yockey, Nursing Instructor, effective January 3, 2011.

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

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

**AGENDA #16 – “Litigation”** – None.

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

**AGENDA #18– “Other Items”** – None.

**AGENDA #19 – “Adjournment”** – Trustee Walter Koertge made a motion to adjourn. Student Trustee Laurel Pennington 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 8:40 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  
Visitors and Guests  
IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports  
Trustees  
Presidents  
Cabinet**



**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Statements of Final Construction Compliance**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
SUBJECT: Statements of Final Construction Compliance

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

Attached are statements of final construction compliance for Illinois Eastern Community Colleges projects as required by the ICCB. There are \$397,522 in construction costs for Protection, Health and Safety projects which were completed this past year as outlined below. I request that the Board approve these attached statements of final construction as presented so that they may be submitted to the ICCB.

<u>Project Number</u>	<u>Project Name</u>	<u>Actual Cost</u>	<u>Funds</u>
2066-0110	Emergency Lighting, Electric & ADA updates	267,253	TE
2045-1109	Roof Replacement – District & WVC	130,269	TE

Protection, Health, and Safety Project

**Statement of Final Construction Compliance**

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

Image Architects  
1118 W. Main St.  
Carbondale, IL 62901

Final cost of the project: 2066-0110 Emergency Lighting, Electric & ADA Updates

Approved Budget \$367,300

Actual Cost \$267,253

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

\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Illinois Registration or License Number

\_\_\_\_\_  
Seal

Approved by the

Board of Trustees

\_\_\_\_\_  
Date

Signed

\_\_\_\_\_  
Chairperson

Signed

\_\_\_\_\_  
Secretary

Protection, Health, and Safety Project

**Statement of Final Construction Compliance**

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

Image Architects  
1118 W. Main St.  
Carbondale, IL 62901

Final cost of the project: 2045-1109 Roof Replacement – District & WVC

Approved Budget \$167,100

Actual Cost \$130,269

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

\_\_\_\_\_  
Architect/Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Illinois Registration or License Number

Seal

Approved by the

Board of Trustees

\_\_\_\_\_  
Date

Signed \_\_\_\_\_  
Chairperson

Signed \_\_\_\_\_  
Secretary

**Agenda Item #8B**

**Revised Energy Agreement with Ameren**



MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: February 15, 2011

RE: Revised Energy Agreement with Ameren

The District approved, in October 2009, a two year contract with Ameren Energy Marketing (AEM), a non-regulated subsidiary of Ameren CIPS. AEM has proposed new rates for the contract that will expire in November of 2011.

The District's current contract provides for a price of 5.502 cents per kilowatt hour (kWh) (The District had been paying 7.223 before the existing two year contract). AEM has proposed an electric purchase agreement to the District at substantial savings from our current electric power costs. Under the agreement, the District would buy power from AEM and pay Ameren, the utility, for the delivery of the power.

As a reminder to the Board, the District currently has electric power delivered to its four colleges from three different electrical distribution entities. Ameren-CIPS delivers electric power to Lincoln Trail College and Olney Central College. Frontier Community College's electric power needs are supplied by the City of Fairfield. Wabash Valley College is supplied by Mt. Carmel Public Utility. Under Illinois Commerce Commission regulations, the District is allowed to purchase the commodity portion of its electric power needs on the open market, where applicable.

The municipally owned City of Fairfield electric distribution system is not required to make third party power agreements available because under Illinois law, a municipal utility does not compete for customers in an open market because their service area and customer base is limited to their physical service territory.

Mt. Carmel Public Utility Co. (MCPU) is a regulated for-profit, investor owned utility. MCPU currently serves all of its customers through bundled service rates, which include both electric supply and delivery service charges. MCPU buys power supply on the wholesale market and resells that commodity to the District at its cost, without any profit accruing to the utility. MCPU has unbundled delivery service tariffs in place, but to date no third party supplier has made offers to any of MCPU's customers that are cheaper than MCPU's own rates. The rates proposed by AEM are higher than the current electric power rate paid to MCPU by the District.

Under the contract approved by the Board in October 2009, the District has saved over \$104,000.00 or 25%. Under the contract, the District has purchased the power supply portion of our needs for OCC and LTC from AEM, and paid Ameren, the utility, for delivery.

To continue these savings, Illinois Eastern must approve a new electrical purchase power agreement with AEM for either 12, 24, or 36 months. AEM has offered to provide the following prices for the electrical power portion of the District's electricity bill:

12 months at a rate of 4.761 cents per kWh  
24 months at a rate of 4.909 cents per kWh  
36 months at a rate of 5.121 cents per kWh

Each of these terms begins with the District's November 2011 meter read dates.

Because the electric power market changes on a day to day basis, AEM cannot lock in these rates for the time between the date of this memo (02-10-11) and the actual board meeting. Therefore, the District will receive a revised offer from AEM at the board meeting and the actual rates and savings could change by up to .01 of a cent per kilowatt hour, up or down. It is not anticipated that there will be any substantial changes in electrical power rates in the next week, but AEM can only guarantee the rates that they will provide to the District on the day of Board meeting and those rates will be valid up to midnight February 15, 2011.

I would recommend that the Board approve a 24 month contract with AEM for electric power service.

TLB/rs

**Agenda Item #8C**

**Frontier Construction Project**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
RE: Frontier Construction Project

Frontier President Tim Taylor has received approval to expend \$250,000.00 in locally raised funds for the expansion of classrooms at Frontier Community College.

The project would involve remodeling the existing workforce education building to change what is currently 7,088 square feet of lab space, into classroom space and restrooms.

There are six components to the classroom expansion:

- 1) Materials
- 2) Plumbing
- 3) Fire Safety
- 4) Heating and Air Conditioning
- 5) Electrical
- 6) New Transformer/Panel Installation

Although the estimated cost may exceed the funds available, the project can be modified to stay within the money available once bids have been received, or additional local funds will be raised to pay for additional costs, or if funds cannot be raised locally, the project would not go forward. FCC may utilize locally budgeted funds to cover some costs. Once the bids are analyzed, if they exceed the \$250,000 ICCB threshold, an application can be submitted to the ICCB, if approved by the Board of Trustees.

I ask the Board's approval to bid this project for a classroom expansion at Frontier Community College.

TLB/rs

**Agenda Item #8D**

**International Transportation Fee and International Tuition**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
RE: International Transportation Fee and International Tuition

The Board periodically reviews the transportation fee and the independent scholarship rate for International students. Pam Swanson-Madden, Director of the International Program, has recommended these rates be increased.

International student transportation costs have continued to increase and it is proposed that the transportation fee be increased to \$200.00 per semester from its current \$175.00 per semester effective Summer Term 2011.

International student tuition for independent scholarship students should be increased to \$200.00 per semester hour from its current \$175.00 per semester hour, effective Summer Term 2011.

I ask the Board's approval of this increase of transportation and tuition rates for International students.

TLB/rs

**Agenda Item #8E**

**Resolution to Reinstate Paid Holidays for FY2011**  
**Resolution to Establish Paid Holidays for FY2012**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
RE: Resolution to Reinstate Paid Holidays FY2011  
Resolution to Establish Paid Holidays FY2012

The Illinois General Assembly has approved and the Governor has signed an income tax increase that will generate approximately \$5.6 billion annually in additional revenue in the State of Illinois. This additional revenue should allow for the prompt payment of money due the District.

Although there are many additional steps required to establish the financial stability of the State of Illinois, the revenue situation of the District has improved sufficiently to allow the payment to the employees of FY2011 furlough days.

For the same reason, the Board should establish the holidays for FY2012 as paid holidays for the employees listed. The financial situation of the State and the actions of the General Assembly and the Governor in addressing the critical financial issues necessary for getting the State's finances in order will be closely monitored. By very early in Fiscal Year 2012, the District should know the direction the State has taken in solving its financial problems and the impact of those decisions on the District's financial status.

I ask the Board's reinstatement of the FY2011 Furlough Days as Paid Holidays and the approval of the FY2012 Paid Holidays.

TLB/rs



**RESOLUTION TO REINSTATE PAID HOLIDAYS FOR FY2011  
RESOLUTION TO ESTABLISH PAID HOLIDAYS FOR FY2012**

WHEREAS, the Board of Trustees of Illinois Eastern Community Colleges, District Number 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, has the authority to change the holiday calendar for Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff; and

WHEREAS, the Board had implemented budget-required furlough days for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff.

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT NUMBER 529, COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON, JASPER, LAWRENCE, WABASH, WAYNE AND WHITE, AND THE STATE OF ILLINOIS; as follows:

1. That the following unpaid holidays shall now be paid holidays for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff for **FY2011** and shall be paid on or after March 4, 2011 to all employees who were still employed as of February 15, 2011 and were eligible to be paid for the holidays:

Independence Day	Veteran's Day
Labor Day	Friday After Thanksgiving
Columbus Day	Martin Luther King Jr. Day
  
2. That the following holidays shall be paid and observed for **FY2011** by Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff:

President's Day
Spring Holiday
Memorial Day
  
3. That the following holidays shall be paid holidays for all Administrative, Technical, Professional/Non-Faculty, Clerical and Maintenance Staff beginning with **FY2012**:

Independence Day	Christmas
Labor Day	New Year's Day
Columbus Day	Martin Luther King Jr. Day
Veteran's Day	President's Day
Thanksgiving Thursday and Friday	Spring Break
Winter Break	Memorial Day
  
4. That this resolution shall be in full force and effective immediately upon its adoption.

Adopted this 15th day of February, 2011.

BY: \_\_\_\_\_  
Chairman of the Board

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

**Agenda Item #8F**

**Affiliation Agreement with AM Transport Services  
Administrative Information Technician**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
RE: Affiliation Agreement with AM Transport

IECC wishes to enter into a new affiliation agreement with AM Transport located in Olney, Illinois.

This affiliation agreement is for the Administrative Information Technology Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Administrative Information Technology Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and AM TRANSPORT SERVICES, INC. (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant and administrative information technology internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

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

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

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

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

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar

year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program or Administrative Information Technology Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

*AMENDMENT: This agreement is in place to finish internship II for Sandra Davis. Upon completion of her hours, the agreement is complete.*

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

AGENCY  
AM TRANSPORT SERVICES, INC. , OLNEY, IL

OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

\_\_\_\_\_  
Administrator, Agency

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

**Agenda Item #8G**

**Affiliation Agreement with Good Samaritan Hospital  
Phlebotomy**



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
RE: Affiliation Agreement with Good Samaritan Hospital

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 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 17<sup>th</sup> day of November, 2010  
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 November 17, 2010 and will terminate on November 17, 2015.

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 Good Samaritan Hospital, Mt Vernon, 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 while 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 17<sup>th</sup> day of November, 2010.

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 11-2010

**Agenda Item #8H**

**Affiliation Agreement with Good Samaritan Physician Services  
Medical Office Assistant**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 18, 2011  
RE: Affiliation Agreement with Good Samaritan Physician Services

IECC wishes to enter into a new affiliation agreement with Good Samaritan Physician Services, whose headquarters are located in Vincennes, Indiana.

This affiliation agreement is for the Medical Office Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment



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

**AGENCY AGREEMENT**

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

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

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

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

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

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

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school

calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

OLNEY CENTRAL COLLEGE

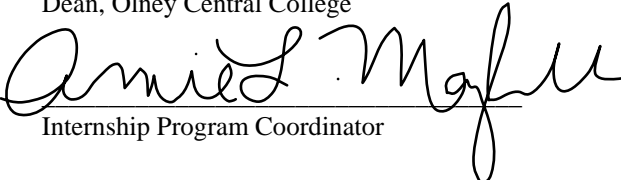
Good Samaritan Physician Services, Inc.  
Vincennes  
IN

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

  
\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

**Agenda Item #8I**

**Affiliation Agreement with Jogendra S. Chhabra, MD  
Medical Office Assistant**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
RE: Affiliation Agreement with Jogendra S. Chhabra, MD

IECC wishes to enter into a new affiliation agreement with the medical office of Jogendra S. Chhabra, MD, located in Norris City, Illinois.

This affiliation agreement is for the Medical Office Assistant Program and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and JOGENDRA S. CHHABRA, MD (NORRIS CITY HEALTH CLINIC) (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for medical office assistant internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Coordinator of the Medical Office Assistant Program on behalf of OLNEY CENTRAL COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. OLNEY CENTRAL COLLEGE Program Coordinator will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the OLNEY CENTRAL COLLEGE Program Coordinator. The Program

Coordinator will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard to safety, health and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The OLNEY CENTRAL COLLEGE Program Coordinator will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. This process will be cleared through the OLNEY CENTRAL COLLEGE Program Coordinator who will remove the student(s) from the internship.

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

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

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

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

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school

calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

Dr. CHHABRA  
Norris City  
IL

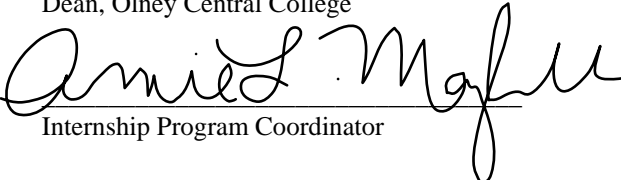
OLNEY CENTRAL COLLEGE

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

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

\_\_\_\_\_  
Dean, Olney Central College

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

  
\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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



**Agenda Item #8J**

**Affiliation Agreement with Fairfield Memorial Hospital  
Non-Clinical Internships**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: February 15, 2011  
RE: Affiliation Agreement with Fairfield Memorial Hospital

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

This affiliation agreement is for Non-Clinical Internships and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

## AFFILIATION AGREEMENT

Between  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529  
FRONTIER COMMUNITY COLLEGE  
and  
FAIRFIELD MEMORIAL HOSPITAL  
for  
NON-CLINICAL INTERNSHIPS

THIS AGREEMENT made and entered into this 16<sup>th</sup> day of February, 2011, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its CAREER TECHNICAL EDUCATION INTERNSHIP Programs (hereinafter referred to as PROGRAM) and FAIRFIELD MEMORIAL HOSPITAL, Fairfield, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for the development of a student's professional knowledge and skills related to the outcomes of the PROGRAM, and

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

NOW, THEREFORE, for and in 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 PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction and/or the PROGRAM Faculty member on behalf of the DISTRICT and the appointed Supervisor 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. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, administrative practices and policies of the AGENCY;
4. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
5. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
6. Unless determined otherwise by the AGENCY, both parties agree that students subject to this agreement are not agents or employees of the AGENCY;

7. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
8. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students outside of AGENCY premises, supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
9. DISTRICT faculty will:
  - a. be responsible for the guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the internship objectives to be completed at the AGENCY;
  - c. coordinate the student internship assignment with the Agency appointed Supervisor; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the internship setting;
10. The AGENCY's appointed Supervisor will retain full authority and make final decisions for procedures assigned to PROGRAM students;
11. The AGENCY's appointed Supervisor will supervise program students in the performance of internship activities on AGENCY premises and coordinate with the DISTRICT to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of internship outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Supervisor;
12. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
13. PROGRAM 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;
14. 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;
15. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT 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;
16. The DISTRICT 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;
17. The AGENCY shall have responsibility for the services provided at the AGENCY. If the AGENCY makes a good faith determination that the student's status or performance places the AGENCY in jeopardy, the DISTRICT will withdraw the student from the PROGRAM at the AGENCY. In the event AGENCY makes this determination, it will discuss matters with the DISTRICT prior to its exercising this right, except in extreme cases;

18. The faculty and students of the DISTRICT participating in the internship experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
19. The DISTRICT will provide a PROGRAM orientation, upon request, for the AGENCY staff;
20. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, creed, gender, sexual orientation, religion, veterans status, or disability unrelated to the reasonable physical requirements of the job; If a complaint or allegation of discrimination is made by a participating student against the AGENCY, its employees, agents or representatives, the AGENCY shall conduct an investigation that is consistent with AGENCY policy and report findings to the DISTRICT;
21. 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;
22. To the extent permitted by law, DISTRICT shall indemnify, defend, and hold harmless the AGENCY, its agents and employees, from any claims, demands, or actions out of the negligent acts or omissions of the DISTRICT, its agents or employees, during the students' participation in the PROGRAM at the AGENCY;
23. The AGENCY hereby assumes all risk of damage to and loss or theft of property at the AGENCY's facilities. Further, the AGENCY agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees from cause whatsoever resulting in injury or death to persons related to, or involved in, or participating in PROGRAM activities and hereby waives all claims in respect thereof against DISTRICT. The AGENCY further agrees to indemnify and hold harmless the DISTRICT, its officers, trustees, agents, and employees, from and against any and all claims, suits, liabilities, costs, damages, and expenses (including reasonable attorney's fees) arising out of or in connection with:
  - a. Any loss, injury, death, or damage to persons or property on or about the AGENCY's Facilities and/or Grounds by reason of any act, omission or negligence on AGENCY's part;
  - b. Any breach or default in the performance of any obligation on AGENCY's part to be performed under the terms of this Agreement;
24. At all times while this Agreement is in effect, DISTRICT, at its sole cost and expense, agrees to procure and maintain, either through commercial policies or self-insurance:
  - a. professional liability coverage for losses arising out of the acts or omissions of DISTRICT 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;
  - b. Commercial general liability coverage for losses arising out of the acts or omissions of DISTRICT 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 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 or DISTRICT's employees or students occurring while this Agreement was in effect;

25. During the term of this Agreement and thereafter, AGENCY and DISTRICT 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;
26. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY.
- a. Notice of termination to AGENCY shall be directed to:  
 Fairfield Memorial Hospital  
 Attn: Administration  
 303 NW 11th Street  
 Fairfield, IL 62837
- b. Notice of termination to DISTRICT shall be directed to:  
 Frontier Community College  
 Attn: Dean of Instruction  
 #2 Frontier Drive  
 Fairfield, IL 62837
27. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 16<sup>th</sup> day of February, 2011.

FAIRFIELD MEMORIAL HOSPITAL

ILLINOIS EASTERN COMMUNITY  
 COLLEGE DISTRICT #529, FRONTIER  
 COMMUNITY COLLEGE

\_\_\_\_\_  
 CEO, Fairfield Memorial Hospital

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

\_\_\_\_\_  
 Supervisor/Manager

\_\_\_\_\_  
 CEO, Illinois Eastern Community Colleges

\_\_\_\_\_  
 President, Frontier Community College

**Agenda Item #9**

**Bid Committee Report**  
**None**

**Agenda Item #10**

**District Finance**

**Financial Report  
Approval of Financial Obligations**



**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

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

<b>FUND</b>	<b>BALANCE</b>
Educational	\$8,053,831.37
Operations & Maintenance	\$320,235.29
Operations & Maintenance (Restricted)	\$137,467.81
Bond & Interest	\$304,764.00
Auxiliary	\$1,343,887.48
Restricted Purposes	(\$161,606.67)
Working Cash	\$2,189,173.11
Trust & Agency	\$446,575.37
Audit	(\$15,268.44)
Liability, Protection & Settlement	\$363,080.68
<b>TOTAL ALL FUNDS</b>	<b>\$12,982,140.00</b>

Respectfully submitted,

Roger Browning, Treasurer

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

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2011</b>
<b>ASSETS:</b>	
CASH	12,982,140
IMPREST FUND	22,000
CHECK CLEARING	12,500
INVESTMENTS	8,690,000
RECEIVABLES	4,970,650
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	651,529
OTHER ASSETS	1,634,450
TOTAL ASSETS AND OTHER DEBITS:	28,963,269
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	186,304
ACCOUNTS PAYABLE	47,603
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	683,767
TOTAL LIABILITIES:	917,674
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,030,328
PR YR BDGTED CHANGE TO FUND BALANCE	952,645
<b>FUND BALANCES:</b>	
FUND BALANCE	18,068,634
RESERVE FOR ENCUMBRANCES	5,993,988
TOTAL EQUITY AND OTHER CREDITS	28,045,595
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	28,963,269

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

ALL FUNDS

FY 2011  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	7,723,758
STATE GOVT SOURCES	2,323,497
STUDENT TUITION & FEES	12,472,415
SALES & SERVICE FEES	2,331,674
FACILITIES REVENUE	6,480
INVESTMENT REVENUE	99,573
OTHER REVENUES	99,379
TOTAL REVENUES:	<u>25,056,776</u>

EXPENDITURES:

INSTRUCTION	6,325,362
ACADEMIC SUPPORT	241,288
STUDENT SERVICES	716,023
PUBLIC SERV/CONT ED	34,953
OPER & MAINT PLANT	1,639,967
INSTITUTIONAL SUPPORT	4,831,983
SCH/STUDENT GRNT/WAIVERS	3,943,239
AUXILIARY SERVICES	2,739,160
TOTAL EXPENDITURES:	<u>20,471,975</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	2,125,000
TOTAL TRANSFERS AMONG FUNDS:	<u>2,125,000</u>

NET INCREASE/DECREASE IN NET ASSETS	<u>6,709,801</u>
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**Illinois Eastern Community Colleges**  
**Operating Fund - Income Statement**  
**CASH BASIS**  
**July 1, 2010 -- January 31, 2011**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	2,453,013	1,052,648	3,505,661
State Government Sources	1,790,866	532,631	2,323,497
Net Tuition and Fees	4,158,860	-	4,158,860
Sales & Service Fees	13,340	-	13,340
Facilities Revenue	3,100	2,855	5,955
Investment Revenue	54,239	16,806	71,045
Other Revenues	65,776	-	65,776
<b>TOTAL REVENUES:</b>	<b>8,539,194</b>	<b>1,604,940</b>	<b>10,144,134</b>
 <b>EXPENDITURES:</b>			
Salaries	7,868,034	439,381	8,307,415
Employee Benefits	1,000,960	82,332	1,083,292
Contractual Services	174,974	133,283	308,257
Materials	632,664	146,806	779,470
Travel & Staff Development	108,755	1,829	110,584
Fixed Charges	165,895	184,624	350,519
Utilities	68,654	576,431	645,085
Capital Outlay	42,094	12,078	54,172
Other	50,299	717	51,016
<b>TOTAL EXPENDITURES:</b>	<b>10,112,329</b>	<b>1,577,481</b>	<b>11,689,810</b>
 <b>TRANSFERS :</b>			
Funding Bond Proceeds	2,125,000	-	2,125,000
Interfund Transfers	(1,095,182)	-	(1,095,182)
<b>TOTAL TRANSFERS:</b>	<b>1,029,818</b>	<b>-</b>	<b>1,029,818</b>
 <b>NET INCREASE/DECREASE IN NET ASSETS</b>	 <b>(543,317)</b>	 <b>27,459</b>	 <b>(515,858)</b>

**OPERATING FUNDS  
COMPARISON REPORT FY09-11**

College	Category	FISCAL YEAR 2009			FISCAL YEAR 2010			FISCAL YEAR 2011			% of Year
		Estimated Budget	Spent Thru January	% of Bdgt	Estimated Budget	Spent Thru January	% of Bdgt	Estimated Budget	Spent Thru January	% of Bdgt	
Frontier	Bills		\$1,577,773			\$990,686			\$1,134,963		
	Payroll		\$1,088,665			1,153,474			1,007,196		
	Totals	\$4,345,598	2,666,438	61%	\$4,389,054	2,144,160	49%	\$4,213,492	2,142,159	51%	58%
Lincoln Trail	Bills		\$1,348,251			960,096			1,242,743		
	Payroll		\$1,442,073			1,446,754			972,062		
	Totals	4,575,110	2,790,324	61%	\$4,620,861	2,406,850	52%	\$4,436,027	2,214,805	50%	58%
Olney Central	Bills		\$1,659,798			1,315,450			2,647,602		
	Payroll		\$2,614,866			2,796,439			1,313,190		
	Totals	7,117,178	4,274,664	60%	\$7,188,350	4,111,889	57%	\$6,900,816	3,960,792	57%	58%
Wabash Valley	Bills		\$2,044,975			1,625,652			1,680,583		
	Payroll		\$1,939,792			1,831,112			1,457,671		
	Totals	6,340,835	3,984,767	63%	\$6,404,243	3,456,764	54%	\$5,955,946	3,138,254	53%	58%
Workforce Educ.	Bills		\$1,130,851			1,226,971			744,961		
	Payroll		\$692,969			698,621			1,599,396		
	Totals	3,887,648	1,823,820	47%	\$4,150,932	1,925,592	46%	\$4,109,423	2,344,357	57%	58%
District Office	Bills		\$158,007			131,756			457,631		
	Payroll		\$529,931			489,532			137,865		
	Totals	1,322,403	687,938	52%	\$1,217,108	621,288	51%	\$1,168,424	595,496	51%	58%
District Wide	Bills		\$952,898			795,047			398,932		
	Payroll		\$509,665			460,811			826,779		
	Totals	4,294,128	1,462,563	34%	4,477,402	1,255,858	28%	3,607,771	1,225,711	34%	58%
<b>GRAND TOTALS</b>		<b>\$31,882,900</b>	<b>\$17,690,514</b>	<b>55%</b>	<b>\$32,447,950</b>	<b>\$15,922,401</b>	<b>49%</b>	<b>\$30,391,898</b>	<b>\$15,621,574</b>	<b>51%</b>	<b>58%</b>

Excludes DOC

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

	<u>FY 2011</u>		<u>FY 2010</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	8,307,415	53.18%	8,876,743	55.75%	(569,328)
Employee Benefits	1,083,292	6.93%	1,094,132	6.87%	(10,840)
Contractual Services	308,257	1.97%	300,599	1.89%	7,658
Materials	779,470	4.99%	755,692	4.75%	23,778
Travel & Staff Development	110,584	0.71%	96,461	0.61%	14,123
Fixed Charges	350,519	2.24%	338,544	2.13%	11,975
Utilities	645,085	4.13%	649,945	4.08%	(4,860)
Capital Outlay	54,172	0.35%	134,530	0.84%	(80,358)
Other	3,982,770	25.50%	3,675,755	23.09%	307,015
	<u>15,621,564</u>	<u>100.00%</u>	<u>15,922,401</u>	<u>100.00%</u>	<u>(300,837)</u>

**Agenda Item #11**  
**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**



**Agenda Item #13**

**Approval of Executive Session Minutes**

**Written Executive Session Minutes**

**Audio Executive Session Minutes**

**Agenda Item #14**

**Approval of Personnel Report**

## **MEMORANDUM**

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** February 10, 2011  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2., 400.8. and 400.9. will be mailed under separate cover.

# **INDEX**

- 400.1. Employment of Personnel**
- 400.2. Change-In-Status**
- 400.3. Faculty Seniority List for 2010-2011**
- 400.4. Reemployment of Faculty for 2011-2012 Academic Year**
- 400.5. Reemployment of Non-Bargaining Unit Faculty 2011-2012**
- 400.6. Notice of Intent to Renew CEO Contract**
- 400.7. Notice of Intent to Renew President Contracts**
- 400.8. Retirement**
- 400.9. Resignation**

# PERSONNEL REPORT

## 400.1. Employment of Personnel

### A. Professional/Non-Faculty

1. Tanya Pfeifer, Business and Industry Trainer/Technician, effective February 16, 2011

## 400.2. Change-In-Status

### A. Professional/Non-Faculty

1. Kevin Pierce, Project Manager Healthcare Grant, DO, to Project Manager Workforce and IRHA Grants, DO, effective March 1, 2011

## 400.3. Faculty Seniority List for 2010-2011

### Accounting

11 yrs. Kristi Urfer (Interim Dean, OCC, effective 7-1-10)

### Administrative Information Technology

15 yrs. Bea Abernathy (Reduced-in-force 5/2010, subject to recall)  
11 yrs. Cathy Robb (Reduced-in-force 5/2010, subject to recall)  
8 yrs. John Kendall (Reduced-in-force 5/2010, subject to recall)  
\* 6 yrs. Shasta Bennett (Reduced-in-force 5/2010, see Medical Office Assistant)  
\* 6 yrs. Amie Mayhall (Reduced-in-force 5/2010, see Medical Office Assistant)

### Advanced Manufacturing

\* 2 yrs. Jay Carter (includes one year seniority for 2010-11 academic year)  
\* 2 yrs. Byford Cook (includes one year seniority for 2010-11 academic year)  
\* 2 yrs. Gary Wise (includes one year seniority for 2010-11 academic year)

### Agricultural Technology

\* 4 yrs. Steve Hnetkovsky (includes one year seniority for 2010-11 academic year)  
\* 4 yrs. Doug Robb (includes one year seniority for 2010-11 academic year)

### Art

3 yrs. Michael Conn (includes one year seniority for 2010-11 academic year)

### Automotive Service Tech

8 yrs. Rodney Maxey (includes one year seniority for 2010-11 academic year)  
4 yrs. Brian Wick  
3 yrs. Tyler Boyles (includes one year seniority for 2010-11 academic year)

\*/\*\*/\*\* = same seniority

Business (Transfer)

34 yrs. Gaziur Rahman (includes one year seniority for 2010-11 academic year)

Chemical Sciences

23 yrs. Gary Adams (includes one year seniority for 2010-11 academic year)

3 yrs. Nick Wright (includes one year seniority for 2010-11 academic year)

Collision Repair Technology

10 yrs. Mark Fitch (includes one year seniority for 2010-11 academic year)

Computer Science

5 yrs. Wayne Morris (Interim Dean, WVC, effective 7-19-10)

Diesel Equipment Technology

34 yrs. Larry Hoeszle (includes one year seniority for 2010-11 academic year)

9 yrs. Scott Balding (includes one year seniority for 2010-11 academic year)

Drama

4 yrs. Barb Shimer (includes one year seniority for 2010-11 academic year)

Early Childhood Development

33.5 yrs. Linda Kolb (includes one year seniority for 2010-11 academic year)

Education

16 yrs. Linda Kolb

9 yrs. Kathy Harris (Interim Dean, LTC, effective 6-14-10)

Electrical Distribution Systems

3 yrs. Steve Rafferty (includes one year seniority for 2010-11 academic year)

Electronics Technology

4 yrs. Jay Carter

\*/\*\*/\*\* = same seniority

### English

27 yrs.	Brenda Phegley (includes one year seniority for 2010-11 academic year)
16 yrs.	William Tucker (includes one year seniority for 2010-11 academic year)
10 yrs.	Winifred Wolven (includes one year seniority for 2010-11 academic year)
7 yrs.	Kelly Payne (includes one year seniority for 2010-11 academic year)
2 yrs.	Mary McGlasson (includes one year seniority for 2010-11 academic year)
1 yr.	Lisa Maple (includes one year seniority for 2010-11 academic year)

### English As a Second Language

7.5 yrs.	Mary Mersinger (Reduced-in-force 5/2010, subject to recall)
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### Gunsmithing

2 yrs.	Brian Wick (includes one year seniority for 2010-11 academic year)
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### Health

24 yrs.	Clyde Buck (Reduced-in-force 5/2010, subject to recall)
12 yrs.	Kathy Harris (Interim Dean, LTC, effective 6-14-10)

### Health Programs

2 yrs.	Pauletta Gullett (includes one year seniority for 2010-11 academic year)
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### History

31 yrs.	Patricia Owens (includes one year seniority for 2010-11 academic year)
21 yrs.	David Denton (includes one year seniority for 2010-11 academic year)
7 yrs.	Carmen Jones (includes one year seniority for 2010-11 academic year)

### Home Economics

16 yrs.	Linda Kolb
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### Horticulture

4.5 yrs.	Paul Stouse (includes one year seniority for 2010-11 academic year)
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### Industrial Maintenance Technology

35 yrs.	Russ Jausel (includes one year seniority for 2010-11 academic year)
* 9 yrs.	Michael McKern (Reduced-in-force 5/2010, subject to recall)
* 9 yrs.	Gary Spraggins (Reduced-in-force 5/2010, subject to recall)

\*/\*\*/\*\* = same seniority

### Industrial Studies

3 yrs. Byford Cook

### Information Processing

11 yrs. Wayne Morris (Interim Dean, WVC, effective 7-19-10)

### Life Science

31 yrs. Don Leynaud (includes one year seniority for 2010-11 academic year)  
26 yrs. James Burnett (includes one year seniority for 2010-11 academic year)  
24 yrs. Anuradha Roy (includes one year seniority for 2010-11 academic year)  
12 yrs. Richard Poskin (includes one year seniority for 2010-11 academic year)  
11 yrs. Christian Mathews (includes one year seniority for 2010-11 academic year)  
\* 8 yrs. Nixie Hnetkovsky (includes one year seniority for 2010-11 academic year)  
\* 8 yrs. Carrie Brown (includes one year seniority for 2010-11 academic year)  
5 yrs. Nick Short (includes one year seniority for 2010-11 academic year)

### Machine Shop Technology

11 yrs. Byford Cook

### Manufacturing Technology

5 yrs. Gary Wise

### Marketing Business Management

17 yrs. David Wilderman (includes one year seniority for 2010-11 academic year)

### Massage Therapy

4 yrs. Penny Campbell (includes one year seniority for 2010-11 academic year)

### Mathematics

18 yrs. C. Allen Brown (includes one year seniority for 2010-11 academic year)  
12 yrs. Lisa Benson (includes one year seniority for 2010-11 academic year)  
10 yrs. Laurel Cutright (includes one year seniority for 2010-11 academic year)  
4 yrs. Kimberly Stevens (includes one year seniority for 2010-11 academic year)  
3 yrs. Mary Jane Beckett  
2 yrs. Mary (Linda) Monge (includes one year seniority for 2010-11 academic year)

### Medical Office Assistant

\* 2 yrs. Shasta Bennett (includes one year seniority for 2010-11 academic year)  
\* 2 yrs. Amie Mayhall (includes one year seniority for 2010-11 academic year)

\*/\*\*/\*\*\* = same seniority



### Microcomputer Support Specialist

3 yrs. Travis Matthews (includes one year seniority for 2010-11 academic year)

### Music

20 yrs. Yvonne Newlin (includes one year seniority for 2010-11 academic year)  
7 yrs. Suzanne Downes (includes one year seniority for 2010-11 academic year)

### Nursing

22 yrs. Carole Fusco (includes one year seniority for 2010-11 academic year)  
18.5 yrs. Kathleen Hudson (includes one year seniority for 2010-11 academic year)  
10.5 yrs. Janet Kinkade (includes one year seniority for 2010-11 academic year)  
9 yrs. Teresa Diekmann (includes one year seniority for 2010-11 academic year)  
8.5 yrs. Tamara Fralicker (Assoc. Dean of Allied Health effective 1-2010)  
8 yrs. Ruby Houldson (includes one year seniority for 2010-11 academic year)  
7.5 yrs. Hollie Kelly (includes one year seniority for 2010-11 academic year)  
7 yrs. Lori Phillips (includes one year seniority for 2010-11 academic year)  
6.5 yrs. Theresa Marcotte (includes one year seniority for 2010-11 academic year)  
\* 6 yrs. Brenda Grove (includes one year seniority for 2010-11 academic year)  
\* 6 yrs. Anne Hustad (includes one year seniority for 2010-11 academic year)  
\* 6 yrs. Sharen Wolke (includes one year seniority for 2010-11 academic year)  
5.5 yrs. Holly Farley (includes one year seniority for 2010-11 academic year)  
\*\* 5 yrs. Shirley Smithenry (includes one year seniority for 2010-11 academic year)  
\*\* 5 yrs. Angelia Williams (includes one year seniority for 2010-11 academic year)  
4.5 yrs. Cheryl Dill (includes one year seniority for 2010-11 academic year)  
4 yrs. Judith Hudson (includes one year seniority for 2010-11 academic year)  
3 yrs. Mary Doerner (includes one year seniority for 2010-11 academic year)  
\*\*\* 2 yrs. Anne Hahn (includes one year seniority for 2010-11 academic year)  
\*\*\* 2 yrs. Vicky Lemons (includes one year seniority for 2010-11 academic year)  
.5 yr. Tommie (Libby) Opell (Reduced-in-force 5/2010, subject to recall)

### Physical Education

22 yrs. Kathy Harris (Interim Dean, LTC, effective 6-14-10)  
7 yrs. Clyde Buck (Reduced-in-force 5/2010, subject to recall)

### Physics

12 yrs. Robert Mason (includes one year seniority for 2010-11 academic year)  
.5 yr. Andrew King (includes one-half year seniority for 2010-11 academic year)

### Process Technology

1 yr. Chris Boyd (includes one year seniority for 2010-11 academic year)

\*/\*\*/\*\* = same seniority

### Psychology

11 yrs.	John Day (includes one year seniority for 2010-11 academic year)
5 yrs.	Andrea Gere (includes one year seniority for 2010-11 academic year)
* 2 yrs.	Jason Hortin (includes one year seniority for 2010-11 academic year)
* 2 yrs.	Phil Thorsen (includes one year seniority for 2010-11 academic year)

### Radio/TV Broadcasting

5 yrs.	Kyle Peach (includes one year seniority for 2010-11 academic year)
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### Remedial Education

16 yrs.	Mary Jane Beckett (includes one year seniority for 2010-11 academic year)
2 yrs.	Travis Matthews

### Social Services

9 yrs.	Judy Neikirk (includes one year seniority for 2010-11 academic year)
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### Speech

12 yrs.	James Tucker (includes one year seniority for 2010-11 academic year)
8 yrs.	Jill Winter (includes one year seniority for 2010-11 academic year)

### Telecommunications Technology

22 yrs.	David Goodson (includes one year seniority for 2010-11 academic year)
13 yrs.	Tom Baird (includes one year seniority for 2010-11 academic year)
6 yrs.	Travis Matthews
3 yrs.	Chris Teague (includes one year seniority for 2010-11 academic year)

\*/\*\*/\*\* = same seniority

## **400.4. Reemployment of Faculty for 2011-2012 Academic Year**

### **A. Continuation of Tenure**

- |                      |                     |
|----------------------|---------------------|
| 1. Gary Adams        | 13. Laurel Cutright |
| 2. Tom Baird         | 14. John Day        |
| 3. Scott Balding     | 15. David Denton    |
| 4. Mary Jane Beckett | 16. Teresa Diekmann |
| 5. Shasta Bennett    | 17. Cheryl Dill     |
| 6. Lisa Benson       | 18. Suzanne Downes  |
| 7. C. Allen Brown    | 19. Holly Farley    |
| 8. Carrie Brown      | 20. Mark Fitch      |
| 9. James Burnett     | 21. Carole Fusco    |
| 10. Penny Campbell   | 22. Andrea Gere     |
| 11. Jay Carter       | 23. David Goodson   |
| 12. Byford Cook      | 24. Brenda Grove    |

25. Nixie Hnetkovsky
26. Steve Hnetkovsky
27. Larry Hoeszle
28. Ruby Houldson
29. Judith Hudson
30. Kathleen Hudson
31. Anne Hustad
32. Russell Jausel
33. Carmen Jones
34. Hollie Kelly
35. Janet Kinkade
36. Linda Kolb
37. Don Leynaud
38. Theresa Marcotte
39. Rob Mason
40. Christian Mathews
41. Travis Matthews
42. Rodney Maxey
43. Amie Mayhall
44. Judy Neikirk
45. Yvonne Newlin
46. Patricia Owens

47. Kelly Payne
48. Kyle Peach
49. Brenda Phegley
50. Lori Phillips
51. Richard Poskin
52. Gaziur Rahman
53. Doug Robb
54. Anurahda Roy
55. Barbara Shimer
56. Nick Short
57. Shirley Smithenry
58. Kimberley Stevens
59. Paul Stouse
60. James Tucker
61. William Tucker
62. Brian Wick
63. David Wilderman
64. Angelia Williams
65. Jill Winter
66. Gary Wise
67. Sharen Wolke
68. Winifred Ann Wolven

**B. Initial Tenure**

1. Tyler Boyles
2. Michael Conn
3. Mary Doerner
4. Steve Rafferty
5. Christopher Teague
6. Nick Wright

**C. Non-Tenure**

1. Christopher Boyd
2. Pauletta Gullett
3. Anne Hahn
4. Jason Hortin
5. Andrew King
6. Vicky Lemons
7. Lisa Maple
8. Mary McGlasson
9. Mary (Linda) Monge
10. Philip Thorsen

**400.5. Reemployment of Non-Bargaining Unit Faculty 2011-2012**

**A. Continuation of Tenure**

1. James Beers
2. Phillip Edmondson
3. John Nutter
4. Fred Schwappach
5. Kim Underwood
6. Gary Wangler
7. Mitchell Wolfe

**B. Initial Tenure**

1. Donald Bennett

**C. Non-Tenure**

1. Donald Cruz
2. Stephen Questelle
3. William Rogers

**400.6. Notice of Intent to Renew CEO Contract**

**400.7. Notice of Intent to Renew President Contracts**

**400.8. Retirement**

**A. Classified**

1. Debra Wolfe, International Student Liaison, LTC/DO, effective July 1, 2011

**400.9. Resignation**

**A. Classified**

1. Ashley Bussard, Upward Bound Counselor, OCC/DO, effective January 28, 2011

**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 9 Carryover 2 Projects**

	Estimated Budget										
District Office Roof Replacement	\$167,100										
District Wide Plumbing & Electrical Upgrades	\$367,300										
<b>GRAND TOTAL</b>	<b>\$534,400</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>	

1/31/2011