

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 17, 2015



Location:

**Lincoln Trail College
11220 State Highway 1
Robinson IL 62454**

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

The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

**Illinois Eastern Community Colleges
Board Agenda**

**February 17, 2015
7:00 p.m.
Lincoln Trail College
Cafeteria**

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. Calendar Year Report - 403(b) Plan Browning
 - B. Statements of Final Construction Compliance Browning
 - C. Identity Theft Prevention Program and Status Report Cantwell
 - D. Strategic Plan Update Hartleroad
 - E. Employee Satisfaction Survey Results Hartleroad
 - F. Elevate Energy Lease - WRC Bruce
 - G. East Richland/21st Century Lease – WRC Bruce
 - H. Tuition Rates for FY2016 Bruce
 - I. Marathon Appraisal Bruce
 - J. Motorcycle Safety Training Agreements – FCC-LTC-OCC-WVC Bruce
 - K. Affiliation Agreements Bruce
 - Marion Eye Care – Health Informatics
 - Edwards County Health Department – Health Informatics
 - Office of Dr. Steven Miller – Health Informatics
 - Crossroads Hospital – Health Informatics
 - Sullivan County Community Hospital - Radiography

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. Litigation Bruce
16. Other Items
17. 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 N. West Street, Olney Illinois, Tuesday, January 20, 2015.

(Without objection, the Chairman appointed Kathy Slichenmyer to serve as Acting 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:

Gary Carter, G. Andrew Fischer, John D. Brooks, Michael K. Correll, Alan Henager and Marilyn J. Wolfe. Also present was Carrie Stephens, student trustee. Trustees absent due to illness: Brenda K. Culver. 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.
Gerald “Jay” Edgren, President of Frontier Community College.
Kathy Harris, Interim President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Matt Fowler, President of Wabash Valley College.
Jeff Cutchin, Dean of Instruction, Olney Central College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.
Michael Thomas, Dean of Workforce Education.
Leann Hartleroad, Associate Dean, Institutional Development.
Alex Cline, Director of Information & Communication Technology.
Brandon Weger, Director of Upward Bound – East.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois
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 9, 2014 were presented for disposition.

Board Action to Approve Minutes: Trustee Marilyn Wolfe made a motion to approve the December 9, 2014 minutes as presented. Trustee Al Henager 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: None.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment”: None.

AGENDA #5 – “Reports”

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Electronic reports were presented from Frontier Community College, and Wabash Valley College. Lincoln Trail College President Kathy Harris reported that her new Marketing person Chris Forde was doing a great job. Olney Central College President Rodney Raney reported Welding Instructor Curtis Marshall took students to competition in Kentucky. The students came in 3rd out of 10 teams and Maverick Fisher came in 3rd overall.

#5-C. Report from Cabinet: Brandon Weger, Director of Upward Bound – East presented the 2013-2014 Directors’ Report for the two Upward Bound grant programs in the Illinois Eastern Community College District 529.

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. “Approval of Grant Professional Delivery Units”: Terry Bruce presented information on Continuing Professional Development Units (CPDU’s) to school teachers throughout the District since the requirement of having continuing education was passed several years ago.

In the legislative session just concluded, the law was changed to provide a limited list of CPDU providers and community colleges were inadvertently excluded from the approved provider list. This was an error and to correct it, the Illinois State Board of Education (ISBE) has agreed to allow community colleges to provide professional development units (PD’s) under an agreement with the Illinois Community College Board (ICCB).

Although in the long term, legislation will be introduced to correct this error, in the short term, the ISBE has approved the ICCB as a provider and individual colleges and districts will operate under an agreement with the ICCB. That agreement is attached.

The CEO recommended approval of the delivery of (PD’s) under the agreement with ICCB.

Board Action: Trustee Al Henager made a motion to approve the delivery of professional development units (PD’s) under the agreement between Illinois State Board of Education and Illinois Community College Board (ICCB). Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Andrew Fischer, Al Henager and Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. “Consideration and Action on a Resolution providing for the issue of \$4,460,000 General Obligation Community College Bonds, Series 2015, of the District, for the purpose of paying claims against said District and for Health and Safety improvement purposes and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing an agreement for the sale of said bonds”: Terry Bruce presented information from First Midstate, Inc. Investment Bankers concerning the principal and interest rates for repayment of such bonds.

Board Action: Trustee Gary Carter made motion to consideration and take action on a resolution providing for the issue of \$4,460,000 General Obligation Community College Bonds, Series 2015, of the District, for the purpose of paying claims against said District and for Health and Safety improvement purposes and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authoring an agreement for the sale of said bonds Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Andrew Fischer,

Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. and #8-D. Affiliation Agreements with Crawford Memorial Hospital and Heritage Health: IECC wishes to enter into affiliations agreement with Crawford Memorial Hospital in Robinson, IL and Heritage Health in Robinson, IL for the Basic Nurse Assistant Program – (CNA) at Lincoln Trail College and are the standard agreements utilized by the district. The CEO recommended approval.

Board Action: Student Trustee Carrie Stephens made a motion to approve both affiliation agreements for the Basic Nurse Assistant Program at Lincoln Trail College as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of December 30, 2014.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January, 2015, totaling \$930,013.13, 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, 2015 in the amounts listed, and payments from the revolving fund for December, 2014. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry Bruce presented reports on:

1. Marathon Refinery Assessment.
2. Retention Coordinator Success.
3. Program Approval and Changes 2014.
4. HLC Update.
5. Capital Development Board Projects Update,
6. Tom Hanks' New York Times Article,
7. Certification of Ballot.
8. Enrollment.

9. MIREP – Mission, Integrity, Resources, Evaluation, Planning

AGENDA #12 – “Executive Session” – The Board of Trustees did not hold an executive session at this December 9, 2014 meeting.

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

#13-A. Written Executive Session Minutes: There was no executive session held during the December 9, 2014 meeting.

#13-B. Approval of Audio Recording of Executive Session: There was no executive session held during the December 9, 2014 meeting.

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

#14 Board Action to Approve Personnel Report: Trustee Gary Carter made a motion to accept the Personnel Report as presented to Section 400.1, 400.2, 400.3, 400.4 and 400.5 as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Brenda Culver. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

PERSONNEL REPORT

400.1. Employment of Personnel

A. Administrative

1. Adam Greathouse, Assistant Dean of Student Services, OCC, effective February 3, 2015

400.2. Change in Status

A. Professional Non-Faculty

1. Veralee Harris, Director, Educational Talent Search (TRiO), DO, to Coordinator of Financial Aid, OCC, effective February 2, 2015

400.3. Special Assignment

A. Athletics

1. Kristen Selph, Head Women’s Volleyball Coach, LTC, effective February 26, 2015

400.4. Resignation Ratification

A. Professional Non-Faculty

1. Ashley Gordon, Women’s Softball and Volleyball Coach, LTC effective February 26, 2015

B. Faculty

1. Christopher Boyd, Process Technology Instructor, LTC, effective May 31, 2015

C. Classified

1. Kimberly Merrick, Office Assistant, WVC, effective December 18, 2014
2. Gayle Zaring, Career Advisor, LTC, effective January 30, 2015

400.5. Retirement Ratification

A. Faculty

1. Mary Jane Beckett, Remedial Education Instructor, LTC, effective May 31, 2015

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Al Henager made a motion to adjourn. Trustee Gary Carter 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 was adopted, and the meeting was adjourned at 8:20 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

- A. Trustees**
- B. Presidents**
- C. Cabinet**

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

Calendar Year Report – 403(b) Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
SUBJECT: Calendar Year Report - 403(b) Plan

Since 2009, the District has administered the IECC 403(b) Plan for the benefit of its employees using an IRS approved plan provided by our plan advisor, J. W. Terrill Retirement Services. Submitted for the Board's review and acceptance is the Calendar Year 403(b) Plan Report.

Under the plan employees can defer salary, up to IRS determined limits, into many different investment alternatives provided by the plan. The IECC plan promotes diversification and investing based on an employee's chosen risk tolerance.

There is currently no matching contribution by the District, however employee participation is encouraged and the benefits of participation are explained to employees throughout the year. Plan assets at December 31, 2014 totaled \$2,127,022.

The CEO, the CFO and the Board have a fiduciary responsibility to monitor the plan. A copy of the monitoring report will be sent to the Board under separate cover.

I ask the Board's acceptance of the Calendar Year 2014 Report for the IECC 403(b) Plan.

TLB/rs

Agenda Item #8B

Statements of Final Construction Compliance

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
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 was \$150,735 in construction costs for Protection, Health and Safety Bond projects completed this past year as outlined below. In addition, the District accepted the donation of the West Richland High School which is required to be listed as a locally funded project with no acquisition cost to the District.

I request that the Board approve the attached Statements of Final Construction Compliance as presented so that they may be submitted to the ICCB.

<u>Project Number</u>	<u>Project Name</u>	<u>Cost</u>	<u>Actual Funds</u>
2186-0812	Flooring Replacement & Asbestos Removal	\$95,735	B
2297-0414	Chemistry Lab Upgrades	\$55,000	B
0037-0814	Donated Property – Noble, IL	\$0	L

TLB/akb

Attachment

Protection, Health, and Safety Project
Statement of Final Construction Compliance

ICCB Project Title: Flooring Replacement and Asbestos Removal
ICCB Project #: 2186 - 0812

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

Image Architects
104 Airway Drive, Suite 4
Marion, IL 62959

Final cost of the project:

Approved Budget \$ 107,200

Actual Cost \$ 95,735

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

_____, Secretary

State and Locally Funded Projects
Statement of Final Completion

ICCB Project Title: Donated Property 320 E. North Ave., Noble IL
ICCB Project #: 0037 - 0814

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

N/A

Final cost and scope of the project:

Approved Budget \$ 0

Actual Cost \$ 0

Approved Scope:

Actual Scope:

Classrooms	30,500	_____
Laboratories	11,000	_____
Offices	2,200	_____
Study		_____
Special Use	4,000	_____
Support		_____
Other	2,120	_____
TOTAL NASF	49,820	_____
TOTAL GSF	54,475	_____

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

N/A

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

District Official's Signature

Date

Agenda Item #8C

Identity Theft Prevention Program and Status Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
RE: Identity Theft Prevention Program Status Report for 2014

Illinois Eastern Community Colleges participates in the Federal Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a “creditor” and student accounts are “covered accounts” subject to the Red Flags Rule which required IECC to develop and implement an identity theft prevention program. IECC’s Identity Theft Prevention Program and Identity Theft Prevention Policy 100.23 were developed and approved by the Board on March 17, 2009.

In January of 2015, the Identify Theft Prevention Team reviewed and updated the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. The Release of Student Information Guidelines were included as part of the identity theft training. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. Training was completed between February 2014 and May 2014.

There was one report of a possible red flag issue in 2014. The possible breach involved the mailing of a new hire packet and an employee name and address verification form. The information breached contained mailing addresses, driver’s license, social security number and banking information. The information was mailed using the postal service from Frontier Community College and the envelope arrived at the District Office without contents. A mail recovery search was filed with the U.S. Postal Service and some of the contents were recovered.

IECC does not believe any of the personal information was misused, however, appropriate actions and notifications were completed to assist in the detection of any identity theft and additional actions and account monitoring will be implemented if deemed necessary.

I recommend the Board’s acceptance of the IECC’s Identity Theft Prevention Program Status Report for 2014.

TLB/rs

Attachment

Illinois Eastern Community Colleges

Frontier Community College

Lincoln Trail College

Olney Central College

Wabash Valley College

Identity Theft Prevention Program

Approved by the Cabinet: February 4, 2015

Approved by the Board of Trustees:

Background

The Federal Trade Commission (FTC), the federal bank regulatory agencies, and the National Credit Union Administration (NCUA) issued regulations (Red Flags Rule) requiring financial institutions and creditors to develop and implement written identity theft prevention programs. The Red Flags Rule was developed pursuant to the Fair and Accurate Credit Transaction (FACT) Act of 2003. Under the Rule, financial institutions and creditors with covered accounts must have identity theft prevention programs to identify, detect, and respond to patterns, practices, or specific activities that could indicate identity theft. The Red Flags Rule became effective January 1, 2008, with a mandatory compliance date of November 1, 2008; however, on October 22, 2008, the FTC granted a delay of enforcement of the new Red Flags Rule until May 1, 2009.

IECC Identity Theft Prevention Program Requirement

Illinois Eastern Community Colleges participates in the Direct Student Loan Program, offers institutional loans to students, and administers a tuition payment plan that allows qualified students to pay their tuition and fees throughout the semester. Therefore, IECC is a creditor and student accounts are covered accounts subject to the Red Flags Rule which requires IECC to develop and implement an identity theft prevention program.

The Red Flags Rule allows Illinois Eastern Community Colleges to design and implement an identity theft prevention program that is appropriate to our size, complexity and the nature of our operation. Programs must contain reasonable policies and procedures to:

- identify relevant “Red Flags” and incorporate them into the program;
- detect the red flags that the program incorporates;
- respond appropriately to detected red flags to prevent and mitigate identity theft; and
- ensure that the program is updated periodically to reflect changes in risks.

Definitions

Red Flag – A red flag is a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Identity Theft – Identity theft is a fraud committed or attempted using the identifying information of another person without authority.

Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made periodically over time such as a tuition or fee installment payment plan. Student accounts and loans administered by IECC are covered accounts.

Creditor – A creditor is defined as someone who regularly extends, renews or continues credit. Illinois Eastern Community Colleges is considered a creditor due to our participation in the following activities:

- Participation as a school lender in the Federal Direct Student Loan Program;
- Offering institutional loans to students, faculty, or staff;
- Offering a plan of payment or fees throughout the semester, rather than requiring full payment at the beginning of the semester.

Personal Information – Personal information is identifying information which is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number,

government passport number, employer or taxpayer identification number, computer's Internet Protocol address, or routing code.

Red Flags

Red Flags are relevant patterns, practices, and specific activities that signal possible identity theft and fall in the following five categories:

- alerts, notifications or warnings from consumer reporting agencies;
- suspicious documents;
- suspicious personally identifying information, such as a suspicious address change;
- unusual use of, or other suspicious activity related to, a student account; and
- notices from students, victims of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

Identification and Examples of Red Flags

In order to identify relevant Red Flags, IECC has reviewed the types of accounts offered and maintained, the methods provided to open and access these accounts, and previous experiences with identity theft. IECC identified the following twenty-six (26) Red Flags in the below five categories.

Alerts, Notifications, or Warnings from Consumer Reporting Agency

1. If a fraud or active duty alert is included with a consumer report.
2. If a consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. If a consumer reporting agency provides a notice of address discrepancy.
4. If a consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an application, such as:
 - a. A recent and significant increase in the volume of inquiries;
 - b. An unusual number of recently established credit relationships;
 - c. A material change in the use of credit, especially with respect to recently established credit relationships, or
 - d. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents

5. If documents provided for identification appear to have been altered, forged or inauthentic.
6. If the photograph or physical description on the identification is not consistent with the appearance of the student presenting the identification.
7. If other information on the identification is not consistent with the information provided by the student.

8. If other information on the identification is not consistent with readily accessible information that is on file with Illinois Eastern Community Colleges, such as a signature on a registration form or other document.
9. If a document appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

10. If personal identifying information provided is inconsistent when compared against external information sources used by Illinois Eastern Community Colleges such as inconsistent birth dates or addresses.
11. If personal identifying information provided by the student is not consistent with other personal identifying information provided by the student. For example, there is a lack of correlation between the SSN range and the date of birth.
12. If personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example;
 - a. The address on the document is the same as the address provided on a fraudulent document, or
 - b. The phone number on the document is the same as the number provided on a fraudulent document.
13. If personal identifying information provided is a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by Illinois Eastern Community Colleges. For example:
 - a. The address on the document is fictitious, a mail drop or a prison; or
 - b. The phone number is invalid or is a pass through to a pager or answering service.
14. If the SSN provided is the same as that submitted by other students.
15. If the address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other students.
16. If the student fails to provide all required personal identifying information on a document or in response to notification that the information is incomplete.
17. If personal identifying information provided is not consistent with personal identifying information that is on file with Illinois Eastern Community Colleges.
18. If Illinois Eastern Community Colleges uses challenge questions, the student cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of, or Suspicious Activity Related to, the Student Account

19. If shortly following the notice of a change of address for a student account, Illinois Eastern Community Colleges receives a request for the addition of other authorized users on the account.

20. If a student account is used in a manner commonly associated with patterns of fraud. For example, the student fails to make the first payment or makes an initial payment but no subsequent payments.
21. If a student account is used in a manner that is not consistent with established patterns of activity on the account. For example, nonpayment when there is no history of late or missed payments or a material change in usage patterns.
22. If a student account that has been inactive for a reasonably lengthy period of time is used.
23. If mail sent to the student is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the student's account.
24. If Illinois Eastern Community Colleges is notified that the student is not receiving paper account statements.
25. If Illinois Eastern Community Colleges is notified of unauthorized charges or transactions in connection with the student's account.

Notices from Students, Victims of Identity Theft, Law Enforcement Authorities or Others

26. If Illinois Eastern Community Colleges is notified by a student, a victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with student accounts held by IECC.

Detection and Response to Red Flags

Detection

In order to detect any of the Red Flags identified above associated with student accounts, IECC staff will take the following steps to obtain and verify the identity of a student by:

- Requiring certain identifying information such as name, date of birth, academic records, home address, mother's maiden name, or other identification; and
- Verifying the student's identity at time of issuance of any student records, academic information or financial aid by reviewing driver's license or other government-issued photo identification.

For existing student accounts, IECC staff will take the following steps to monitor transactions on an account by:

- Verifying the identification of students if they request information in person, via telephone, via facsimile or via email;
- Verifying the validity of requests to change billing address by mail or email and providing the student with a reasonable means of promptly reporting incorrect billing address changes; and
- Verifying changes in banking information given for billing and payment purposes.

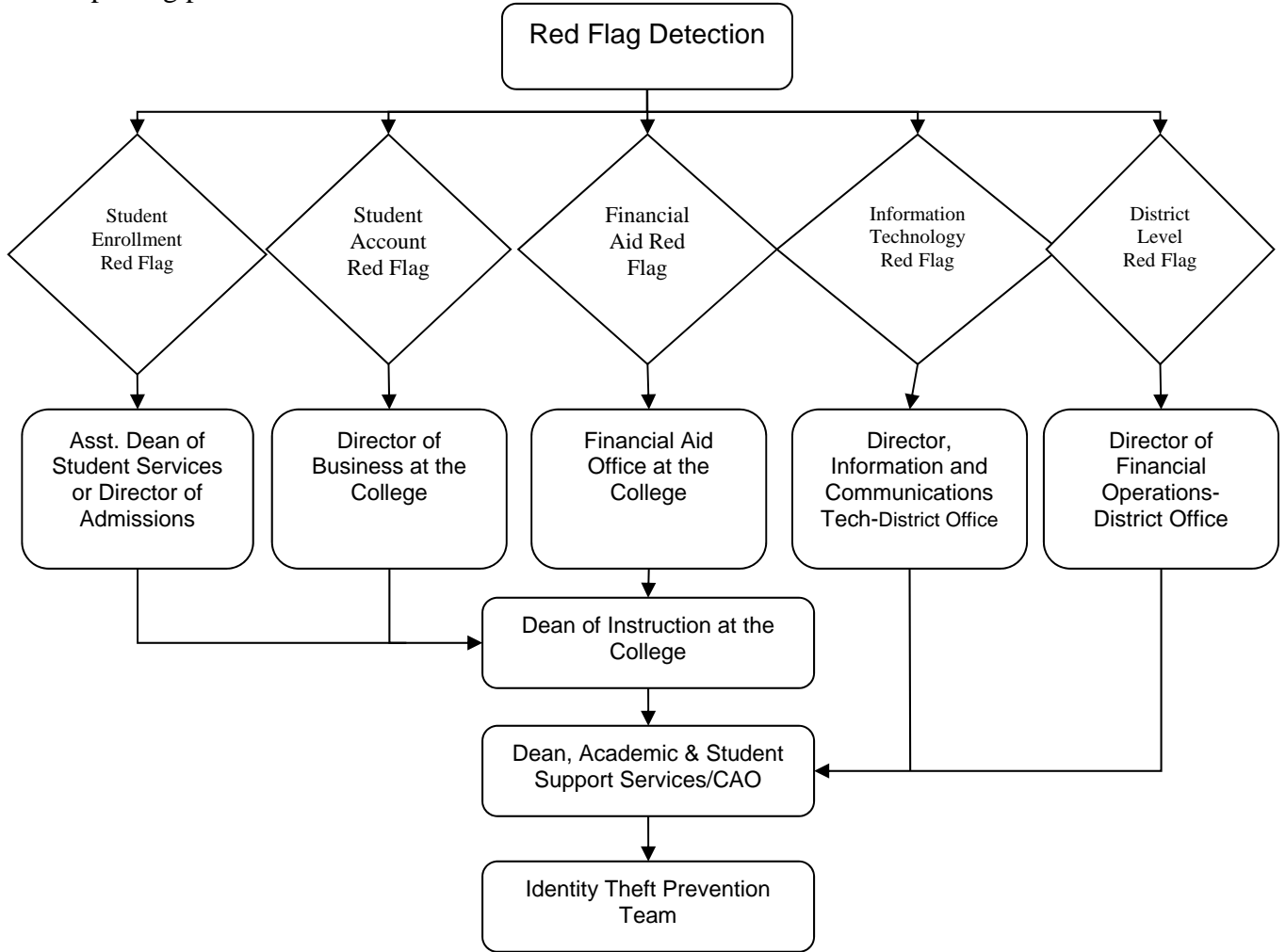
Response

In the event IECC staff detects any identified Red Flags, action steps may include, but are not limited to, one or more of the following, depending on the degree of risk posed by the Red Flag:

- Monitoring a student account for evidence of identity theft;
- Contacting the student;
- Changing any passwords, security codes or other security devices that permit access to a student account;
- Reopening a student account with a new account number;
- Providing the student with a new identification number;
- Not opening a new student account;
- Closing an existing student account;
- Not attempting to collect on a student account or not selling a student account to a debt collector;
- Notifying law enforcement;
- Filing or assisting in filing a Suspicious Activities Report; or
- Determining that no response is warranted under the particular circumstances.

Any employee who detects a Red Flag associated with student enrollment will notify the Assistant Dean of Student Services or the Director of Admissions. Employees who detect a Red Flag with a student account will notify the college's Director of Business or the Director of Financial Operations at the District Office. The Financial Aid Office shall be notified if any Red Flag is detected within the financial aid area. Any Information

Technology related Red Flag will be reported to the Director of Information and Communications Technology. All detections of Red Flags will be reported to the College Deans and the Dean of Academic and Student Support Services. The Identity Theft Prevention Team will review any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft. The flowchart below outlines this reporting process:



Identity Theft Prevention Team

- | | |
|----------------|--|
| Rita Adams | Program Director, College Support Services |
| Chris Cantwell | Dean, Academic & Student Support Services/Chief Academic Officer |
| Bonnie Chaplin | Director of Financial Operations |
| Alex Cline | Director of Information and Communications Technology |
| Doug Shipman | Director of Business |
| Diana Spear | Assistant Dean of Student Services |

Prevention and Protection of Student Identifying Information

In order to prevent and mitigate identity theft, IECC will take the following steps with respect to internal operating procedures to protect student identifying information:

- Ensure IECC website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information;
- Ensure office computers with access to student account information are password protected;
- Limit use of social security numbers;
- Ensure computer virus protection is up to date;
- Require and keep only student information that is necessary for college purposes; and
- Provide identity theft information on IECC's webpage in the Consumer Information/Student Right to Know section.
- Provide Release of Student Information Guidelines to new and current staff who work with student accounts, student records, financial aid or other personal identifiable information.

Program Administration

Program Oversight and Reports

The Identity Theft Prevention Program is the responsibility of the administration of the District Office and the Colleges. Approval of the initial program and policy must be appropriately documented and approved by the Cabinet and the Board of Trustees. The Dean of Academic and Student Support Services is responsible for developing and implementing the program. An Identity Theft Prevention Team was formed and is responsible for monitoring and updating the program. The Identity Theft Prevention Team is responsible for ensuring appropriate training of IECC staff on the program, for reviewing any staff reports regarding the detection of Red Flags, and for reviewing the steps for preventing and mitigating identity theft. The Dean will report annually or as needed to the Cabinet on the effectiveness of the program, significant incidents involving identity theft and IECC's response, and recommendations for material changes to the program. The Dean will update the program as necessary.

Training

IECC staff with responsibilities in the areas of student accounts, student records, and financial aid will receive annual training as part of this prevention program. Training shall include detection and recognition of red flags, appropriate handling of notices, and action steps. Staff training shall be conducted for any other employees and all new employees for whom it is reasonably foreseeable may come into contact with student accounts or personally identifiable information. To ensure maximum effectiveness, employees will continue to receive additional training as changes to the program are made.

Service Provider Arrangements

In the event IECC engages a service provider to perform an activity in connection with one or more student accounts, IECC will take the following steps to make every reasonable effort that the service provider performs its activity in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

1. Provide service providers with IECC's Identity Theft Prevention Program; and,
2. Request service providers to certify that they have received, and will abide by IECC's Identity Theft Prevention Program, and will report any Red Flags to the IECC employee with primary oversight of the service provider.

Program Updates

The Identity Theft Prevention Team will periodically review and update this program to reflect changes in risks to students and the soundness of IECC from identity theft. The program will be re-evaluated to determine whether all aspects are up to date and applicable in the current business environment. Red flags will be reviewed and may be revised, replaced, or eliminated as determined.

Program Status and Report as of February 2015

In January of 2014, the Identify Theft Prevention Team reviewed and updated the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. The Release of Student Information Guidelines were included as part of the identity theft training. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. In 2014, training was completed in these areas between February 2014 and May 2014.

There was one report of a possible red flag issue in 2014. The possible breach involved the mailing of a new IECC hire packet and an employee name and address verification form. The information breached contained mailing addresses, driver's license, social security number and banking information. The information was mailed using the postal service from Frontier Community College and the envelope arrived at the District Office without contents. A mail recovery search was filed with the U.S. Postal Service and some of the contents were recovered.

IECC does not believe any of the personal information was misused, however, appropriate actions and notifications were completed to assist in the detection of any identity theft and additional actions and account monitoring will be implemented if deemed necessary.

Agenda Item #8D

Strategic Plan Update

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
RE: 2014 Strategic Plan Status Report

For the past three years, the Strategic Planning Committee has been aligning the District's strategic plan with the Higher Learning Commission's five criteria for accreditation. Now IECC's Strategic Plan links the goals, objectives and activities of the institution directly to the Higher Learning Commission's Criteria for Accreditation.

IECC has made significant progress on the Strategic Plan focus areas and goals, for example:

- The Mission Statement was revised
- A District wide survey of employees was conducted concerning the Values of IECC.
- Turn-It-In Software was purchased to ensure that original student work was being submitted and allowed on-line grading.
- The Board approved a Campus Sexual Violence Elimination Act (SaVE Act).
- The Board adopted a Smoke Free Campus Policy.
- The Board approved an Anti-Hazing Policy.
- The Board approved a Distance Delivery Plan to support and promote District wide Distance Delivery opportunities.
- The Board approved a Program Review Report which focused on quality, cost, and need of courses.
- The Board employed Career Coordinators to work with students, seek out internships and employment opportunities.
- The Board employed Retention Coordinators to work with students and faculty to utilize early alert progress reports and develop student completion data.
- Approved participation in the HLC Academy of Persistence and Completion.
- Faculty and staff are actively using Compliance Assist to access HLC data and compliance activities.
- The Board approved a Technology Plan for administrative systems, networking infrastructure, telecommunications and software.

I ask the Board's acceptance of the 2014 Strategic Plan Status Report.

TLB/rs

Attachment

IECC Strategic Plan 2014 Status Report

February 2015

*Our mission is to deliver exceptional education and services
to improve the lives of our students and strengthen our communities.*

Strategic Planning at IECC

The purpose of IECC's Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC's Strategic Plan was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives, and developed actions and activities to achieve these objectives, as well as establish targets and indicators to measure success and to ensure the Plan's ongoing review and renewal. IECC's Strategic Plan is designed as a "work in progress" that is annually reviewed as IECC makes progress towards these strategic goals and objectives and sets new goals for the future. When developing IECC's Strategic Plan, a six-step process is used that includes: environmental scanning, evaluation, forecasting, goal setting, implementation, monitoring and assessment.

Strategic planning has allowed the District to assess where it is, determine where it wants to be, and define the steps necessary to get there. Strategic planning is helping IECC face a variety of emerging educational challenges that include changing student demographics, declining district-wide population, emerging models of higher education, and decreasing state funding.

Strategic Plan Status

Over the past three years, the Strategic Planning Committee has monitored the Strategic Plan goals and activities through reports and assessments submitted by staff responsible for each activity. Progress is assessed at appropriate intervals, and this 2014 Status Report Summary has been completed which provides a summary of the progress made in achieving IECC Strategic Plan initiatives since the 2013 update. In 2016, the strategic plan will be updated and revised to include new emergent strategies, focus areas, goals and activities relating to and impacting IECC's mission.



Strategic Plan Status Report

Throughout both its development and implementation, IECC's Strategic Plan has linked the goals, objectives and activities of the institution directly to the Higher Learning Commission's Criteria for Accreditation.

Criterion One:	Mission
Criterion Two:	Integrity: Ethical and Responsible Conduct
Criterion Three:	Teaching and Learning: Quality, Resources, and Support
Criterion Four:	Teaching and Learning: Evaluation and Improvement
Criterion Five:	Resources, Planning, and Institutional Effectiveness



IECC has made significant progress on the Strategic Plan focus areas and goals in the past three years, despite the economic climate and the State budget deficit that directly affects the District.

Thirty-four initiatives (actions/activities) were identified to meet the Strategic Plan objectives and goals. Ninety-one percent (31/34) of the activities have been implemented and are in progress, are ongoing or have been completed. Three activities have been put on hold due to the continued uncertainty of state pension reform, changes in SURS eligibility, changes in the Affordable Care Act and budget limitations. These include:

1. To address a potential loss of 51% of faculty and staff, as per five-year retirement projections by providing cross-training to staff.

2. To address a potential loss of 51% of faculty and staff, as per five-year retirement projections by developing a succession plan that includes a review of qualifications and job descriptions.
3. To present green practices and information at the IECC Annual Professional Development Day.

The following pages provide a summary of the continued progress made toward the achievement of the IECC Strategic Plan initiatives during 2014.

Focus Area: Mission

HLC Criterion One: The institution's mission is clear and articulated publicly; it guides the institutions operations.

Progress and Accomplishments

- The revised Mission Statement was signed by all employees in attendance at the 2014 Professional Development Day and will be displayed at each college.
- The Mission Statement Committee conducted a district-wide survey regarding the values of the IECC.
- IECC catalog, brochures, websites, syllabi and other documents have been updated to include the new mission statement.

Focus Area: Integrity: Ethical and Responsible Conduct

HLC Criterion Two: The institution acts with integrity; its conduct is ethical and responsible.

Progress and accomplishments include:

- Turnitin software continues to be utilized by students and faculty to provide originality checking, online grading, and peer review.
- HLC federal compliance requirements continue to be reviewed with updates made, as changes occur.
- Disclosures/Students Rights to Know continues to be available online and in the catalog, with updates made as changes occur.
- The Cabinet (5/7) and Board (5/20) approved a Campus Sexual Violence Elimination Act ("SaVE Act") policy in response to new obligations under Section 304 of the Violence Against Women Reauthorization Act (VAWR).
- The Cabinet (5/7) and Board (5/20) approved updates to the Violence Prevention Plan and Threat Assessment and Behavioral Intervention Team (TABIT).
- The Cabinet (5/7) and Board (9/16) approved a Smoke-Free Campus Policy in response to the Illinois Smoke-Free Campus Act.
- The Cabinet (10/8) and Board (10/21) approved a district-wide Hazing Policy.

FOCUS AREA: Teaching and Learning: Quality, Resources and Support

HLC Criterion Three: The institution provides high quality education, wherever and however its offerings are delivered.

Progress and accomplishments include:

- The Cabinet (5/7) and Board (5/20) approved a 2014 Distance Delivery Plan, providing an institutional strategy and structure to support and promote district wide distance delivery opportunities.
- The Cabinet (6/4) and Board (6/17) approved the 2014 Program Review Report, focusing on quality, cost, and need, while providing an opportunity to update curricula, identify resource needs and assess support services.
- The Cabinet (1/8) and Board (1/21) approved IECC's participation in the Quality Matters Program for Higher Education and Agencies. The Quality Matters Program is a nationally

recognized peer review process designed to certify the quality of online courses and components.

- The Cabinet (10/8) and Board (10/21) approved a Policy for the Assignment of Credits in response to Federal Compliance requirements.
- Since January 2014, the following new certificate or degree programs have been established:

Certificate Programs

Petroleum Drilling Technology
Light Vehicle Diesel Service

Degree Programs

Petroleum Drilling Technology
Certified Medical Assistant
Sport Management

FOCUS AREA: Teaching and Learning: Quality, Evaluation and Improvement

HLC Criterion Four: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Progress and accomplishments include:

- Career Coordinators continue to work with students, seek out internship and employment opportunities, develop and facilitate career readiness seminars, collect and analyze career placement data for the district.
- Retention Coordinators continue to work with students, encourage faculty to utilize early alert progress reports, collect and analyze retention and student completion data for the district and to develop and facilitate academic success seminars.
 1. In the last year, the number of early alert progress reports submitted has increased by 5%.
 2. Since the hiring of the Retention Coordinators, the number of early alert progress reports submitted has increased by 17%.
 3. In the last year, the number of early alert comments or follow-ups made has decreased by 29%.

Year	Early Alert Progress Reports Submitted
Fall 2012	955
Fall 2013	1091
Fall 2014	1149
% Increase 2012 to 2014	17% Increase

Source: Progress Report Data as of 12/2014

- Incoming freshman completed the Pathways to Success course during the fall 2014 semester.
- IECC is participating in the HLC Academy for Persistence and Completion.
- A Students First Curricular retreat, addressing the progress, problems, results and continued assessment activities, was held on August 18-19, 2014.
- A Students First Co-Curricular retreat, addressing the progress, problems, results and continued assessment activities, was held on September 18-19, 2014.
- A Students First Curricular and Co-Curricular groups met at the 10/7 District Faculty/Staff Professional Development Day to discuss proposed assessment activities.
- Faculty and staff are actively using Compliance Assist.
- The Cabinet (4/2) and Board (4/15) approved a new evaluation schedule for part-time faculty. Rather than nine semesters, part-time faculty will be evaluated every two academic years.

FOCUS AREA: Resources, Planning and Institutional Effectiveness

HLC Criterion Five: The institution's resources, structure, and processes are sufficient to fulfill its mission, improve the quality of its education offerings, and respond to future challenges. The institution plans for the future.

Progress and accomplishments include:

- CTE Advisory Councils made up of faculty, industry representatives, and Perkins staff continue to review curriculum and assess equipment with both the CTE faculty and Deans of Instruction reviewing all Advisory Council minutes.
- The Cabinet (6/4) and Board (6/17) approved the 2014 Program Review Report, focusing on quality, cost, and need, while providing an opportunity to update curricula, identify resource needs and assess support services.
- The Cabinet (5/7) and Board (5/20) approved the FY 2015-2019 Technology Plan for the administrative systems, networking infrastructure, telecommunications, software, and other technology resources of the IECC District.
- The Cabinet (6/4) and Board (6/17) approved the FY 2015 RAMP (Resource Allocation and Management Plan) that included two capital project requests.
- Associate Dean of Grants and Institutional Development continues to assist the district and colleges in grant proposal development and submission.
- IECC received \$11,964,773 in grant funds for FY 2013 (Federal - \$11,364,826, State - \$558,810, other - \$41,137).
- IECC continues to maintain collaborative relationships with the Illinois Department of Commerce and Economic Development, local and regional WIA offices, the East Central Illinois Super Region Coalition, numerous business/industrial associations and local employers.
- IECC continues to promote sustainability and recycling efforts district-wide.

Agenda Item #8E

Employee Satisfaction Survey Results

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
RE: Employee Satisfaction Survey Results

In the fall of each year, IECC employees are given an opportunity to review the operation of the District and its four colleges.

Employees identify their work location, classification, whether they were employed full or part-time and their years of service. The employees review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of other questions concerning their employment. Detailed survey results have been emailed to the members of the Board.

For FY15, the highest areas of satisfaction were:

- 98% - The IT Help Desk assists me in resolving issues to my satisfaction.
- 97% - The IT Help Desk provides professional and courteous technical support in a timely manner.
- 96% - I would recommend IECC to a prospective student or employee.
- 93% - Overall, I am satisfied with my employment.
- 91% - I visit the IECC or college website on a regular basis to find information
- 90% - The District does a good job of keeping me informed about changes that affect all employees.

Overall, the survey results show that employees are satisfied with the operation of the District.

I ask the Board's acceptance of the FY15 Employee Satisfaction Survey results.

TLB/rs

Agenda Item #8F

Elevate Energy Lease for West Richland Center

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
RE: Elevate Energy Lease/WRC

Elevate Energy is a Chicago based organization that is funded by the Illinois Science and Energy Innovation Foundation. Elevate Energy's purpose is to educate consumers on the smart grid and how improvements can be made on their homes to be more energy efficient. Elevate Energy wishes to open a Southern Illinois office at the West Richland Center (WRC) by leasing space from the District.

Elevate Energy wishes to educate Southern Illinois citizens on the smart grid and the use of smart meters. One full-time individual will operate out of the WRC under Elevate Energy and they may hire an additional full-time person. Although the proposed lease is for nine months, it is anticipated that it will be extended to a full year.

I ask the Board's approval of a lease agreement between Illinois Eastern and Elevate Energy.

TLB/rs

Attachment

LEASE AGREEMENT
BETWEEN
ELEVATE ENERGY
AND
ILLINOIS EASTERN COMMUNITY COLLEGES

1. The Lease Agreement entered into this 1th day of March, 2015 between the Illinois Eastern Community Colleges/West Richland Center whose address is 233 East Chestnut, Olney, Illinois 62450 hereinafter called the LESSOR and Elevate Energy, whose address is 322 S. Green St., Suite 300, Chicago, IL 60607, hereinafter called the LESSEE, to use and occupy the property herein described under the terms and subject to the conditions set forth herein.
2. WITNESSETH: The LESSOR hereby leases to the LESSEE the following premises: certain office known as West Richland Center at 320 East North Ave., Noble, IL 62868 (approximately 288 sq.ft.), and to share common space of the building that includes the break room, restrooms and conference room, to be used exclusively as an office facility for the facilitation of the Elevate Energy Program to allow local residents to obtain necessary job skills that will lead to employment.
3. To have and to hold the premises with the appurtenances under the following terms: commencing March 1st, 2015 through December 31st, 2015 and may be terminated by either party giving the other ninety (90) days written notice. The lease could automatically renew at the end of the lease period if mutually agreed to in writing by both parties.
4. The LESSEE shall pay the LESSOR a total not to exceed One Thousand Three Hundred Fifty Dollars (\$1,350.00) for the entire term of this lease. The rent shall be paid in Monthly installments of \$150.00. The rent shall be due by the 5th day of each month. Rents for part of a month will be prorated accordingly. The first month's rent of \$150.00 will be forwarded to the LESSOR upon the completion, execution and signature of this lease by both parties.
5. The LESSOR shall provide the following utilities on the lease premises during the term of this lease, to include heat, water, internet, sewage service, trash removal, janitorial service and electricity.
6. The LESSEE shall have the right to install and maintain such signs as are necessary for the identification of its place of business, as approved by the LESSOR.
7. The LESSEE has inspected and knows the condition of the leased premises and agrees to accept same "as is". It is further understood that the premises are hereby leased to LESSEE without obligation on the part of the LESSOR to make any additions, alteration or improvements thereto.

8. The LESSEE shall not make any additions, alterations, improvements or repairs to the premises without written consent of the LESSOR in each and every instance. 9. The LESSEE shall under the terms of this Lease Agreement ensure that the area leased is kept clean and orderly for the premises and the appurtenances occupied.
10. The LESSEE shall procure and maintain in force during the term of this agreement, and any extension thereof, at LESSEE's expense, public liability insurance in an amount of at least Three Hundred Thousand Dollars (\$300,000.00) and agrees to furnish to the LESSOR a certificate of insurance naming the LESSOR an insured party, to protect against liability for damage claims through public use of or arising out of accidents occurring in and around the building when said building is being used.
11. This Lease Agreement may be terminated by either party giving the other ninety (90) days written notice.

IN WITNESS THEREOF, the parties hereto have signed and sealed their presence on the date Executed _____.

LESSEE: Elevate Energy

322 S. Green St., Suite 300
Chicago, IL 60607

By: _____

Its: Anna Markowski, Community Projects
CORPORATE SEAL

WITNESS:

LESSOR: Illinois Eastern Community Colleges

233 East Chestnut
Olney, IL 62450

By: _____

Its: Terry L. Bruce, Chief Executive Officer
CORPORATE SEAL

WITNESS:

Agenda Item #8G

East Richland/21st Century Lease - WRC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
RE: Lease with East Richland/21st Century

The East Richland Community Unit District #1 (ERCU), recently received a 21st Century Grant. This grant focuses on after school and summer enrichment programs for children. IECC's West Richland Center (WRC), located in Noble, is partnering with ERCU to provide space for activities for this program.

Transportation is provided by East Richland and participating ERCU students will utilize the WRC gymnasium Monday through Thursday from 3:30 PM to 5:30 PM. In addition, the grant program will utilize the WRC cafeteria for a cooking class for the participating students on Tuesday and Thursday from 3:30 PM to 5:30 PM. This program will benefit young students in grades K-8 throughout Richland County.

I recommend the Board's approval of the attached lease between ERCU/21st Century Grant Program and IECC.

TLB/rs

Attachment

LEASE AGREEMENT
BETWEEN
East Richland School District/21st Century Grant
AND
ILLINOIS EASTERN COMMUNITY COLLEGES

1. The Lease Agreement entered into this 1st day of March, 2015 between the Illinois Eastern Community Colleges/West Richland Center whose address is 233 East Chestnut, Olney, Illinois 62450 hereinafter called the LESSOR and ERCU/21st Century Grant, whose address is 1100 E. Laurel St., Olney, IL hereinafter called the LESSEE, to use and occupy the property herein described under the terms and subject to the conditions set forth herein.
2. WITNESSETH: The LESSOR hereby leases to the LESSEE the following premises: certain space known as West Richland Center at 320 East North Ave., Noble, IL 62868, the gymnasium from 3:30 PM to 5:30 PM Monday through Thursday and the cafeteria/kitchen from 3:30 PM to 5:30 PM on Tuesday and Thursday and to share common space of the building that includes the restrooms.
3. To have and to hold the premises with the appurtenances under the following terms: commencing February 9, 2015 through May 22, 2015 and may be terminated by either party giving the other ninety (90) days written notice. The lease could automatically renew at the end of the lease period if mutually agreed to in writing by both parties.
4. The LESSEE shall pay the LESSOR a total not to exceed two thousand Dollars (\$2,000.00) for the entire term of this lease. The rent shall be paid in monthly installments of \$500.00. The rent shall be due by the 5th day of each month. Rents for part of a month will be prorated accordingly. The first month's rent of \$500.00 will be forwarded to the LESSOR upon the completion, execution and signature of this lease by both parties.
5. The LESSOR shall provide the following utilities on the lease premises during the term of this lease, to include heat, water, internet, sewage service, trash removal, janitorial service and electricity.
6. The LESSEE shall have the right to install and maintain such signs as are necessary for the identification of its place of business, as approved by the LESSOR.
7. The LESSEE has inspected and knows the condition of the leased premises and agrees to accept same "as is". It is further understood that the premises are hereby leased to LESSEE without obligation on the part of the LESSOR to make any additions, alteration or improvements thereto.

8. The LESSEE shall not make any additions, alterations, improvements or repairs to the premises without written consent of the LESSOR in each and every instance.
9. The LESSEE shall under the terms of this Lease Agreement ensure that the area leased is kept clean and orderly for the premises and the appurtenances occupied.
10. The LESSEE shall procure and maintain in force during the term of this agreement, and any extension thereof, at LESSEE's expense, public liability insurance in an amount of at least Three Hundred Thousand Dollars (\$300,000.00) and agrees to furnish to the LESSOR a certificate of insurance naming the LESSOR an insured party, to protect against liability for damage claims through public use of or arising out of accidents occurring in and around the building when said building is being used.
11. This Lease Agreement may be terminated by either party giving the other ninety (90) days written notice.

IN WITNESS THEREOF, the parties hereto have signed and sealed their presence on the date Executed _____.

LESSEE: East Richland Community Unit #1/21st Century Grant

1100 Laurel

Olney, IL 62450

By: _____

Its: Marilyn Holt/Sherry Geier

CORPORATE SEAL

WITNESS:

LESSOR: Illinois Eastern Community Colleges

233 East Chestnut

Olney, IL 62450

By: _____

Its: Terry L. Bruce, Chief Executive Officer

CORPORATE SEAL

WITNESS:

Agenda Item #8H

Tuition Rates for FY2016

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
SUBJECT: FY2016 Tuition Rates

The Cabinet has reviewed current tuition rates, enrollment, peer institution tuition rates, peer institution enrollment trends, and the uncertainty of the state to fully fund the community college system. Based on this review, it is the recommendation of the Cabinet to establish the following tuition rate structure for FY2016 (FY2015 rates are included for comparison purposes):

FY2016 PROPOSED RATES

<u>Residency</u>	<u>Tuition Per Credit Hour</u>	
	<u>Traditional</u>	<u>Online</u>
In-District	\$83.00	\$83.00
Out-of-District	\$268.41	\$120.00
Out-of-State	\$330.61	\$120.00
Special Out-of-District	\$95.00	\$95.00
Special IN Rate	\$120.00	\$120.00

FY2015 RATES

<u>Residency</u>	<u>Tuition Per Credit Hour</u>	
	<u>Traditional</u>	<u>Online</u>
In-District	\$77.00	\$77.00
Out-of-District	\$268.41	\$110.00
Out-of-State	\$330.61	\$110.00
Special Out-of-District	\$89.00	\$89.00
Special IN Rate	\$110.00	\$110.00

These rates represent a \$6 increase to in-district tuition, a \$10 increase to tuition for online students who reside out-of-district or out-of-state, a \$6 increase in the special out-of-district rate, and a \$10 increase to the special out-of-state rate.

These rates will allow the District to remain competitive with peer institutions, and current projections are that IECC will continue to have the lowest tuition and required fees of any of the 39 community college districts in Illinois.

The increased tuition is necessitated by the state government's struggle to solve Illinois' financial crisis. The tuition increase continues the District's effort to become less reliant on state funding. Below is the percentage of Operating Fund revenues by source for the last seven (7) years:

	<u>State Government</u>	<u>Tuition & Fees</u>	<u>Local Property Taxes</u>
FY2008	49.7%	41.2%	9.1%
FY2009	47.1%	43.4%	9.5%
FY2010	47.2%	41.5%	11.3%
FY2011	44.0%	45.4%	10.6%
FY2012	42.5%	46.8%	10.7%
FY2013	43.7%	45.4%	10.9%
FY2014	42.3%	46.8%	10.9%

As indicated, IECC has reduced reliance on state funding for operations from 49.7% of operating funds in FY2008 down to 42.3% of operating funds in FY2014.

I ask the Board's approval of these proposed FY2016 tuition rates, to be effective with the Summer 2015 term.

TLB/rs

Agenda Item #8I

Marathon Appraisal

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
RE: Marathon Appraisal

The taxing bodies have met and agreed to divide the cost of pursuing a higher appraisal of the Marathon facility. They have drafted an agreement which is attached. Under the agreement each taxing body will pay their proportionate share of the expenses. Illinois Eastern collects 7.01% of the taxes in Crawford County and IECC's share of the anticipated cost is estimated to be \$10,889.00.

I ask the Board's approval of this agreement.

TLB/rs

Attachment

FUNDING AGREEMENT

THIS FUNDING AGREEMENT is entered into this _____ day of _____, 2015 between CRAWFORD COUNTY, CRAWFORD HOSPITAL DISTRICT, ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529, ROBINSON COMMUNITY UNIT SCHOOL DISTRICT NO. 2, ROBINSON TOWNSHIP FIRE PROTECTION DISTRICT, ROBINSON PUBLIC LIBRARY DISTRICT, ROBINSON TOWNSHIP, ROBINSON TOWNSHIP ROAD DISTRICT, CRAWFORD COUNTY FOREST PRESERVE and CRAWFORD COUNTY AIRPORT AUTHORITY as follows:

1. Marathon Petroleum Company LLC is the owner of record and taxpayer for that property commonly known as the Robinson Refinery, which property consists of numerous permanent index numbers, including but not limited to 05-1-34-000-021-000, 05-1-34-000-021-001 and 05-1-34-100-021-000. The Robinson Refinery is the subject of ongoing negotiations between Marathon and each of the taxing bodies with regard to its 2014 assessment.

2. Each of the taxing bodies which is a party to this Funding Agreement has retained Whitt Law LLC to provide legal services with regard to the future assessment of the Robinson Refinery. Whitt Law LLC commenced rendering services on this matter on January 8, 2015 and it is anticipated that said firm will continue to render services in this matter thru the Crawford County Board of Review decision. Whitt Law LLC will be soliciting a proposal from an expert in the valuation of refinery properties and may, upon authorization of designated representatives of each party to this Agreement, employ that expert or others with regard to the Robinson Refinery.

3. It is in the best interests of each of the taxing bodies which is a party to this Funding Agreement to memorialize the rights and responsibilities of the parties regarding

the fees and expenses that they have incurred to Whitt Law LLC in representing the parties in this matter. The attached Exhibit A details the percentage which each taxing body received from the 2013 Robinson Refinery tax bill, paid in 2014. The taxing bodies agree that they will be responsible for the payment of their fair share of services rendered, costs advanced and expenses incurred by Whitt Law LLC in an amount equal to each taxing body's respective percentage multiplied by the amount of the invoice issued by the law firm. The percentages shown on the attached Exhibit A will be applied to all invoices issued for services rendered from January 8, 2015 through final decision by the Crawford County Board of Review..

4. Whitt Law LLC will bill Robinson Community Unit School District No. 2 on or about the first day of each month for legal services rendered, costs advanced and expenses incurred in this matter. The School District will pay the firm's invoice and will bill each party to this agreement in accordance with the provisions of paragraph 3 above. Each party will be responsible to pay its fair share to the School District, based upon their percentages per Exhibit A.

5. The parties to this Funding Agreement understand and agree that no settlement can be entered into between the taxing bodies and Marathon Petroleum LLC without the unanimous consent of all taxing bodies.

6. Each party represents to the other that it has approved this Funding Agreement through its corporate authorities at a meeting held in accordance with the requirements of the Open Meetings Act. This agreement may be amended only by the written consent of all the parties.

CRAWFORD COUNTY

By _____
Its _____

CRAWFORD HOSPITAL DISTRICT

By _____
Its _____

**ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT NO. 529**

By _____
Its _____

**ROBINSON COMMUNITY UNIT
SCHOOL DISTRICT NO. 2**

By _____
Its _____

**ROBINSON TOWNSHIP FIRE
PROTECTION DISTRICT**

By _____
Its _____

**ROBINSON PUBLIC LIBRARY
DISTRICT**

By _____
Its _____

ROBINSON TOWNSHIP

By _____
Its _____

ROBINSON TOWNSHIP ROAD DISTRICT

By _____
Its _____

**CRAWFORD COUNTY FOREST
PRESERVE**

By _____
Its _____

**CRAWFORD COUNTY AIRPORT
AUTHORITY**

By _____
Its _____

EXHIBIT A

2013 Taxes Paid in 2014

**Applicable to services rendered January 8, 2015 through final decision
of Crawford County Board of Review**

<u>Taxing Body</u>	<u>Percent</u>
Crawford County	13.72
Robinson Township	3.15
Robinson Township Road District	3.68
Robinson Community Unit School District No. 2	60.75
Crawford Hospital District	1.93
Robinson Township Fire Protection District	5.70
Illinois Eastern Community College District No. 529	7.01
Robinson Public Library District	2.83
Crawford County Forest Preserve	.20
Crawford County Airport Authority	1.03
TOTAL	100.0

Agenda Item #8J

**Motorcycle Safety Training Agreements
FCC-LTC-OCC-WVC**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2014
RE: Motorcycle Rider Safety Course Agreements with SIU-Carbondale
and Frontier College – Lincoln Trail – Olney Central – Wabash Valley

Southern Illinois University Carbondale (SIU-C) has agreed to offer Motorcycle Rider Safety Courses at FCC – LTC – OCC - WVC. SIU-C has proposed continuation of the Motorcycle Training Facility Use Agreements for each college for the Board's consideration.

The proposed agreements set forth the requirements of SIUC and IECC but do not require the payment of funds by either party. The agreements deal extensively with insurance requirements of IECC and SIU-C.

The agreements may be terminated by either party with 30 days notice. The parties may renew these agreements by written mutual agreement.

I ask the Board's approval of these agreements for offering the Motorcycle Rider Safety course at FCC, LTC, OCC and WVC.

TLB/rs

Attachments

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of March, 2015, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Frontier Community College (“FCC”) in Fairfield, Illinois.

WHEREAS, the University offers Motorcycle Rider Courses (“Courses”) pursuant to the Motorcycle Rider Training Program (“Program”) to local communities throughout southern and central Illinois;

WHEREAS, the University requires real property suitable to offer the Courses and situated near to those local communities;

WHEREAS, FCC owns property in Fairfield suitable for offering the Courses; and

WHEREAS, FCC and University agree that offering the Courses at FCC would be mutually beneficial.

NOW THEREFORE, the parties mutually agree as follows:

1. The recitals hereinabove are incorporated by reference into the terms of this Agreement as though fully stated herein.
2. FCC will make certain real property available to the University during various periods of time commencing after the date of this Agreement, which times shall be specifically requested in writing by the University and approved in writing by FCC, for offering the Courses;
3. For the term of this Agreement, SIUC agrees to maintain the following insurance coverage:
 - A. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. FCC shall be named as additional insured to this policy;
 - B. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management

Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;

C. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

D. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from FCC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

4. For the term of this Agreement, FCC shall procure and maintain the following insurance coverage:

A. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

B. Workers compensation insurance for all employees of FCC as required by applicable law.

C. The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. FCC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, FCC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

5. The individuals signing this Agreement on behalf of his/her respective party hereby warrant that he/she has the necessary authority to bind said party to this Agreement.

6. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, the University shall indemnify and hold harmless FCC, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of University, its agents or employees to the extent such

actions, omissions or misconduct arise from the conduct of the Courses at FCC. To the extent permitted by law, FCC shall indemnify and hold harmless the University, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of FCC, its agents or employees to the extent such actions or omissions occur during the term of this Agreement. In the event either party is notified of any alleged injury, claim, demand, or action, it shall provide written notice to the other of such injury, claim, demand, or action within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice.

7. All notices required by this Agreement shall be in writing and sent via certified or registered mail or a nationally recognized courier service or via email if any email address is provided below.

Notices to University for purposes of this Agreement shall be sent via certified mail or to the following

Jared Borrenpohl
Safety Center, Mail Code 6731
1435 Douglas Drive
Southern Illinois University
Carbondale, Illinois 62901

Notices to FCC for purposes of this Agreement shall be sent to the following:

Terry L. Bruce, CEO
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney IL 62450

8. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

9. This Agreement and any dispute arising hereunder shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of law provisions.

10. This Agreement shall be in effect as of March 1, 2015, through the end of the approved course schedule for 2015, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
FRONTIER COMMUNITY COLLEGE

By: _____
Kevin D. Bame, Vice Chancellor for
Administration and Finance
For Randy J. Dunn, President
Southern Illinois University

By: _____
Terry L. Bruce
Chief Executive Officer
Illinois Eastern Community Colleges

FACILITY USE AGREEMENT

This Agreement entered into this ___1st___ day of ___March_____, 2015, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and American Marine, Inc. and Elastec, Inc d/b/a Elastec/American Marine (“Elastec”).

WHEREAS, the University wishes to offer Motorcycle Rider Courses (“Courses”) at the leased Elastec facility located at 211 N. Market Street, Fairfield, Illinois the (“Facility”) pursuant to the Motorcycle Rider Training Program;

The parties mutually agree as follows:

1. Elastec will make the parking lot of the Facility available to the University during various periods of time commencing after the date of this Agreement which times shall be specifically requested in writing by the University and approved by Elastec, for offering the courses;
2. For the term of this Agreement, SIUC agrees to maintain the following types of insurance:
 - i. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. Elastec shall be named as additional insured to this policy;
 - ii. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;

iii. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

iv. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from Elastec. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

3. In consideration of Elastec providing the Facility for the Courses, as set out above the University agrees as follows:

A. To the extent permitted by law, the University shall indemnify and hold harmless Elastec, its shareholders, agents, employees, directors, and affiliates, from any claims, demands, or action arising out of any acts or omissions of the University, its agents or employees, during the term of this Agreement; except to the extent such claims, demands, or action arise out of the gross negligence or willful misconduct of Elastec.

B. If Elastec is notified of any claim, demand, or action, Elastec shall notify the University within a reasonably prompt time, but no delay in such notice shall affect the indemnification set forth herein, except to the extent such delay is prejudicial to the rights of the University. Notice shall be sent to Safety Center, 1435 Douglas Drive, Southern Illinois University, Carbondale, Illinois 62901

This Agreement may be terminated by either party upon thirty (30) day advance written notice.

4. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of March, 2015, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Lincoln Trail College (“LTC”) in Robinson, Illinois.

WHEREAS, the University offers Motorcycle Rider Courses (“Courses”) pursuant to the Motorcycle Rider Training Program (“Program”) to local communities throughout southern and central Illinois;

WHEREAS, the University requires real property suitable to offer the Courses and situated near to those local communities;

WHEREAS, LTC owns property in Robinson suitable for offering the Courses; and

WHEREAS, LTC and University agree that offering the Courses at LTC would be mutually beneficial.

NOW THEREFORE, the parties mutually agree as follows:

1. The recitals hereinabove are incorporated by reference into the terms of this Agreement as though fully stated herein.
2. LTC will make certain real property available to the University during various periods of time commencing after the date of this Agreement, which times shall be specifically requested in writing by the University and approved in writing by LTC, for offering the Courses;
3. For the term of this Agreement, SIUC agrees to maintain the following insurance coverage:
 - A. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. LTC shall be named as additional insured to this policy;

B. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;

C. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

D. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from LTC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

4. For the term of this Agreement, LTC shall procure and maintain the following insurance coverage:

A. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

B. Workers compensation insurance for all employees of LTC as required by applicable law.

C. The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. LTC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, LTC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

5. The individuals signing this Agreement on behalf of his/her respective party hereby warrant that he/she has the necessary authority to bind said party to this Agreement.

6. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, the University shall indemnify and hold harmless LTC, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of University, its agents or employees to the extent such actions, omissions or misconduct arise from the conduct of the Courses at LTC. To the extent permitted by law, LTC shall indemnify and hold harmless the University, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of LTC, its agents or employees to the extent such actions or omissions occur during the term of this Agreement. In the event either party is notified of any alleged injury, claim, demand, or action, it shall provide written notice to the other of such injury, claim, demand, or action within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice.

7. All notices required by this Agreement shall be in writing and sent via certified or registered mail or a nationally recognized courier service or via email if any email address is provided below.

Notices to University for purposes of this Agreement shall be sent via certified mail or to the following

Jared Borrenpohl
Safety Center, Mail Code 6731
1435 Douglas Drive
Southern Illinois University
Carbondale, Illinois 62901

Notices to LTC for purposes of this Agreement shall be sent to the following:

Terry L. Bruce, CEO
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney IL 62450

8. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

9. This Agreement and any dispute arising hereunder shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of law provisions.

10. This Agreement shall be in effect as of March 1, 2015, through the end of the approved course schedule for 2015, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
LINCOLN TRAIL COLLEGE

By: _____
Kevin D. Bame, Vice Chancellor for
Administration and Finance
For Randy J. Dunn, President
Southern Illinois University

By: _____
Terry L. Bruce
Chief Executive Officer
Illinois Eastern Community Colleges

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of March, 2015, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Olney Central College (“OCC”) in Olney, Illinois.

WHEREAS, the University offers Motorcycle Rider Courses (“Courses”) pursuant to the Motorcycle Rider Training Program (“Program”) to local communities throughout southern and central Illinois;

WHEREAS, the University requires real property suitable to offer the Courses and situated near to those local communities;

WHEREAS, OCC owns property in Olney suitable for offering the Courses; and

WHEREAS, OCC and University agree that offering the Courses at OCC would be mutually beneficial.

NOW THEREFORE, the parties mutually agree as follows:

1. The recitals hereinabove are incorporated by reference into the terms of this Agreement as though fully stated herein.
2. OCC will make certain real property available to the University during various periods of time commencing after the date of this Agreement, which times shall be specifically requested in writing by the University and approved in writing by OCC, for offering the Courses;

3. For the term of this Agreement, SIUC agrees to maintain the following insurance coverage:

A. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. OCC shall be named as additional insured to this policy;

B. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;

C. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

D. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from OCC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

4. For the term of this Agreement, OCC shall procure and maintain the following insurance coverage:

A. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

B. Workers compensation insurance for all employees of OCC as required by applicable law.

C. The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. OCC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, OCC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

5. The individuals signing this Agreement on behalf of his/her respective party hereby warrant that he/she has the necessary authority to bind said party to this Agreement.

6. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, the University shall indemnify and hold harmless OCC, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of University, its agents or employees to the extent such actions, omissions or misconduct arise from the conduct of the Courses at OCC. To the extent permitted by law, OCC shall indemnify and hold harmless the University, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of OCC, its agents or employees to the extent such actions or omissions occur during the term of this Agreement. In the event either party is notified of any alleged injury, claim, demand, or action, it shall provide written notice to the other of such injury, claim, demand, or action within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice.

7. All notices required by this Agreement shall be in writing and sent via certified or registered mail or a nationally recognized courier service or via email if any email address is provided below.

Notices to University for purposes of this Agreement shall be sent via certified mail or to the following

Jared Borrenpohl
Safety Center, Mail Code 6731
1435 Douglas Drive
Southern Illinois University
Carbondale, Illinois 62901

Notices to OCC for purposes of this Agreement shall be sent to the following:

Terry L. Bruce, CEO
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney IL 62450

8. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

9. This Agreement and any dispute arising hereunder shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of law provisions.

10. This Agreement shall be in effect as of March 1, 2015, through the end of the approved course schedule for 2015, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
OLNEY CENTRAL COLLEGE

By: _____
Kevin D. Bame, Vice Chancellor for
Administration and Finance
For Randy J. Dunn, President
Southern Illinois University

By: _____
Terry L. Bruce
Chief Executive Officer
Illinois Eastern Community Colleges

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of March, 2015, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Illinois and Wabash Valley College (“WVC”) in Mt. Carmel, Illinois.

WHEREAS, the University offers Motorcycle Rider Courses (“Courses”) pursuant to the Motorcycle Rider Training Program (“Program”) to local communities throughout southern and central Illinois;

WHEREAS, the University requires real property suitable to offer the Courses and situated near to those local communities;

WHEREAS, WVC owns property in Mt. Carmel suitable for offering the Courses; and

WHEREAS, WVC and University agree that offering the Courses at WVC would be mutually beneficial.

NOW THEREFORE, the parties mutually agree as follows:

1. The recitals hereinabove are incorporated by reference into the terms of this Agreement as though fully stated herein.
2. WVC will make certain real property available to the University during various periods of time commencing after the date of this Agreement, which times shall be specifically requested in writing by the University and approved in writing by WVC, for offering the Courses;
3. For the term of this Agreement, SIUC agrees to maintain the following insurance coverage:
 - A. Commercial general liability insurance coverage for bodily injury liability and property damage liability limited to \$1,000,000 per occurrence, with a \$3,000,000 aggregate coverage. WVC shall be named as additional insured to this policy;

B. Automobile liability coverage furnished to the University by the State of Illinois through the State of Illinois Self-Insured Automobile Liability Plan, administered by the State of Illinois Department of Central Management Services, providing coverage of \$1,000,000 for all state-owned and leased vehicles while engaged in state business. This coverage is excess of other available insurance and coverage details can be found at http://www.cms.il.gov/cms/2_servicese_ben/autoplan.htm, or by printed copy upon request;

C. Workers' compensation and employer liability is provided through the State of Illinois Self-Insured Workers' Compensation Plan, providing statutory limits of coverage for all State employees;

D. Educator's professional liability coverage limited to \$1,000,000 per occurrence.

Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from WVC. In the event of cancellation or non-renewal of above described insurance, SIUC shall provide thirty (30) days advance written notice of such cancellation or non-renewal.

4. For the term of this Agreement, WVC shall procure and maintain the following insurance coverage:

A. Commercial general liability insurance "occurrence" basis coverage for bodily injury liability, including death, property damage liability, in connection with the performance of this Agreement with minimum limits of \$1,000,000 per occurrence.

B. Workers compensation insurance for all employees of WVC as required by applicable law.

C. The insurance companies providing coverage must have a B+: VI or better rating in the current edition of Best's Key Rating Guide. WVC must agree to maintain such insurance for the duration of the agreement. Certificates of Insurance ("COI") providing evidence of these coverage's may be provided upon request from University. In the event of cancellation or non-renewal of above described insurance, WVC shall provide thirty (30) days advance written notice of such cancellation or non-renewal;

5. The individuals signing this Agreement on behalf of his/her respective party hereby warrant that he/she has the necessary authority to bind said party to this Agreement.

6. To the extent permitted by law and not inconsistent with the doctrine of sovereign immunity, the University shall indemnify and hold harmless WVC, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of University, its agents or employees to the extent such actions, omissions or misconduct arise from the conduct of the Courses at WVC. To the extent permitted by law, WVC shall indemnify and hold harmless the University, its agents and employees, from any third party claims, demands, or action arising out of the negligent or reckless actions or omissions or intentional misconduct of WVC, its agents or employees to the extent such actions or omissions occur during the term of this Agreement. In the event either party is notified of any alleged injury, claim, demand, or action, it shall provide written notice to the other of such injury, claim, demand, or action within a reasonably prompt time, but no later than ten (10) days after receipt of actual notice.

7. All notices required by this Agreement shall be in writing and sent via certified or registered mail or a nationally recognized courier service or via email if any email address is provided below.

Notices to University for purposes of this Agreement shall be sent via certified mail or to the following

Jared Borrenpohl
Safety Center, Mail Code 6731
1435 Douglas Drive
Southern Illinois University
Carbondale, Illinois 62901

Notices to WVC for purposes of this Agreement shall be sent to the following:

Terry L. Bruce, CEO
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney IL 62450

8. This Agreement may be terminated by either party upon thirty (30) day advance written notice.

9. This Agreement and any dispute arising hereunder shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of law provisions.

10. This Agreement shall be in effect as of March 1, 2015, through the end of the approved course schedule for 2015, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as to the day and year first written above.

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

By: _____
Kevin D. Bame, Vice Chancellor for
Administration and Finance
For Randy J. Dunn, President
Southern Illinois University

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
WABASH VALLEY COLLEGE

By: _____
Terry L. Bruce
Chief Executive Officer
Illinois Eastern Community Colleges

Agenda Item #8K

Affiliation Agreements

Marion Eye Care – Health Informatics
Edwards County Health Department – Health Informatics
Office of Dr. Steven Miller – Health Informatics
Crossroads Hospital – Health Informatics
Sullivan County Community Hospital - Radiography

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 17, 2015
RE: Affiliation Agreements

An Affiliation Agreement is a formal contract between the educational institution and the facility or business where the student(s) will have the experience. It identifies the responsibilities and liabilities of the various parties covered by the contract. Students engaged in these placements are not paid and the experience is required for completion of the program.

IECC wishes to enter into affiliation agreements with the following facilities:

Marion Eye Care – Flora - Health Informatics (FCC)
Edwards County Health Department – Albion - Health Informatics (FCC)
Office of Dr. Steven Miller Advance Healthcare – Fairfield - Health Informatics (FCC)
Crossroads Hospital – Mt. Vernon, Illinois - Health Informatics (FCC)
Sullivan County Community Hospital – Sullivan, Indiana - Radiography (OCC)

I ask the Board's approval of these affiliation agreements.

TLB/rs

Attachments

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT # 529
FRONTIER COMMUNITY COLLEGE
HEALTH INFORMATICS PROGRAM
AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this 14th day of January 14, 2015 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and Marion Eye Care (hereinafter referred to as AGENCY):Marion Eye Care.

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics.

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 Health Informatics 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 Health Informatics lead faculty on behalf of FRONTIER COMMUNITY 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. The FRONTIER COMMUNITY COLLEGE lead faculty 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 FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty 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 of safety, health, and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The FRONTIER COMMUNITY COLLEGE lead faculty 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. The process will be cleared through the FRONTIER COMMUNITY COLLEGE lead faculty 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.

The 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 lead faculty 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, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY 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 FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

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

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

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of

insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 1st day of November, 2014.

Marion Eye Care
520 E. North Ave.
Flora, IL. 62839
618-662-3202

ILLINOIS EASTERN COMMUNITY COLLEGES
FRONTIER COMMUNITY COLLEGE,

Chairman, IECC Board of Trustees

Administrator, Hospital or Agency

President, Frontier Community College

Dean, Frontier Community College

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529
FRONTIER COMMUNITY COLLEGE
HEALTH INFORMATICS PROGRAM
AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this 14th day of **January, 2015** by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and Edwards County Health Department (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics.

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 Health Informatics 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 Health Informatics lead faculty on behalf of FRONTIER COMMUNITY 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. The FRONTIER COMMUNITY COLLEGE lead faculty 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 FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty 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 of safety, health, and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The FRONTIER COMMUNITY COLLEGE lead faculty 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. The process will be cleared through the FRONTIER COMMUNITY COLLEGE lead faculty 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.

The 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 lead faculty 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, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY 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 FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

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

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

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of

insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 14th day of January, 2015.

Edwards County Health Department
25 N. 5th St
Albion, IL. 62803
618-445-2615

ILLINOIS EASTERN COMMUNITY COLLEGES
FRONTIER COMMUNITY COLLEGE

Chairman, IECC Board of Trustees

Administrator, Hospital or Agency

President, Frontier Community College

Dean, Frontier Community College

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529
FRONTIER COMMUNITY COLLEGE
HEALTH INFORMATICS PROGRAM
AGENCY AGREEMENT

THIS AGREEMENT made and entered into this 14th day of **January, 2015** by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and Dr. Steven Miller Advance Healthcare (hereinafter referred to as AGENCY).

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics.

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 Health Informatics 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 Health Informatics lead faculty on behalf of FRONTIER COMMUNITY 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. The FRONTIER COMMUNITY COLLEGE lead faculty 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 FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty 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 of safety, health, and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The FRONTIER COMMUNITY COLLEGE lead faculty 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. The process will be cleared through the FRONTIER COMMUNITY COLLEGE lead faculty 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.

The 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 lead faculty 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, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY 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 FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

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

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

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of

insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 14th day of January, 2015.

Advance Healthcare
Dr. Steven Miller.
5 Williamson Dr.
Fairfield, IL. 62837
618-842-2012

ILLINOIS EASTERN COMMUNITY COLLEGES
FRONTIER COMMUNITY COLLEGE

Chairman, IECC Board of Trustees

Administrator, Hospital or Agency

President, Frontier Community College

Dean, Frontier Community College

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529
FRONTIER COMMUNITY COLLEGE
HEALTH INFORMATICS PROGRAM
AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this 20th day of **January, 2015** by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and Crossroads Hospital. (hereinafter referred to as AGENCY):Crossroads Hospital.

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics.

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 Health Informatics 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 Health Informatics lead faculty on behalf of FRONTIER COMMUNITY 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. The FRONTIER COMMUNITY COLLEGE lead faculty 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 FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty 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 of safety, health, and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The FRONTIER COMMUNITY COLLEGE lead faculty 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. The process will be cleared through the FRONTIER COMMUNITY COLLEGE lead faculty 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.

The 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 lead faculty 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, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY 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 FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

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

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

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of

insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 20th day of January, 2015.

Crossroads Hospitals
8 Doctors Park Rd.
Mt. Vernon, IL. 62864
618-244-5500

ILLINOIS EASTERN COMMUNITY COLLEGES
FRONTIER COMMUNITY COLLEGE

Chairman, IECC Board of Trustees

Administrator, Hospital or Agency

President, Frontier Community College

Dean, Frontier Community College

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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Adopted 6-2005

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
OLNEY CENTRAL COLLEGE
ASSOCIATE DEGREE RADIOGRAPHY PROGRAM**

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 1st day of June, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, OLNEY CENTRAL COLLEGE, for its Associate Degree Radiography Program (hereinafter referred to as Sponsor) and Sullivan County Community Hospital and all its entities, (hereinafter referred to as Clinical Education Setting)

WITNESSETH THAT:

WHEREAS, the SPONSOR desires to make use of the CLINICAL EDUCATION SETTING'S facilities for clinical radiography laboratory practice by students of the Radiography Program for the SPONSOR, and

WHEREAS, the CLINICAL EDUCATION SETTING has agreed to make its facilities available to the radiography students and faculty of the SPONSOR for desired purpose,

1. 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 SPONSOR shall:
 - a) Conform to the guidelines contained in the "Standards for an Accredited Educational Program in Radiologic Sciences" as adopted by The Joint Review Committee on Education in Radiologic Technology - April 2010, effective January 1, 2011.
 - b) Provide qualified instructors to teach the total didactic portion of the OCC Associate Degree Radiography Program and endeavor to work with the staff of the CLINICAL

EDUCATION SETTING in coordination of the clinical laboratory objectives completed at the CLINICAL EDUCATION SETTING.

- c) Coordinate the student clinical assignment with the CLINICAL EDUCATION SETTING'S appointed Clinical Instructor.
- d) Review and evaluate, in cooperation with the CLINICAL EDUCATION SETTING, the student's progress within the clinical setting.
- e) Maintain student records.
- f) Maintain professional liability insurance on all OCC Associate Degree Radiography Program students involved in clinical education at the CLINICAL EDUCATION SETTING in an amount adequate to cover loss. The limits of such insurance shall be at least \$250,000 per claim, \$750,000 aggregate for such liability. The SPONSOR agrees to provide the CLINICAL EDUCATION SETTING copies of the appropriate Certificate of Insurance verifying such coverage prior to placing students in the CLINICAL EDUCATION SETTING.
- g) Provide supervision of the health of all students making use of any of the CLINICAL EDUCATION SETTING'S facilities, as contemplated herein; and will assure compliance with the policies of the CLINICAL EDUCATION SETTING. Radiography students and Radiography Faculty assigned to, or making use of any clinical area of the CLINICAL EDUCATION SETTING under the contemplated program, will meet the health requirements of the CLINICAL EDUCATION SETTING.
- h) Will furnish upon request, prior to the use of any CLINICAL EDUCATION SETTING facilities, under the contemplated program, a medical record for each participating

student showing that said student fully complies with the health requirements required by the CLINICAL EDUCATION SETTING.

- i) Where applicable, the SPONSOR will provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination, MMR and varicella vaccinations, and compliance with OSHA requirements for prevention of transmission of bloodborne pathogens and TB
- j) A criminal background check and drug screen, as required by and acceptable to the CLINICAL EDUCATION SETTING are required of each placed student prior to participation in the clinical rotation. It is the SPONSOR's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.
- k) Provide orientation for the educational program for the CLINICAL EDUCATION SETTING staff.
- l) The SPONSOR agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of the Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). The parties will notify one another if there are known breaches of this confidentiality.
- m) Provide personal radiation monitoring for students during clinical laboratory radiography practice at the CLINICAL EDUCATION SETTING. Copies of monthly badge readings will be provided to the CLINICAL EDUCATION SETTING upon request.

2. The CLINICAL EDUCATION SETTING shall:
 - a) Conform to the guidelines contained in the “Standards for an Accredited Educational Program in Radiologic Sciences” adopted by the The Joint Review Committee on Education in Radiologic Technology - April 2010, effective January 1, 2011.
 - b) Without charge, make its facilities available in all areas of patient care for observation and participation by the students and faculty of the SPONSOR subject to the conditions and limitations contained herein.
 - c) Seek at all times to create a favorable environment conducive to the best possible learning situation.
 - d) Aid in the supervision of students during clinical education experiences by designating a minimum of one individual as a Clinical Instructor. The student use of the CLINICAL EDUCATION SETTING facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the CLINICAL EDUCATION SETTING; and the Clinical Instructor on behalf of the CLINICAL EDUCATION SETTING will be responsible for maintaining proper standards of radiography practice and safeguard of patients assigned to students. The CLINICAL EDUCATION SETTING radiography personnel will retain full and final decisions for patient care assigned to radiography students.
 - e) Designate Clinical Instructors, employed by the CLINICAL EDUCATION SETTING, who will be responsible for the teaching and guidance of the students in the clinical radiography laboratory practice, and will be available to radiography students. The specific assignment of learning experiences to specific students will be made and arranged by the Clinical Instructor on behalf of the CLINICAL EDUCATION SETTING,

in consultation with the Clinical Coordinator of the SPONSOR'S Associate Degree Radiography Program. The Clinical Instructor of the CLINICAL EDUCATION SETTING assumes full responsibility and supervision of the radiography students during their laboratory experience in the CLINICAL EDUCATION SETTING.

- f) The CLINICAL EDUCATION SETTING shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the SPONSOR's students who train at the CLINICAL EDUCATION SETTING pursuant to this agreement.
 - g) The CLINICAL EDUCATION SETTING will supply dressing rooms and space for storage of clothing not in use while students are practicing at the CLINICAL EDUCATION SETTING, and conference room facilities for use of the faculty and students.
3. The SPONSOR and the CLINICAL EDUCATION SETTING mutually agree to the following:
- a) Neither party will discriminate on the basis of race, color, religion, gender, age, disability, national origin, or veteran status.
 - b) The assigned experiences will be selected for the educational benefit of the student. The SPONSOR will provide the CLINICAL EDUCATION SETTING a written set of clinical objectives and "Student Evaluation" forms to be completed at mid-term and at the end of the semester at the CLINICAL EDUCATION SETTING.

- c) Students are responsible for seeking health care if the need arises. They are encouraged to carry their own health insurance and are expected to pay for their own health care fees.
- d) While at the CLINICAL EDUCATION SETTING, students are not to replace the CLINICAL EDUCATION SETTING staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under proximate supervision of a member of the staff of the CLINICAL EDUCATION SETTING. The CLINICAL EDUCATION SETTING shall at all times be responsible for patient care.
- e) The agreement will be reviewed annually. Either party hereto may terminate this AGREEMENT by at least 60 days written notice to the other party. All students enrolled in District #529's Associate Degree Radiography 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 the current semester and academic year at the CLINICAL EDUCATION SETTING.

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

CLINICAL EDUCATON SETTING
Sullivan County Community Hospital

SPONSOR
ILLINOIS EASTERN COMMUNITY
COLLEGES, DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Radiography

Program Director

Hospital Administrator

Associate Dean of Nursing & Allied Health

President, Olney Central College

Chairperson, IECC Board of Trustees

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

Revised: 2015

ADDENDUM

The attached agreement encompasses Clinical Education Center facilities located at the following locations:

Sullivan County Community Hospital
2200 North Section St
Sullivan, IN 47882

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

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

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
January 31, 2015**

FUND	BALANCE
Educational	\$4,852,699.69
Operations & Maintenance	\$6,009,372.96
Operations & Maintenance (Restricted)	(\$122,907.12)
Bond & Interest	\$159,615.01
Auxiliary	\$559,003.02
Restricted Purposes	(\$14,914.84)
Working Cash	\$203,654.29
Trust & Agency	\$453,187.85
Audit	(\$12,189.04)
Liability, Protection & Settlement	\$645,975.03
TOTAL ALL FUNDS	\$12,733,496.85

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
January 31, 2015

	ALL FUNDS <hr/> Fiscal Year 2015 <hr/>
ASSETS:	
CASH	12,733,497
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	3,064,702
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	729,697
OTHER ASSETS	1,020,934
TOTAL ASSETS AND OTHER DEBITS:	40,172,730
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	341,058
ACCOUNTS PAYABLE	50,565
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	3,394,826
TOTAL LIABILITIES:	3,786,449
EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,083,078
PR YR BDGTED CHANGE TO FUND BALANCE	615,893
FUND BALANCES:	
FUND BALANCE	26,081,542
RESERVE FOR ENCUMBRANCES	6,605,768
TOTAL EQUITY AND OTHER CREDITS	36,386,281
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	40,172,730

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF January 31, 2015

ALL FUNDS

FY 2015
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,958,241
STATE GOVT SOURCES	4,998,029
STUDENT TUITION & FEES	11,393,468
SALES & SERVICE FEES	2,431,475
FACILITIES REVENUE	2,495
INVESTMENT REVENUE	90,446
OTHER REVENUES	151,876
TOTAL REVENUES:	25,026,030

EXPENDITURES:

INSTRUCTION	6,417,229
ACADEMIC SUPPORT	293,437
STUDENT SERVICES	1,046,711
PUBLIC SERV/CONT ED	37,183
OPER & MAINT PLANT	1,557,265
INSTITUTIONAL SUPPORT	5,946,301
SCH/STUDENT GRNT/WAIVERS	5,170,417
AUXILIARY SERVICES	3,376,479
TOTAL EXPENDITURES:	23,845,022

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	1,181,008
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Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2014 -- June 30, 2015

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,461,155	1,054,542	3,515,697
State Government Sources - Current Year	3,066,845	1,931,184	4,998,029
State Government Sources - Prior Year	4,544,272	-	4,544,272
Net Tuition and Fees	3,273,999	-	3,273,999
Sales & Service Fees	13,672	-	13,672
Facilities Revenue	-	1,875	1,875
Investment Revenue	46,793	18,390	65,183
Other Revenues	28,252	1,673	29,925
TOTAL REVENUES:	<u>13,434,988</u>	<u>3,007,664</u>	<u>16,442,652</u>
EXPENDITURES:			
Salaries	8,171,627	473,427	8,645,054
Employee Benefits	1,331,009	114,521	1,445,530
Contractual Services	205,239	176,369	381,608
Materials	970,658	133,031	1,103,689
Travel & Staff Development	147,816	2,290	150,106
Fixed Charges	96,888	32,128	129,016
Utilities	37,322	585,585	622,907
Capital Outlay	125,513	8,257	133,770
Other	72,992	65	73,057
TOTAL EXPENDITURES:	<u>11,159,064</u>	<u>1,525,673</u>	<u>12,684,737</u>
TRANSFERS :			
Interfund Transfers	<u>(1,324,211)</u>	<u> </u>	<u>(1,324,211)</u>
TOTAL TRANSFERS:	<u>(1,324,211)</u>	<u>-</u>	<u>(1,324,211)</u>
NET INCREASE/DECREASE IN NET ASSETS	<u><u>951,713</u></u>	<u><u>1,481,991</u></u>	<u><u>2,433,704</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY13-15**

College	Category	FISCAL YEAR 2013			FISCAL YEAR 2014			FISCAL YEAR 2015			% of Year
		Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	
Frontier	Bills		\$ 1,267,916			\$ 782,466			\$ 1,103,244		
	Payroll		1,117,260			1,112,602			1,170,671		
	Totals	\$ 4,312,683	2,385,176	55%	\$ 3,858,802	1,895,068	49%	\$ 4,283,530	2,273,915	53%	58%
Lincoln Trail	Bills		1,249,049			1,134,266			1,368,088		
	Payroll		1,348,304			1,444,867			1,283,609		
	Totals	\$ 4,498,201	2,597,353	58%	\$ 4,494,153	2,579,133	57%	\$ 4,540,934	2,651,697	58%	58%
Olney Central	Bills		1,565,220			1,733,310			1,709,982		
	Payroll		2,731,929			3,159,554			2,601,512		
	Totals	\$ 7,396,633	4,297,149	58%	\$ 7,789,976	4,892,864	63%	\$ 7,866,901	4,311,494	55%	58%
Wabash Valley	Bills		1,735,371			1,672,173			1,881,569		
	Payroll		1,699,193			1,866,402			1,727,381		
	Totals	\$ 6,083,520	3,434,564	56%	\$ 6,078,045	3,538,575	58%	\$ 6,111,313	3,608,950	59%	58%
Workforce Educ.	Bills		1,716,025			2,416,052			1,916,922		
	Payroll		723,549			906,427			780,165		
	Totals	\$ 5,297,022	2,439,574	46%	\$ 5,742,255	3,322,479	58%	\$ 5,597,344	2,697,087	48%	58%
District Office	Bills		159,482			194,399			194,142		
	Payroll		512,693			571,830			565,537		
	Totals	\$ 1,266,150	672,175	53%	\$ 1,289,241	766,229	59%	\$ 1,278,178	759,679	59%	58%
District Wide	Bills		1,111,102			1,008,196			1,025,003		
	Payroll		479,331			448,287			516,179		
	Totals	\$ 3,329,156	1,590,433	48%	\$ 2,863,846	1,456,483	51%	\$ 2,811,649	1,541,182	55%	58%
GRAND TOTALS		\$32,183,365	\$ 17,416,424	54%	\$32,116,317	\$ 18,450,831	57%	\$32,489,850	\$17,844,004	55%	58%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
January 31, 2015

	<u>FY 2015</u>		<u>FY 2014</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	8,645,054	48.45%	9,509,969	51.54%	(864,915)
Employee Benefits	1,445,530	8.10%	1,366,505	7.41%	79,025
Contractual Services	381,608	2.14%	387,060	2.10%	(5,452)
Materials	1,103,689	6.19%	1,071,970	5.81%	31,719
Travel & Staff Development	150,106	0.84%	140,716	0.76%	9,390
Fixed Charges	129,016	0.72%	148,499	0.80%	(19,483)
Utilities	622,907	3.49%	610,878	3.31%	12,029
Capital Outlay	133,771	0.75%	70,043	0.38%	63,728
Other	5,232,323	29.32%	5,145,191	27.89%	87,132
	<u>17,844,004</u>	<u>100.00%</u>	<u>18,450,831</u>	<u>100.00%</u>	<u>(606,827)</u>

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

**Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
Asbestos Abatement - LTC	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
General PHS Work - FLOW	PHS	\$728,541								
Fire & Electrical PHS Work - FLOW	PHS	\$556,772								
HVAC Replacements	Funding Bonds	\$3,174,919								
Student Center - WVC	CDB	\$4,029,400								
Temp Building Replacement - LTC	CDB	\$1,495,500								
Center for Technology - LTC	CDB	\$7,569,800								
GRAND TOTAL		\$19,710,732	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

1/31/2015