

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 20, 2018



Location:

**Olney Central College
305 North West Street
Olney IL 62450**

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

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 20, 2018

7:00 p.m.

**Olney Central College
Banquet Room**

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. 500.21 Student Military Policy
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. 403(b) Calendar Year Report Browning
 - B. Strategic Plan Cutchin
 - C. Tuition and Fee Rates FY2019 Bruce
 - D. Academic Calendar 2019-2021 Bruce
 - E. Consulting Agreement with Arthur J. Gallagher Bruce
 - F. Intent to Consider Renewal of Contracts for CEO, Presidents, Dean of Workforce Education Bruce
 - G. Affiliation Agreements Bruce
 - Carmi Family Dental - Health Informatics Program - FCC
 - Jasper County Health Department - Certified Medical Assistant - LTC
 - Richland County Health Office - Certified Medical Assistant - LTC
 - Effingham Obstetrics and Gynecology Assoc. - Certified Medical Assistant - LTC
 - RWR Medical Arts, Dr. David Rotman, M.D. - Certified Medical Assistant - LTC
 - Dr. Rachel Winters - Certified Medical Assistant - LTC

- 9. Bid Committee Report..... Bruce
 - A. None

- 10. District Finance
 - A. Financial Report Browning
 - B. Approval of Financial Obligations Browning

- 11. Chief Executive Officer’s Report..... Bruce

- 12. Executive Session..... Bruce

- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce

- 14. Approval of Personnel Report Bruce

- 15. Collective Bargaining..... Bruce

- 16. Litigation Bruce

- 17. Other Items

- 18. 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 cafeteria, at Lincoln Trail College, 11220 Highway 1, Robinson, Illinois, in said Community College District at 7:00 o'clock P.M., on Tuesday, January 16, 2018.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, James Lane, Jan Ridgely. Also present was Madison Ferreira, student trustee. Trustees absent: Alan Henager. 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.

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Alex Cline, Director of Information & Communications Technology.

Jeff Cutchin, Chief Academic Officer

Renee Smith, Executive Assistant to CEO/Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held December 12, 2017 were presented for disposition.

Board Action to Approve Minutes: Trustee James Lane made a motion to approve minutes of the foregoing meeting as prepared. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

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

#3-B. IECEA Representative: John Kendall, IECEA President, was in attendance.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

AGENDA #6 – “Policy First Reading (and Possible Approval)” –

AGENDA #6-A. Policy 100.37 Freedom of Information Act Policy: It is necessary that the District have a Freedom of Information (FOIA) policy that outlines who the FOIA Officer for the District is and their duties as well as a listing of required Public Records Documents. The CEO recommended approval of the following Policy.

BOARD OF TRUSTEES – 100

Freedom of Information Act (100.37)

Date Adopted: January 16, 2018 (Pending Board Approval)

The Board of Trustees and employees of Illinois Eastern Community Colleges will comply with the provisions of the Illinois Freedom of Information Act (hereinafter, “Act” or “FOIA”), 5 ILCS 140. The Act declares “that all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees.” In response, procedures shall be established and the District Director of Human Resources is appointed as the FOIA Officer.

The FOIA Officer (or designee) shall coordinate all efforts pertaining to the Freedom of Information Act including, but not limited to, these responsibilities identified in 5 ILCS 140/3.5:

1. receive and process all written requests for public information in accordance with the Act;
2. develop a list of documents or categories of records that shall be released immediately upon request; and
3. successfully complete required training.

All requests for public information will be processed in a timely manner and will take into consideration privacy and confidentiality conflicts which may arise as a result of the information requested. It is the intention of Illinois Eastern Community Colleges to ensure full compliance with the Act without compromising the privacy of individuals. Per 5 ILCS 140/4, designated information will be displayed at the District Office and posted on the website.

Board Action: Trustee Brenda Culver made a motion to waive second reading and approve the foregoing Policy 100.37 Freedom of Information Act. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

#8-A. Employee Satisfaction Survey Results FY2018: Each fall, IECC employees are given the 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. Detailed survey results were provided to the members of the Board. For Fiscal Year 2018, the survey results show that employees are largely satisfied with the employment and the operation of the District. The CEO recommended acceptance of the Employee Satisfaction Survey Results.

Board Action: Trustee James Lane made a motion to accept the results of the Employee Satisfaction Survey, 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, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

Phase 10 Carryover Project Application and Resolution: The following actions were taken relative to the PHS Carryover Construction Project Application Form and Resolution pertaining thereto:

#8-B. Phase 10 Carryover PHS Project Application: Upon the recommendation of the Architecture & Design Group, the District retained Bacon, Farmer, Workman Engineering & Testing, Inc., to inspect the Pedestrian Bridge located at Olney Central College and provide an evaluation, recommendation for repairs. The estimate to remedy identified deficiencies and repairs has been provided to be a cost of \$180,000. The District has \$180,000 in excess protection, health and safety (PHS) funds remaining from previously approved and completed PHS projects. Subject to the Board's approval of this project, it will then be submitted to the Illinois Community College Board for approval under the Protection, Health, and Safety criteria established by statute. If the project is approved by the ICCB, the Board will then bid and complete the Pedestrian Bridge repair at an estimated cost of \$180,000.

Recommendation: The CEO recommended approval of the OCC Pedestrian Bridge Repair Application Form, along with all supporting documents for the Application Form.

Board Action: Trustee Culver made a motion to approve the PHS Application Forms and all related documents for the Phase 10 Carryover PHS Construction Project listed as recommended. The intent of this motion is to be a vote on the Application Form and all related documents. Trustee Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Alan Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Phase 10 Carryover PHS Project Resolution: A Resolution was presented for the Phase 10 PHS Construction Projects as follows:

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

Pedestrian Bridge Repairs – Olney Central College

January 16, 2018

Resolution to Approve PHS Capital Project

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 529 (Hereinafter referred to as IECC) is authorized to complete necessary projects dealing with Protection, Health and Safety of students, employees, or visitors; and,

WHEREAS, there is a need for repair and alteration of certain facilities of Illinois Eastern Community Colleges District No. 529; and

WHEREAS, the Board has received reports from a licensed professional architect/engineer that there are projects at IECC which require repair and alterations, as defined in ICCB Rule 1501.601; and,

WHEREAS, Section 3-20.3-01 of the Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects, to sell protection health and safety bonds, not to exceed 4.5 million dollars, for such repairs or alterations and levy a tax sufficient to retire said outstanding bond issue over a period of years; and

WHEREAS, the projects recommended for repair and alterations are:

Pedestrian Bridge Repairs – Olney Central College

Total estimated cost including fees and contingency: \$180,000

WHEREAS, the Board certifies these projects also meet the requirements of 805/3-20.3.01 of the Public Community College Act and are not routine maintenance projects.

NOW, be it resolved by the Board of Trustees of Illinois Eastern Community College District 529 as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the project set forth above require alterations or repair and are necessary for Protection, Health and Safety of students, employees, or visitors of IECC.
3. There are not sufficient funds available in the Operations & Maintenance Fund of IECC to complete the project set forth above.
4. The cost of the project above, as determined in the certified estimate of a licensed architect, is not less than \$25,000.

5. Properly completed application forms shall be completed and forwarded to the Illinois Community College Board for approval of the above referenced project.

Recommendation: The CEO recommended approval of a Resolution for the foregoing PHS Carryover Project Application form.

Board Action: Trustee Carter made a motion to approve the Resolution for the Phase 10 Carryover PHS Project Application - OCC Pedestrian Bridge Repairs as recommended. The intent of this motion is to be a vote on approval of the Resolution for the OCC Pedestrian Bridge project. Trustee Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Alan Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Freedom of Information Act Fee Schedule: In addition to creating a policy and procedure regarding Freedom of Information Act (FOIA) requests, the District must establish a fee schedule. The CEO recommended approval of the following FOIA fee schedule.

FOIA Fee Schedule

The following fees, associated with FOIA requests, have been established pursuant to the Illinois Freedom of Information Act, 5ILCS 140. **All fees are required to be paid in full prior to release of the information.**

Description	Charge
Copies*	
Up to 50 standard (one-sided B&W letter or legal) pages	No Charge
Pages after 50 standard	\$.15/each
Pages other than standard	Actual cost
Certified pages	\$ 1.00/each
Medium other than paper (i.e. CD, USB Flash Drive)	Actual cost
Postage and handling	Actual cost
Additional Charges for Commercial Requests Only	
First 8 hours of labor associated with searching for/retrieving records	No Charge
Labor associated with searching for/retrieving records (after the first 8 hours)	\$ 10.00/per Hr.
Labor associated with reviewing documents for redaction	\$ 10.00/per Hr.
Additional Charges for Voluminous Requests of Electronic Records	
Portable Document Format (pdf): up to 80 megabytes	\$ 20.00
Pdf: 81 - 160 megabytes	\$ 40.00
Pdf: more than 160 megabytes	\$100.00
Non-pdf format: up to 2 megabytes	\$ 20.00
Non-pdf format: 3 – 4 megabytes	\$ 40.00
Non-pdf format: more than 4 megabytes	\$100.00

Requests for fee reduction or waiver will be granted when the requester sites (and satisfies) a public purpose as a basis for the request. (Reference Section 6 (c) of Act)
 Fees may also be reduced or waived for good cause at the discretion of the FOIA Officer.

Contact the FOIA Officer with any questions or concerns regarding fees:

Tara Buerster, FOIA Officer
Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, IL 62450
618-393-2982 buerstert@iecc.edu

*Commercial, recurrent, and voluminous requests: requester will be provided with estimates prior to processing and, at the discretion of the FOIA Officer, may be required to pay in full prior to reproducing the records.

Board Action: Trustee James Lane made a motion to approve the FOIA Fee Schedule as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreements: The CEO recommended approval of the affiliation agreements, as listed in full in the agenda, with the following medical institutions:

Keystone America Hosselton Funeral Home - Health Informatics - FCC
Christopher Rural Health Clay Medical Center - Phlebotomy - OCC

Board Action: Trustee Gary Carter made a motion to approve the aforementioned affiliation agreements as presented. Student Trustee Madison Ferreira seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. 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 31, 2017.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2018, totaling \$634,992.21, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for January 2018, in the amounts listed. 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, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – The following items were included in the CEO Report: Dynegy Report, Hillis Correspondence, Student Trustee Elected, Board of Trustees Website Statement on Leadership Training, and Enrollment.

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

AGENDA #13 – “Approval of Executive Session Minutes” – The Board of Trustees did not hold an executive session at the regular meeting, January 16, 2018.

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

400.1. Administrative Guidelines Changes

A. Administrative Guidelines Changes for Full-Time Bargaining Unit Faculty

1. Overload Rate for Instructors/Assistant Professors

<u>Rate</u>	<u>Effective Date</u>
\$535.00 per equated semester hour (load hour)	Spring 2018
\$550.00 per equated semester hour (load hour)	Spring 2019

2. Overload Rate for Associate Professors/Professors

<u>Rate</u>	<u>Effective Date</u>
\$545.00 per equated semester hour (load hour)	Fall 2018
\$560.00 per equated semester hour (load hour)	Spring 2019

3. Individualized Applied Music

<u>Rate</u>	<u>Effective Date</u>
\$170.00 per student, per credit hour	Spring 2018

4. Summer Rate for Instructors/Assistant Professors

<u>Rate</u>	<u>Effective Date</u>
\$635.00 per equated semester hour (load hour)	Summer 2018
\$650.00 per equated semester hour (load hour)	Summer 2019

5. Summer Rate for Associate Professors/Professors

<u>Rate</u>	<u>Effective Date</u>
\$645.00 per equated semester hour (load hour)	Summer 2018
\$660.00 per equated semester hour (load hour)	Summer 2019

6. Internships and Independent Study (Fall and Spring Semesters)

<u>Rate</u>	<u>Effective Date</u>
\$49.00 per student/per credit hour	Spring 2018

7. Internships and Independent Study (Summer Semester)

<u>Rate</u>	<u>Effective Date</u>
\$56.00 per student/per credit hour	Summer 2018

B. Administrative Guidelines Changes for Part-time and Full-Time Non-Bargaining Unit Faculty

1. Part-time Pay Rate

<u>Rate</u>	<u>Effective Date</u>
\$485 per equated hour (load hour)	Spring 2018

2. Internships and Independent Study (Fall and Spring Semesters)

<u>Rate</u>	<u>Effective Date</u>
\$49.00 per student/per credit hour	Summer 2018

- | | | |
|--|---------------------------------------|-----------------------|
| 3. Internships and Independent Study (Summer Semester) | <u>Rate</u> | <u>Effective Date</u> |
| | \$56.00 per student/per credit hour | Summer 2018 |
| 4. Individualized Applied Music | <u>Rate</u> | <u>Effective Date</u> |
| | \$170.00 per student, per credit hour | Spring 2018 |

400.2. Resignation Ratification

A. Faculty

1. Heather Ackman, Nursing Instructor, OCC, effective January 1, 2018

400.3. Retirement Ratification

A. Faculty

1. Thomas Baird, Telecommunications Instructor, LTC, effective June 1, 2018
Instructor, OCC, effective February 24, 2018

Addendum to Personnel Report

400.4 Resignation Ratification

A. Professional Non-Faculty, Non-Exempt

1. Liesl Wingert, Coordinator of Transition Services, FCC, effective February 2, 2018.

400.5 Memorandum of Understanding with IECEA and Anne Hustad, IBHE Grant

MEMORANDUM OF AGREEMENT

This is a Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, Illinois Community College District No. 529 (“Board”), the Illinois Eastern Colleges Education Association, IEA-NEA (“Association”), and Anne Hustad (“Ms. Hustad”). The parties hereby agree as follows:

1. Ms. Hustad has been awarded a Nurse Educator Fellowship award (hereinafter “Fellowship Award”) given by the Illinois Board of Higher Education (hereinafter “IBHE”).
2. Ms. Hustad shall be given \$10,000 through payroll, and subject to all applicable withholdings, from IBHE for the Fellowship Award and Ms. Hustad agrees to complete all fellowship activities as described by IBHE.
3. Fellowship Award activities will not be counted as load under section 9.2 of the Faculty Agreement.
4. This Memorandum of Agreement shall expire on December 31, 2018, at the expiration of the Fellowship period.

#14-A. Board Action to Addend Personnel Report: Trustee Brenda Culver made a motion to addend the Personnel Report, add an addendum for item #400.4 and 400.5. Student Trustee Madison Ferreira seconded the motion. The Chair asked Trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Amended Personnel Report: Trustee James Lane made a motion to approve the Amended Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Jan Ridgely 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 voice vote was taken. The Chair declared the “Ayes” have it, the motion adopted, and the meeting was adjourned at 8:08 p.m.

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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)

Agenda Item #6A

500.21 Student Military Policy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 20, 2018
RE: Policy 500.21 Student Military Policy

In accordance with the Federal Veterans, Choice and Accountability Act, IECC needs to revise its Student Military Policy to reflect the charging of in-district tuition to any veteran using federal veteran benefits. This is the current practice of IECC, the policy just needs to be updated to reflect that practice.

I recommend the Board waive the second reading and approve the revised policy.

TLB/rs

Attachment

STUDENT - 500

Student Military Policy (500.21)

Date Adopted: October 16, 2001

Revised: October 18, 2005

Revised: December 8, 2015

Revised: June 20, 2017

Revised: February 20, 2018 (pending Board approval)

Any Illinois Eastern Community Colleges (IECC) student in the military service, or a student who enlists in the military service (Army of the United States, United States Navy, the Marine Corps, the Air Force, the Coast Guard, and members of the State Militia), or a student who is a member of the National Guard or Reserves and has been ordered to active duty, and is unable to attend class for 7 or more days, shall receive a full refund of required tuition, fees, and other institutional charges. Withdrawal from courses shall not impact final grade point average or re-enrollment options. Students unable to process their enrollment for the upcoming term due to military service will have all late penalties or fees set aside. Any IECC student that is called to active military service shall be allowed to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing (in which case the student's record shall reflect that the withdrawal is due to active military service). The student must be given priority over other students who are reenrolling in the course or courses. To the extent that other policies conflict with section, this section shall supersede and be controlling of dealing with student enrollment in courses or programs.

Any IECC student who is Title IV eligible and withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, will not be required to repay an overpayment of grant funds based on the Return of Title IV Funds calculation. IECC must perform the Return of Title IV Funds calculations that are required by the statute and regulations and will return funds to one or more of the Title IV programs as calculated by the Return of Title IV Funds calculation.

As pursuant to the Federal Veterans Access, Choice and Accountability Act, all eligible veterans and their eligible dependents will be offered in-state tuition at public colleges and universities. Therefore, IECC will offer any veteran using federal veterans benefits in-district ~~or out-of-district~~ tuition rates.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

403(b) Calendar Year Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 20, 2018
RE: 403(b) Calendar Year Report

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 2017 Report for the IECC 403(b) Plan.

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, 2017 totaled \$4,189,344. This is an increase of \$962,424 over plan assets the previous calendar year, which represents \$663,640 in contributions, \$177,432 in distributions, and \$476,216 in net earnings.

The CEO, CFO, and Board members have a fiduciary responsibility to monitor the plan. Due to the length of the monitoring report, the report has been sent to the Board under separate cover.

I ask the Board's acceptance of the Calendar Year 2017 Report for the IECC 403(b) Plan.

TLB/akb

Agenda Item #8B

Strategic Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 20, 2018
RE: Strategic Plan

The strategic plan committee has spent the last academic year formulating a new strategic plan to meet the Higher Learning Commission Criteria for accreditation and to formulate additional strategic objectives for the District. Focus group meetings and surveys were conducted across the District to gain input and feedback from students, community leaders, faculty, and staff. Information and comments from stakeholders were then aggregated, analyzed, and interpreted, culminating in five overarching goals for the strategic plan. These goals are:

- Improve student education experience
- Expand educational choices and support services
- Increase student head count and reimbursable hours
- Improve student life experience
- Decrease financial dependence on State reimbursement grants

Under each goal, the committee placed objectives and strategies for implementation. The Board will be updated annually on the progress of implementation of the Strategic Plan.

I ask the Board's approval of the 2018-2023 Illinois Eastern Community College Strategic Plan.

TLB/rs

Attachment

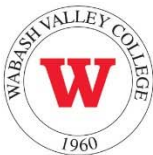


ILLINOIS EASTERN COMMUNITY COLLEGES

STRATEGIC PLAN

2018 - 2023

BRIGHT FUTURES



iecc.edu



IECC STRATEGIC PLAN

2018-2023

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

Goals are broad intentions that we expect to accomplish during the life of the plan.

Objectives are specific components of goals we expect to accomplish.

Strategies are example activities or actions that committees, departments, staff, and faculty carry out.





METHODOLOGY

Illinois Eastern Community Colleges' strategic planning process was authorized by the CEO's Cabinet, with initial work done by Frontier Community College's President and Dean of Instruction. First, information from both internal and external stakeholders was gathered:

- Input from students was collected via on-campus focus groups at all four colleges prior to the end of the Spring 2017 semester.
- Collection of data from faculty (full-time and adjunct) was performed via a 12-question electronic survey at the end of the spring 2017 semester.
- Three additional focus groups were conducted at each of the four campuses throughout the Summer of 2017 to solicit input from college staff, administrators, and community members (members of advisory committees, K-12 personnel, local politicians and business owners, etc.).
- An additional focus group was held at the District Office to allow input from staff at that location.
- Remaining personnel who do not work at a college (West Richland Center and Workforce Education) were asked to provide input by completing an electronic survey.
- Additional data was provided via environmental scanning, 2017 Student Satisfaction Survey, and the 2017 Employee Satisfaction Survey.

Information and comments from stakeholders were then aggregated, analyzed, and interpreted culminating in five overarching Goals for the strategic plan being identified and approved by the Cabinet. A five-member strategic planning committee was charged with developing specific plan Objectives and Strategies under each Goal and identifying the stakeholders responsible for each. Cabinet approval was given at each step in the process.



GOALS

1 IMPROVE STUDENT EDUCATION EXPERIENCE

Link to Mission: Deliver Exceptional Education

OBJECTIVE 1: Promote academic excellence

- Strategy 1: Evaluate teaching load (maximum) and make appropriate adjustments.
- Strategy 2: Create a funding source to promote innovative pedagogy using technology.
- Strategy 3: Increase professional development opportunities.
- Strategy 4: Improve the quality of E-Learning environments.

OBJECTIVE 2: Enhance employee satisfaction

- Strategy 1: Recognize excellence in performance through yearly awards and incentives.
- Strategy 2: Provide an atmosphere that promotes and supports continuous personal and professional improvement.
- Strategy 3: Continue to monitor and adjust salary ranges of new and existing employees to ensure IECC's ability to recruit and retain talented faculty and staff.
- Strategy 4: Continue to explore financially responsible options that will improve the health care benefits afforded to employees and their families.

OBJECTIVE 3: Improve communication with students

- Strategy 1: Implement texting and social media as a means of communicating with students.
- Strategy 2: Require faculty to use a designated LMS for all classes.
- Strategy 3: Incorporate electronic informational displays and signage around campus.

OBJECTIVE 4: Expand Wi-Fi availability and bandwidth

- Strategy 1: Evaluate Wi-Fi coverage and add or adjust access points as needed
- Strategy 2: Increase Wi-Fi bandwidth to meet increasing demands

GOALS

2

EXPAND EDUCATIONAL CHOICES AND SUPPORT SERVICES

Link to Mission: Deliver Exceptional Services; Improve the Lives of our Students

OBJECTIVE 1: Increase collaboration among the four colleges

- Strategy 1: Review processes for inconsistencies (credit card [Discover & AE]); payment agreements, holds on accounts criteria, etc.).
- Strategy 2: Establish a coordinated online class schedule.
- Strategy 3: Increase student satisfaction with college bookstore services (ordering books/apparel online).

OBJECTIVE 2: Create new programmatic opportunities at the colleges

- Strategy 1: Create laddering for programs.
- Strategy 2: Establish an equitable strategy to share complete programs.
- Strategy 3: Secure funding for new programs.

OBJECTIVE 3: Increase and expand the number/variety of course offerings

- Strategy 1: Increase foreign language offerings.
- Strategy 2: Expand the variety of fine arts offerings.
- Strategy 3: Increase the variety of community interest/non-degree courses.
- Strategy 4: Increase community education classes.
- Strategy 5: Increase real-time/synchronous distance sections of low-enrollment classes (combining low enrollment sections on multiple campuses into one distance section).

OBJECTIVE 4: Ensure adequate training of new hires (limit knowledge loss)

- Strategy 1: Develop standard training course for new adjuncts.
- Strategy 2: Develop and implement specific department orientation and training standards.

OBJECTIVE 5: Improve services available to students

- Strategy 1: Increase awareness of available counseling services.
- Strategy 2: Ensure students have access to adequate career services at each college.
- Strategy 3: Increase the use of online student services.
- Strategy 4: Explore ways to ensure students have a complete understanding of resources available to them (i.e. orientation, first year experience courses, etc.).

OBJECTIVE 5: Evaluate and improve retention efforts at each college

- Strategy 1: Develop an attendance monitoring system for early warning.
- Strategy 2: Redesign Pathways to Success to better address retention efforts.
- Strategy 3: Standardize orientations across the district.



GOALS

3 INCREASE STUDENT HEADCOUNT AND REIMBURSABLE HOURS

Link to Mission: Improve the Lives of our Students; Strengthen our Communities

OBJECTIVE 1: Increase degree-seeking student headcount

Strategy 1: Investigate and establish a district-wide enrollment management office.

Strategy 2: Create and implement college-specific enrollment plans.

OBJECTIVE 2: Enhance student recruitment efforts

Strategy 1: Increase the number of faculty participating in recruitment efforts.

Strategy 2: Enhance prospective student experience when on campus.

Strategy 3: Increase marketing and recruitment efforts via social media.

Strategy 4: Create an IECC-specific app.

Strategy 5: Provide/continue to provide funding for a recruiter on each college campus.

OBJECTIVE 3: Ensure adequate funding for all campuses to sustain/grow enrollments

Strategy 1: Create and fund a system that rewards and sustains programmatic growth.

Strategy 2: Create a funding mechanism for new/innovative CTE programming development.

OBJECTIVE 4: Investigate and establish new opportunities to train students and incumbent workers

Strategy 1: Investigate the opportunity to create new online CTE programs.

Strategy 2: Investigate the opportunity to create online sections of face-to-face classes (ex. speech).

Strategy 3: Pursue customized training opportunities with local entities.

GOALS

4

IMPROVE STUDENT LIFE EXPERIENCE

Link to Mission: Improve the Lives of our Students; Strengthen our Communities

OBJECTIVE 1: Increase quantity and quality of student life activities

- Strategy 1: Develop structures and support systems for student organizations that enhance leadership, scholarship, and civic engagement opportunities.
- Strategy 2: Develop and support formal and informal co-curricular experiences that will strengthen students' understanding of their chosen areas and enhance their ability to be leaders upon graduation.
- Strategy 3: Revisit a graduation exit and longitudinal study of alumni to help sharpen our understanding of the impact and value of co-curricular experiences.

OBJECTIVE 2: Establish on-campus areas for students to congregate

- Strategy 1: In collaboration with student leadership, work to ensure our dining areas, lounges, and open spaces have the amenities students desire to allow for learning, spontaneous interaction, or formal functions.
- Strategy 2: Develop opportunities for students to have access to recreational and physical fitness facilities that promote social and physical health.

OBJECTIVE 3: Create a plan (and align adequate funding) that ensures buildings are adequately maintained and grounds are visually appealing

- Strategy 1: With involvement of all stakeholders establish priorities for the development and maintenance of our building facilities.
- Strategy 2: Solicit feedback from the student body about their experiences in our facilities (i.e. O&M survey).
- Strategy 3: Create college-specific plans and a funding system to ensure buildings are adequately maintained and grounds are visually appealing.



GOALS

5 DECREASE FINANCIAL DEPENDENCE ON STATE REIMBURSEMENT GRANTS

Link to Mission: Deliver Exceptional Services; Improve the Lives of our Students

OBJECTIVE 1: Expand existing revenue streams

- Strategy 1: Increase the revenue generated from district property taxes.
- Strategy 2: Investigate and implement additional utilization of bonding capacity.
- Strategy 3: Expand data utilization by creating business analytics to enhance student retention and persistence.

OBJECTIVE 2: Create new revenue streams

- Strategy 1: Establish an active alumni network at each college.
- Strategy 2: Establish an institutional development plan at each college.
- Strategy 3: Increase the number of grants written for each year.

OBJECTIVE 3: Decrease operational/maintenance expenses

- Strategy 1: Create a process to rank programs via established metrics to evaluate viability.
- Strategy 2: Establish a mechanism by which O&M team leaders regularly communicate to disseminate vendor information and best practices.

Agenda Item #8C

Tuition and Fee Rates FY2019

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: February 20, 2018

RE: FY2019 Tuition and Fee 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 that tuition be increased for FY2019 as outlined on the following attachment.

These rates represent a \$5 increase to In-District tuition only, from \$83 per semester hour to \$88 per semester hour. All other current tuition rates and universal fees would remain the same.

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

The proposed increase would generate approximately \$200,000 in net revenue, and is necessitated by the state government's struggle to solve Illinois' financial crisis. The attached tuition and/or fee schedule 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 ten (10) 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%
FY2015	42.8%	43.8%	13.4%
FY2016	20.6%	60.9%	18.5%
FY2017	36.6%	48.7%	14.7%

As indicated, IECC has experienced reduced state funding for operations, going from 49.7% of operating funds in FY2008 down to 36.6% of operating funds in FY2017. Although property tax rates have not increased, the percentage of the District's operating budget based on revenue received from property taxes has increased, as overall revenue has declined.

I ask the Board's approval of the attached proposed FY2019 tuition/fee rates, to be effective with the Summer Term 2018.

**IECC - Recommended Tuition / Fee Increases for FY 2019
February 20, 2018**

1. Universal Fees (Per Credit Hour):

	FY 2019 Recommendation	FY 2018 Actual	Per Cr. Hr. Increase	Estimated Revenue Generated
Technology Fee	\$ 5	\$ 5	\$ -	\$ -
Student Support Fee	\$ 12	\$ 12	\$ -	\$ -
Maintenance Fee	\$ 15	\$ 15	\$ -	\$ -
	\$ 32	\$ 32	\$ -	\$ -

2. Tuition (Per Credit Hour):

	FY 2019 Recommendation	FY 2018 Actual	Per Cr. Hr. Increase	Additional Revenue Generated	Estimated Waivers	Additional Revenue Available
In-District	\$ 88.00	\$ 83.00	\$ 5.00	\$ 383,350	\$ (178,258)	\$ 205,092
Out-of-District	\$ 268.41	\$ 268.41	\$ -	\$ -	\$ -	\$ -
Out-of-State	\$ 330.61	\$ 330.61	\$ -	\$ -	\$ -	\$ -
Special Out-of-District	\$ 95.00	\$ 95.00	\$ -	\$ -	\$ -	\$ -
Special Indiana Rate	\$ 120.00	\$ 120.00	\$ -	\$ -	\$ -	\$ -
				\$ 383,350	\$ (178,258)	\$ 205,092

Agenda Item #8D

Academic Calendar 2019-2021

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 16, 2018
RE: Academic Calendar 2019-2021

In preparation for approval of the catalog, a two year academic calendar must be considered and adopted by the Board of Trustees.

Under contract guidelines, the District is to consult with the Illinois Eastern Community College Education Association (IECEA) on the academic calendar. Tara Buerster and Rodney Ranes met with IECEA President John Kendall, the association's representative, and discussed the proposed calendar.

I ask the Board's approval of the Academic Calendar for 2019-2021 as proposed.

TLB/tab

Attachment

Academic Calendar 2019-2021

2019 Fall Semester

August	8-9	Faculty Workshop
August	12-14	Registration, Testing
August	15	First Day of Classes
September	2	Colleges Closed. Labor Day
September	17	Constitution Observance Day. Classes in session
October	1	No Classes. District Faculty/Staff Professional Development Day
October	9	Midterm
October	14	Colleges Closed. Columbus Day
November	11	Colleges Closed. Veteran's Day
November	28-29	Colleges Closed. Thanksgiving
December	6	Last Day of Classes
December	9-12	Final Exams
December	13	Registration, Testing & Last Day of Semester.

(Colleges closed December 19, 2019 – January 1, 2020. Winter Break)

2020 Spring Semester

January	2	Colleges Open, Faculty Workshop
January	3	Registration, Testing
January	6	First Day of Classes
January	20	Colleges Closed. Martin Luther King, Jr. Day
February	17	Colleges Closed. President's Day
February	28	Midterm
March	2	No Classes. Casimir Pulaski Holiday
March	3-8	No Classes. Spring Break
April	10	Colleges Closed. Spring Holiday
May	1	Last Day of Classes
May	4-7	Final Exams
May	8	Last Day of Semester/Graduation

2020 Intersession

May	11	First Day of Classes
May	19	Midterm
May	25	Colleges Closed. Memorial Day
May	29	Last Day of Intersession

2020 Summer Session

June	2	First Day of Classes
June	26	Midterm
July	3	Colleges Closed. Independence Day Observed
July	24	Last Day of Classes
July	27-28	Finals

2020 Fall Semester

August.....	13-14	Faculty Workshop
August.....	17-19	Registration, Testing
August.....	20	First Day of Classes
September	7	Colleges Closed. Labor Day
September	17	Constitution Observance Day. Classes in Session
October.....	6	No Classes. District Faculty/Staff Professional Development Day
October.....	12	Colleges Closed. Columbus Day
October.....	15	Midterm
November.....	11	Colleges Closed. Veteran’s Day
November.....	26-27	Colleges Closed. Thanksgiving.
December	11	Last Day of Classes
December	14-17	Finals
December	18	Last Day of Semester

(Colleges Closed December 22, 2020 –January 4, 2020. Winter Break)

2021 Spring Semester

January	5	Colleges Open.
January	6	Faculty Workshop
January	7-8	Registration, Testing
January	11	First Day of Classes
January	18	Colleges Closed. Martin Luther King, Jr. Day
February	15	Colleges Closed. President’s Day
March	5	Midterm
March	8	No Classes. Casimir Pulaski Holiday Observed
March	9-14	No Classes. Spring Break
April	2	Colleges Closed. Spring Holiday
May	7	Last Day of Classes
May	10-13	Final Exams
May	14	Last Day of Semester/Graduation

2021 Intersession

May	17	First Day of Classes
May	25	Midterm
May	31	Colleges Closed. Memorial Day
June	4	Last Day of Intersession

2021 Summer Session

June	7	First Day of Classes
July	1	Midterm
July	5	Colleges Closed. Independence Day Observed
July	28	Last Day of Classes
July	29-30	Finals

Agenda Item #8E

Consulting Agreement with Arthur J. Gallagher

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 20, 2018
RE: Consulting Agreement with Arthur J. Gallagher

For several years the District has worked with Arthur J. Gallagher, an employee benefits consultant associated with the Community College Health Consortium. In 2018, Gallagher consultants saved the District in excess of \$76,000 through their rate negotiations with BCBS and reduced the District's renewal increase from 11% down to 7.5%.

Based upon our recent claims history and current trends, the District has been advised that health insurance premiums could increase by as much as a 15% - 20% in the calendar year 2019 renewal with BCBS. The District currently pays \$2.4 million in employee premiums, therefore a 15% increase would add an additional \$360,000 in premium costs and a 20% increase would yield an additional \$480,000 in premium costs.

In 2003, Blue Cross Blue Shield of Illinois (BCBS) became the District's health insurance carrier. Since that time, the District has not sought requests for proposals (RFP) for health insurance. During this turbulent time of escalating health insurance premiums, it is advisable to seek competitive proposals from other networks to try and protect the District if BCBS does propose a 15% - 20% rate increase for 2019.

Utilizing the services of Gallagher, the District would prepare an RFP and solicit input not only from Blue Cross Blue Shield but from other insurance carriers in our area.

The District would engage Arthur J. Gallagher to seek competitive pricing for our health care and dental needs. Their fee would be \$20,000 and they would provide all of the underwriting and marketing for the renewal. Their focused approach is integral to seeking health insurance value and their services would include:

1. Establishing selection criteria
2. Collecting data
3. Identifying a solicitation list
4. Collecting and disseminating census information
5. Collecting and disseminating prior claims data
6. Developing an RFP
7. Proposal response analysis – technical and financial
8. A summary report and finalist recommendation

9. Review and analysis of finalist presentations
10. Implementation assistance
11. Pharmacy Benefit Manager (PBM) audit

Because the cost of prescriptions drugs is such a large part of District medical claims, and because the cost trends for prescription medications continue to increase at double digit rates, one of the strategies discussed is using the Pharmacy Benefit Manager (PBM) to negotiate directly with the drug companies to get the best pricing available for prescription needs.

Gallagher services would also include plan management and administration and the sharing of best practices.

I recommend that the District engage Arthur J. Gallagher to provide underwriting and marketing services, plan management, plan administration, and vendor management services that will allow the District to seek competitive pricing for our health and dental insurance needs.

TLB/rs

Agenda Item #8F

**Intent to Consider Renewal of Contracts for CEO, Presidents, Dean of Workforce
Education**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 20, 2018
RE: Intent to Renew Contracts

The contracts for the CEO, the contract for each President of each college, and the Dean of Workforce Education are up for renewal by the Board for a two-year period from September 1, 2018 to August 30, 2020.

It would be appropriate for a motion that the Board intends to consider the renewal of the contracts at the March 2018 meeting of the Board of Trustees.

TLB/rs

Agenda Item #8G

Affiliation Agreements

Carmi Family Dental - Health Informatics Program - FCC

Jasper County Health Department - Certified Medical Assistant - LTC

Richland County Health Office - Certified Medical Assistant - LTC

Effingham Obstetrics and Gynecology Associates - Certified Medical Assistant - LTC

RWR Medical Arts, Dr. David Rotman, M.D. - Certified Medical Assistant - LTC

Dr. Rachel Winters - Certified Medical Assistant - LTC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 20, 2018
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:

Carmi Family Dental - Health Informatics Program - FCC
Jasper County Health Department - Certified Medical Assistant - LTC
Richland County Health Office - Certified Medical Assistant - LTC
Effingham Obstetrics and Gynecology Assoc. - Certified Medical Assistant - LTC
RWR Medical Arts, Dr. David Rotman, M.D. - Certified Medical Assistant - LTC
Dr. Rachel Winters - Certified Medical Assistant - LTC

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

TLB/rs

Attachments

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

THIS AGREEMENT made and entered into this 20th day of February 2018 by and between

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

for its Health Informatics Program (hereinafter referred to as ILLINOIS EASTERN COMMUNITY COLLEGES)

and

CARMI FAMILY DENTAL

(hereinafter referred to as AGENCY):

1000 WEST MAIN STREET
CARMI, IL 62821
(618) 382-8300

WITNESSETH THAT:

WHEREAS, ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES 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, ILLINOIS EASTERN COMMUNITY COLLEGES lead faculty and student(s). Compensation is not a requirement. Neither ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES. 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 ILLINOIS EASTERN COMMUNITY COLLEGES'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.

ILLINOIS EASTERN COMMUNITY COLLEGES 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 ILLINOIS EASTERN COMMUNITY COLLEGES procures professional liability coverage that is not on an "occurrence basis," ILLINOIS EASTERN COMMUNITY COLLEGES or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of ILLINOIS EASTERN COMMUNITY COLLEGES or ILLINOIS EASTERN COMMUNITY COLLEGES's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, ILLINOIS EASTERN COMMUNITY COLLEGES shall maintain general liability insurance on an occurrence basis for ILLINOIS EASTERN COMMUNITY COLLEGES 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. ILLINOIS EASTERN COMMUNITY COLLEGES shall also maintain workers' compensation insurance for any employees of ILLINOIS EASTERN COMMUNITY COLLEGES performing services under this agreement. ILLINOIS EASTERN COMMUNITY COLLEGES 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. ILLINOIS EASTERN COMMUNITY COLLEGES 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 February, 2018.

CARMI FAMILY DENTAL
1000 WEST MAIN STREET
CARMI, IL 62821
(618) 382-8300

**ILLINOIS EASTERN
COMMUNITY COLLEGES**

Administrator, Hospital or Agency

Chairman, IECC Board of Trustees

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

Adopted 6-2005

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Jasper County Health Department, Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the Certified Medical Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant students of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of the COLLEGE'S CMA Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Certified Medical Assistant Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the CMA students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.
5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

Students who have physical or emotional disabilities which may negate success in CMA practice will not be permitted to use the AGENCY'S facilities. Students who have disabilities which may not negate success in CMA practice may participate in the contemplated program if approved by the AGENCY.

Prior to the use of any AGENCY facilities, under the contemplated program, the COLLEGE will furnish the AGENCY, upon request, a medical record, proof of insurance, and a letter of good standing for each participating student showing that said student fully complies with the requirements required by the AGENCY.

The students are responsible for health care costs related to student injury or illness occurring in the agency.

The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE CMA program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.

7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2018.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGE DIST. #529/LINCOLN TRAIL
COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Administrator

College Dean Agency

College President

Chairman, Board of Trustees
Illinois Eastern Community College Dist.#529

1/29/2018

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Richland County Health Dept, Olney, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the Certified Medical Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant students of the COLLEGE for the desired purpose,

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

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2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Certified Medical Assistant Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the CMA students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.
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The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss the student from the COLLEGE CMA program.

To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.

7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the ____ day of _____, 2018.

AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGE DIST. #529/LINCOLN TRAIL
COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Administrator

College Dean

Agency

College President

Chairman, Board of Trustees
Illinois Eastern Community College Dist.#529

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Effingham Obstetrics and Gynecology Associates LLC, Effingham, IL (hereinafter referred to as AGENCY).
[Insert: Agency, City, and State Above]

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the Certified Medical Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant students of the COLLEGE for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of the COLLEGE'S CMA Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Certified Medical Assistant Faculty on behalf of the COLLEGE, in consultation with the Administrative Supervisor or Coordinator on behalf of the AGENCY. The Administrative Supervisor assumes full responsibility and supervision of the CMA students during their laboratory experience in the AGENCY.

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To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

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AGENCY

ILLINOIS EASTERN COMMUNITY
COLLEGE DIST. #529/LINCOLN TRAIL
COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community College Dist.#529

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and RWR Medical Arts, Dr. David Rotman, M.D., Robinson, IL (hereinafter referred to as AGENCY) *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical medical assistant laboratory practice by students of the Certified Medical Assistant Program for the COLLEGE and

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COLLEGE DIST. #529/LINCOLN TRAIL
COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community College Dist.#529

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
CERTIFIED MEDICAL ASSISTANT PROGRAM

AFFILIATION AGREEMENT

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COLLEGE DIST. #529/LINCOLN TRAIL
COLLEGE

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community College Dist.#529

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, 2018**

FUND	BALANCE
Educational	\$8,306,738.27
Operations & Maintenance	\$1,201,076.52
Operations & Maintenance (Restricted)	\$1,015,204.03
Bond & Interest	\$370,812.39
Auxiliary	\$781,805.06
Restricted Purposes	(\$161,899.81)
Working Cash	\$213,373.83
Trust & Agency	\$411,391.86
Audit	(\$1,395.95)
Liability, Protection & Settlement	\$691,915.12
TOTAL ALL FUNDS	\$12,829,021.32

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
January 31, 2018

	ALL FUNDS
	Fiscal Year 2018
ASSETS:	
CASH	12,829,021
IMPREST FUND	21,300
CHECK CLEARING	12,500
INVESTMENTS	17,590,000
RECEIVABLES	4,309,978
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	507,898
OTHER ASSETS	456,087
FIXED ASSETS (Net of Depr)	17,349,514
TOTAL ASSETS AND OTHER DEBITS:	53,076,298
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	210,739
ACCOUNTS PAYABLE	217,585
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	110,493
L-T DEBT GROUP (FUND 9)	9,391,550
OTHER LIABILITIES	-
TOTAL LIABILITIES:	9,930,367
EQUITY AND OTHER CREDITS:	
FUND BALANCE	8,524,712
PR YR BDGTD CHANGE TO FUND BALANCE	(216,910)
INVESTMENT IN PLANT (Net of Depr)	17,349,514
FUND BALANCES:	
OTHER FUND BALANCES	20,836,975
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(9,391,550)
RESERVE FOR ENCUMBRANCES	6,043,190
TOTAL EQUITY AND OTHER CREDITS	43,145,931
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	53,076,298

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF January 31, 2018

ALL FUNDS

FY 2018
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,617,541
STATE GOVT SOURCES	7,044,849
STUDENT TUITION & FEES	12,426,196
SALES & SERVICE FEES	2,361,621
FACILITIES REVENUE	8,466
INVESTMENT REVENUE	93,680
OTHER REVENUES	210,538
TOTAL REVENUES:	<u>28,762,891</u>

EXPENDITURES:

INSTRUCTION	5,900,707
ACADEMIC SUPPORT	280,973
STUDENT SERVICES	882,158
PUBLIC SERV/CONT ED	2,530
OPER & MAINT PLANT	1,866,541
INSTITUTIONAL SUPPORT	5,663,477
SCH/STUDENT GRNT/WAIVERS	4,693,294
AUXILIARY SERVICES	3,248,723
TOTAL EXPENDITURES:	<u>22,538,403</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>6,224,488</u>
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Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS

July 1, 2017 -- January 31, 2018

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,708,382	1,160,618	3,869,000
State Government Sources - Current Year	7,044,849	-	7,044,849
State Government Sources - Prior Year	3,227,904	-	3,227,904
Net Tuition and Fees	3,051,745	1,292,033	4,343,778
Sales & Service Fees	27,485	60	27,545
Facilities Revenue	-	7,701	7,701
Investment Revenue	49,562	13,628	63,190
Other Revenues	31,748	-	31,748
TOTAL REVENUES:	<u>16,141,675</u>	<u>2,474,040</u>	<u>18,615,715</u>
 EXPENDITURES:			
Salaries	7,548,919	475,231	8,024,150
Employee Benefits	1,428,737	121,036	1,549,773
Contractual Services	171,487	154,306	325,793
Materials	781,595	114,771	896,366
Travel & Staff Development	93,764	915	94,679
Fixed Charges	114,219	11,429	125,648
Utilities	38,670	707,338	746,008
Capital Outlay	24,400	2,998	27,398
Other	65,636	536	66,172
TOTAL EXPENDITURES:	<u>10,267,427</u>	<u>1,588,560</u>	<u>11,855,987</u>
 TRANSFERS :			
Interfund Transfers	(1,140,107)	-	(1,140,107)
TOTAL TRANSFERS:	<u>(1,140,107)</u>	<u>-</u>	<u>(1,140,107)</u>
 NET INCREASE / (DECREASE)	 <u>4,734,141</u>	 <u>885,480</u>	 <u>5,619,621</u>

**OPERATING FUNDS
COMPARISON REPORT FY16-18**

College	Category	FISCAL YEAR 2016			FISCAL YEAR 2017			FISCAL YEAR 2018			
		Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	% of Year
Frontier	Bills		\$ 1,054,767			\$ 1,162,311			\$ 1,092,724		
	Payroll		1,246,330			1,156,702			1,139,503		
	Totals	\$ 4,230,407	2,301,097	54%	\$ 4,089,274	2,319,013	57%	\$ 4,188,484	2,232,227	53%	58%
Lincoln Trail	Bills		1,252,081			1,266,165			1,384,771		
	Payroll		1,276,139			1,164,476			1,211,446		
	Totals	\$ 4,505,520	2,528,220	56%	\$ 4,198,705	2,430,641	58%	\$ 4,650,570	2,596,217	56%	58%
Olney Central	Bills		1,583,777			1,393,449			1,502,336		
	Payroll		2,537,910			2,333,856			2,450,970		
	Totals	\$ 7,696,886	4,121,687	54%	\$ 7,158,163	3,727,305	52%	\$ 7,311,827	3,953,306	54%	58%
Wabash Valley	Bills		1,899,350			2,016,800			1,860,457		
	Payroll		1,757,595			1,688,304			1,579,578		
	Totals	\$ 6,176,922	3,656,945	59%	\$ 6,124,837	3,705,104	60%	\$ 6,253,432	3,440,035	55%	58%
Workforce Educ.	Bills		2,052,546			1,863,873			1,648,317		
	Payroll		731,103			640,664			575,856		
	Totals	\$ 5,467,706	2,783,649	51%	\$ 5,106,047	2,504,537	49%	\$ 4,869,925	2,224,173	46%	58%
District Office	Bills		198,585			180,053			180,813		
	Payroll		606,353			609,525			605,024		
	Totals	\$ 1,351,446	804,938	60%	\$ 1,349,414	789,578	59%	\$ 1,382,152	785,837	57%	58%
District Wide	Bills		845,043			929,800			855,713		
	Payroll		590,553			461,424			461,773		
	Totals	\$ 2,771,726	1,435,596	52%	\$ 2,339,438	1,391,224	59%	\$ 2,694,134	1,317,486	49%	58%
GRAND TOTALS		\$32,200,613	\$ 17,632,132	55%	\$30,365,878	\$ 16,867,402	56%	\$ 31,350,524	\$16,549,281	53%	58%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
January 31, 2018

	FY 2018		FY 2017		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	8,024,150	48.49%	8,054,951	47.75%	(30,801)
Employee Benefits	1,549,773	9.36%	1,504,151	8.92%	45,622
Contractual Services	325,793	1.97%	547,590	3.25%	(221,797)
Materials	896,366	5.42%	647,641	3.84%	248,725
Travel & Staff Development	94,679	0.57%	84,133	0.50%	10,546
Fixed Charges	125,648	0.76%	108,961	0.65%	16,687
Utilities	746,008	4.51%	657,928	3.90%	88,080
Capital Outlay	27,398	0.17%	53,688	0.32%	(26,290)
Other	4,759,466	28.76%	5,208,359	30.88%	(448,893)
	<u>16,549,281</u>	<u>100.00%</u>	<u>16,867,402</u>	<u>100.00%</u>	<u>(318,121)</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

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 14, 2018
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the Personnel Report. Additional information for items 400.1, 400.8, and 400.9 have been sent under separate cover.

INDEX

- 400.2. Change in Status**
- 400.3. Reemployment of Bargaining Unit Faculty for 2018-2019 Academic Year**
- 400.4. Reemployment of Non-Bargaining Unit Faculty 2018-2019**
- 400.5. Honorable Dismissal of Non-Tenured Faculty**
- 400.6. Bargaining Unit Faculty Seniority List for 2017-2018**
- 400.7. Non-Bargaining Unity Faculty Seniority List for 2017-2018**
- 400.8. Academic Rank Change from Instructor to Assistant Professor**
- 400.9. Resignation Ratification**
- 400.10. Retirement Ratification**

PERSONNEL REPORT

400.1. Change in Status

A. Classified

1. Kristie Kolb, Office Assistant, TRIO/SSS, DO/OCC, to Program Support Specialist, TRIO/SSS, DO/OCC, effective February 21, 2018

400.2. Reemployment of Bargaining Unit Faculty for 2018-2019 Academic Year

A. Continuation of Tenure

1. Jesse Allen
2. Scott Balding
3. Reno Bemont
4. Shasta Bennett
5. Tammie Bohnhoff
6. Cynthia Boyce
7. Tyler Boyles
8. C. Allen Brown
9. Carrie Brown
10. Laura Bruck
11. Carla Cadwalader
12. Jay Carter
13. Laurel Cutright
14. John Day
15. David Denton
16. Cheryl Dill
17. Wanda Douglas
18. Carole Fusco
19. Jacy Ghasht
20. Todd Gill
21. Brenda Grove
22. Pauletta Gullett
23. Nixie Hnetkovsky
24. Steve Hnetkovsky
25. Jason Hortin
26. Judith Hudson
27. Kathleen Hudson
28. Anne Hustad
29. John Kendall
30. Andrew King
31. Carol Kocher
32. Curtis Marshall
33. Logan Marshall
34. Rob Mason
35. Christian Mathews
36. Travis Matthews
37. Rodney Maxey
38. Amie Mayhall
39. Andrew McMurray
40. Mary Linda Monge
41. Mary Morris
42. Ed Patton
43. Kelly Payne
44. Kyle Peach
45. Brenda Phegley
46. Andrew Pittman
47. Richard Poskin
48. Lisa Rauch
49. Doug Robb
50. Anurahda Roy
51. Eric Scheller
52. Kimberley Schucker

53. Nick Short
54. Shirley Smithenry
55. Philip Thorsen
56. William Tucker
57. Kristi Urfer
58. Brian Wick
59. David Wilderman
60. Angelia Williams
61. Jill Winter
62. Megan Winter
63. Winifred Wolven

B. Initial Tenure

1. Sarah Bergbower
2. Laurie Jenkins
3. Aaron Lineberry
4. Keith Nash
5. Jodi Peach

C. Non-Tenure

1. Wade Baker
2. Lonnie Barnes
3. Joseph Brown
4. Tyler Browning
5. Megan Bunnage
6. Rebecca Carmack
7. Becky Coleman
8. Brittany Harris
9. Karen Marks

400.3. Reemployment of Non-Bargaining Unit Faculty 2018-2019

A. Continuation of Tenure

1. Donald Bennett
2. Phillip Brooks
3. Jayson Hoffman
4. Rick Lamb
5. Leonard Mitchell
6. Stephen Questelle
7. Michael Woods

B. Non-Tenure

1. Wesley Taylor

400.4. Honorable Dismissal of Non-Tenured Faculty

A. Faculty

1. Beth Wilson

400.5. Bargaining Unit Faculty Seniority List for 2017-2018

Accounting

- | | |
|---------|--|
| 18 yrs. | Kristi Urfer (includes one year seniority for 2017-18 academic year) |
| 8 yrs. | John Kendall (includes one year seniority for 2017-18 academic year) |

Administrative Information Technology

8 yrs. John Kendall
* 6 yrs. Shasta Bennett
* 6 yrs. Amie Mayhall

Advanced Manufacturing

9 yrs. Jay Carter (includes one year seniority for 2017-18 academic year)

Agricultural Technology

* 11 yrs. Steve Hnetkovsky (includes one year seniority for 2017-18 academic year)
* 11 yrs. Doug Robb (includes one year seniority for 2017-18 academic year)

Art

9 yrs. Michael Conn (*Dean of Instruction, effective Summer 2017*)

Automotive Service Tech

15 yrs. Rodney Maxey (includes one year seniority for 2017-18 academic year)
10 yrs. Tyler Boyles (includes one year seniority for 2017-18 academic year)
4 yrs. Brian Wick

Chemical Sciences

7 yrs. Laura Bruck (includes one year seniority for 2017-18 academic year)
3 yrs. Aaron Lineberry (includes one year seniority for 2017-18 academic year)

Collision Repair Technology

.5 yr. Lonnie Barnes (includes one-half year seniority for 2017-18 academic year)

Computer Telephony

7 yrs. Travis Matthews (includes one year seniority for 2017-18 academic year)

Diesel Equipment Technology

16 yrs. Scott Balding (includes one year seniority for 2017-18 academic year)
6 yrs. Eric Scheller (includes one year seniority for 2017-18 academic year)

Early Childhood Development

5 yrs. Carla Cadwalader (includes one year seniority for 2017-18 academic year)

Electrical Distribution Systems

4 yrs. Ed Patton (includes one year seniority for 2017-18 academic year)

Electronics Technology

4 yrs. Jay Carter

English

34 yrs. Brenda Phegley (includes one year seniority for 2017-18 academic year)
23 yrs. William Tucker (includes one year seniority for 2017-18 academic year)
17 yrs. Winifred Wolven (includes one year seniority for 2017-18 academic year)
14 yrs. Kelly Payne (includes one year seniority for 2017-18 academic year)
9 yrs. Mary Morris (includes one year seniority for 2017-18 academic year)

Gunsmithing

9 yrs. Brian Wick (includes one year seniority for 2017-18 academic year)

Health Informatics

3 yrs. Jodi Peach (includes one year seniority for 2017-18 academic year)

Health Programs

6 yrs. Pauletta Gullett
3.5 yrs. Laurie Jenkins (includes one year seniority for 2017-18 academic year)

History

28 yrs. David Denton (includes one year seniority for 2017-18 academic year)
5 yrs. Andrew McMurray (includes one year seniority for 2017-18 academic year)
year)
2 yrs. Cynthia Boyce

Humanities

4 yrs. Cynthia Boyce (includes one year seniority for 2017-18 academic year)

Industrial Maintenance Tech

4 yrs. Logan Marshall (includes one year seniority for 2017-18 academic year)

Life Science

31 yrs.	Anuradha Roy (includes one year seniority for 2017-18 academic year)
19 yrs.	Richard Poskin (includes one year seniority for 2017-18 academic year)
18 yrs.	Christian Mathews (includes one year seniority for 2017-18 academic year)
* 15 yrs.	Nixie Hnetkovsky (includes one year seniority for 2017-18 academic year)
* 15 yrs.	Carrie Brown (includes one year seniority for 2017-18 academic year)
12 yrs.	Nick Short (includes one year seniority for 2017-18 academic year)
5 yrs.	Todd Gill (includes one year seniority for 2017-18 academic year)
3 yrs.	Sarah Bergbower (includes one year seniority for 2017-18 academic year)

Marketing Business Management

24 yrs.	David Wilderman (includes one year seniority for 2017-18 academic year)
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Mathematics

25 yrs.	C. Allen Brown (includes one year seniority for 2017-18 academic year)
17 yrs.	Laurel Cutright (includes one year seniority for 2017-18 academic year)
11 yrs. year)	Kimberly Schucker (includes one year seniority for 2017-18 academic year)
7.5 yrs. year)	Mary (Linda) Monge (includes one year seniority for 2017-18 academic year)
6 yrs. year)	Tammie Bohnhoff (includes one year seniority for 2017-18 academic year)

Medical Office Assistant

* 9 yrs.	Shasta Bennett (includes one year seniority for 2017-18 academic year)
* 9 yrs.	Amie Mayhall (includes one year seniority for 2017-18 academic year)

Microcomputer Support Specialist

3 yrs.	Travis Matthews
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Music

5.5 yrs.	Andrew Pittman (includes one year seniority for 2017-18 academic year)
2 yrs.	Rebecca Carmack (includes one year seniority for 2017-18 academic year)
1 yr.	Wade Baker (includes one year seniority for 2017-18 academic year)

Nursing

29 yrs.	Carole Fusco (includes one year seniority for 2017-18 academic year)
25.5 yrs.	Kathleen Hudson (includes one year seniority for 2017-18 academic year)
* 13 yrs.	Brenda Grove (includes one year seniority for 2017-18 academic year)

*	13 yrs.	Anne Hustad (includes one year seniority for 2017-18 academic year)
**	12 yrs.	Shirley Smithenry (includes one year seniority for 2017-18 academic year)
**	12 yrs.	Angelia Williams (includes one year seniority for 2017-18 academic year)
***	11.5 yrs.	Cheryl Dill (includes one year seniority for 2017-18 academic year)
***	11.5 yrs.	Theresa Marcotte (Associate Dean effective March 14, 2016)
	11 yrs.	Judith Hudson (includes one year seniority for 2017-18 academic year)
	7 yrs.	Wanda Douglas (includes one year seniority for 2017-18 academic year)
	6 yrs.	Megan Winter (includes one year seniority for 2017-18 academic year)
	4 yrs.	Jacy Ghast (includes one year seniority for 2017-18 academic year)
	3 yrs.	Pauletta Gullett (includes one year seniority for 2017-18 academic year)
*****	1 yr.	Megan Bunnage (includes one year seniority for 2017-18 academic year)
*****	1 yr.	Karen Marks (includes one year seniority for 2017-18 academic year)
*****	1 yr.	Beth Wilson (includes one year seniority for 2017-18 academic year)
*****	0.5 yr.	Becky Coleman (includes one –half year seniority for 2017-18 academic year)
*****	0.5 yr.	Brittany Harris (includes one-half year seniority for 2107-18 academic year)

Physics

	19 yrs.	Robert Mason (includes one year seniority for 2017-18 academic year)
	7.5 yrs.	Andrew King (includes one year seniority for 2017-18 academic year)

Process Technology

	3 yrs.	Keith Nash (includes one year seniority for 2017-18 academic year)
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Psychology

	15 yrs.	John Day
*	9 yrs.	Jason Hortin (includes one year seniority for 2017-18 academic year)
*	9 yrs.	Philip Thorsen (includes one year seniority for 2017-18 academic year)

Radio/TV Broadcasting

	12 yrs.	Kyle Peach (includes one year seniority for 2017-18 academic year)
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Radiography

*	5 yrs.	Carol Kocher (includes one year seniority for 2017-18 academic year)
*	5 yrs.	Lisa Rauch (includes one year seniority for 2017-18 academic year)

Remedial Education

2 yrs. Travis Matthews

Social Services

3 yrs. John Day (includes one year seniority for 2017-18 academic year)

Speech

19 yrs. James Tucker (includes one year seniority for 2017-18 academic year)

15 yrs. Jill Winter (includes one year seniority for 2017-18 academic year)

Sport Management

1 yr. Tyler Browning (includes one year seniority for 2017-18 academic year)

Telecommunications Technology

20 yrs. Tom Baird (includes one year seniority for 2017-18 academic year)

* 6 yrs. Jesse Allen (includes one year seniority for 2017-18 academic year)

* 6 yrs. Travis Matthews

Truck Driving

0.5 yrs. Joseph Brown (includes one-half year seniority for 2017-18 academic year)

Welding

7 yrs. Reno Bemont (includes one year seniority for 2017-18 academic year)

6 yrs. Curtis Marshall (includes one year seniority for 2017-18 academic year)

400.6. Non-Bargaining Unit Faculty Seniority List for 2017-18

Coal Mining Technology (non-bargaining unit)

10 yrs. Donald Bennett (includes one year seniority for 2017-18 academic year)

7.5 yrs. Stephen Questelle (includes one year seniority for 2017-18 academic year)

7 yrs. 3 mo. Phillip Brooks (includes one year seniority for 2017-18 academic year)

7 yrs. Joshua Lipe (includes one year seniority for 2017-18 academic year)

6 yrs. 1 mo. Rick Lamb (includes one year seniority for 2017-18 academic year)

* 6 yrs. Michael Thomas (Dean of Workforce Ed, effective 9-22-10)

* 6 yrs. Leonard Mitchell (includes one year seniority for 2017-18 academic year)

5.5 yrs. Jayson Hoffman (includes one year seniority for 2017-18 academic year)

4 yrs. Michael Woods (includes one year seniority for 2017-18 academic year)
2.5 yrs. Wesley Taylor (includes one half year seniority for 2017-18 academic
year)

400.7. Academic Rank Change from Instructor to Assistant Professor

1. Scott Balding
2. Shasta Bennett
3. Tammie Bohnhoff
4. Cynthia Boyce
5. Tyler Boyles
6. C. Allen Brown
7. Carrie Brown
8. Laura Bruck
9. Laurel Cutright
10. John Day
11. David Denton
12. Cheryl Dill
13. Wanda Douglas
14. Carole Fusco
15. Brenda Grove
16. Pauletta Gullett
17. Nixie Hnetkovsky
18. Steve Hnetkovsky
19. Jason Hortin
20. Judith Hudson
21. Kathleen Hudson
22. Anne Hustad
23. John Kendall
24. Andrew King
25. Rob Mason
26. Christian Mathews
27. Travis Matthews
28. Rodney Maxey
29. Amie Mayhall
30. Mary Linda Monge
31. Mary Morris
32. Kelly Payne
33. Kyle Peach
34. Brenda Phegley
35. Richard Poskin
36. Doug Robb
37. Anurahda Roy
38. Kimberley Schucker
39. Nick Short

40. Shirley Smithenry
41. Philip Thorsen
42. James Tucker
43. William Tucker
44. Kristi Urfer
45. David Wilderman
46. Angelia Williams
47. Jill Winter
48. Megan Winter
49. Winifred Ann Wolven

400.8. Resignation Ratification

A. Faculty

1. Joshua Lipe, Workforce Education Instructor, effective February 28, 2018

B. Classified

1. Robin Pearson, Office Assistant, FCC, effective February 9, 2018
2. Laurie Perry, Administrative Assistant, DO, effective March 16, 2018

400.9. Retirement Ratification

A. Faculty

1. James Tucker, Assistant Professor, Speech, OCC, effective September 1, 2018

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								
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		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

1/31/2018