

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

January 21, 2014



Location:

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

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

Our mission 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**

**January 21, 2014
7:00 p.m.
Lincoln Trail College
Cafeteria**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Employee Satisfaction Survey Results Hartleroad
 - B. Quality Matters Program for Online Courses Cantwell
 - C. OCC Collision Repair Center District Share Bruce
 - D. WVC Chemistry Lab District Cost Bruce
 - E. Memoranda of Agreement Bruce
 - F. Allied Health Agreement with Southern IL University Edwardsville Bruce
 - G. Allied Health Agreement with Indiana State University Bruce
 - H. Affiliation Agreement with Brookstone Estates (Medical Office Assistant) Bruce
 - I. Affiliation Agreement with Heritage Health (Basic Nurse Assistant) Bruce
 - J. Affiliation Agreement with Crawford Memorial Hospital (Basic Nurse Assistant) ... Bruce
9. Bid Committee Report Bruce
 - A. None

- 10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
- 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 Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, December 10, 2013.

(Without objection, the Chairman appointed Renee Smith to serve as Acting Board Secretary for this meeting, in the absence of Board Secretary Harry Hillis, Jr.)

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, William C. Hudson, Marilyn J. Wolfe. Also present was Mike Guseynov, student trustee. Trustees absent: None. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Matt Fowler, President of Wabash Valley College.

Kathy Harris, Interim President of Lincoln Trail College.

Timothy Taylor, President of Frontier Community College.

Jeff Cutchin, Dean of Instruction of Olney Central College.

Robert Conn, Dean of Instruction of Lincoln Trail College.

Steve Patburg, Dean of Instruction of Wabash Valley College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.

LeAnn Hartleroad, Associate Dean, Institutional Development.

Renee Smith, Executive Assistant to CEO.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

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

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, November 19, 2013 were presented for disposition.

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

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

#5-D. Jennifer Stroughmatt Presentation: WVC Retention Coordinator Jennifer Stroughmatt gave a retention report.

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

#6-A. Purchasing Policy – Business 300.14: Since the creation of the District, the policy has always been to comply with the Illinois Community College Act 110 ILCS805/3-27.1, which meant that any purchase of supplies, services, equipment or materials, or work involving expenditure in excess of \$10,000 would be advertised and bid as required by State law. In 2008, the Illinois Community College Act bid requirement was raised from \$10,000 to \$25,000. However, IECC remained with a \$10,000 bid limit. After discussion, the Cabinet, on December 4, recommended that the IECC Bid Limit be increased to \$25,000.

The District desires to shorten the time it takes to purchase items and also to allow more local vendors to do business with the various colleges. The current bid process can take as long as six to eight weeks by the time bid specifications are developed, advertising requirements are met, a formal bid opening is held, and the Board takes action on the Bid Committee Report. Local businesses have difficulty complying with all the stringent bid requirements and the District loses the opportunity to do more business with small local businesses.

The CEO recommended approval of the following revision to the existing Business 300.14 purchasing policy.

Purchasing (300.14)

Date Adopted: June 11, 1996

Date Revised: April 17, 2001

Date Revised: December 10, 2013

All purchases of supplies, services, equipment, and other materials will be made centrally by the Business Office, and procedures for purchasing that comply with the Illinois Public Community College Act will be developed and recorded in a procedure manual.

The Board supports a policy of not knowingly entering into any purchase commitment which would result in a conflict of interest. District employees shall not knowingly purchase goods or services from their immediate families or from other employees except under the following conditions: (a) if the immediate family member does not have a substantial financial interest in the operation of the business; (b) there is no other qualified or responsible provider; (c) a substantial additional cost for the goods or services will be incurred if the purchase is made from another provider; (d) and other exceptions as approved by the Board of Trustees. In such instances, the purchasing party will so notify the Board in a timely manner. Immediate family means living in the immediate household.

This policy does not discriminate against the procurement of recycled-content products. Products with recycled-content should be procured wherever and whenever cost, specifications, standards and availability are comparable to products without recycled-content.

Board Action: Trustee Michael Correll made a motion to waive second reading and adopt the revised Purchasing Policy 300.14 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, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#6-B. Trustee Adoption, Amendment, or Repeal of Policies 200.5: At the October Board meeting, there was discussion of how Board members should be involved in the development of District policy. The following language was discussed by the Board and submitted to the Cabinet for review.

Adoption, Amendment, or Repeal of Policies (200.5)

Requests for the adoption, amendment, or repeal of District Policies by any Board member shall be submitted to the Chairman. The Chairman shall make the proposal available to Board Members, the District CEO, and the Cabinet. The Cabinet will consider the policy change at its next regularly scheduled meeting.

Prior to Cabinet action, Board members may submit their views and comments in writing to the Chairman and the CEO and may include a recommendation for action on the proposal. The Cabinet shall consider and report any action to the entire Board. Following Cabinet action, the Chairman shall report requests, with recommendations for action, to the Board.

Board action on any proposal shall not be taken earlier than the next regular meeting following first reading. When circumstances warrant, the Board may waive the first reading.

During the discussion, Board members made numerous suggestions as to possible improvements in the language. The Cabinet reviewed the Trustee suggestions made at the Board meeting.

First, the Board discussion included the need to establish some time limits for submission to the Cabinet so that the Cabinet had adequate time to consider the proposal. The Cabinet added a requirement that any proposed policy be submitted at least ten business days prior to the next Cabinet meeting.

Second, the Board discussed the language concerning Board consideration of any suggested policy change. The proposed language did not make it clear when the Board would consider the Cabinet's suggestions. The new language clearly states that the Board would consider the policy at the next scheduled Board meeting and that second reading could be waived.

Third, there was general agreement that the initial proposal made by a Board member should be included when the Cabinet reported back to the Board. That has been done.

The policy as amended by the Cabinet deliberations follows.

ADMINISTRATION – 200

Trustee Adoption, Amendment, or Repeal of Policies (200.5)

Effective date: December 10, 2013

Requests for the adoption, amendment, or repeal of District Policies by any Board member shall be submitted in writing to the Chairman. Board members should make such requests at least 10 business days prior to the first Wednesday of the month, the scheduled meeting time for the Cabinet.

The Chairman shall make the proposal available to Board Members, the Chief Executive Officer, and the Cabinet. The Cabinet will consider the policy change at its next regularly scheduled meeting.

Prior to Cabinet action, Board members may submit their views and comments in writing to the Chairman and the CEO and may include a recommendation for action on the proposal. The Cabinet shall consider the request for the adoption, amendment, or repeal of District Policies. Following Cabinet action, the Chief Executive Officer shall report action taken on any requests, with recommendations for action, to the Chairman and to the Board.

The original proposal shall appear on the Board agenda of the next regularly scheduled meeting of the Board, under Policies First Reading, along with any recommendations for change or action made by the Cabinet. When circumstances warrant, the Board may waive the second reading and adopt the proposed policy change, either in the original form, or in the form recommended by the Cabinet, at that Board meeting.

The CEO recommended approval of the foregoing Cabinet proposal on Trustee adoption, Amendment, or Repeal of Policies (200.5).

Board Action: Trustee Brenda Culver made a motion to waive second reading and adopt the Cabinet proposal on Trustee adoption, Amendment, or Repeal of Policies (200.5) as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 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. 2013 Strategic Plan Status Report Summary: LeAnn Hartleroad presented the 2013 Strategic Plan Status Report Summary. Purpose of IECC’s Strategic Plan is to prepare for the future, prioritize issues, and create strategies that will lead the District in successfully meeting its mission to provide excellence in teaching, learning, public service, and economic development. IECC’s Strategic Plan 2012-16 was developed through a district-wide process which identified critical focus areas, established strategic goals and objectives and developed actions and activities to achieve these objectives, as well as established targets and indicators to measure success and ensure the Plan’s ongoing review and renewal.

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

IECC has made significant progress on the Strategic Plan focus areas and goals in the past two years, despite the economic downturn and the state budget deficit, which directly affects the District. Ninety-one percent (31/34) of the activities have been implemented and are in progress, are ongoing, or have been completed. Three activities have been put on hold due to the continued uncertainty of state pension reform, changes in SURS eligibility, changes in the Affordable Care Act and budget limitations.

The CEO recommended approval of the 2013 Strategic Plan Status Report Summary.

Board Action: Trustee William Hudson made a motion to approve the 2013 Strategic Plan Status Report Summary as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. FCC Mascot: Following the adoption of the District's Enrollment Management Plan, there was much interest shown in the Frontier Community College area about the adoption of a mascot for athletic teams. The college considered 56 potential names identified by the Student Senate and the top ten names were submitted to the college administration. After review, three names – Bobcats, Mustangs, and Wolverines were considered. Both the student body and community members voted on the favorite mascot with the Bobcats receiving 1,500 votes, Mustangs receiving 1,336 votes and Wolverines receiving 187 votes.

The CEO recommended approval and ratification of the name of “Bobcats” as official college mascot for Frontier Community College.

Board Action: Trustee Gary Carter made a motion to approve and ratify the name of “Bobcats” as official college mascot for Frontier Community College 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, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-C. Board Meeting Dates and Locations for 2014: The CEO recommended adoption of the following resolution setting meeting dates and locations for the IECC Board of Trustees for 2014.

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2014:

Tuesday, January 21, 2014, 7 p.m., Lincoln Trail College
Tuesday, February 18, 2014, 7 p.m., Olney Central College
Tuesday, March 18, 2014, 7 p.m., Wabash Valley College
Tuesday, April 15, 2014, 7 p.m., Frontier Community College
Tuesday, May 20, 2014, 7 p.m., Lincoln Trail College
Tuesday, June 17, 2014, 7 p.m., Olney Central College

Tuesday, July 15, 2014, 7 p.m., Wabash Valley College

Tuesday, August 19, 2014, 7 p.m., Frontier Community College

Tuesday, September 16, 2014, 7 p.m., Lincoln Trail College

Tuesday, October 21, 2014, 7 p.m., Olney Central College

Tuesday, November 18, 2014, 7 p.m., Wabash Valley College

Tuesday, December 9, 2014, 7 p.m., Frontier Community College

Regular meetings are held on the third Tuesday of each month, except the December meeting, which is held on the second Tuesday.

Board Action: Trustee Michael Correll made a motion to adopt the foregoing resolution setting meeting dates and locations for the Board of Trustees for calendar 2014 as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. Affiliation Agreement with Wayne County Health Department – ADN: IECC wishes to enter into an affiliation agreement with Wayne County Health Department, located in Fairfield, Illinois. This affiliation agreement is for the Associate Degree in Nursing Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the Associate Degree in Nursing Program with Wayne County Health Department, Fairfield, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Affiliation Agreement with Mt. Vernon Countryside Manor – Health Informatics: IECC wishes to enter into an affiliation agreement with Mt. Vernon Countryside Manor, located in Mt. Vernon, Illinois. This affiliation agreement is for the FCC Health Informatics Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Mt. Vernon Countryside Manor, Mt. Vernon, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Affiliation Agreement with Clay County Health Department – Health Informatics: IECC wishes to enter into an affiliation agreement with Clay County Health

Department, located in Flora, Illinois. This affiliation agreement is for the FCC Health Informatics Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the FCC Health Informatics Program with Clay County Health Department, Flora, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Affiliation Agreement with Gibson General Hospital – Phlebotomy: IECC wishes to enter into an affiliation agreement with Gibson General Hospital, located in Princeton, Indiana. This affiliation agreement is for the OCC Phlebotomy Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Phlebotomy Program with Gibson General Hospital, Princeton, Indiana, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Affiliation Agreement with Paris Community Hospital – Phlebotomy: IECC wishes to enter into an affiliation agreement with Paris Community Hospital, located in Paris, Illinois. This affiliation agreement is for the OCC Phlebotomy Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Phlebotomy Program with Paris Community Hospital, Paris, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-I. Affiliation Agreement with Richland Memorial Hospital – Phlebotomy: IECC wishes to enter into an affiliation agreement with Richland Memorial Hospital, located in Olney, Illinois. This affiliation agreement is for the OCC Phlebotomy Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Phlebotomy Program with Richland Memorial Hospital, Olney, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll

call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-J. Affiliation Agreement with Crawford Memorial Hospital – Phlebotomy: IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital, located in Robinson, Illinois. This affiliation agreement is for the OCC Phlebotomy Program and is the standard agreement utilized by the district. The CEO recommended approval.

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the OCC Phlebotomy Program with Crawford Memorial Hospital, Robinson, Illinois, as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 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 November 30, 2013.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for December 2013, totaling \$863,746.07, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for December 2013, in the amounts listed, and payments from the revolving fund for November 2013. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. **Continuing LWIA 23.**
2. **HLC Commendation:** The Higher Learning Commission commended IECC for its participation in a new accrediting process. IECC was the only Illinois community college selected in the 19 states of the HLC region to participate in the new accreditation process. Sylvia Manning, HLC President, said “We selected Illinois Eastern for participation because we knew it is a strong institution we don’t really need to worry about.”

3. ICCTA Southwestern Regional Meeting.
4. Enrollment: Comparing December 11, 2012, to December 10, 2013, IECC reimbursable head count is slightly up, 0.32%, while reimbursable FTE is slightly down, 0.84%.

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

AGENDA #13 – “Approval of Executive Session Minutes” –

#13-A. Written Executive Session Minutes: No executive session was held during the regular meeting, Tuesday, November 19, 2013.

#13-B. Audio Recordings of Executive Sessions: No executive session was held during the regular meeting, Tuesday, November 19, 2013.

#13-C. Semi-Annual Review of Executive Session Minutes: The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in June 2013 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.
16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.

25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in December 2013:

1. Tuesday, October 15, 2013.

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, October 15, 2013.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. Tuesday, January 17, 2012.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, May 21, 2013.
2. Tuesday, June 18, 2013.
3. Tuesday, July 16, 2013.
4. Tuesday, August 20, 2013.
5. Tuesday, September 17, 2013.
6. Tuesday, November 19, 2013.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

Board Action: Trustee Gary Carter made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. 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 viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted.

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

Personnel Report Addendum

400.1. Employment

A. Classified

1. Ellen Shreve, Office Assistant, EPM/WED, effective January 1, 2014, pending successful completion of background check.

#14-A. Board Action to Amend Personnel Report: Trustee Brenda Culver made a motion to amend the Personnel Report, to add an addendum containing Section 400.1 as recommended. Student Trustee Mike Guseynov seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared that the “Ayes” have it and the motion carried.

#14-B. Board Action to Approve Amended Personnel Report: Trustee Brenda Culver made a motion to approve the amended Personnel Report as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. 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 viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

**Trustees
Presidents
Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Employee Satisfaction Survey Results

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Employee Satisfaction Survey Results

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

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

For FY14, the highest areas of agreement or strong agreement were:

- 96% - The IT Help Desk provides professional and courteous technical support in a timely manner.
- 96% - The IT Help Desk assists me in resolving issues to my satisfaction.
- 95% - I would recommend IECC to a prospective student or employee.
- 88% - The District does a good job keeping me informed about changes that affect all employees.
- 88% - I visit the IECC or college website on a regular basis to find information.
- 88% - Overall, I am satisfied with my employment at my college and IECC.

For FY14, the highest areas of disagreement or strong disagreement were:

- 14% - I am fairly compensated for the work I do.
- 14% - There are opportunities for promotions and advancement at my college and IECC.
- 12% - The evaluation process is constructive and encourages me to enhance my job performance.
- 11% - My physical environment is suitable for the work I do.
- 10% - My workload is fair and reasonable.
- 10% - My worksite and IECC fosters a team atmosphere that is both supportive and cooperative.

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

I ask the Board's acceptance of the FY14 Employee Satisfaction Survey results.

TLB/rs

Agenda Item #8B

Quality Matters Program for Online Courses

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Quality Matters Program for Online Courses

I would like to recommend IECC join the Quality Matters Program for Higher Education and Agencies. The Quality Matters Program is a nationally recognized peer review process designed to certify the quality of online courses and components.

By using a number of Quality Matters (QM) Rubrics, the program has developed a continuous improvement model for assuring the quality of online courses through a faculty peer review process. The QM process is a continual self-review process which will provide an improved learning experience for IECC students and a framework of quality assurance and professional development for faculty.

The QM program has a Basic Institution Subscription fee of \$1,650. Other costs would include purchasing five copies of the Annotated Rubric Workbook at \$15 each and enrollment of two in the Peer Reviewer Course (PRC) at a cost of \$200 each for an annual cost of \$2125.

I ask the Board's approval of IECC joining the Quality Matters Program for Higher Education and Agencies.

TLB/rs

Agenda Item #8C

OCC Collision Repair Center District Share

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: OCC Collision Repair Center - District Share

On January 9, 2014, the Capital Development Board (CDB) notified the District that CDB was prepared to make a Recommendation to Award on the construction of the Collision Repair Tech Center at Olney Central College. The original application for this project was filed in 1999 under the “Temporary Facilities Replacement Program” and has been pending at the State level for 14 years.

CDB has placed the construction out for bid with total construction funds available to CDB of \$1,494,884.00, which includes a state appropriation for the project of \$1,122,800.00, with the remaining cost of the project to be committed by the District.

According to the bids received, including all alternates and a 10% contingency fee, CDB overhead fees, and architect and engineering fees, the total cost of the construction project will be \$1,497,100.00. Under CDB legislation, the District is required to commit to pay 25% of the overall cost of the construction. Therefore, the District needs to commit to paying the Capital Development Board the amount of \$374,300.00.

I recommend that the Board agree to commit District funds in the amount of \$374,300.00 for the construction of the OCC Collision Repair Tech Center.

TLB/rs

Agenda Item #8D

WVC Chemistry Lab District Cost

Agenda Item #8D

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: WVC Chemistry Lab District Cost

The WVC chemistry lab had several safety issues that required repairs and alterations to the lab. The Board approved these alterations in a list of Protection Health and Safety (PHS) Bond projects.

Following the Board's designation of these Wabash Valley College Chemistry Lab repairs as PHS, the Capital Development Board (CDB) indicated they were funding projects under their Capital Renewal Funds that the District had requested several years ago. The decision was made to convert this project from PHS funded to CDB funded with the realization that CDB funds available would not complete all the required repairs.

The CDB preliminary estimated cost for this Capital Renewal Project is \$195,000.00. This estimated cost exceeds the CDB available funds by approximately \$55,000.00.

Since this project is CDB controlled, it is not clear the total amount of the District's commitment, but the CDB has indicated that they would like the District to commit to an expenditure of up to \$55,000.00. In reviewing the total project costs, Roger Browning and I believe that this is a reasonable request.

I ask the Board to approve the commitment of up to \$55,000.00 of District funds for the completion of the Wabash Valley College Chemistry Lab project.

TLB/rs

Agenda Item #8E

Memoranda of Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Memoranda of Agreement

Under the contract with the faculty union, faculty members are required to instruct 15 hours per semester. In addition, the contract allows for sick leave in case of the illness of a faculty member. Some faculty members wish to continue teaching even though because of an illness, they cannot handle the contractually agreed to 15 hours of instruction. On many occasions in the past, the Board has approved allowing a faculty member to teach on line to meet a portion of their teaching requirement and adopting a pro-rata share of sick days.

After the Board meeting in December, two faculty members became ill and required a temporary adjusted work schedule outside the normal requirements of the contract. The District has developed a Memorandum of Agreement for each of the two faculty members unable to teach a full load. Each Memorandum of Agreement is in the best interest of IECC students and the faculty member involved.

The first agreement covers the faculty member for the first few weeks of classes in the Spring 2014 semester. The faculty member had surgery late in the Fall 2013 semester, but suffered a complication from surgery that has delayed the faculty member's return to the classroom. To accommodate the best interest of the students and the faculty member, the faculty member will teach 12 of the load hours online from home. The faculty member will be charged one sick day per week during this agreement for the three load hours and five office hours that will be missed each week.

The second agreement covers the faculty member for the entire Spring 2014 semester. The faculty member was recently diagnosed with a chronic medical illness and is undergoing treatment. The faculty member's physician has released the faculty member to teach online and believes that the work time would be beneficial to the faculty member's recovery. The faculty member would teach 9 load hours online from home. The faculty member will be charged two sick days per week during this agreement for the six load hours and five office hours that will be missed each week.

Each memorandum is being permitted on a trial basis and may be discontinued at any time there is a determination that the arrangement is detrimental to the best interest of the students. There is no obligation to continue the alternative work arrangement beyond the Spring 2014 semester. The agreement is non-precedential and is implemented on a trial basis for a short-term due unique medical circumstance.

The Union has reviewed and approved the agreements. I recommend the Board's approval of each Memoranda of Agreement.

TLB/rs

Agenda Item #8F

Allied Health Agreement with Southern Illinois University - Edwardsville

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Field Practice Agreement SIUE

The graduate nursing program at Southern Illinois University Edwardsville (SIUE) has requested an agreement with IECC concerning student teaching in both the classroom and at clinical sites.

Under the agreement, graduate nursing students from SIUE would participate in clinical experiences operated and taught by IECC faculty. From time to time the SIUE graduate nursing student would also teach under the observation of an IECC faculty member.

Under the agreement, SIUE agrees to arrange with IECC all student learning experiences, assign students for their clinical experience, arrange hours of practice, develop course syllabi, provide for evaluation, be primarily responsible for student education, verify that all students meet CDC guidelines for immunization, disclose immunization information as requested, verify a negative drug screen and a criminal background check, and provide and maintain professional liability insurance coverage for its students.

IECC agrees to make clinical learning experiences available, maintain responsibility for patient care, be responsible for explaining staff member's roles and relationship with the students, promote a positive attitude, provide closets for coats, books, and property, provide and maintain professional liability insurance coverage for IECC faculty and students.

Both SIUE and IECC will protect the confidentiality of student records, will comply with Health Insurance Portability and Accountability Act (HIPPA), report any violation of HIPPA, and indemnify and hold harmless each other from negligent acts. Either party may terminate by providing 120 days written notice, however all students enrolled will be allowed to complete.

I ask the Board's approval of the attached agreement between SIUE and IECC.

TLB/rs

Attachment

FIELD PRACTICE AGREEMENT

This Agreement, made this **13th** day of **January 2014** by and between the Board of Trustees of Southern Illinois University Governing Southern Illinois University Edwardsville, hereinafter called the “University” and **Illinois Eastern Community Colleges**, located at **233 East Chestnut, Olney IL 62450** hereinafter called the “Facility.”

WHEREAS, this Agreement may include working with undergraduate nursing students and students from the graduate nursing programs including the Nurse Practitioner Program; Psychiatric/Mental Health Nursing Program; Medical-Surgical Nursing Program; Public Health Nursing Program; Nurse Educator Program; Nursing and Health Care Administration Program, and other graduate programs of the University School of Nursing.

WHEREAS, the University offers a program of instruction in nursing, and the University desires that its students obtain, as part of the curriculum, clinical learning experience;

WHEREAS, the parties desire to cooperate in establishing a continuing educational relationship for the education of nurses by the University whereby the University may utilize the educational experience offered by the clinical practices of the Facility; and

WHEREAS, the Facility operates a health care facility and is capable and willing to make available its operations for practical experience to University students.

NOW, THEREFORE, the parties in consideration of the promises and covenants between them, mutually agree as follows:

I. **UNIVERSITY RESPONSIBILITIES:** The University shall:

- A. Provide, through the University’s School of Nursing, a nursing faculty member who will assume the following responsibilities for nursing students:
 1. Arrange with Facility personnel all student learning experiences within the Facility;
 2. Select and assign students to the Facility for their clinical experience;
 3. Arrange hours of practice for students;
 4. Provide for teaching and clinical supervision of students;
 5. Provide course syllabi which define expectations regarding student learning;
 6. Provide for evaluation of the learning experience;
 7. Admit to the clinical experience only students who have met all University admission requirements and have maintained a cumulative GPA of “C;”

8. Maintain primary responsibility for student education;
9. Monitor student performance relative to learning objectives for the clinical experience;
10. Maintain a faculty/student ratio not to exceed 1:10;
11. Provide for Faculty input regarding student evaluation;
12. Verify that all students and faculty meet current Center for Disease Control (CDC) Guidelines for Healthcare Workers and have the following immunizations:
 - a. TB skin test. The test or chest x-ray must be negative.
 - b. Rubella (German Measles) immunization or positive Rubella Screen or titer.
 - c. Rubeola (Red Measles) immunization or positive Rubeola Screen or titer.
 - d. Mumps immunization in 1969 or later or practitioner diagnosed illness. (After 1969, written documentation of immunization of live mumps vaccine at 12 months of age or later.)
 - e. MMR (Mumps, Measles, Rubella) immunization. (Two doses of MMR separated by more than one month and given on or after the first birthday eliminate the need for b, c, and d above.)
 - f. Varicella (Chicken Pox) immunization or Varicella Screen or titer.
 - g. Hepatitis B vaccination or signed waiver registering they are aware of the risks without vaccination.
13. Disclose immunization information on faculty and students when requested in writing by an authorized accrediting organization;
14. Obtain verification of a negative drug screen confirming that each faculty member and student is free of the following substances: THC; cocaine, opiates, amphetamines, and PCP.

15. Obtain verification of a criminal background check for each FACULTY AND STUDENT prior to that FACULTY or STUDENT'S assignment at FACILITY. In the event adverse information is obtained from the criminal background check:
 - a. SCHOOL will inform and discuss the results of the criminal background check with the faculty or student.
 - b. SCHOOL will obtain in writing from the faculty or student authorization to release result of the criminal background check information to the FACILITY.
 - c. Upon obtaining a signed Authorization and Release from the faculty or student, the SCHOOL will provide and discuss the information with the facility.
 - d. Results of the criminal background check must be satisfactory to the facility..
 - f. In the event such Authorization and Release are not given by the faculty or student, the faculty or student shall be disqualified from participation at the facility.
 - B. Provide and maintain professional liability insurance coverage for all its paid employees acting within the scope of their appointments, and similarly provide such insurance coverage for any of its enrolled students while acting in the scope of an approved unpaid clinical program for which academic credit or the equivalent may be awarded. This professional liability coverage for paid employees and unpaid student interns is provided through the Southern Illinois University Self-Insurance Program, and evidence of such coverage is available upon request. University maintains a self-insurance program which includes coverage for comprehensive general and professional liability in the amount of \$1,000,000 per occurrence, \$3,000,000 aggregate.
 - C. Maintain confidentiality regarding patient information.
- II. FACILITY RESPONSIBILITIES: The Facility shall:
- A. Make available all clinical learning experiences to the faculty and students of the University School of nursing as are arranged pursuant to this Agreement;
 - B. Maintain full responsibility at all times for patient care and total health services;
 - C. Assume the responsibility for explaining to and instructing its staff members in

their respective roles and relationships with the faculty and students of the University;

- D. Promote positive attitudes on the part of all concerned in making the cooperative arrangement between the Facility and University successful;
 - E. Arrange for student parking as is provided for Facility staff;
 - F. Provide for closets or other suitable facilities for coats, books, and other property of the faculty and students while performing activities pursuant to this Agreement; and
 - G. Students or faculty shall be responsible for any cost involved, follow-up care or hospitalization in connection with an accident.
 - H. Provide and maintain professional liability insurance coverage in amounts of at least \$1,000,000 per occurrence, \$3,000,000 aggregate, for claims of bodily injury, property damage and professional liability, which shall include insuring itself and its agents and employees for their acts, failures to act, or negligence, rising out of, or caused by, the activity which is the subject of this Agreement. Facility shall provide a certificate of insurance evidencing its liability insurance coverage policy to University upon request.
 - I. All costs associated with drug testing of students conducted by Facility shall be the responsibility of Facility and not the University or student.
- III. **STUDENT RECORDS:** The parties acknowledge that student educational records and medical information are protected from disclosure by the Family Educational Rights and Privacy Act (FERPA). Facility shall obtain written authorization from student(s) prior to the release of protected student educational records and medical data. The clinical facility hereby agrees to indemnify, defend and hold harmless University from any claims, complaints, and/or causes of action of any type arising from any actual or alleged disclosure by Facility of protected student educational records and/or medical data during the student's participation at Facility's site under this agreement.
- IV. **HIPAA COMPLIANCE:** The University agrees to comply with the applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the requirements of any regulations promulgated thereunder including, without limitation, the Federal Privacy Regulations and the Federal Security Standards. The University shall not use, or further disclose any protected health information, or individually identifiable

health information other than as permitted by this Agreement and the requirements of HIPAA and its regulations. The University will promptly report to Facility any use or disclosures, of which the University becomes aware, of protected health information in violation of HIPAA or its regulations. The University will make its internal practices, books, and records relating to the use and disclosure of protected health information available to the Secretary of the United States Department of Health and Human Services to the extent required for determining compliance with HIPAA and its regulations. However, the University shall not be considered a business associate of the Facility.”

- V. **INDEMNIFICATION:** To the extent permitted by Illinois law and not inconsistent with the doctrine of sovereign immunity, University shall indemnify and hold harmless Facility for any claims, demands, costs and expenses, including reasonable attorney’s fees, arising out of negligent actions by University, its officers, employees and agents in the performance of obligations under this Agreement; provided that said claims, demands, costs and expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of Facility. The parties agree that all claims against University are subject to the Illinois Court of Claims Act, 705 ILCS 505 *et seq.* Facility shall indemnify and hold harmless University for any claims, demands, costs and expenses, including reasonable attorney’s fees, arising out of negligent actions by Facility, its officers, employees and agents in the performance of obligations under this Agreement; provided that said claims, demands, costs and expenses have not been caused or alleged to have been caused in whole or in part by the negligence or willful misconduct of University.
- VI. **TERM AND TERMINATION:** It is mutually agreed by both parties that this Agreement shall continue from year to year without annual renewal. Either party may terminate this Agreement for any reason by providing one hundred twenty (120) days written notice of termination. However, all students enrolled at the time notice of termination is given shall be allowed to complete the clinical learning experience in which they are involved.
- VII. **REMOVAL OF STUDENT OR FACULTY:**
- A. Facility may request University to remove and, upon any such request, University agrees to immediately remove any student or faculty assigned to Facility, if in the sole discretion of Facility, student’s or faculty’s presence is detrimental to patient care. Facility agrees to provide University with a letter specifying the reasons for

the request within a reasonable period of time following Facility's decision.

- B. For reasons unrelated to patient care, Facility may request University to remove any student or faculty assigned to Facility upon thirty (30) days written notice. Facility agrees that the basis for such removal shall be reasonable and nondiscriminatory. University shall consider such request and provide Facility a written response within ten (10) days of such request. If the parties cannot agree upon such request, the dispute shall be referred to the Dean of the School of Nursing at University who shall have the authority to make a final decision on such request.
- VIII. AMENDMENTS: This Agreement may be amended only by written addendum signed by both parties.
- IX. AUTHORITY: The University affirms that the Dean of the School of Nursing of Southern Illinois University Edwardsville has the authority to enter into this Agreement. Facility affirms that the person executing this Agreement has full authority to do so.
- X. NON-EMPLOYEE STATUS OF STUDENTS AND FACULTY: It is understood and agreed by all parties that students and faculty of the University are not employees of Facility and, as such, are not entitled to wages, workers' compensation, medical insurance, or any other employee benefits from Facility for activities related to the clinical experience provided for under this Agreement.
- XI. NON-EMPLOYEE STATUS OF FACILITY: It is understood and agreed by all parties that the employees, representatives, agents and volunteers of the Facility are not employees of the University and, as such, are not entitled to wages, workers' compensation, medical insurance, or any other employee benefits from the University for activities related to the clinical experience provided for under this Agreement.
- XII. WAIVER: The failure of either party to insist upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver of any subsequent default of the same or similar in nature. The waiver of one or more provisions of this Agreement does not act as a waiver of the entire Agreement.
- XIII. SEVERABILITY: In the event any term or provision of this Agreement is found to be unenforceable or void, in whole or in part, the remaining provisions shall be construed as valid and enforceable to the maximum extent permitted by law.
- XIV. APPLICABLE LAW: Questions of validity, execution, construction, and interpretation which may arise hereunder shall be governed by the state laws as determined by a court

of competent jurisdiction without reference to conflict of law principles.

- XVI. **UNLAWFUL DISCRIMINATION:** The parties hereto agree that neither party shall in the performance of this Agreement discriminate against any individual on the basis of race, religion, sex, sexual orientation, creed, marital status, national origin, physical or mental disability unrelated to ability, or unfavorable discharge from military service not including dishonorable discharge.
- XVII. **UNLAWFUL SEXUAL HARASSMENT:** Facility warrants that it has a policy prohibiting sexual harassment and has made its employees aware of its policy. Therefore, sexual advances or sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature toward or in the presence of students or faculty must not be condoned or permitted by the Facility.
- XVIII. **ANTI-BRIBERY CLAUSE:** The Facility certifies that it is not barred from being awarded a contract or subcontract under Section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5).
- XIX. **DRUG FREE WORK PLACE:** The Facility certifies that it will comply with the Drug Free Work Place Act (30 ILCS 580) and will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.
- XX. **ASSIGNMENT:** This Agreement shall be binding on all successors and assigns of the parties hereto.
- XXI. **NOTICES:** All notices pursuant to this Agreement shall be made in writing and will be deposited in the United States mail, postage prepaid, addressed to the persons on the signature page.
- XXII. **HEADINGS:** The headings in this Agreement are intended only for ease of reference and shall not be considered in the construction or interpretation of this Agreement.
- XXIII. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties and supercedes all prior written or verbal agreements between the University and Facility.

APPROVED:

BOARD OF TRUSTEES OF SOUTHERN
ILLINOIS UNIVERSITY, GOVERNING
SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Anne Perry, Interim Dean, School of Nursing
For Academic Affairs for Julie Furst-Bowe
Chancellor, SIUE

Date: _____

APPROVED:

Signed: _____

Authorized Facility Representative

Printed Name: _____

Title: _____

Date: _____

Agenda Item #8G

Allied Health Agreement with Indiana State University

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Allied Health Agreement between Indiana State University & IECC

Indiana State University (ISU) at Terre Haute, Indiana operates a graduate level nursing program. There have been many instances of cooperation between the IECC/OCC nursing program and the ISU nursing program.

Students within the ISU nursing program are required to observe nursing instruction in a clinical setting and in some instances gain experience student teaching under an experienced instructor. IECC operates clinicals in several hospitals where ISU students could observe and instruct under the supervision of IECC faculty and thereby meet this requirement.

ISU has submitted an agreement setting forth the obligations of ISU and IECC under these observation and instructional situations. The agreement sets forth the purpose of the agreement, that the two deans will make mutually agreed assignments, that ISU is responsible for compliance with all rules and regulations, that IECC/OCC will provide educational experiences under this agreement, that the two parties mutually accept responsibility for the operation of the program, and that the program can be terminated by giving one year written notice.

I ask the Board's approval of this agreement with Indiana State University.

TLB/rs

Attachment

AGREEMENT FOR PLACEMENT OF STUDENT NURSES BETWEEN
INDIANA STATE UNIVERSITY (ISU)

AND

Olney Central College

I. DATE

A. This agreement is entered into as of the date of its execution on behalf of ISU and shall continue for five years.

II. PURPOSE

A. It is understood and agreed by the parties that the purpose of the relationship established by this Agreement is to facilitate the clinical learning experiences of students enrolled in all programs in the College of Nursing, Health, and Human Services.

III. PLAN FOR INSTRUCTION

A. Placement of students with Olney Central College will be planned in accordance with the calendar of the College of Nursing, Health, and Human Services by the Dean and Director of Olney Central College or their designates, at least three (3) months prior to the assignment.

B. Specific times of the placements to Olney Central College will be arranged according to the students' clinical learning experience.

IV. RESPONSIBILITIES OF INDIANA STATE UNIVERSITY
(COLLEGE OF NURSING, HEALTH, AND HUMAN SERVICES)

A. Function within all applicable rules, regulations, and policies of Olney Central College. Olney Central College shall notify ISU in writing of such rules, regulations, and policies.

B. Assume responsibility for the teaching and guidance of the students in clinical learning experiences. ISU, College of Nursing, Health, and Human Services faculty will be available to students in the clinical areas. Clinical assignments for students will be made by the faculty member in consultation with the Director and designated staff of Olney Central College.

C. Provide to Olney Central College the anticipated number, type of schedule planned, the kind of educational experiences desired, and the year in the program of students at least one (1) month prior to the semester in which they are placed for clinical learning experience.

D. Provide to Olney Central College staff, the objectives for students' clinical learning experience.

E. Require each student participating in the program to provide liability insurance coverage for professional malpractice with a limit of one million and no/100 (\$1,000,000) dollars for injury or damage to any one person and a limit of three million and no/100 (\$3,000,000) dollars for injury or damage arising from any one accident (in Indiana, \$250,000/\$750,000, according to the Patient Compensation Fund of Indiana).

V. RESPONSIBILITIES OF Olney Central College

A. Accept students for educational experiences in those courses for which placement has been mutually revised, planned, and arranged.

B. Make available those clinical learning experiences agreed upon.

C. The nursing staff of Olney Central College retains the responsibility and accountability for nursing care and for patient/client outcomes.

D. Provide orientation to the College of Nursing, Health, and Human Services faculty and students to familiarize them with clients; the Olney Central College philosophy, policies and procedures; the physical facilities, and such other aspects as are pertinent to the education of students.

E. Provide interview and conference space, as available, following mutually arranged schedules of use.

F. Make available the Olney Central College's library facilities to students and faculty for use on the premises.

VI. MUTUAL RESPONSIBILITIES

A. Confer on plans, problems, and changes related to the clinical learning experiences.

B. Perform duties and obligations at no cost to the other party.

C. Release the other party of any liability that may result from any acts of a party's own agents, servants, employees, officers and students occurring out of the operation of this program for any injury or damage sustained by it or any person in privity therewith.

D. Prior to beginning the Learning Experience at Olney Central College, the Educational Institution shall provide participating students with basic training regarding confidentiality and privacy of protected health information under the Health Insurance Portability and Accountability Act, and all regulations issued there under (collectively,

“HIPAA”), and Olney Central College shall provide students with specific training in Olney Central College HIPAA policies upon student’s arrival at Olney Central College.

VII. AMENDMENT

A. This Agreement will be reviewed annually. Any revision or addition covered by this Agreement will be done in writing and agreed upon by both parties.

VIII. TERMINATION

A. Each party may terminate this Agreement by at least one (1) calendar year's written notice to the other party. All students enrolled in the ISU, College of Nursing, Health, and Human Services program at the time that notice to terminate this agreement is given by either party to the other shall be permitted to complete at Olney Central College the clinical learning experience needed for graduation subject to the terms and conditions contained herein.

IX. DISTRIBUTION

A. One (1) copy of the signed Agreement will be retained in the ISU, College of Nursing, Health, and Human Services with the remaining signed copies distributed by the ISU, College of Nursing, Health, and Human Services to the following:

1. Indiana State University, Academic Affairs
2. Director of Olney Central College
3. Indiana State Board of Nursing, Health Professions Service Bureau when required.

BY: _____
Dean, College of Nursing, Health, and
Human Services- Indiana State University

Date: _____

BY: _____
Signature & Title
Olney Central College

Date: _____

BY: _____
Signature & Title
Olney Central College

Date: _____

Agenda Item #8H

Affiliation Agreement with Brookstone Estates – Medical Office Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Affiliation Agreement with Brookstone Estates

IECC wishes to enter into an affiliation agreement with Brookstone Estates located in Fairfield.

This affiliation agreement is for the OCC Medical Office Assistant Program.

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

TLB/rs

Attachment

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

AGENCY AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant Program. (hereinafter referred to as OLNEY CENTRAL COLLEGE) and BROOKSTONE ESTATES (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

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

5. If a physical exam or TB test is required, these will be scheduled at the expense of the student.

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

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

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

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

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

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

AGENCY

Brookstone Estates
Fairfield, IL

OLNEY CENTRAL COLLEGE

Chair, IECC Board of Trustees

President, Olney Central College

Dean, Olney Central College

Administrator, Hospital or Agency

Internship Program Coordinator

Chief Executive Officer,
Illinois Eastern Community Colleges

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

September 4, 2008

Agenda Item #8I

Affiliation Agreement with Heritage Health – Basic Nurse Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Affiliation Agreement with Heritage Health

IECC wishes to enter into an affiliation agreement with Heritage Health located in Robinson.

This affiliation agreement is for the LTC Basic Nurse Assistant Program.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Heritage Health Robinson, IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical nursing assistant laboratory practice by students of the Basic Nurse Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant students and faculty of LTC for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will

have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. A review of the agreement will be made annually. 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 _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #8J

Affiliation Agreement with Crawford Memorial Hospital – Basic Nurse Assistant

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: January 21, 2014
RE: Affiliation Agreement with Crawford Memorial Hospital

IECC wishes to enter into an affiliation agreement with Crawford Memorial Hospital located in Robinson.

This affiliation agreement is for the LTC Basic Nurse Assistant Program.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
BASIC NURSE ASSISTANT PROGRAM #NA-5

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Basic Nurse Assistant Program #NA-5 (hereinafter referred to as LTC) and Crawford Memorial Hospital Robinson, IL (hereinafter referred to as AGENCY). *Agency* *City* *State*

WITNESSETH THAT:

WHEREAS, LTC desires to make use of the AGENCY's facilities for clinical nursing assistant laboratory practice by students of the Basic Nurse Assistant Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing assistant students and faculty of LTC for the desired purpose,

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

1. The AGENCY agrees to make its facilities available in all areas of patient care for observation and participation by the students and faculty of LTC'S Basic Nurse Assistant Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of Instruction on behalf of Lincoln Trail College and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. LTC will be responsible for the teaching and guidance of the students in the clinical nursing assistant laboratory practice, and will be available to the nursing assistant students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Assistant Faculty on behalf of LTC, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Assistant Faculty assumes full responsibility and supervision of the nursing assistant students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Nursing Assistant Faculty on behalf of LTC will be responsible for maintaining proper standards of nursing assistant care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing assistant students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of LTC, and will comply with the policies of the health AGENCY.

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

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

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

6. The faculty of LTC participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. LTC Nursing Assistant Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Assistant Faculty member of LTC participating in the program will arrange with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Assistant Faculty member to any clinical area.
7. LTC will provide orientation for the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Nursing Assistant Faculty and nursing assistant students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.
11. A review of the agreement will be made annually. 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 _____, 2014.

AGENCY

LINCOLN TRAIL COLLEGE

Director of Nursing Services

Nursing Assistant Faculty Member

Administrator, Hospital or Agency

Dean of Instruction

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #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
December 31, 2013**

FUND	BALANCE
Educational	\$5,629,944.29
Operations & Maintenance	\$1,767,538.57
Operations & Maintenance (Restricted)	\$368,717.53
Bond & Interest	\$388,021.63
Auxiliary	\$879,328.72
Restricted Purposes	(\$297,727.87)
Working Cash	\$192,913.39
Trust & Agency	\$415,095.12
Audit	(\$6,970.55)
Liability, Protection & Settlement	\$555,355.61
TOTAL ALL FUNDS	\$9,892,216.44

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
December 31, 2013

	ALL FUNDS
	Fiscal Year 2014
ASSETS:	
CASH	9,892,216
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	3,466,222
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	464,726
TOTAL ASSETS AND OTHER DEBITS:	37,140,263
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	231,194
ACCOUNTS PAYABLE	136,911
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	300,000
OTHER LIABILITIES	855,471
TOTAL LIABILITIES:	1,523,576
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTD CHANGE TO FUND BALANCE	537,065
 FUND BALANCES:	
FUND BALANCE	24,365,294
RESERVE FOR ENCUMBRANCES	7,514,556
TOTAL EQUITY AND OTHER CREDITS	35,616,687
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	37,140,263

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF December 31, 2013

ALL FUNDS

FY 2014
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,918,929
STATE GOVT SOURCES	2,565,714
STUDENT TUITION & FEES	10,987,401
SALES & SERVICE FEES	1,747,490
FACILITIES REVENUE	2,805
INVESTMENT REVENUE	83,498
OTHER REVENUES	86,773
TOTAL REVENUES:	21,392,610

EXPENDITURES:

INSTRUCTION	5,900,463
ACADEMIC SUPPORT	234,247
STUDENT SERVICES	755,031
PUBLIC SERV/CONT ED	29,463
OPER & MAINT PLANT	1,216,761
INSTITUTIONAL SUPPORT	6,474,792
SCH/STUDENT GRNT/WAIVERS	4,362,012
AUXILIARY SERVICES	2,620,496
TOTAL EXPENDITURES:	21,593,265

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-200,655
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Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2013 -- June 30, 2014

REVENUES:	Education Fund	O & M Fund	Total Operating Funds
Local Government Sources	2,298,996	984,752	3,283,748
State Government Sources - Current Year	1,544,732	1,020,983	2,565,715
State Government Sources - Prior Year	4,562,972	-	4,562,972
Net Tuition and Fees	3,425,462	-	3,425,462
Sales & Service Fees	13,584	-	13,584
Facilities Revenue	-	2,370	2,370
Investment Revenue	49,914	9,704	59,618
Other Revenues	47,747	-	47,747
TOTAL REVENUES:	11,943,407	2,017,809	13,961,216
EXPENDITURES:			
Salaries	7,314,294	399,427	7,713,721
Employee Benefits	878,784	77,041	955,825
Contractual Services	221,413	135,490	356,903
Materials	870,543	110,173	980,716
Travel & Staff Development	121,097	2,694	123,791
Fixed Charges	110,627	28,496	139,123
Utilities	38,265	418,156	456,421
Capital Outlay	21,630	15,342	36,972
Other	71,413	60	71,473
TOTAL EXPENDITURES:	9,648,066	1,186,879	10,834,945
TRANSFERS :			
Interfund Transfers	(1,199,387)	-	(1,199,387)
TOTAL TRANSFERS:	(1,199,387)	-	(1,199,387)
NET INCREASE/DECREASE IN NET ASSETS	1,095,954	830,930	1,926,884

**OPERATING FUNDS
COMPARISON REPORT FY12-14**

College	Category	FISCAL YEAR 2012			FISCAL YEAR 2013			FISCAL YEAR 2014			% of Year
		Anticipated Budget	Spent Thru December	% of Bdgt	Anticipated Budget	Spent Thru December	% of Bdgt	Anticipated Budget	Spent Thru December	% of Bdgt	
Frontier	Bills		\$ 870,995		\$ 874,755		\$ 633,028				
	Payroll		1,015,579		1,010,498		888,713				
	Totals	\$ 4,378,358	1,886,574	43%	\$ 4,312,683	1,885,253	44%	\$ 3,858,802	1,521,741	39%	50%
Lincoln Trail	Bills		844,929		1,000,577		919,932				
	Payroll		1,193,063		1,175,493		1,179,359				
	Totals	\$ 4,566,700	2,037,992	45%	\$ 4,498,201	2,176,070	48%	\$ 4,494,153	2,099,291	47%	50%
Olney Central	Bills		1,172,562		1,361,792		1,432,197				
	Payroll		2,374,383		2,365,933		2,548,916				
	Totals	\$ 7,434,923	3,546,945	48%	\$ 7,396,633	3,727,725	50%	\$ 7,789,976	3,981,113	51%	50%
Wabash Valley	Bills		1,379,605		1,551,804		1,471,123				
	Payroll		1,529,756		1,484,662		1,524,852				
	Totals	\$ 6,115,012	2,909,361	48%	\$ 6,083,520	3,036,466	50%	\$ 6,078,045	2,995,975	49%	50%
Workforce Educ.	Bills		1,491,403		1,574,827		1,937,902				
	Payroll		659,729		628,988		755,535				
	Totals	\$ 5,377,687	2,151,132	40%	\$ 5,297,022	2,203,815	42%	\$ 5,742,255	2,693,437	47%	50%
District Office	Bills		111,893		127,833		147,941				
	Payroll		425,164		439,680		457,344				
	Totals	\$ 1,285,431	537,057	42%	\$ 1,266,150	567,513	45%	\$ 1,289,241	605,285	47%	50%
District Wide	Bills		850,775		869,010		924,746				
	Payroll		386,706		418,144		359,002				
	Totals	\$ 3,519,446	1,237,481	35%	\$ 3,329,156	1,287,154	39%	\$ 2,863,846	1,283,748	45%	50%
GRAND TOTALS		\$32,677,557	\$ 14,306,542	44%	\$32,183,365	\$ 14,883,996	46%	\$ 32,116,317	\$15,180,590	47%	50%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
December 31, 2013

	<u>FY 2014</u>		<u>FY 2013</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	7,713,721	50.81%	7,523,398	50.55%	190,323
Employee Benefits	955,825	6.30%	1,059,416	7.12%	(103,591)
Contractual Services	356,903	2.35%	439,970	2.96%	(83,067)
Materials	980,716	6.46%	724,757	4.87%	255,959
Travel & Staff Development	123,791	0.82%	123,044	0.83%	747
Fixed Charges	139,123	0.92%	137,252	0.92%	1,871
Utilities	456,421	3.01%	441,712	2.97%	14,709
Capital Outlay	36,972	0.24%	203,764	1.37%	(166,792)
Other	4,417,118	29.10%	4,230,683	28.42%	186,435
	<u>15,180,590</u>	<u>100.00%</u>	<u>14,883,996</u>	<u>100.00%</u>	<u>296,594</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: January 14, 2014
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2, 400.3, 400.4, and 400.5 will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Change-in-Status**
- 400.3. Appointment of Kathryn Harris as President of LTC**
- 400.4. Resignation Ratification**
- 400.5. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Brittany Stone, Bookstore Assistant, LTC, effective January 22, 2014

400.2. Change-In-Status

A. Professional/Non-Faculty

1. Michael Sullivan, SBDC Outreach Director, DO, to Director of Outreach SBDC and Manufacturing Project, effective January 22, 2014

400.3. Appointment of Kathryn Harris as President of LTC

400.4. Resignation Ratification

A. Professional/Non-Faculty

1. Rodney Hanner, Director Manufacturing Project, DO, effective January 2, 2014
2. Jamey Walston, Coordinator of Career Advisement, WVC, effective January 18, 2014

B. Classified

1. Vicky Hayden, Office Assistant, Student Support Services/TRiO, effective January 25, 2014

400.5. Retirement Ratification

A. Classified

1. Nellie Jackman, Custodian, Wabash Valley College, effective January 1, 2014

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
HVAC Replacement	PHS	\$477,400								
Security Camera Surveillance	PHS	\$200,900								
ADA Compliance	PHS	\$227,000								
Lighting Replacement	PHS	\$158,200								
Asbestos Abatement	PHS	\$150,700								
Roof Replacement	PHS	\$1,202,900								
Window Replacement	PHS	\$62,300								
Energy Savings Lighting	PHS	\$106,600								
Flooring Replacement	PHS	\$107,200								
Solarium & Floor Replacement - OCC	PHS	\$112,500								
GRAND TOTAL		\$4,703,600	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

12/31/2013