

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 15, 2005



Location:

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

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

**Illinois Eastern Community Colleges
Board Agenda**

March 15, 2005

7:00 p.m.

Wabash Valley College

1. Call to Order & Roll Call.....Chairman Lane
2. Disposition of Minutes..... CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
 - C. Special Recognition of Student Board Member
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
Coal Mining Technology/Telecom
6. Policy First Reading (and Possible Approval)..... Bruce
 - A. Sexual Harassment Policy 100.17
 - B. Campus Master Planning Statement 100.6
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. IllinoisMentor Institution Agreement Bruce
 - B. Massage Therapy Handbook Bruce
 - C. FY 2006 and FY 2007 Strategic Plan..... Cantwell
 - D. Newton/Jasper County Enterprise Zone Expansion and Update..... Bruce
 - E. ATM Agreement Bruce
 - F. Amendment to FY05 Department of Corrections Budgets Bruce
 - G. Welding Training Agreement and Lease..... Bruce
 - H. Acceptance of Higher Learning Commission Self-Study Summary..... Bruce
9. Bid Committee Report Browning
 - OCC - Microscopes

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
 - A. Approval of Faculty Contract
 - B. Administrative Guidelines Revision
16. Litigation Bruce
17. Acquisition and Disposition of Property..... Bruce
18. Other Items
19. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges - Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College - Community College District No. 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, February 15, 2005.

AGENDA #1 – “Call to Order & Roll Call” – Mr. James W. Lane, Jr., Chairman, who chaired the meeting, called the meeting to order at 7:00 p.m. and directed the Board Secretary, Mr. Harry Hillis, Jr., to call the roll.

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

Mrs. Brenda K. Culver, Dr. George Andrew Fischer, Mr. Walter L. Koertge, Mr. James W. Lane, Jr., Dr. Larry Rost, Mr. Kevin C. Williams, Miss Marilyn J. Wolfe. Also present was Miss Andrea Pennington, 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:

Mr. Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Dr. Harry Benson, President of Wabash Valley College.
Dr. Jack Davis, President of Olney Central College.
Dr. Michael Dreith, President of Frontier Community College.
Dr. Carl Heilman, President of Lincoln Trail College.
Mr. Roger Browning, Chief Finance Officer.
Mrs. Tara Buerster, Director of Human Resources.
Ms. Christine Cantwell, Associate Dean of Academic & Student Support Services.
Mr. Alex Cline, Director of Information & Communications Technology.
Ms. Kathleen Pampe, Associate Dean, Career Education & Economic Development.
Ms. Pamela Schwartz, Associate Dean of Institutional Development.
Mr. George Woods, Dean of Workforce Education.

Abbreviations Used in Minutes:

DO – District Office
DOC – Department of Corrections
FCC – Frontier Community College
HLC – Higher Learning Commission
ICCB – Illinois Community College Board
ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LCC – Lawrence Correctional Center
LTC – Lincoln Trail College
OCC – Olney Central College
PHS – Protection, Health & Safety
RCC – Robinson Correctional Center

SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes of the Regular Meeting, Tuesday, January 18, 2005, were presented for disposition.

Board Action: Mr. Williams made a motion to approve minutes of the foregoing meeting as prepared. Dr. Fischer 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 is adopted.

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

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

#3-B. IECEA Representative: Mr. Dan Tahtinen, President of Illinois Eastern Colleges Education Association, was recognized.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

#5-B. Report from Presidents: Dr. Benson, Dr. Davis, Dr. Dreith, Dr. Heilman presented informational reports from their colleges.

#5-C. Report from Cabinet: Mr. Woods presented an informational report on Coal Mining Technology/Telecom.

AGENDA #6 – “Policy First Readings (and Possible Approval)” – None.

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

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

#8-A. Statements of Final Construction Compliance: Mr. Browning presented statements of final construction compliance for seven IECC projects as required by the Illinois Community College Board. Total Construction cost is \$1,241,726 for Protection, Health and Safety, and locally funded projects which were completed this past year as follows, listing project number, project name, actual cost, and funding source:

0028-1202, Remodel Workforce Development Center, FCC, \$174,895, Local.
1503-0503, HVAC Upgrade & Data Center Acoustics, DO, \$35,373, PHS.
1582-0204, Carpet Replacement, LTC, \$209,085, PHS.
1583-0204, Sidewalk Replacement/Upgrade, FCC & LTC, \$78,091, PHS.
1584-0204, Fire Alarm/Lighting Upgrades, FCC, OCC, WVC, \$431,662, PHS.
1585-0204, Ceiling Replacement Science/Theater/Library, WVC, \$168,381, PHS.
1594-0504, Roadway/Parking Safety & Access, FCC, \$144,239, PHS.

Recommendation: The CEO recommended that the statements of final construction compliance be approved for submission to the Illinois Community College Board.

Board Action: Mrs. Culver made a motion to approve the statements of final construction compliance as presented for submission to the Illinois Community College Board as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Career and Technical Education Enhancement Plan: A new Career and Technical Education Enhancement Plan for IECC was presented for the five years 2006-2010. Purpose of the plan is to enable IECC to achieve its commitment to high academic standards for career and technical education. A committee will be established to oversee the plan, which includes a mission and executive summary, plus vision and goals. The plan includes a \$2 million five-year commitment on the part of the district, with \$400,000 to be committed in each of the next five years. This plan will serve as a vehicle to provide funding for the enhancement of the district's current career and technical education programs as well as fund future career and technical education program needs within the constraints of a given budget. The CTE Enhancement Plan is an extension of the district's Technology Plan and is an outgrowth of a recent Occupational Summit on Programs conducted by the Illinois Eastern Community Colleges Staff. IECC has several existing career and technical education programs. The district plans to upgrade and enhance these programs and to identify new programs that are needed to maximize educational benefits to district citizens. The plan provides for administrators at each of the four colleges, workforce education and the district office to jointly decide equipment needs for each year. A detailed plan budget will be presented to the Board of Trustees at the regular meeting in April. The plan will be updated as more specific needs and financial resources are identified. The focus will be on major career and technical education needs outside of the normal operating budget and grant funds.

Recommendation: The CEO recommended approval to proceed with development of the Career and Technical Education Enhancement Plan as outlined.

Board Action: Miss Wolfe made a motion to proceed with development of the Career and Technical Education Enhancement Plan as recommended. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Affiliation Agreement with Good Samaritan Hospital: The CEO recommended approval of a new Affiliation Agreement with the Good Samaritan Regional Health Center, Mt. Vernon, Illinois. This is the standard affiliation agreement utilized by the district.

Board Action: Dr. Fischer made a motion to approve a new Affiliation Agreement with the Good Samaritan Regional Health Center as recommended. Mr. Koertge seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. HIPAA Privacy Agreement with Visiting Nurse Association: The Visiting Nurse Association of Southwestern Indiana, Inc., Evansville, Indiana, has asked IECC for a Health Insurance Portability and Accountability Act (HIPAA) Privacy Addendum to the existing principal contract between IECC and the Visiting Nurse Association. The HIPAA Privacy Addendum contains standard HIPAA language concerning definition, restrictions on disclosure, protected health information, IECC's obligations, Visiting Nurse Association obligations, and the manner of termination of this addendum. The CEO recommended approval of the HIPAA Privacy Addendum to the principal contract.

Board Action: Mrs. Culver made a motion to approve the HIPAA Privacy Addendum to the principal contract with the Visiting Nurse Association as recommended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Radiography Program Enrichment Fee: The administration of the Radiography Program has changed within the last year. IECC is the direct program operator rather than Richland Memorial Hospital. As the relationship has changed with Radiography students, it has been learned that additional fees will have to be charged to continue the program as it has been operated in the past. Richland Memorial Hospital collected a fee, the proceeds of which were used to provide enrichment opportunities for Radiography students, including field trips and visits to other radiography and medical facilities. The CEO recommended approval of a \$60 per semester fee for Radiography students the first semester of enrollment in the program, and a \$45 per semester fee for all subsequent semesters, effective Summer Term 2005.

Board Action: Mr. Williams made a motion to approve the Radiography Program enrichment fee as recommended. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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. Acceptance of Higher Learning Commission Self-Study Chapter Five: The CEO reviewed preparations for the upcoming accreditation visit of the Higher Learning Commission of the North Central Association, April 18, 19 and 20, 2005. In preparation for the visit, a committee of district staff and employees has prepared a self-study consisting of five chapters, plus an introduction and a summary. The Higher Learning Commission will concentrate on five separate criteria and each of these criteria is covered by a chapter in the self-study. The administration and trustees reviewed and discussed chapter five at this meeting. Topic of chapter five is "Engagement and Service."

Board Action: Dr. Fischer made a motion to accept the premises of chapter five of the HLC Self-Study as outlined and discussed. Miss Pennington seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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” –

#9-A. IECC – Computers: Mr. Browning presented the recommendation of the Bid Committee to accept the following computer bids:

Grace Computers, Salt Lake City, Utah: Desktop Computers 3.0 GHz (10), \$6,711.90; Desktop Computers 3.2 GHz (4), \$3,311.88.

Shea PC, Eagan, Minnesota: 19” CRT Monitor (2), \$320.00.

Charley, Robinson, Illinois: 17” Flat Screen Monitor (3), \$696.00; 19” Flat Screen Monitor (17), \$5,389.00.

Dell, Round Rock, Texas: Notebook Computer 1.6 GHz (1), \$1,374.34; Notebook Computers 2.0 GHz (11), \$22,330.00.

Grand Total: \$40,133.12. Source of Funds and Departments: Various District-Wide.

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

Board Action: Mr. Williams made a motion to approve the recommendation of the Bid Committee for purchase of computers as outlined. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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.

#9-B. OCC – Microscopes: Mr. Browning presented the recommendation of the Bid Committee to reject all bids received and to re-bid this item in March or April with revised specifications for higher quality microscopes.

Board Action: Mr. Williams made a motion to reject all bids for microscopes and re-bid as recommended. Dr. Fischer 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 is adopted.

#9-C. WVC – Science Building Roof Replacement: Mr. Browning presented the recommendation of the Bid Committee and Marion Poggas of the firm of Image Architects to accept the bid of Lakeside Roofing Co., Inc., Collinsville, Illinois for roof replacement at the Wabash Valley College Science Building, for a total bid of \$253,290.00. The work includes, but is not limited to, membrane roof replacement at the WVC Science Building (modified system with modified coal tar coating, 30 year warranty). Source of Funds: Phase 7 Carryover.

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

Board Action: Dr. Fischer made a motion to accept the bid of Lakeside Roofing Company for WVC Science Building roof replacement as recommended. Mr. Williams seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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 #10 – “District Finance” – The following district financial matters were presented:

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing a balance in all funds of \$1,883,838.47, as of January 31, 2005.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February 2005, totaling \$564,413.36, were presented for approval.

Board Approval for Payment of Financial Obligations: Miss Wolfe made a motion to approve payment of district financial obligations for February 2005, in the amounts listed, and payments from the revolving fund for January 2005. Dr. Rost seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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” – Mr. Bruce presented informational reports relative to the following topics:

1. Senior Electrician Certificate. (Grant)
2. Community Health Care Project. (New Project at Olney)
3. Student Advantage Network (SAN) Performance Report. (Goals Met)
4. Illinois Student Assistance Commission (ISAC) Report.
5. Trustees at Graduation. (May 13, 2005)
6. Twelve County Sex Offender Report.
7. Enrollment Report.

AGENDA #12 – “Executive Session” – The CEO recommended that an executive session be held, under Section 2(c)(1) of the Open Meetings Act to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, [including hearing testimony on a complaint lodged against an employee to determine its validity]; and, under Section 2(c)(2) of the Open Meetings Act to consider collective negotiating matters; and, under Section 2(c)(11) of the Open Meetings Act to consider pending litigation against, affecting or on behalf of the District or litigation which is probable or imminent; and, under Section 2(c)(21) of the Open Meetings Act to consider and approve minutes of meetings lawfully closed under the Act.

#12-A. Executive Session: Mr. Williams made a motion to hold an executive session to consider the matters outlined by the CEO. Miss Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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 and a closed meeting was held beginning at 7:58 p.m.

#12-B. Executive Session Ended: Dr. Fischer made a motion to reconvene in open session. Mr. Koertge 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 is adopted. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 8:55 p.m.

(Note: Separate minutes have been prepared for the foregoing executive session.)

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

#13-A. Written Executive Session Minutes: The CEO recommended that written minutes of an executive session held during a regular meeting on Tuesday, January 18, 2005 be approved and remain closed at this time.

#13-B. Audio Recordings of Executive Session: The CEO recommended that the audio recording of an executive session of Tuesday, January 18, 2005 be approved and that the Board Secretary make provisions for their safe keeping, that they be made available only upon the proper order of a court and a finding by a judge that such audio recordings should be released. These audio recordings shall be destroyed 18 months after the date of the meetings if the Board has adopted written minutes of the executive sessions in question.

Board Action: Mr. Koertge made a motion to approve the written minutes and audio recording of an executive session of Tuesday January 18, 2005 and that these minutes and recording remain closed as recommended. Mrs. 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 and the Chair declared the "Ayes" have it and the motion is adopted.

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

400.1. Employment of Personnel

- A. Classified
 - 1. Erin Hosselton, Library Assistant, OCC, effective March 7, 2005.

400.2. Faculty Seniority List for 2004-2005

The Faculty Seniority List for 2004-2005 was presented.

400.3. CEO Contract

The Board of Trustees notified Terry L. Bruce, Chief Executive Officer/Chief Operating Officer, that his two-year contract will be extended for an additional year, as currently written.

400.4. Special Assignments

A. Extra-Curricular

1. David Cunningham, Faculty Assessment Coordinator, Student Learning Outcomes Committee, \$1,000.

2. Amie Mayhall, Faculty Assessment Coordinator, Student Learning Outcomes Committee, \$1,000.

400.5. Resignations

A. Faculty

1. Kathy Ketterman, Nursing Instructor, effective February 11, 2005.

B. Classified

1. Janis Robards, Bookkeeper/Payroll Clerk, DO, effective April 29, 2005.

Personnel Report Addendum

400.6. Reemployment of Faculty for 2005-2006 Academic Year

A. Continuation of Tenure: Bea Abernathy, Gary Adams, Tom Baird, Jerry Bayne, Mary Jane Beckett, Robert Brosseau, C. Allen Brown, Dan Bruneau, Clyde Buck, James Burnett, Nancy Buttry, Byford Cook, David Cunningham, Jeff Cutchin, Laurel Cutright, John Day, David Denton, Lonnie Devin, Kathy Doty, Dan Edwards, Mark Fitch, Donald Florida, Tamara Fralicker, Carole Fusco, Connie Girten, David Goodson, Scott Hanson, Randal Hargis, Johnie Harrell, Kathryn Harris, Larry Hoeszle, Kathleen Hudson, Russell Jausel, E. Ary Jennings, Janet Kinkade, Hal Kizer, George Kocher, Linda Kolb, Howard Lanam, Don Leynaud, Rob Mason, Christian Mathews, Travis Matthews, Don Mersinger, Wayne Morris, Kathleen Nelson, Yvonne Newlin, Patricia Owens, Brenda Phegley, Richard Poskin, Judith Puckett, Randy Questelle, Gaziur Rahman, Diane Reed, Ryan Roark, Cathy Robb, Anurahda Roy, Terry Russell, Paul Sainer, Paul Schnarre, Fred Schwappach, Dan Tahtinen, Teresa Tegeler, James Tucker, William Tucker, Kristi Urfer, Carolyn Von Almen, Sharon Welty, David Wilderman, Mitchell Wolfe, Winifred Ann Wolven.

B. Initial Tenure: Scott Balding, Roger Chapman, Teresa Diekman, John Kendall, Theresa Marcotte, Michael McKern, Judy Neikirk, Susan Polgar, Gary Spraggins, Gary Wangler.

C. Non Tenure: Carmen Allen, Suzanne Downes, Phillip Edmondson, Nixie Hnetkovsky, Ruby Houldson, Holly Kelly, Carrie Mallard, Rodney Maxey, Amie Mayhall, Mary Mersinger, Freda Neal, John Michael Nutter, Kelly Payne, Mark Pettigrew, Lori Phillips, Shasta Schackmann, Mary Stewart, Robyn Thessing, Michael Thomas, Drew Tucker, Jill Winter, Gary Wise, Nicholas Wright, Kim Underwood.

400.7. Honorable Dismissal

- A. Faculty
 - 1. Stephanie Holmes
 - 2. Brian Wick

400.8. Reduction-in-Force & Adoption of Resolution

- A. Faculty
 - 1. Kimball Clark
 - 2. Jason Potts

WHEREAS, this Board of Trustees of Community College District Number 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, is empowered pursuant to Section 3B-5 of the Public Community College Act (110ILCS805/3B-5) to dismiss a faculty member upon a decision of this Board of Trustees to decrease the number of faculty members employed by this Board due to declining enrollment; and,

WHEREAS, this Board of Trustees has decided to decrease the number of faculty members employed by this Board as hereinafter set forth; and

WHEREAS, the said Section 3B-5 further provides that no tenured faculty member may be terminated under the provisions of that Section while any probationary faculty member, or any other employee with less seniority, is retained to render a service which a tenured employee is competent to render; and

WHEREAS, as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will no longer require the services of Kimball Clark, as a probationary faculty member and Jason Potts, as a tenured faculty member in and for this Community College District; and,

WHEREAS, there is no service which the said employees are competent to render which is held by any other employee with less seniority than said employees.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by this Board of Trustees of Community College District Number 529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, and State of Illinois, as follows:

- 1. That this Board of Trustees has decided to and hereby does decrease the number of faculty members employed by this Board by two (2) effective as of the end of the current school year or term, that is, effective on the 13th day of May, 2005.

2. That as a result of the decision of this Board of Trustees to decrease the number of faculty members employed by this Board, this Board will require the services of two (2) less full-time faculty members.

3. That this Board of Trustees has, accordingly, decided to terminate the employment of and dismiss Kimball Clark, as a probationary faculty member and Jason Potts, as a tenured faculty member in and for this Community College District, effective at the end of the current school year or term, that is, the 13th day of May, 2005.

4. That this Board of Trustees specifically finds, determines and declares that there is no service which the said employees are competent to render which is held by any other employee with less seniority than said employees.

5. That this dismissal is an honorable dismissal for the reason stated above.

6. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to give notice to the said faculty members of such faculty members' dismissal not later than 60 days before the end of the current school year, together with a statement of honorable dismissal and the reason therefore, both substantially in the form attached hereto and incorporated herein by this reference.

7. That the Chairman and Secretary of this Board of Trustees are hereby empowered and directed to take such further or different action as may be necessary or appropriate to give effect to the foregoing.

8. That this Resolution shall be in full force and effect immediately upon its adoption.

400.9. Resignation

A. Faculty

1. Clint Weisgerber, Electronics Technology Instructor, effective May 13, 2005.

Leave to Add Name to Personnel Report: Without objection, the Chair directed that the Personnel Report Addendum be corrected to add the name of Kim Underwood to the list of non-tenured faculty reemployed for the 2005-2006 academic year.

Board Action to Amend Personnel Report: Mr. Williams made a motion to amend the Personnel Report, to add an addendum containing Sections 400.6, 400.7, 400.8, 400.9, as recommended. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared that the "Ayes" have it and the motion is adopted.

Board Action to Approve Personnel Report: Mr. Williams made a motion to approve the foregoing Personnel Report as corrected and amended. Dr. Fischer seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

Mrs. Culver, Dr. Fischer, Mr. Koertge, Mr. Lane, Dr. Rost, Mr. Williams, Miss 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 – “Acquisition & Disposition of Property” – None.

AGENDA #18 – “Other Items” – None.

AGENDA #19 – “Adjournment” – Mr. Williams made a motion to adjourn. Dr. Rost seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 9:02 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Agenda Item #1

Call to Order & Roll Call

Agenda Item #2

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

- A. Visitors and Guests**
- B. IECEA Representatives**

Agenda Item #4

Agenda Item #4

Public Comment

Agenda Item #5

Agenda Item #5

Reports

- A. Trustees**
 - B. Presidents**
 - C. Cabinet**
- Coal Mining Technology/Telecom**

Agenda Item #6

Policy First Reading (and Possible Approval)

- A. Sexual Harassment Policy 100.17**
- B. Campus Master Planning Statement 100.6**

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Sexual Harassment Policy

The Board of Trustees adopted its policy on sexual harassment in November of 1998. Since that time, there have been substantial changes in the law and administrative guidelines concerning sexual harassment.

The changes proposed would identify reporting requirements, designate responsible administrators to whom alleged sexual harassment would be reported, and clarify other parts of our existing policy.

I ask the Board's approval of these changes to the existing sexual harassment policy.

TLB/rs

Attachment

Policy on Sexual Harassment (100.17)

Date Adopted: November 17, 1998

Revised: March 15, 2005 (pending Board approval)

~~Sexual harassment of or by students or employees participating in college-sponsored functions is a violation of federal and state law and contrary to the policy of Illinois Eastern Community Colleges.~~ Illinois Eastern Community Colleges (IECC) is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with federal and state law and Board of Trustees' policy, IECC prohibits any member of the faculty, staff, administration, or student body-regardless of the sex of the other party, from sexually harassing any other member of the IECC community. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge or expulsion.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment includes, but is not limited to, gender-specific comments; verbal innuendo, insults, threats and jokes of a sexual nature, sexual propositions, making sexually-suggestive noises, leering, whistling, obscene gestures, touching, pinching, brushing the body, coercing sexual intercourse, sexual assault, or any behaviors or actions which might create a sexually-hostile environment. Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

- (1) whether a student will be admitted to a college, or a person will be employed by the District;
- (2) the educational or work performance required or expected;
- (3) the attendance or assignment requirements applicable to a student or employee;
- (4) to what courses, fields of study or programs, including honors, a student will be admitted;

- (5) what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
- (6) the quality of instruction a student will receive;
- (7) what tuition or fee requirements are applicable to a student;
- (8) what scholarship opportunities are available to the student;
- (9) what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
- (10) any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
- (11) any performance evaluation, promotion or other employment benefit an employee may receive;
- (12) the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,
- (13) what degree, if any, the student will receive.

Sexual harassment between students, neither of whom is employed by IECC, should be reported to the appropriate investigators.

The Chief Executive Officer has designated a minimum of two persons to hear and investigate cases of alleged sexual harassment (See Appendix A.). A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment allegation form. An appropriate investigation of each complaint received will be conducted.

Responsible Administrators

a. Sexual Harassment Investigators

The Sexual Harassment Investigators are the individual's designated by the Chief Executive Officer to investigate reports and complaints of sexual harassment in accordance with IECC policy and procedure.

b. Presidents

The Presidents are the individuals designated to review investigative reports of sexual harassment at the colleges and to determine the

appropriate action for IECC to take based on the findings. If the allegation is against the President, the report will be submitted to the Chief Executive Officer.

c. Chief Executive Officer

The Chief Executive Officer will review reports of sexual harassment at the District level. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.

d. Deans/Associate Deans/Directors/Supervisory Personnel

All supervisory personnel are responsible for ensuring compliance with IECC's Sexual Harassment Policy and appropriate procedures.

Investigations will be initiated within one working day of receiving the complaint. The investigator will schedule a conference within five working days from the date of receipt of the complaint. Complainants may choose to be accompanied by a co-worker, another student, or other individual or their choice when attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts pertinent to the allegations. The investigator will submit a written report to the College President, including a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is against the President, the report will be submitted to the Chief Executive Officer. At the District level, the report will be submitted to the Chief Executive Officer. If the allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the Board of Trustees.

If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed, subject to re-opening upon further complaint or additional information.

If the complainant is dissatisfied with the decision of the President, he/she may appeal to the Chief Executive Officer. A written response shall be provided within five working days of receipt of the appeal. Then, if dissatisfied, the complainant may appeal to the Chair of the Board of Trustees. The Chair of the Board will provide the complainant with a written response within five working days of receipt of the appeal. The Chair of the Board of Trustees shall have final appeal authority.

In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken by the President and/or Chief Executive Officer.

The administration will take all necessary steps to protect the rights of both complainant and alleged harasser.

Any employee found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including discharge. Any student found to have committed sexual harassment while participating in an Illinois Eastern sponsored program or service will be subject to disciplinary action up to and including expulsion.

Those who feel they have been sexually harassed or discriminated against may seek assistance from the Illinois Department of Human Rights. The Department of Human Rights is a state agency which will investigate the charge without cost to the individual. If the Department of Human Rights determines that there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted at the following addresses:

Illinois Department of Human Rights
State of Illinois Center
100 W. Randolph Street, Suite 10-100
Chicago, Illinois 60601
Telephone (312) 814-624500
Telephone TDD (312) 263-1579

Illinois Human Rights Commission
State of Illinois Center
100 W. Randolph, Suite 5-100
Chicago, Illinois 60601
Telephone (312) 814-6269

Illinois Department of Human Rights
222 South College, Room 101
Springfield, Illinois 627046
Telephone (217) 785-5100
Telephone TDD (217) 785-5125

Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment or for initiating or assisting with a claim of sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.

Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual harassment:

Frontier Community College

2 Frontier Drive
Fairfield, IL 62837
Phone: (618) 842-3711

Suzanne Brooks
Carroll Hilliard

Lincoln Trail College

11220 State Highway 1
Robinson, IL 62454
Phone: (618) 544-8657

Vicky Bell
Mitch Hannahs

Olney Central College

305 North West Street
Olney, IL 62450
Phone: (618) 395-7777

Doug Shipman
Chris Webber

Wabash Valley College

2200 College Drive
Mt. Carmel, IL 62863
Phone: (618) 262-8641

John Day
Diana Spear

Workforce Education

John A. Logan College
Carterville, IL 62918
Phone: (618) 985-3741

Diane Lutes
John Howard

District Office

233 East Chestnut Street
Olney, IL 62450
Phone: (618) 393-2982

Alex Cline
Bonnie Chaplin

The Chief Executive Officer shall update Appendix A as necessary.

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Campus Master Planning Statement Policy 100.6

Illinois Eastern Community Colleges has a successful history of achieving its planning goals. The District has a Strategic Plan that is established and updated annually to meet specific goals in three areas: instruction, student support services, and facilities and operations. The Strategic Plan is a two-year projection into the future with an annual evaluative review.

The policy defined long range as a five-year projection cycle; however, the District's Strategic Plan is a two-year projection.

This policy revision implements this change.

TLB/rs

Attachment

BOARD OF TRUSTEES - 100

Campus Master Planning Statement (100.6)

Date Adopted: December 19, 1989

Revised: March 15, 2005

Illinois Eastern Community Colleges will base all major institutional decisions on a process of short-range and long-range planning. Short range is defined as the regular, annual budget cycle; and long range is defined as a ~~five-year~~ **two-year** projection cycle.

Agenda Item #7

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

IllinoisMentor Institution Agreement

Agenda Item #8A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: IllinoisMentor Institution Agreement

Illinois Student Assistance Commission/Collegezone.com have partnered with XAP Corporation to further promote college access for students in Illinois via IllinoisMentor. All Illinois community colleges have been asked to participate in ISAC's new IllinoisMentor Service. IllinoisMentor @ collegezone.com will be a significant enhancement to ISAC's College Zone website with a variety of useful information and tools, all of which are provided to students and colleges at no cost.

The Illinois Student Assistance Commission has funded the development and operations of an IllinoisMentor online application for all MAP-approved colleges in Illinois including Illinois Eastern. This opportunity will provide IECC with the option of having an online application developed by XAP Corporation and hosted on the IllinoisMentor systems at no cost. XAP Corporation is an industry leader in developing and maintaining online application systems for colleges and currently operates systems that annually receive more than 750,000 online applications.

I recommend the Board approve IECC's participation in this integrated online student services system and ask approval of the IllinoisMentor Institution Agreement.

TLB/rs

Attachment

IllinoisMentor®
Institution Agreement
(Online Application)

This Institution Agreement is made and entered into this 15th day of March, 2005 by and between XAP Corporation ("XAP") and Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College (the "Institution") with respect to the Institution's participation in an integrated online student services system (the "System") called IllinoisMentor® that is being designed, developed, operated and maintained by XAP for the Illinois Student Assistance Commission ("ISAC").

XAP is designing and developing and will operate and maintain the System, which shall feature the colleges, universities and other postsecondary educational institutions in the State of Illinois. As part of the System, XAP will design and will operate and maintain, free of charge to the Institution, a custom electronic online application for admission to the Institution (the "Application"), provided that the Institution executes this Institution Agreement and performs in accordance with the terms hereof.

1. XAP shall make technically competent personnel and appropriate equipment available for the purpose of creating the Application and will create the Application in accordance with the professional standards of the software industry. If it so elects, the Institution may engage XAP to provide additional design, development or operational services associated with the recruitment, application and admission processes, on terms and conditions to be agreed upon by the Institution and XAP.

2. XAP shall establish a private, secure web-interface for the Institution to provide access to and download capabilities for the Application files. XAP shall also provide to the Institution an export wizard and print wizard to enable the Institution to create a customized file format and print format, respectively, for Applications submitted to the Institution over the System.

3. The Institution shall provide to XAP, in a timely fashion, the text of its paper form admission application that is to be the basis for the Application and any other materials and decisions required for XAP to create the Institution's electronic online Application; or if the Institution together with other colleges, universities or postsecondary educational institutions in the State of Illinois are to utilize a common Application, the Institution together with such other institutions that are to utilize such common Application shall provide to XAP, in a timely fashion, the text of the common admission application that is to be the basis for the Application so to be utilized, together with any other materials and decisions required for XAP to create such electronic online Application.

4. Following its approval of the Application as designed and developed for the System, which approval shall not be unreasonably withheld or delayed, the Institution shall accept and process the electronic online Application as an official application for admission to the Institution. The Institution shall also establish and maintain one or more Links from its website to the System, which may be a Link directly to the Application maintained on the System and shall be reasonably acceptable to XAP in regard to form and location. If a Link is not permitted as a result of an existing agreement with another entity, the Institution shall still accept and process the electronic

online Application as an official application for admission to the Institution, but the Institution will be excused from linking to the System until the expiration of the term of such agreement.

5. This Agreement does not require the Institution to utilize the Application as the exclusive online application for admission to the Institution and does not prohibit the Institution from establishing and maintaining Links to other online admission applications. During the term of this Institution Agreement, the Institution shall not enter into or extend any arrangement or agreement under which the Institution (i) agrees to accept an online admission application other than the Application as the exclusive online admission application to the Institution or (ii) is prohibited from establishing and maintaining Links from its website to the System.

6. The Institution shall at regular intervals but no less frequent than semi-annually review and, to the extent necessary, update information regarding the Institution on the System, so that such information is complete and accurate.

7. To the extent provided in XAP's agreement with ISAC, the Institution, at its option, may provide photographs and video clips in digital form for presentation on the System. If in the reasonable judgment of XAP the quality and content of the photographs and video clips are appropriate for inclusion on the System, XAP will present such photographs and video clips on the System. If the Institution so provides photographs or video clips, the Institution hereby grants to XAP a nonexclusive right and license to use solely in connection with the System and any other websites designed or operated by XAP on which information regarding the Institution is presented in an online campus tour (collectively, the "XAP Websites") any and all photographs and video clips, and any derivatives or copies thereof, provided by the Institution to XAP for use on a XAP Website (collectively the "Institution Media"). The Institution Media may be used on a worldwide and perpetual basis as a part of the XAP Websites and, in particular but without limitation, may be used to present information regarding the Institution and may be used as part of the home page for any such XAP Website. XAP may not utilize the Institution Media in any manner that is not expressly permitted in this license. All rights not specifically granted to XAP are retained by the Institution.

The Institution represents and warrants to XAP that the Institution has all rights and authority necessary to grant the foregoing license and that on the basis of the grant of the foregoing license XAP may utilize the Institution Media on the XAP Websites without having any obligation to any person as a result thereof or in connection therewith. The Institution also represents and warrants to XAP that the Institution Media is free from defects in material and workmanship

8. XAP shall have the right to use the data entered into the System by persons who access the System ("System Users") in accordance with (i) each System User's expressed directions, and (ii) all applicable laws governing the privacy of such information. For the benefit and convenience of System Users, their data will be available under their control and for their use on other integrated student services systems designed, developed, operated or maintained by XAP. Users of other integrated student services systems designed, developed, operated or maintained by XAP shall be permitted to access, complete and submit the Application for the Institution residing on the System and to view Institution specific information (including that

presented through campus tours) residing on the System on or through such other integrated student services systems.

9. The information, ideas, concepts, content, know-how, technologies and other intellectual property developed by XAP and utilized in connection with the creation of the Application and all other aspects of the design, development, operation and maintenance of the System, including but not limited to the source code, object code, data processing, original artwork, graphic design, trademarks, and the specialized tools utilized to develop and maintain the software employed in connection with the System, shall under all circumstances be and remain the sole property of XAP. The Institution is not authorized for any reason whatsoever to perform reverse engineering of such software by any means, including disassembly, decomposition, or any other means or mechanism, and the Institution agrees not to engage, directly or indirectly, in any such reverse engineering.

10. The information, data, content, images and other intellectual property provided by the Institution and utilized by XAP in connection with the creation of the Application and all other aspects of the design, development, operation and maintenance of the System shall under all circumstances be and remain the property of the Institution. Nothing herein shall preclude XAP from acquiring and using any such information, data, content, images or other intellectual property from publicly available sources or through private arrangements with the owners thereof.

11. The term of this Institution Agreement shall commence when this Institution Agreement has been executed by both the Institution and XAP and shall continue so long as XAP operates the System, provided that either the Institution or XAP may terminate this Institution Agreement following at least one hundred twenty (120) days prior written notice to the other party.

12. Each of the parties represents, respectively, that (i) it has all requisite power, authority, and capacity to enter this Institution Agreement and to perform its obligations hereunder and thereunder; (ii) the execution and delivery of this Institution Agreement by such party and the consummation of the transactions contemplated hereby by such party have been duly and validly authorized by all necessary action, including all approvals and consents required from any other person or governmental authority; (iii) this Institution Agreement constitutes a valid, legally binding agreement of such party, enforceable against such party in accordance with its terms; and (iv) the execution, delivery, and performance of this Institution Agreement by such party, its compliance with the terms hereof, and the consummation by it of the transactions contemplated hereby will not violate, conflict with, result in a breach of or constitute a default under its certificate of incorporation or other instrument under which it has been organized, its by-laws or any comparable instrument, any instrument or agreement to which it is a party or by which it is bound, any state or federal law, rule or regulation, or any judicial or administrative decree, order, ruling or regulation applicable to it.

[The balance of this page has been intentionally left blank.]

In Witness Whereof, the undersigned have executed this Institution Agreement as of the date first above written.

XAP Corporation

By _____
Name _____
Title _____

Institution

By _____
Name Terry L. Bruce
Title Chief Executive Officer

Agenda Item #8B

Massage Therapy Handbook

Agenda Item #8B

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Massage Therapy Student Handbook

IECC has recently begun a Massage Therapy Program at Olney Central College. To meet program requirements, a student handbook must be developed.

President Jack Davis and Associate Dean of Allied Health, Donna Henry have developed a proposed Massage Therapy Student Handbook, which closely follows the existing Nursing Student Handbook. IECC has had significant success with our existing Nursing Student Handbook.

I would ask the Board's approval of the new Massage Therapy Student Handbook.

TLB/rs

Attachment

OLNEY CENTRAL COLLEGE



MESSAGE THERAPY PROGRAM

Massage Therapy Student Handbook
2005-2006

Table of Contents

Illinois Eastern Community Colleges

Mission Statement.....	1
Purposes	1
Core Values.....	2
Non-Discrimination Statement	2

Section I – Program of Learning

Massage Therapy Program Mission.....	4
Philosophy.....	4-5
Educational Outcomes	5

Section II – Ethical-Legal Responsibilities

National Certification Board for Therapeutic Massage and Bodywork Code of Ethics 7	
Student Conduct.....	8-9
Dual Relationships and Appropriate Boundaries.....	9
Massage Therapy Licensing Act.....	9-10
Criminal Background Check.....	10
Confidentiality of Records	10
Confidentiality of Classroom.....	10

Section III – Grading-Evaluation

Grading Scale.....	12
Assignments	12-13
Attendance	13-14

Section IV – Guidelines for Laboratory

Critical Areas of Concern	16
Confidentiality of Clients.....	16
Clinical Guidelines.....	17-18
Standard Precautions.....	18
Bloodborne Pathogen Exposure.....	18
Latex Allergy Guidelines.....	18-19
Psychiatric or Psychological Examination Guidelines	19
Substance Abuse	19-20

Section V – Program Requirements & Costs

Massage Therapy Program Requirements	22
Part-Time Evening Program	22-23
CPR and First Aid Certification.....	23
Physical Examination and Immunizations.....	23
Health Insurance	23
Receipt of Professional Massages.....	23
Clinical Supplies	24

Textbooks.....	24
Other	24

Section VI – Progression and Graduation

Progression and Retention	26
Withdrawal/Exit from Program	26
Dismissal, Withdrawal, Reapplication.....	26
Graduation.....	27
Services	27
Student Rights/Policies	27
Grievance/Appeal Procedures.....	28

Section VII – Forms

Student Evaluation of Professional Massage	30
Homework Massage Feedback Form – Client Feedback	31
Homework Massage Feedback Form – Student Feedback.....	32
Massage Therapy Feedback Form – Client Feedback	33
Massage Therapy Feedback Form – Student Feedback.....	34
Massage Therapy Equipment Checkout Form.....	35
Learning Contract	36-37
Agreement of Confidentiality Form.....	38
Student Release Form	39

ILLINOIS EASTERN COMMUNITY COLLEGES

MISSION STATEMENT

The mission of Illinois Eastern Community Colleges District 529 is to provide excellence in teaching, learning, public service, and economic development.

PURPOSES

The district is committed to high academic standards for pre-baccalaureate, career, and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- educational programs, including pre-baccalaureate, career, and technical degrees and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- program, course and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- academic programs and institutional services that are reviewed and revised on a scheduled timeframe with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- adult and continuing education designed to meet the immediate and long-term needs of the residents in the district;
- programs in remedial education, which assist district residents in attaining skills and abilities needed to enter and complete college-level programs;
- student advisement, counseling, and placement services for the purpose of assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing certificate or course goals;
- curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the district;
- community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multicultural and diversity within our communities;
- professional enrichment and growth experiences for college, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- resources, facilities, staff, and equipment to support all program and service components of the college.

ILLINOIS EASTERN COMMUNITY COLLEGES

CORE VALUES

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the district since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and place value on:

- **Responsibility:** encouraging personal growth and learning through leadership, stewardship, and accountability.
- **Honor/Truth:** providing an environment where honesty, truth, and integrity are encouraged in our work, communications, and service to our community.
- **Fairness:** supporting freedom of expression and civility, justice and consistency.
- **Respect/Self-Respect:** recognizing and accepting diversity with mutual regard by others through activities and communications.
- **Compassion:** promoting the well-being of students, employees, and constituents through a caring and concerning attitude.

NON-DISCRIMINATION STATEMENT

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.

SECTION I

PROGRAM OF LEARNING

OLNEY CENTRAL COLLEGE MASSAGE THERAPY PROGRAM

MISSION

The mission of Olney Central College Massage Therapy Program is to provide a comprehensive education in massage therapy that affords qualified persons the opportunity to develop knowledge and skills necessary to become entry-level massage therapy practitioners.

The mission is achieved by providing:

the education and training necessary to become competent, sensitive, ethical practitioners of massage therapy;

a thorough knowledge of anatomy and physiology and the theory, techniques and practices of therapeutic massage modalities;

an environment that helps cultivate greater self-awareness in students and the skills necessary for working in the therapeutic relationship;

opportunities for students to participate in community service;

a climate of respect for the diversity of persons and ideas wherein students feel free to discuss social and practice issues;

knowledge of basic principles of other complementary therapies and holistic self-care practices;

an environment that is conducive to learning and personal growth; and

a stimulus for inquiry and a commitment to continued learning.

PHILOSOPHY

The mission of Olney Central College Massage Therapy Program supports the mission and purposes statement of Illinois Eastern Community Colleges. The Massage Therapy Program is committed to advancing the art and science of massage therapy through a commitment to excellence in education.

The Massage Therapy Program is grounded in a holistic approach to health. Massage therapy is viewed as a therapeutic treatment or modality that provides mind-body benefits. Specific techniques are employed by a competent, qualified practitioner who has received education and training in the theory and practice of therapeutic massage. Massage therapy is not a substitute for medical treatment. It is a complementary therapy that may be used to promote and maintain health and well-being and, in some cases, restore maximum function.

This program instructs in Swedish Massage, the most common form of therapeutic massage. Swedish massage utilizes techniques such as effleurage/gliding, pertissage/kneading, friction, compression and tapotment to facilitate health or health improvement. The foundation of massage rests on understanding of and sensitivity to the needs of both the therapist and the client during treatment. The massage therapist must be able to respond to the unique requirements of each individual client and not just perform a set

routine. Knowledge of human anatomy, physiology and pathophysiology is necessary in order to assure appropriate treatment.

Use of good ergonomics and breathing techniques are necessary to deliver an effective, free-flowing massage with minimum effort. These are also necessary to preserve the health of the massage therapist. The Program emphasizes self-care as a basic requirement for the practitioner. Self-care is necessary to allow appropriate focus on the needs of the client during treatments and to assure longevity of the therapist in the practice of massage.

Massage therapy students and therapists must have a high degree of self-awareness, a sound grounding in ethical practice and excellent communication skills. The Massage Therapy program explores these sensitive issues and provides opportunities to develop the skills needed to work with others. The Massage Therapy Program, consistent with the parent institution, is grounded in respect for diversity of all persons. The program does not discriminate on the basis of race, color, religion, gender, age disability, national origin or veteran status either in admission of students or in services provided in student clinicals and other educational experiences.

Massage Therapy instructors serve as facilitators in the educational process and provide a stimulus for growth of the individual. Instructors guide students in their development and serve as role-models of the values, attitudes, behaviors and skills necessary for the ethical-legal practice of massage therapy. The scope of practice of the graduate is governed by the Massage Licensing Act of Illinois. The Program adheres to the Core Values of Illinois Eastern Community Colleges and the Standards of Practice and Code of Ethics of the National Certification Board for Therapeutic Massage and Bodywork.

EDUCATIONAL OUTCOMES

After successful completion of the Massage Therapy Program, the graduate will possess those skills necessary to function as an entry-level massage therapist and will be eligible to apply for National Certification and licensure in the State of Illinois. Upon graduation, the graduate of the Olney Central College Massage Therapy Program will be able to:

1. demonstrate palpation and description of the major muscles and anatomical landmarks of the human body;
2. apply knowledge of anatomy and physiology to the theory and practice of massage therapy;
3. demonstrate proficiency in the major massage therapy techniques, including Swedish and a variety of other modalities;
4. use accepted standards to deliver, document and manage therapy of clients in a massage practice;
5. communicate therapeutically with clients and other health care professionals;
6. assume responsibility for continued education and professional development; and
7. practice within the ethical-legal framework of the Massage Licensing Act of Illinois.

SECTION II

ETHICAL-LEGAL RESPONSIBILITIES

National Certification Board for Therapeutic Massage and Bodywork
Code of Ethics

The Code of Ethics specifies professional standards that allow for proper discharge of the massage therapist's responsibilities to those served, that protect the integrity of the profession, and that safeguard the interest of individual clients. Massage therapists shall:

1. have a sincere commitment to provide the highest quality of care to those who seek their professional services.
2. represent their qualifications honestly, including education and professional affiliations, and provide only those services that they are qualified to perform.
3. accurately inform clients, other health care practitioners, and the public of the scope and limitations of their discipline.
4. acknowledge the limitations of and contraindications for massage therapy and bodywork, and refer clients to appropriate health professionals.
5. provide treatment only when there is reasonable expectation that it will be advantageous to the client.
6. consistently maintain and improve professional knowledge and competence, striving for professional excellence through regular assessment of personal and professional strengths and weaknesses and through continued educational training.
7. conduct their business and professional activities with honesty and integrity, and respect the inherent worth of all people.
8. refuse to unjustly discriminate against clients or other ethical health professionals.
9. safeguard the confidentiality of all client information, unless disclosure is required by law, court order, or absolutely necessary for the protection of the public.
10. respect the client's right to treatment with informed and voluntary consent. The NCTMB practitioner will obtain and record the informed consent of the client or client's advocate, before providing treatment. This consent may be written or verbal.
11. respect the client's right to refuse, modify, or terminate treatment regardless of prior consent given.
12. provide draping and treatment in a way that ensures the safety, comfort, and privacy of the client.
13. exercise the right to refuse to treat any person or part of the body for just and reasonable cause.
14. refrain, under all circumstances, from initializing or engaging in any sexual conduct, sexual activities, or sexualizing behavior involving a client, even if the client attempts to sexualize the relationship.
15. avoid any interest, activity or influence that might be in conflict with the practitioner's obligation to act in the best interests of the client or the profession.
16. respect the client's boundaries with regard to privacy, disclosure, exposure, emotional expression, beliefs, and the client's reasonable expectation of professional behavior. Practitioners will respect the client's autonomy.
17. refuse any gifts or benefits that are intended to influence a referral, decision, or treatment and that are purely for personal gain and not for the good of the client.
18. follow all policies, procedures, guidelines, regulations, codes, and requirements promulgated by the National Certification Board for Therapeutic Massage and Bodywork.

STUDENT CONDUCT

The process of becoming an effective member of the health care professions involves attaining competency in knowledge, skills and behavior. Massage Therapy students are evaluated by testing and oral and written assignments, through skills performance and observation and interaction in class and clinical settings. A shared process of student self-assessment and faculty assessment is utilized. Input from peers, other faculty, and clinical instructors may also be considered. Underlying all evaluation is the assumption that the student practices the core values of the College. These core values, truth/honor, fairness, compassion, respect/self-respect and responsibility, are also inherent to the conduct of students and practitioners of Massage Therapy.

Truth includes doing one's own work. Students are expected to do homework, tests and other assignments unassisted unless the instructor provides other directions. No credit will be given for material that is not the student's own work. Any student who displays dishonest behavior will be brought before program officials for review of the situation and may be dismissed from the program.

Honor means integrity in one's beliefs and actions. Honor involves congruence between what one says and what one does and consistency in behaviors. The student is expected to adhere to policies of the college, the program, and any affiliates. As the student develops in the practice of massage therapy, adherence to the ethics and standards of the practitioner is required.

Fairness involves weighing situations and interactions and responding reasonably. It also means the student will be courteous and civil in expressing opinions and agreeing or disagreeing with others.

Compassion means demonstrating an understanding of the difficulties of others. It also includes recognizing that decisions involve looking at the context of a situation. The student is expected to realize that balancing different needs requires flexibility to allow for suitable adjustments.

Self-respect involves valuing self and is demonstrated by conduct, appearance and interaction with others. The student is expected to interact with peers, faculty, other college personnel and affiliate personnel with respect. Respect also involves not talking when others are speaking, listening to others, responding non-judgmentally to the views of others, and demonstrating tolerance. Appropriate verbal and non-verbal communication is required. The student is expected to meet the standards of the Massage Therapy Program and any affiliate in conduct, dress, and appearance.

Because of the nature of the therapeutic interaction between massage therapy students and their peers and massage therapy students and their clients, respect for personal boundaries and the maintenance of professional boundaries is essential. The student is expected to continuously adhere to program guidelines.

Responsibility involves choosing responses and accepting consequences of choices. A student automatically assumes certain responsibilities when enrolling in massage therapy courses. The student will be on time, take exams on scheduled days, maintain alertness, make full use of class/clinical time, avoid excessive conversation during class and maintain composure when discussing exam results and other forms of evaluation. The student also assumes responsibility for accurate self-assessment of competency. When competencies are performed and signed, this indicates that the student, as well as the clinical instructor, has evaluated his/her own performance as meeting the criteria. The student also assumes responsibility for monitoring progress in the course through review of grades and feedback on assignments. The student is expected to confer with instructor and alter behaviors as identified.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will develop a plan for change. If a student does not demonstrate appropriate conduct following counseling, the situation will be reviewed with program administration. Such review may result in the student being dismissed from the program.

Dual Relationships and Appropriate Boundaries

The students are prohibited from forming personal relationships with instructors and college staff while enrolled in the Massage Therapy Program. While the student is enrolled in the college's program, the relationship between instructor and student is that of teacher and learner. Dual relationships have the potential to interfere with the primary relationship of teacher and student. A dual relationship includes but is not limited to dating, sexual relationships, personal relationships, employer/employee, landlord/tenant or client/therapist relationships. Possible negative consequences of dual relationships include favoritism, unfair treatment, breach of confidentiality, confusion over issues of authority and accountability, hurt feelings, increased vulnerability, and confusion and unclear educational and/or professional boundaries. Dual relationships and personal or professional boundaries are discussed in various classes throughout the program.

MESSAGE THERAPY LICENSING ACT

Rules to Know

1. This act, effective January 1, 2005, is regulated by the Illinois Department of Financial and Professional Regulation (www.idfpr.com).
2. An applicant for a license to engage in massage therapy must be at least 18 years of age.
3. An applicant for a license to engage in massage therapy must be of good moral character. In determining good moral character, the Department may take into consideration:
 - a. all convictions of any crime in the United States or any state or territory that is a felony or misdemeanor that is directly related to the practice of the profession; and
 - b. convictions will not automatically disqualify for a license except in the case of a conviction for prostitution, rape, or sexual misconduct, or where the applicant is a registered sex offender.
4. Applicants may be denied a license or have it revoked if they have a habitual or excessive use or addiction to alcohol or other drugs which inhibit reasonable judgment, skill or safety.
5. Applicants may be denied a license or have it revoked if they have a physical illness, including but not limited to deterioration through the aging process or loss of motor skills that result in the inability to practice with reasonable judgment, skill or safety.
6. Applicants may be denied a license or have it suspended if they are subject to involuntary admission or judicial admission to a mental health facility.
7. The Department or Board may require a licensee to submit to a mental or physical examination.
8. Applicants must have successfully completed the curriculum of an approved massage therapy school approved by the Department of Professional Regulation that requires a minimum of 500 hours.
9. Formal training refers to a massage therapy curriculum approved by the Illinois State Board of Education or the Illinois Board of Higher Education.
10. Nothing in the Act prohibits a student of an approved massage school or program from performing massage, provided that the student does not hold himself or herself out as a licensed massage therapist and does not charge a fee for massage therapy services.

CRIMINAL BACKGROUND CHECK

All students accepted into the Massage Therapy Program must have a satisfactory criminal background check. This non-fingerprint background check form is submitted after acceptance in to the Program. A satisfactory check is required for continuance in the program. If the background check results are unsatisfactory, the student will be withdrawn from all massage therapy courses and dismissed from the program. The Program reserves the right to request a repeat background check while a student is in the Program if it is deemed necessary or prudent.

CONFIDENTIALITY

Confidentiality of Records

All student Massage Therapy Program records will be kept locked in a file cabinet in the Massage Therapy Program's office and will be treated as confidential. Students may request to review their own records.

Confidentiality of Classroom

When an individual or classmate chooses to share personal information in the classroom, it must go no further than the classroom. Students must keep in confidence all personal information divulged by classmates, instructors, and staff until and unless the individual gives permission to reveal specific information. Care should be taken to avoid discussing confidential information in public areas such as college hallways and restrooms, and graduates are expected to maintain the confidentiality of information shared while they were students at the college.

SECTION III
GRADING-EVALUATION

GRADING SCALE

The following grading scale is used for assigning grades in Massage Therapy courses:

A	=	90-100
B	=	82-89.5
C	=	75-81.5
D	=	68-74.5
F	=	67.5-below

Passing Grade

Students must earn and receive a minimum of a “C” or higher in ALL massage therapy and other required support courses in order to remain in the program. If a student receives less than a “C” in any required course, the student cannot continue in the Massage Therapy Program (see Progression and Retention).

ASSIGNMENTS

Deadlines

Assignments are due on the date indicated by the instructor to receive full credit, unless prior arrangements are made with the instructor.

If an exam is missed, the student must contact the instructor regarding make-up. An alternate exam may be given. Patterns of absence with regard to testing will be noted and the instructor has the right to refuse the student a make-up exam.

Student Clinical Experience

The purpose of the Student Clinical is to provide students the opportunity to use their knowledge and skills in a professional setting while receiving guidance, support, and instruction from the clinical supervisors. The Student Clinical is one of the strongest and most valuable components of the program.

The Student Clinical helps students make the transition from student to professional practitioner by providing real clients in a clinical setting, where students use formal procedures to treat their clients. The clinical experience simulates conditions of a professional practice environment.

In the clinical settings, students are required to demonstrate that they can integrate the various theories, ideas, techniques, and the professionalism they have learned in the classroom. Students’ performance in the clinic is evaluated, and passing grades in the Student Clinical are necessary for maintaining satisfactory academic progress. Prior to the first clinical session, there will be an orientation that will prepare students for their clinical experience.

Lecture, Lab, Clinical, and Community Experience Expectations

Regardless of personal beliefs or philosophy, the student is expected to keep an open mind about ideas and practices they will experience in the Massage Therapy Program. For instance, classes may begin with a centering exercise or meditation. These exercises may resemble practices with which the student may not agree. It is not necessary that the student agree with all points of view presented in the Massage

Therapy Program, but it is necessary that the student be willing to listen and be open to new information and skills.

The college actively supports diversity within the student body, staff, faculty, clinical clients, and individuals as well as groups associated with the college. The student is expected to perform massages on and to be a recipient of massage by people of another sex, age, ethnicity, religion, sexual orientation, body type, personality type, and/or lifestyle. Not participating in lecture, lab, clinical, and community experience exercises due to personal prejudices may lead to failure of a course.

ATTENDANCE

The Massage Therapy Licensing Act of Illinois sets specific requirements for the theory and supervised practice required for eligibility to take the licensing exam. These requirements apply to all courses in the Massage Therapy Program and not just the core massage classes. The student must fulfill all lecture, lab, clinical, and community experience time.

If absence is anticipated, the student must notify the instructor in advance. Massage therapy laboratory and clinical hours if missed, must be made-up. Make-up time will be directed by the massage therapy program instructor. Absences constituting greater than 10% of the theory or of the laboratory or clinical time in massage therapy classes will be subject to review by the Massage Therapy Instructor(s) and the Associate Dean of Nursing and Allied Health. Such review may result in dismissal from the program.

Absences due to extenuating circumstances will be discussed and reviewed by the instructor(s) and Associate Dean of Nursing and Allied Health. The student may be required to remediate before proceeding or withdraw from the course.

Lecture & Lab Attendance

All learning requires attendance and participation. Attendance is expected at all lecture and lab classes. It is also expected that students will be on time and will be present for the entire class. Consistent attendance is required to demonstrate adequate performance. In an emergency, proper notification must be made if the student is unable to attend or will be late. Absences, tardiness, late paper work, and lack of participation may result in a lowering of the final grade and/or failure of the course.

All missed work and missed time must be made up. The student is required to meet with the instructor to determine appropriate make-up work for the missed period. The student is responsible for initiating the contact with the instructor. A learning contract will be written and signed by the student and the instructor.

Clinical and Community Experience Attendance

A predetermined number of clinical and community outreach hours are required for program completion and absences are detrimental to demonstration of satisfactory performance by the student. It is therefore required that students attend all clinical and community experiences.

Students are required to be present at Clinics to help with set-up. The massage therapy instructor will designate the time. All students are to remain in the Clinic area until all massage sessions have been completed. Stations shall not be dismantled until all clinic patrons have left the Clinic area. All students will stay until equipment and supplies have been stored and the Clinic area is clean.

Tardiness

The student is expected to be on time and to attend all lecture, laboratory, clinical, and community experiences. Lectures, labs, and clinicals start at specified times with attendance taken. Students who are late or leave early will accumulate absence time toward the 10% criterion. Please inform your instructor when you arrive late or leave early to receive accurate credit for your attendance or you will be assigned credit according to the instructor's estimate of your arrival or departure. If a student will be late, proper notification must be made to the course instructor in advance.

Participation

Each student is expected to participate in all course discussions, exercises, and assignments. Lack of participation may result in the lowering of the final grade of a course as specified in the course syllabus.

SECTION IV

GUIDELINES FOR LABORATORY

CRITICAL AREAS OF CONCERN

Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death or injury of the client or others. Critical concerns include, but are not limited to, the following:

1. theft from clients, or others or the unauthorized removal of supplies or other property from the Campus or Affiliate Clinic;
2. alteration, falsification or destruction of any client records;
3. refusal to perform assignment or follow directions of the instructor;
4. reporting to clinical experience while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on person or property;
5. willful conduct which could endanger clients or others;
6. making false, vicious, or malicious statements concerning the College Clinic or its services or other massage therapy affiliate experiences;
7. use of abusive, threatening, sexually inappropriate, or profane language, or gestures;
8. willful, deliberate, violation of or disregard for the College safety and security, and its rules and policies;
9. solicitation of gifts or gratuities from clients, their significant others or vendors;
10. neglect or incompetence either in quantity or quality of work;
11. breach of confidentiality of the client, significant others, faculty, or classmates;
12. evidence of disregard or disrespect of the rights of clients or others in the clinical experiences;
and
13. harassment based on gender, sexual orientation, race, color, religion, national origin, ethnicity, veteran status, or disability.

Such actions or inactions will result in the student being immediately relieved of the clinical assignment, followed by a faculty review and possible dismissal from the Massage Therapy Program.

Dismissal from the Massage Therapy Program, whether culminating in receiving a failing grade or withdrawal, may prevent readmission.

Students being considered for dismissal will be notified in writing for the reasons of such action and will have a meeting with Program Faculty and Administration. The student has the right to appeal according to the college policy.

CONFIDENTIALITY OF CLIENTS

Massage Therapists are ethically and professionally obligated to hold client information in confidence; students are expected to maintain the same high standards. The student must act to protect client confidentiality in all situations. Incidents or information related to clients will be discussed with the instructor and/or supervisor in appropriate surroundings only. The student will not discuss these issues with other clients, friends, or family, or in public places. All client records will be kept in a locked file cabinet in the Massage Therapy Program area.

CLINICAL GUIDELINES

Dress Code For Clinicals and Community Events

Student apparel and grooming must be professional and conform to health, sanitation, and safety standards. The student is required to follow the dress code set forth herein the clinical settings, labs, college-related “events” and community experiences.

Olney Central College name pin is required.

Massage Therapy polo shirt is required

Navy pants are required. This does not include jean styles, cargo styles, hip huggers, bell bottoms, capri-style pants, shorts, bibs or leggings. Hemlines should be no longer than the heel of the shoe.

Clothes are to be clean and free of stains and wrinkles, and must fit appropriately. Very tight fitting clothing or very loose fitting clothes is considered inappropriate.

Undergarments are required.

Clean, white tennis shoes are required.

Ornamental facial or other body piercing, including ears, is unprofessional and unacceptable. All tattoos must be covered.

No jewelry of any kind is to be worn. These items can injure students and/or clients, damage equipment, and are a source of contamination.

Hair must be pulled back from the face and arranged off the collar. Elaborate hair ornaments (large bows, multiple decorative barrettes) or head coverings are not to be worn. A student is to be clean shaven, or if a beard or mustache is worn, it must be neat, clean, and trimmed close to the face.

Fingernails are to be shorter than the end of the finger, such that they will not scratch the client. Fingernails shall also be clean and neatly manicured. Artificial nails are not permitted in the clinical area. Nail polish must be clear.

Excellent personal hygiene practices (bathing, clean-groomed hair, and brushing teeth) are required. The student shall be free of offensive odors such as body odor, bad breath, and cigarette smoke. Clothes and linens must be free of cigarette smoke.

No scents shall be worn, including but not limited to perfume/cologne, essential oils, cigarette odor, scented deodorants, and scented cosmetics, due to possible client allergies or sensitivities.

Cosmetic make-up shall be modest.

Smoking, chewing gum or tobacco is unacceptable.

Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the instructor/supervisor, and/or a lowering of the course grade.

Dressing and Undressing

Individual modesty is to be respected at all times. For practice sessions, students need to remove appropriate clothing while receiving a massage. Privacy must be maintained for students and clients while undressing. Students must be fully clothed when giving a massage to other students or clients.

Hygiene and Hand Washing

High standards of personal hygiene are required. Students are required to wash their hands before and after performing massage therapy on a classmate or client, after using the toilet, and after sneezing, blowing, or wiping their noses.

Equipment and Practice Areas

All students are expected to assist with maintenance of equipment and practice areas. Students are to use equipment and supplies according to product guidelines and as directed by the instructor. Abuse and neglect of equipment, supplies and instructional resources will not be tolerated. Students are to set-up, take-down and store equipment properly after each practice session, clinic or community event.

STANDARD PRECAUTIONS

All students are expected to utilize standard precautions in all contact with clients throughout the OCC Massage Therapy Program. Students are expected to follow the protocols for standard precautions and other barrier precautions as necessary.

BLOODBORNE PATHOGEN EXPOSURE

1. Students should immediately report to the Instructor any exposure or suspected exposure to bloodborne pathogens.
2. Students are expected to follow the protocol of the College or clinical site. The student will be responsible for physician, lab, and treatment costs for services rendered.
3. Students will be responsible for meeting any prescribed follow-up care. The student will be responsible for all costs of treatment or services.

LATEX ALLERGY GUIDELINES

Latex allergy is a serious threat to health care workers as well as clients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

Latex-free gloves are used in OCC Massage Therapy Program. If a student utilizes an affiliate site, latex-free gloves may be obtained from the course instructor if these are unavailable at the affiliate site.

The guidelines recommended by the Olney Central College Massage Therapy Program are to address potential incidences of acquired latex sensitivity by students:

Procedure:

1. Students should become knowledgeable of latex allergy causes and potential signs and symptoms.
2. Student should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.
3. Immediately report to the Clinical Instructor actual, or suspected, latex allergic responses.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATION GUIDELINES

Students who may for any reason appear to be unsafe in clinicals or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense. Alcohol/drug screening is included as part of these guidelines.

SUBSTANCE ABUSE

The Olney Central College Massage Therapy Program adheres to the Illinois Eastern Community Colleges District 529 Substance Abuse Policy.

The Board of Trustees recognizes the importance of a college environment which is free of substance abuse. Programs of education, rehabilitation, and treatment are implemented to promote a substance-free college environment. The college environment includes students, employees, and other persons participating in District 529-sponsored classes, programs, services, and other activities and events. Substance abuse is defined as unauthorized possession, sale, transfer, purchase or use of alcohol, unlawful narcotics, hallucinogens, or abuse of drugs in any form. Substance abuse within the college environment is prohibited. Students and employees involved in substance abuse within the college environment are subject to disciplinary action. Any illegal substance abuse will result in involvement of law enforcement officials.

Contractors to District 529 are expected to comply with the Drug-Free Workplace Act of 1988.

Procedures for Substance Abuse at Clinical Experiences

Any student who during a clinical experience is suspected of drug or alcohol use will not be allowed to continue the clinic experience. The Instructor will ask College or clinical site personnel to validate the student behavior and/or odor of alcohol-like substance. If these individuals concur that the student may be under the influence of drug or alcohol, the student will be removed from the clinical experience. If the student is determined to be under the influence of inappropriate drug use, the student will remain until arrangements can be made for transportation home for the student. The Instructor will notify the Associate Dean of Nursing and Allied Health as soon as possible. The student will receive no credit for the clinical experience.

Inappropriate drug use means: Impaired ability to function safely in the clinical experience.

Prescribed medication may be used as long as judgment or coordination is not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. the student will be required to have an evaluation by a substance abuse specialist and follow the

recommended plan of care. This will be at the student's expense; and

2. each case will be reviewed by the Instructor and Associate Dean of Nursing and Allied Health, who will make a decision regarding the student's continuation in the Massage Therapy program.

SECTION V

PROGRAM REQUIREMENTS & COSTS

MESSAGE THERAPY PROGRAM REQUIREMENTS

Application Requirements

A completed application consists of:

1. all college and high school transcripts;
2. GED scores, if applicable;
3. a completed IECC application form;
4. ASSET/COMPASS test scores (completed within two years of application): minimum entry-level scores not requiring remediation. Massage Therapy students may take the ASSET/COMPASS twice during an application process;
5. composite score: minimum entry-level composite score of 6, which is derived from the ASSET/COMPASS, GPA, and grades received in prerequisite courses;
6. complete a Massage Therapy Program Information Form; and,
7. residency verification.

Other Requirements

After acceptance into the program, students are required to:

1. submit a completed health form (within 1 month of acceptance into program) which includes documentation of immunizations and a 2-step tuberculosis (TB) test;
2. complete a criminal background check* request form provided by the college, and,
3. provide proof of certification of CPR (adult, child, infant)/First Aid by midterm of first semester.

*An unsatisfactory criminal background check will result in negation of admission or dismissal from the program.

The massage therapy program must comply with Illinois law and College policy; therefore, requirements are subject to change.

Part-Time Evening Program

Pre-Program Requirements

Semester 1

THM 1201 Intro to Massage Therapy

Semester 2

BOC 1225 Intro to Medical Term.

LSC 2111 Human Anatomy and Physiology I

Program Requirements (Admitted Students Only)

Semester 3

LSC 2112 Human Anatomy and Physiology II

THM 1210 Massage Therapy Techniques I

Semester 4

LSC 2114 Intro to Human Pathophysiology
THM 1215 Massage Therapy Techniques II

Semester 5

THM 1220 Massage Therapy Techniques III
THM 1250 Massage Therapy Student Clinical I

Semester 6

THM 1205 Massage Therapy Professional Foundations
THM 1255 Massage Therapy Student Clinical II
THM 1230 Massage Therapy Business Practices

CPR AND FIRST AID CERTIFICATION

The Massage Therapy Program requires all students to have current Cardiopulmonary Resuscitation (CPR) and First Aid certification. The CPR and First Aid class must be provided by an approved instructor. Students must complete the AHA Healthcare Provider CPR certification or American Red Cross Adult, Infant, & Child certification. A copy of your CPR/First Aid cards is to be turned in no later than midterm of the semester in which you begin the Massage Therapy Program. If your certification is due to expire while you are enrolled in the program, you are required to re-certify. Professional ethics requires massage therapists to remain current in both CPR and First Aid.

You must provide the Program Coordinator with a photocopy of the original card(s) that you were given at the completion of your CPR/First Aid course(s) or your refresher course(s). The photocopy of your card(s) will be placed in your file to document your compliance with this requirement. CPR and First Aid classes are offered at the IECC colleges.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Before beginning the program, students must submit a completed physical exam form, signed by a physician, advanced practice nurse or physician assistant, and a completed immunization record. Protective immunizations and TB testing are updated annually and/or as needed and the results maintained in the student file. Information from the physical and immunization record shall be made available to affiliate personnel upon request of the agency. Changes in health status, such as surgery, illness, or injury should be reported to the Associate Dean of Nursing and Allied Health.

HEALTH INSURANCE

Students are encouraged to have health insurance. Treatment required for injuries or accidents that occur during affiliate clinical experiences are at the student's expense.

RECEIPT OF PROFESSIONAL MESSAGES

Students are required to receive five (5) professional massages during the massage therapy program. These sessions are at the expense of the student. Each session must be from a different massage therapist. The massage therapist must be certified or licensed. One session should be done each semester. This allows the student greater capability to appreciate techniques and practices and greater ability to evaluate the experience. The required form for documenting the professional massage is included in this

handbook. If there is doubt about the therapist credentials, the student must check with the massage program instructor. The instructor has the right to reject the session if the massage therapist is not qualified.

Lab/Clinical Supplies

The required lab/clinical supplies that are to be provided by the massage therapy student are as follows:

- Hand towel
- Three sets of twin sheets
- Blankets
- Oil
- Clock
- Kleenex

Textbooks

Students are expected to purchase the required textbook(s) for each course. Other references may be suggested to enhance the student's knowledge base and to begin building a reference library for the graduate. Students are encouraged to keep texts from required program support courses to use in conjunction with massage therapy courses and for review for the certification exam.

Other

Students are encouraged to purchase a massage table for use in homework assignments and in college labs and clinicals, when appropriate, to enhance their skills in working with their own equipment. The College provides massage tables and chairs for lab/clinicals. These can be checked out from the program, at instructor discretion when the student has appropriate skills to use them and **when not needed by other students in classes/labs/clinics**. The equipment can be checked out for a maximum of two (2) days. The student will sign-out the equipment. The equipment will be inspected on return. **THE STUDENT MUST PAY FOR REPAIRS OR REPLACEMENT OF ANY DAMANGED EQUIPMENT.**

SECTION VI

PROGRESSION AND GRADUATION

PROGRESSION AND RETENTION

Students must receive a minimum of “C” or higher in ALL massage therapy and required support courses for completion of the Massage Therapy Program.

1. All required support courses must be completed with a “C”.
2. A student with less than a “C” in a required course will not be admitted to the program until course is retaken and a “C” obtained.
3. If a student is enrolled in a concurrent support course and receives a grade below a “C,” the student cannot continue in the massage therapy program.
 - a. The course must be retaken and a minimum of a “C” obtained.
 - b. The student must reapply to the massage therapy program within one year.
4. If a student receives a grade of less than “C” in a massage therapy course, the student will not be allowed to continue in the program.
 - a. The student must reapply to the program within one year.
 - b. The student will be readmitted to the program based on space availability in the course needed

WITHDRAWAL/EXIT FROM PROGRAM

Students who withdraw are not guaranteed readmission. If a student is readmitted, it may be delayed due to the availability of program space.

Withdrawal Initiated by Student: If a student withdraws from a massage therapy course or decides not to continue in the program, the student will inform the Associate Dean of Nursing and Allied Health in writing and complete an exit questionnaire. Students must follow college withdrawal policies and complete appropriate college forms. Students will meet with appropriate student services staff to complete the withdrawal procedure. Students who desire readmission to the program will be required to meet the same application requirements as other applicants. Students who have successfully completed some courses may be considered for advanced placement if space is available.

Withdrawal Initiated by the College: The College may initiate withdrawal of a student from the Massage Therapy Program in the following cases:

- student receives a final course grade lower than a “C” in any course;
- student performance places others in physical or emotional jeopardy (see critical guidelines and student conduct); or,
- student fails to meet academic, ethical, professional, and/or legal standards of practice for Massage Therapy.

DISMISSAL, WITHDRAWAL, REAPPLICATION

When a student is dismissed or administratively dropped from the program, the written notice will state whether or not the student may reapply to the program and how much time must elapse before such a reapplication will be considered. There may also be conditions that the student will be required to meet before a reapplication will be considered. If the student reapplies for admission to the program, and if the student is readmitted, a determination will be made at that time concerning course and program requirements the student must fulfill. If the student withdraws, the student can apply for readmission. If application for readmission occurs two or more years from the last completed massage course, the student may be required to repeat previously completed massage therapy courses.

GRADUATION

Criteria

To successfully complete the Massage Therapy Program the Student must complete all massage therapy and support courses with a minimum of a satisfactory grade of "C" or better.

Graduation ceremony

Massage Therapy students who complete the program are eligible to attend graduation and receive a Certificate of Completion of the Massage Therapy Program.

SERVICES

Financial Aid and Scholarships

Applications for financial aid and scholarships may be secured from Student Services Offices.

Learning Resource Center

The Anderson Library offers a variety of services to assist students. The local collection of books and periodicals is extended via interlibrary loan (ILL). On-line computer searching and holding capabilities, interlibrary van delivery and retrieval of materials, and fax transmissions are used to expedite ILL. A copy machine, listening/viewing equipment, computers and CD-ROM stations are available to facilitate research and study.

Learning Skills Center

Student who encounter difficulty with studies are encouraged to seek the help of the staff in the LSC.

Testing and counseling for learning styles and learning disabilities is available from qualified personnel.

Tutoring is also available.

See the college catalog or visit the web site (www.iecc.edu) for a more detailed description of services available to students.

STUDENT RIGHTS/POLICIES

Information regarding the following policies is found in the Student Conduct and Rights section of the college catalog in print copy or on the web site (www.iecc.edu):

Student Complaint Policy

Sexual Harassment Policy

Privacy of Student Information

Detailed information is provided in the Appendices of the college catalog.

GRIEVANCE/APPEAL PROCEDURES

The Massage Therapy Program of Olney Central College recognizes the need to resolve valid complaints in a fair, impartial and timely manner and thus follows the established grievance procedure to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The student Grievance/Appeal procedure is found in the Olney Central College Catalog and on the IECC website: www.iecc.edu.

SECTION VII

FORMS

**OLNEY CENTRAL COLLEGE
MESSAGE THERAPY PROGRAM**

**THERAPEUTIC MASSAGE CERTIFICATE PROGRAM
PROFESIONAL MASSAGE
STUDENT EVALUATION
(Attach receipt to this form)**

Massage Therapist

Date

Student

Date

1. Please describe the appointment process: _____

2. Please describe the environment: _____

3. Please describe the sequence: _____

4. Please describe draping, privacy: _____

5. Please describe the post massage time: _____

6. Please describe features, techniques, manipulations, etc. that you especially liked or disliked:

7. Please describe the overall experience: _____

**OLNEY CENTRAL COLLEGE
MASSAGE THERAPY PROGRAM**

HOMEWORK MASSAGE FEEDBACK FORM

Student Feedback:

1. What did the client say about him/herself: _____

2. Why did client come for session: _____

3. What did you notice about the client before the session: _____

4. What did you do during the session: _____

5. What happened as a result of your work with the client: _____

6. What do you plan to do next session: _____

Add additional comments on back

**OLNEY CENTRAL COLLEGE
MESSAGE THERAPY PROGRAM**

MESSAGE THERAPY FEEDBACK FORM

Student Name _____ **Date** _____

Student Feedback:

1. What did the client say about him/herself: _____

2. Why did client come for session: _____

3. What did you notice about the client before the session: _____

4. What did you do during the session: _____

5. What happened as a result of your work with the client: _____

6. What do you plan to do next session: _____

Add additional comments on back

**OLNEY CENTRAL COLLEGE
MESSAGE THERAPY PROGRAM**

MESSAGE THERAPY EQUIPMENT CHECK-OUT FORM

Equipment checked out:

Message table/non-adjustable head rest _____

Message table/adjustable head rest _____

Message chair _____

I agree that the equipment I am checking out is intact and in good working order. I understand that this piece of equipment is to be returned on the date noted below.

The equipment will be inspected for damage when returned. If there is damage, I understand I must pay for the damages or, if necessary, replace the equipment. Failure to meet these terms will result in dismissal from the Program and Olney Central College will take actions necessary to recoup any expenses.

Student's Signature

Date

Return Date

Signature of Sign-out Instructor/Program staff

Date

Condition of Equipment on return:

Intact/good working order _____

Damaged/not working _____

Describe below:

Student's Signature

Date

Return Date

Signature of Sign-in Instructor/Program staff

Date

After this form has been completed, it is placed in the student's file.

**OLNEY CENTRAL COLLEGE
MESSAGE THERAPY PROGRAM
LEARNING CONTRACT**

STUDENT NAME: _____ **DATE:** _____

INSTRUCTOR NAME: _____ **DATE:** _____

The Massage Therapy Program provides support and direction to assist capable students in completing course requirements and making satisfactory progress in the Program. The intention of this Learning Contract is to clarify to the student what the student must do to pass a course and/or meet specific requirements related to the student's performance and compliance with College and Program policy.

This Learning Contract address concerns about the student's performance and progress as follows:
(specify concern(s) and Program standards)

Absences: _____

Homework: _____

Participation: _____

Written Tests: _____

Skills Tests: _____

Conduct: _____

Other: _____

To correct these areas of concern, the student must complete the following actions by the dates indicated:

**OLNEY CENTRAL COLLEGE
MASSAGE THERAPY PROGRAM**

AGREEMENT OF CONFIDENTIALITY

I agree to hold in confidence any incidents and/or information regarding clients, classmates, and instructors.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**OLNEY CENTRAL COLLEGE
MESSAGE THERAPY PROGRAM**

STUDENT RELEASE FORM

I have read the Massage Therapy Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and massage therapy program guidelines. In such instances current board policy, state law, and massage therapy program guidelines will prevail.

The date of fulfillment for this requirement will be designated by massage therapy faculty.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

Agenda Item #8C

FY 2006 and FY 2007 Strategic Plan

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Strategic Plan, FY 2006 and 2007

The Strategic Plan for Illinois Eastern Community Colleges is a product of district-wide research that includes a scan of the district's environment, input from the four colleges and District Office, its workforce education division, and the communities served. The purpose of the strategic plan is improvement in instruction, the betterment of student support services, revitalized facilities, and state-of-the-art equipment and teaching tools to maintain the college District in a position of leadership as the institution continues through the 21st century.

The Strategic Plan, FY 2006 and 2007 includes:

- Introduction
- Environmental Scan
- Summary and Recommendations
- Data Sources
- Strategic Plan
 - FY 2005 Report
 - FY 2006 Planning Guide
 - FY 2007 Planning Guide
- Planning Matrix

A copy of the Strategic Plan, FY 2006 and 2007 was mailed to each Board member on CD. A hard copy of the plan will be available at the Board meeting.

TLB/rs

Agenda Item #8D

Newton/Jasper County Enterprise Zone Expansion and Update

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Expansion of Existing Enterprise Zone Boundaries

The Board of Trustees has already approved the Newton/Jasper County portion and extension of the Olney/Richland County Enterprise Zone.

IECC has been notified by Ray Diel, County Clerk of Jasper County, that certain areas should have been included in the original plan, but were omitted in error. The enterprise zone administrators would now like to alter the existing boundaries to include this inadvertently omitted property and also update the language concerning current enterprise zone requirements developed by the Department of Commerce and Economic Opportunity since the zone was created. Since the law requires each taxing body within the area to agree to any change in boundaries, the Board is being asked to take this action.

I ask the Board's approval to amend the current enterprise zone boundaries to include the previously omitted areas and to update and amend the existing enterprise zone requirements.

TLB/rs

Agenda Item #8E

ATM Agreement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: ATM Agreement

For some time there has been an interest in the placement of an automatic teller machine (ATM) on the campus of Lincoln Trail College.

Dr. Carl Heilman contacted area banks concerning their willingness to place an ATM on the campus. Only the First Robinson State Bank evidenced any interest in providing ATM services.

I ask the Board's approval of this agreement which allows the placement of an ATM at LTC. The cost of such placement and maintenance will be the obligation of First Robinson State Bank.

TLB/rs

Attachment

ATM AGREEMENT

THIS AGREEMENT entered into this _____ day of March, 2005, by and between First Robinson Savings Bank, N.A. ("Bank") of Robinson, Illinois, and Illinois Eastern Community College District 529/Lincoln Trail College ("LTC") of Robinson, Illinois, WITNESSETH:

WHEREAS, Bank desires to establish an Automated Teller Machine (ATM) on the premises of Lincoln Trail College located at 11220 N. State Highway 1 in the City of Robinson, Illinois, for the purpose of enabling its students and other persons to withdraw cash and perform other banking functions as the machine allows; and

WHEREAS, Lincoln Trail College will permit the Bank to place and maintain its ATM on the premises upon the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Bank and LTC agree as follows:

1. ESTABLISHMENT OF ATM. As soon as may be practicable, Bank will establish an ATM on the LTC premises. This ATM will be connected to one or more national or regional networks, as Bank may select.
2. BANK'S RESPONSIBILITY. Bank will be responsible for the processing of transactions generated by persons using plastic access cards at the ATM in accordance with the rules of the network or networks to which it is connected.
3. TERMINAL INSTALLATION AND MAINTENANCE.
 - a. Installation. Bank will provide for the installation of the ATM on the LTC premises and will provide for its maintenance. Bank will provide the intersupport dataline and modem equipment. LTC agrees that the ATM may be affixed to the concrete floors by bolts to be installed by Bank's contractor and/or affixed to an interior wall, as the parties may agree. All such work shall be done in workmanlike manner so as not to cause undue damage.
 - b. LTC's Responsibilities. LTC will provide space for the ATM, including utility servicing space. LTC is responsible for cleanliness of the ATM area and agrees the the ATM will not be used for display or storing of material nor will the ATM be obstructed from view.
 - c. Electrical Service. The parties understand and agree that the ATM will require a separate dedicated electric power line and circuit with its own circuit breaker. Bank shall be responsible for the installation and maintenance of a new line and circuit and such other electrical equipment as the ATM may require, at its own expense. LTC will thereafter provide and pay for electrical

power to the ATM. All such electric wiring and equipment as may be installed shall be placed within the walls or above the ceiling of the premises, as LTC Construction Division may direct, in accordance with all applicable state, local, and national electrical codes.

- d. Telephone Service. The parties understand and agree that the ATM will require a separate, dedicated telephone line to enable it to communicate with the participating networks. Bank shall be responsible for installation and maintenance of a new telephone line and related equipment as may be required, at its own expense, and will pay for all telephone service in connection therewith. All such telephone lines and related equipment as may be installed shall be placed within the walls or above the ceiling of the LTC premises, as LTC's Construction Division may direct.
 - e. Modem. If any ATM is not equipped with an internal Modem, then LTC reserves the right to require that the Modem serving the ATM be located in a back room of the premises, as LTC Construction Division may direct.
 - f. Alarm Security. Bank shall be responsible for determining and establishing appropriate alarm security for the ATM. Any equipment, circuits, maintenance, or service charges required or incurred due to connection of the ATM to an alarm system shall be the responsibility of the Bank.
4. TERMINAL SUPPORT. LTC will have no responsibility for maintaining the machine or monitoring its performance. However, operational problems of which LTC management becomes aware, or which are reported to LTC management by customers, will be reported to the Bank or its designee for resolution.
5. ADVERTISING SIGNS. LTC will permit Bank to place a sticker or sign in a window on the premises to advertise the ATM's presence on the premises, in accordance with the College's Plan. The Bank will be permitted to advertise the presence of the ATM by such exterior signage as the Bank and LTC may mutually agree upon.
6. RISK OF LOSS.
- a. LTC shall have no liability with regard to any transactions accomplished by plastic access cards. Bank shall hold LTC harmless from any such liability.
 - b. Bank will insure the machine against physical damage or loss. LTC premises (to the extent related to ATM activity) shall be added to the Bank's blanket bond providing coverage against loss by robbery or theft. All risk of loss by such means shall be upon the Bank.

7. PROPRIETARY INTERESTS. All documentation, procedures, specifications, and processing programs utilized or developed by Bank or any participating network, and used in connection with the ATM are and shall remain the sole property of Bank or such network as the case may be.
8. COMPLIANCE WITH LAWS AND REGULATIONS; INDEMNIFICATION. Bank agrees to comply with all laws and regulations governing the establishment and operation of ATMs and shall hold harmless and indemnify LTC from and against all claims, demands, liabilities, or expenses resulting from any failure on the part of the Bank to exercise reasonable care or to comply with the provisions of law or governmental regulations.
9. TERM; TERMINATION. This Agreement shall continue effective for a term of one year from the date hereof. The Agreement shall be automatically extended and renewed from year to year for terms of one (1) year each (“Renewal Terms”) unless either party elects to terminate the Agreement as of the end of the initial term or a renewal term by giving written notice to the other party not less than ninety (90) days prior to the expiration of the initial term or any renewal term. The foregoing notwithstanding, either party may terminate this Agreement at any time after the expiration of one year from the date hereof, by giving 90 days advance written notice to the other party. Upon the termination of this Agreement as to LTC, Bank shall carefully remove therefrom the ATM and any related equipment which can be safely removed without causing undue damage to LTC premises or its related systems and fixtures, and shall promptly repair any such damage resulting from the ATM’s presence or removal.
10. ENTIRE AGREEMENT. This Agreement contains the entire Agreement of the parties hereto. No other agreement, statement, or promise made by any party hereto or by any employee, officer, or agent of any party hereto concerning the same matters that is not in writing and not signed by the parties to this Agreement shall have any binding effect.

WHEREFORE, the parties have executed this agreement on the date first-above written.

FIRST ROBINSON SAVINGS BANK, N.A.

**ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529
/LINCOLN TRAIL COLLEGE**

Agenda Item #8F

Amendment to FY05 Department of Corrections Budgets

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Amendment to FY05 Department of Corrections Budgets

The Department of Corrections (DOC) reviews contracts with educational institutions on a quarterly basis to see if changes should be made in the existing allocation of funds.

The DOC has made revisions to our budget, which will change the total amount of money received, mainly in the amount of money received as reimbursement for credit hours generated. Under our contract, we reduce the overall cost to DOC by the amount of credit hour reimbursement we receive, and we have generated more hours than anticipated when the contract was approved last year.

The changes that are being proposed will not substantially impact our existing educational programs.

TLB/rs

Attachment

DEPARTMENT OF CORRECTIONS
FY05 BUDGET AMENDMENT

Robinson Correctional Center Amendment

ICCB Credit Hour Reimbursement Adjustment	\$ 8,102
Commodities Reduction	700
Travel Reduction	1,400
Repairs Reduction	400
Indirect Amounts Reduction	90
Total	\$10,692

Lawrence Correctional Center Amendment

ICCB Credit Hour Reimbursement Adjustment	\$30,053
Personnel Reduction	86,715
Fringe Benefit Reduction	15,343
Commodities Reduction	6,500
Travel Reduction	4,000
Other Reduction	650
Total	\$154,123

Agenda Item #8G

Welding Training Agreement and Lease

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Welding Training Agreement and Lease

IECC's Workforce Education division has an opportunity to do substantial welding training for Freeman United Coal Company.

George Woods, Dean of Workforce Education and John Howard have developed a program for which IECC will be reimbursed for all expenses by Freeman United. George and John have located a building in Girard, Illinois that could be utilized for our welding training.

Under the agreement, Freeman would pay the monthly rent, installation of an electrical service upgrade, and pay for any building modification costs. IECC would be required to provide 5 wire welders costing approximately \$375 each.

I would ask the Board's approval of a rental agreement for property in Girard, Illinois at the cost of \$450 per month for one year, and approval to accept the offer of Freeman United Coal to reimburse the District for the cost of the program.

TLB/rs

Rental Agreement

THIS AGREEMENT made by and between *Gerald Slightom*, (hereinafter called "Owner") and *Illinois Eastern Community Colleges* (hereinafter called "Tenant"). The masculine singular pronoun shall be used throughout this Agreement, regardless of the sex or number of parties.

1. RENTAL PREMISES: Owner, in consideration of the rents to be paid and covenants to be performed by Tenant hereunder, hereby rents to Tenant for the Term and subject to the covenants and conditions hereinafter set forth, the following described premises (hereinafter called the "premises"): *103 North Third Street Girard Illinois 62640*, together with all improvements thereon, all privileges, appurtenances, easements and all fixtures presently situated in said building, including appliances, except the following.
2. TERM: The term of this Agreement shall be **12** months beginning on *the 1st day of March, 2005*, and ending on the last day of *February, 2006*.
3. RENT: Tenant will pay Owner each month during the first year of this Agreement **\$450.00** as rent.
4. UTILITIES: Tenant is responsible for paying for all water, sewage, fuel and electric current and trash removal which may be charged against said premises. Tenants shall notify the appropriate Gas & Electric Companies that they are occupying the property on the beginning date of this agreement.
5. REAL ESTATE TAXES: Owner shall pay all real estate taxes and assessments levied against the premises during the Term of this Agreement.
6. LIABILITY: Tenant agrees that Owner and its employees and agents shall not be liable to Tenant for any damage to or loss of personal property located in the premises or for injuries to persons occurring in the premises.
7. HOLD HARMLESS AGREEMENT: Tenant shall protect, save and keep the Owner harmless and indemnified against any and all liability, loss, cost, damages, or expenses arising out of any accident or other occurrence on the demised premises, causing death, injury or damage to any person or property due to any act or neglect of the Tenant, its agents, employees, assigns, invites or licensees, or due to any failure of the Tenant, its agents, employees, assignees, invites or licensees to comply with and perform any of the requirements and provisions of this Agreement on their part to be performed.

APPLICABLE LAW: This agreement shall be interpreted according to the Laws of the State of Illinois.

IN WITNESS WHEREOF, Owner and Tenant have executed this agreement on the _____ day of _____, 20____.

OWNER

TENANT

Agenda Item #8H

Acceptance of Higher Learning Commission Self-Study Summary

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Higher Learning Commission (HLC)
Self-Study – Summary

In preparation for the visit from the HLC scheduled for April 18, 19, and 20, 2005, a committee of District and employees prepared a Self-Study. The HLC visit will concentrate on five separate criteria, and therefore the Self-Study is also in five chapters, plus an introduction and a summary.

By agreement with the Board, we have reviewed a chapter each month in October, November, December, January, and February. This month, we will cover the summary and review all five earlier chapters.

The summary has been mailed to you. Please bring your copy with you to the Board meeting.

TLB/rs

Agenda Item #9

Bid Committee Report

BID COMMITTEE REPORT

MARCH 15, 2005

OCC

1. Microscopes

TO: Board of Trustees

FROM: Bid Committee

SUBJECT: Bid Recommendation – Microscopes

DATE: March 15, 2005

The Bid Committee recommends acceptance of the bid from Benz Microscope Optics Center, Inc. located in Ann Arbor, MI for (12) Swift M5P microscopes for a total of \$9,924.00. The Swift M5P microscope has a lifetime manufacturer’s warranty.

The lower bid received from DR Instruments for M Series microscopes has a one year manufacturer’s warranty and also is less durable than the Swift M5P. The Olympus CX-21 and Leica CM E model microscopes listed in our specifications includes at least a 5 year manufacturer’s warranty.

MICROSCOPE BID TABULATION		
Company	Bid Amount	Model
Benz Microscope Optics Center, Inc. Ann Arbor, MI	\$11,902.20 9,924.00	Leica CM E L5212 Swift M5P
DR Instruments Palos Hillis, IL	5,103.49	M Series M-CXB-100-H
Hitschfel Instruments Inc. St. Louis, MO	14,028.00	Olympus CX21
Larry Winkleman Microscope Service Kokomo, IN	11,400.00 14,400.00	Swift M-3302-D Swift M-4002-D
Opelco Dulles, VA	14,000.00	Olympus CX21

Respectfully submitted,

Lisa Benson
 Roger Browning
 Jack Davis
 Harry Hillis, Jr.
 Chris Mathews

Source of Funds: Education Fund
 Department: Life Sciences
 Rationale for Purchase: Microscopes will be used in the Anatomy Lab.

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

MICROSCOPES

SPECIFICATIONS: UNIT

<u>ITEM NO.</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>PRICE</u>	<u>PRICE</u>
1.	12	Olympus CX-21 Model Microscopes or Leica CM E Model Microscopes or the equivalent. Binocular light microscopes with rotatable head , must have a mechanical stages; with objectives lenses of 4X, P10X, P40X, 100X; Abbe Condesor; iris diaphragm; with built-in GV, 20W halogen illumination. Must include dust cover.	_____	_____

ALL FREIGHT AND DELIVERY CHARGES ARE INCLUDED IN BID. OUR QUOTATION AS SUBMITTED ON THIS FORM WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

TOTAL BID _____

MODEL _____

(Submit with your bid a brochure on microscopes being bid)

SIGNATURE _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX NO. _____

DATE _____

NOTE: Please submit bid in **duplicate.**

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

TREASURER'S REPORT February 28, 2005

FUND	BALANCE
Educational	\$97,125.45
Operations & Maintenance	\$440,977.38
Operations & Maintenance (Restricted)	\$233,138.45
Bond & Interest	\$6,271.92
Auxiliary	\$616,862.31
Restricted Purposes	(\$108,011.88)
Working Cash	\$4,385.64
Trust & Agency	\$385,521.14
Audit	\$14,891.57
Liability, Protection & Settlement	\$908,454.40
TOTAL ALL FUNDS	\$2,599,616.38

Respectfully submitted,

Marilyn Grove, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF FEBRUARY 28, 2005

ALL FUNDS

	YEAR-TO-DATE
REVENUES:	
LOCAL GOVT SOURCES	4,594,310
STATE GOVT SOURCES	6,734,294
STUDENT TUITION & FEES	8,496,546
SALES & SERVICE FEES	2,127,306
FACILITIES REVENUE	22,068
INVESTMENT REVENUE	97,215
OTHER REVENUES	65,761
TOTAL REVENUES:	22,137,500
 EXPENDITURES:	
INSTRUCTION	6,607,993
ACADEMIC SUPPORT	329,179
STUDENT SERVICES	810,581
PUBLIC SERV/CONT ED	59,499
OPER & MAINT PLANT	1,704,092
INSTITUTIONAL SUPPORT	5,569,677
SCH/STUDENT GRNT/WAIVERS	3,487,817
AUXILIARY SERVICES	2,849,157
TOTAL EXPENDITURES:	21,417,995
 TRANSFERS AMONG FUNDS:	
INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0
 NET INCREASE/DECREASE IN NET ASSETS	 719,505

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
February 28, 2005

ALL FUNDS

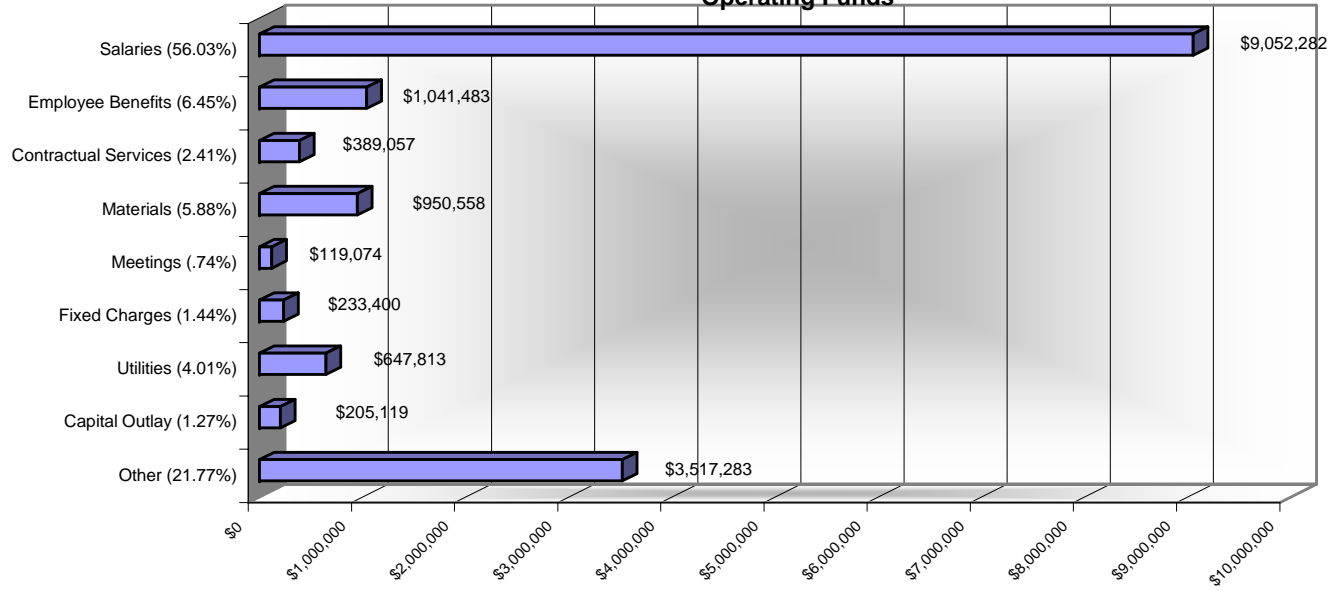
	Fiscal Year 2005
ASSETS:	
CASH	2,599,616
IMPREST FUND	21,500
CHECK CLEARING	2,000
INVESTMENTS	7,855,000
RECEIVABLES	2,607,289
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	459,225
OTHER ASSETS	429,772
TOTAL ASSETS AND OTHER DEBITS:	13,974,402
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	4,017
ACCOUNTS PAYABLE	52,079
ACCRUED EXPENSES	-
INTERFUND PAYABLES	139,950
DEFERRED REVENUE	-
OTHER LIABILITIES	600,496
TOTAL LIABILITIES:	796,542
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	1,472,541
PR YR BDGTD CHANGE TO FUND BALANCE	190,054
 FUND BALANCES:	
FUND BALANCE	6,188,444
RESERVE FOR ENCUMBRANCES	5,326,821
TOTAL EQUITY AND OTHER CREDITS	13,177,860
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	13,974,402

ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS
COMPARISON REPORT FY03-05

College	Category	FISCAL YEAR 2003			FISCAL YEAR 2004			FISCAL YEAR 2005			
		Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	Annual Budget	Spent Thru February	% of Bdgt	% of Year
Frontier	Bills		\$1,290,238			\$1,168,934			\$1,246,275		
	Payroll		1,208,566			1,215,160			1,328,093		
	Totals	\$2,745,276	2,498,804	91%	\$3,415,247	2,384,094	70%	\$3,475,709	2,574,368	74%	67%
Lincoln Trail	Bills		828,029			866,367			988,252		
	Payroll		1,489,581			1,503,923			1,533,790		
	Totals	3,111,881	2,317,610	74%	3,508,970	2,370,290	68%	3,546,178	2,522,042	71%	67%
Olney Central	Bills		1,206,042			1,205,454			1,350,228		
	Payroll		2,374,066			2,430,039			2,568,218		
	Totals	4,762,523	3,580,108	75%	5,436,460	3,635,493	67%	5,418,118	3,918,446	72%	67%
Wabash Valley	Bills		1,158,169			1,205,367			1,291,960		
	Payroll		1,841,261			1,882,555			1,954,353		
	Totals	3,572,889	2,999,430	84%	4,224,879	3,087,922	73%	4,256,100	3,246,313	76%	67%
Workforce Educ.	Bills		700,049			914,253			962,119		
	Payroll		644,307			666,124			674,076		
	Totals	1,832,426	1,344,356	73%	2,444,172	1,580,377	65%	2,467,643	1,636,195	66%	67%
District Office	Bills		200,782			158,091			162,462		
	Payroll		578,414			580,321			581,348		
	Totals	1,265,567	779,196	62%	1,169,354	738,412	63%	1,217,781	743,810	61%	67%
District Wide	Bills		1,266,041			1,236,078			1,102,491		
	Payroll		365,764			413,171			412,404		
	Totals	5,642,629	1,631,805	29%	3,574,010	1,649,249	46%	4,042,284	1,514,895	37%	67%
O & M	Bills										
	Payroll										
	Totals										
GRAND TOTALS		\$22,933,191	\$15,151,309	66%	\$23,773,092	\$15,445,837	65%	\$24,423,813	\$16,156,069	66%	67%

Excludes DOC

**Illinois Eastern Community Colleges
FY2005
Operating Funds**



Illinois Eastern Community Colleges Dist. #529
As of February 28, 2005 - \$16,156,069

Agenda Item #11

Agenda Item #11

Chief Executive Officer's Report

Agenda Item #12

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: March 11, 2005
RE: Personnel Report

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

dh

INDEX

400.1. Employment of Personnel

400.2. Special Assignments

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

400.4. Resignation

400. PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Debra Rister, Program Advisor, Allied Health, OCC, contingent upon continued grant funding.

400.2. Special Assignments

A. Olney Central College

Academic

- | | | <u>Recommended</u> |
|----------------|------------------------------------------------|--------------------|
| 1. Donna Henry | Full-time Administrative
Special Assignment | \$1,350.00 |

B. District Office

Extra-Curricular

- | | | <u>Recommended</u> |
|---------------------|-----------------------------------------------------------------------------|--------------------|
| 1. Nixie Hnetkovsky | Transfer Faculty Discipline Assessment
Life Sciences/Biology - FCC | \$250.00 |
| 2. Ann Wolven | Transfer Faculty Discipline Assessment
Communications/English – LTC | \$250.00 |
| 3. Susan Polgar | Transfer Faculty Discipline Assessment
Social Sciences/Psychology - LTC | \$250.00 |
| 4. Don Florida | Transfer Faculty Discipline Assessment
Physical Sciences/Chemistry - LTC | \$250.00 |
| 5. Dave Denton | Transfer Faculty Discipline Assessment
Social Sciences/History - OCC | \$250.00 |
| 6. Paul Sainer | Transfer Faculty Discipline Assessment
Humanities/Music - OCC | \$250.00 |
| 7. Laurel Cutright | Transfer Faculty Discipline Assessment
Mathematics - OCC | \$250.00 |
| 8. Jill Winter | Transfer Faculty Discipline Assessment
Communications/Speech - WVC | \$250.00 |
| 9. Wayne Morris | Transfer Faculty Discipline Assessment
Computer Science - WVC | \$250.00 |
| 10. Robert Brosseur | Transfer Faculty Discipline Assessment
Physical Sciences/Physics - WVC | \$250.00 |

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

400.4. Resignation

A. Classified

1. Kristi Renshaw, Academic Support Specialist, DO, Resignation Effective March 25, 2005

Agenda Item #15

Collective Bargaining

- A. Approval of Faculty Contract**
- B. Administrative Guidelines Revision**

Agenda Item #15A

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Three Year Contract with IECCEA

Following more than 8 months of bargaining with the faculty association, negotiations were successfully completed in the early morning hours of February 22, 2005. At that time a tentative agreement was reached with the association.

The general membership of the association voted to accept the tentative agreement on March 1, by a vote of 72 in favor and 8 opposed.

During executive session, there will be a detailed discussion of the contents of the tentative agreement. After that discussion, I will ask for the Board's approval of the tentative agreement.

TLB/rs

Agenda Item #15B

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 15, 2005
RE: Administrative Guideline Revision

If the Board of Trustees approves the contract with the IECEA, the overload and summer pay rates will have to be changed to conform with the new contract.

The overload rates will change in the Fall 2005 Semester and again in the Fall 2006 Semester. The summer rate will change effective Summer 2005 Semester.

TLB/rs

Agenda Item #16

Agenda Item #16

Litigation

Agenda Item #17

Agenda Item #17

Acquisition and Disposition of Property

Agenda Item #18

Agenda Item #18

Other Items

Agenda Item #19

Agenda Item #19

Adjournment

TENTATIVE
Protection, Health, Safety and ADA
Projects Schedule
Phase VII

	Estimated Budget											
Science Building Roof Replacement WVC	\$325,200											
GRAND TOTAL	\$325,200		Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Partial Accepted	Fully Accepted	

2/28/2005

