

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

March 20, 2018



Location:

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

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

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

**Illinois Eastern Community Colleges
Board Agenda**

**March 20, 2018
7:00 p.m.
Wabash Valley College
Cafeteria**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. 500.14 Tuition Waiver Policy
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Recognition of Student Board Member Madison Ferreira Bruce
 - B. Approval of Posting of Employment Contracts for CEO and Presidents Bruce
 - C. HLC Quality Initiative Cutchin
 - D. Newton Power Plant Settlement Bruce
 - E. Affiliation Agreements
 - Wayne City Ambulance Service - Emergency Response Training - FCC
 - Carle Richland Memorial Hospital - Certified Medical Assistant - LTC
 - Carle Richland Memorial Hospital - Pharmacy Technician - LTC
 - CVS Pharmacy - Pharmacy Technician - LTC
9. Bid Committee Report Bruce
 - A. TRIO Upward Bound
 1. TRIO Upward Bound Cultural & Educational Trip 2018

- 10. District Finance
 - A. Financial ReportBrowning
 - B. Approval of Financial ObligationsBrowning
- 11. Chief Executive Officer’s Report..... Bruce
- 12. Executive Session..... Bruce
- 13. Approval of Executive Session Minutes
 - A. Written Executive Session Minutes..... Bruce
 - B. Audio Executive Session Minutes Bruce
- 14. Approval of Personnel Report Bruce
- 15. Collective Bargaining Bruce
- 16. Litigation Bruce
- 17. Other Items
- 18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, February 20, 2018.

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

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

John D. Brooks, Gary Carter, Brenda K. Culver, G. Andrew Fischer, James Lane, Jan Ridgely. Also present was Madison Ferreira, student trustee. Trustees absent: Alan Henager. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.
Jay Edgren, President of Frontier Community College.
Matt Fowler, President of Wabash Valley College.
Ryan Gower, President of Lincoln Trail College.
Rodney Ranes, President of Olney Central College.
Roger Browning, Chief Finance Officer/Treasurer.
Tara Buerster, Director of Human Resources.
Alex Cline, Director of Information & Communications Technology.
Jeff Cutchin, Chief Academic Officer.
Renee Smith, Executive Assistant to CEO/Board Secretary.

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held January 16, 2018 were presented for disposition.

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

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

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

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

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

#6-A. 500.21 Student Military Policy - IECC needs to revise its Student Military Policy to reflect the charging of in-district tuition to any veteran using federal veteran benefits. This is the current practice of IECC. The CEO recommended approval of the following policy:

STUDENT - 500

Student Military Policy (500.21)

Date Adopted: October 16, 2001

Revised: October 18, 2005

Revised: December 8, 2015

Revised: June 20, 2017

Revised: February 20, 2018 (pending Board approval)

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

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

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

Board Action: Trustee Brenda Culver made a motion that second reading be waived and that the revised 500.21 Student Military Policy be adopted as recommended. Student Trustee Madison Ferreira seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Trustees

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

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

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

#8-A. 403(b) Calendar Year Report: Roger Browning presented the annual monitoring report of the IECC 403(b) plan. The Standard is the administrator of the approved 403(b) program for employees of the district. At the end of calendar year 2017, the plan had assets of \$4,189,344. The plan currently has 113 active participants. The CEO recommended acceptance of The Standard’s Monitoring Report of the IECC 403(b) Plan.

Board Action: Trustee James Lane made a motion to accept the Standard’s Monitoring Report of the IECC 403(b) Plan as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Alan Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Strategic Plan: Jeff Cutchin reviewed a new strategic plan for the District. The plan is formulated to meet the Higher Learning Commission Criteria for accreditation and to formulate additional strategic objectives for the District. The CEO recommended acceptance of the Strategic Plan.

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

#8-C. Tuition and Fee Rates FY2019: Because increased revenue is necessitated by the state government’s struggle to solve Illinois’ financial crisis, the Cabinet recommends that tuition be increased for FY2019. The tuition increase of \$5.00 per semester hour from \$83.00 per semester hour to \$88.00 per semester hour would be effective with the Summer Term 2018. The CEO recommended approval of the foregoing increase in tuition.

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

#8-D. Academic Calendar 2019-2021: The CEO recommended approval of the Academic Calendar for 2019-2021 as follows:

**Academic Calendar
2019-2021**

2019 Fall Semester

August..... 8-9 Faculty Workshop

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

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

2020 Spring Semester

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

2020 Intersession

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

2020 Summer Session

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

2020 Fall Semester

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

November..... 26-27 Colleges Closed. Thanksgiving.
 December 11 Last Day of Classes
 December 14-17 Finals
 December 18 Last Day of Semester
(Colleges Closed December 22, 2020 –January 4, 2020. Winter Break)

2021 Spring Semester

January5 Colleges Open.
 January6 Faculty Workshop
 January 7-8 Registration, Testing
 January 11 First Day of Classes
 January 18 Colleges Closed. Martin Luther King, Jr. Day
 February 15 Colleges Closed. President’s Day
 March5 Midterm
 March8 No Classes. Casimir Pulaski Holiday Observed
 March 9-14 No Classes. Spring Break
 April2 Colleges Closed. Spring Holiday
 May7 Last Day of Classes
 May 10-13 Final Exams
 May 14 Last Day of Semester/Graduation

2021 Intersession

May17 First Day of Classes
 May25 Midterm
 May31 Colleges Closed. Memorial Day
 June4 Last Day of Intersession

2021 Summer Session

June7 First Day of Classes
 July1 Midterm
 July5 Colleges Closed. Independence Day Observed
 July28 Last Day of Classes
 July 29-30 Finals

Board Action: Trustee James Lane made a motion to approve the Academic Calendar for 2019-21 as presented. Student Trustee Madison Ferreira seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-E. Consulting Agreement with Arthur J. Gallagher: The CEO recommended approval of an agreement with Arthur J. Gallagher to provide underwriting and marketing services, plan management, plan administration, and vendor management services that will allow the District to seek competitive pricing for health and dental insurance needs.

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

#8-F. Intent to Consider Renewal of Contracts for CEO, Presidents, Dean of Workforce Education: Contracts for the two year period from September 1, 2018 to August 30, 2020 are up for renewal for the CEO and the contract for each President of each college. To ensure compliance with public notice requirements, the Board wishes to announce the intention to consider the contracts at the next regular Board meeting, March 20, 2018.

Board Action: Trustee John Brooks made a motion to express the intention of the Board to consider the renewal of the contract for the CEO and the contract for each President of each college at the March 2018 Board of Trustees meeting. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student Advisory Vote: yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Affiliation Agreement: IECC wishes to enter into new affiliation agreements for FCC's Health Informatics Program with Carmi Family Dental and for LTC's Certified Medical Assistant with Jasper County Health Department, Richland County Health Office, Effingham Obstetrics and Gynecology Associates, RWR Medical Arts, Dr. David Rotman, M.D., and the Office of Dr. Rachel Winters. These are the standard affiliation agreements utilized by the District. The CEO recommended approval of these agreements as presented in full in the Board Agenda.

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

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of January 31, 2018.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for February, 2018, totaling \$866,150.15, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Jan Ridgely made a motion to approve payment of district financial obligations for February 2018, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #11 – “Chief Executive Officer's Report” – CEO Terry Bruce provided a report covering the following items: Lobby Day Attendance, Program Director Grants, Compliance & Outreach, and Enrollment.

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

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

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

PERSONNEL REPORT

400.1. Change in Status

A. Classified

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

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

A. Continuation of Tenure

1. Jesse Allen
2. Scott Balding
3. Reno Bemont
4. Shasta Bennett
5. Tammie Bohnhoff
6. Cynthia Boyce
7. Tyler Boyles
8. C. Allen Brown
9. Carrie Brown
10. Laura Bruck
11. Carla Cadwalader
12. Jay Carter
13. Laurel Cutright
14. John Day
15. David Denton
16. Cheryl Dill
17. Wanda Douglas
18. Carole Fusco
19. Jacy Ghast
20. Todd Gill
21. Brenda Grove
22. Pauletta Gullett
23. Nixie Hnetkovsky
24. Steve Hnetkovsky
25. Jason Hortin
26. Judith Hudson
27. Kathleen Hudson
28. Anne Hustad
29. John Kendall
30. Andrew King
31. Carol Kocher
32. Curtis Marshall
33. Logan Marshall
34. Rob Mason

35. Christian Mathews
 36. Travis Matthews
 37. Rodney Maxey
 38. Amie Mayhall
 39. Andrew McMurray
 40. Mary Linda Monge
 41. Mary Morris
 42. Ed Patton
 43. Kelly Payne
 44. Kyle Peach
 45. Brenda Phegley
 46. Andrew Pittman
 47. Richard Poskin
 48. Lisa Rauch
 49. Doug Robb
 50. Anurahda Roy
 51. Eric Scheller
 52. Kimberley Schucker
 53. Nick Short
 54. Shirley Smithenry
 55. Philip Thorsen
 56. William Tucker
 57. Kristi Urfer
 58. Brian Wick
 59. David Wilderman
 60. Angelia Williams
 61. Jill Winter
 62. Megan Winter
 63. Winifred Wolven
- B. Initial Tenure**
1. Sarah Bergbower
 2. Laurie Jenkins
 3. Aaron Lineberry
 4. Keith Nash
 5. Jodi Peach
- C. Non-Tenure**
1. Wade Baker
 2. Lonnie Barnes
 3. Joseph Brown
 4. Tyler Browning
 5. Megan Bunnage
 6. Rebecca Carmack
 7. Becky Coleman
 8. Brittany Harris
 9. Karen Marks
- 400.3. Reemployment of Non-Bargaining Unit Faculty 2018-2019**
- A. Continuation of Tenure**
1. Donald Bennett
 2. Phillip Brooks
 3. Jayson Hoffman
 4. Rick Lamb

5. Leonard Mitchell
6. Stephen Questelle
7. Michael Woods

B. Non-Tenure

1. Wesley Taylor

400.4. Honorable Dismissal of Non-Tenured Faculty

A. Faculty

1. Beth Wilson

400.5. Bargaining Unit Faculty Seniority List for 2017-2018

Accounting

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

Administrative Information Technology

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

Advanced Manufacturing

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

Agricultural Technology

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

Art

- | | |
|--------|--|
| 9 yrs. | Michael Conn (<i>Dean of Instruction, effective Summer 2017</i>) |
|--------|--|

Automotive Service Tech

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

Chemical Sciences

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

Collision Repair Technology

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

Computer Telephony

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

Diesel Equipment Technology

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

Early Childhood Development

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

Electrical Distribution Systems

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

Electronics Technology

4 yrs. Jay Carter

English

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

Gunsmithing

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

Health Informatics

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

Health Programs

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

History

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

Humanities

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

Industrial Maintenance Tech

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

Life Science

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

Marketing Business Management

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

Mathematics

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

Medical Office Assistant

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

Microcomputer Support Specialist

3 yrs. Travis Matthews

Music

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

Nursing

29 yrs. Carole Fusco (includes one year seniority for 2017-18 academic year)
25.5 yrs. Kathleen Hudson (includes one year seniority for 2017-18 academic year)
* 13 yrs. Brenda Grove (includes one year seniority for 2017-18 academic year)
* 13 yrs. Anne Hustad (includes one year seniority for 2017-18 academic year)
** 12 yrs. Shirley Smithenry (includes one year seniority for 2017-18 academic year)
** 12 yrs. Angelia Williams (includes one year seniority for 2017-18 academic year)
*** 11.5 yrs. Cheryl Dill (includes one year seniority for 2017-18 academic year)
*** 11.5 yrs. Theresa Marcotte (Associate Dean effective March 14, 2016)
11 yrs. Judith Hudson (includes one year seniority for 2017-18 academic year)
7 yrs. Wanda Douglas (includes one year seniority for 2017-18 academic year)
6 yrs. Megan Winter (includes one year seniority for 2017-18 academic year)
4 yrs. Jacy Ghist (includes one year seniority for 2017-18 academic year)

3 yrs. Pauletta Gullett (includes one year seniority for 2017-18 academic year)
***** 1 yr. Megan Bunnage (includes one year seniority for 2017-18 academic year)
***** 1 yr. Karen Marks (includes one year seniority for 2017-18 academic year)
***** 1 yr. Beth Wilson (includes one year seniority for 2017-18 academic year)
***** 0.5 yr. Becky Coleman (includes one –half year seniority for 2017-18 academic year)
***** 0.5 yr. Brittany Harris (includes one-half year seniority for 2107-18 academic year)

Physics

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

Process Technology

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

Psychology

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

Radio/TV Broadcasting

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

Radiography

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

Remedial Education

2 yrs. Travis Matthews

Social Services

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

Speech

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

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

Sport Management

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

Telecommunications Technology

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

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

* 6 yrs. Travis Matthews

Truck Driving

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

Welding

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

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

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

Coal Mining Technology (non-bargaining unit)

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

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

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

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

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

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

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

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

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

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

400.7. Academic Rank Change from Instructor to Assistant Professor

1. Scott Balding
2. Shasta Bennett
3. Tammie Bohnhoff
4. Cynthia Boyce
5. Tyler Boyles
6. C. Allen Brown
7. Carrie Brown
8. Laura Bruck
9. Laurel Cutright
10. John Day
11. David Denton
12. Cheryl Dill
13. Wanda Douglas
14. Carole Fusco
15. Brenda Grove

16. Pauletta Gullett
17. Nixie Hnetkovsky
18. Steve Hnetkovsky
19. Jason Hortin
20. Judith Hudson
21. Kathleen Hudson
22. Anne Hustad
23. John Kendall
24. Andrew King
25. Rob Mason
26. Christian Mathews
27. Travis Matthews
28. Rodney Maxey
29. Amie Mayhall
30. Mary Linda Monge
31. Mary Morris
32. Kelly Payne
33. Kyle Peach
34. Brenda Phegley
35. Richard Poskin
36. Doug Robb
37. Anurahda Roy
38. Kimberley Schucker
39. Nick Short
40. Shirley Smithenry
41. Philip Thorsen
42. James Tucker
43. William Tucker
44. Kristi Urfer
45. David Wilderman
46. Angelia Williams
47. Jill Winter
48. Megan Winter
49. Winifred Ann Wolven

400.8. Resignation Ratification

A. Faculty

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

B. Classified

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

400.9. Retirement Ratification

A. Faculty

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

Board Action to Approve Personnel Report: Trustee Brenda Culver made a motion to approve the Personnel Report as recommended. Trustee James Lane seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, James Lane, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None.

Trustees absent: Al Henager. The motion having received 6 yea votes and 0 nay votes, the Chair declared the motion carried.

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Trustee Gary Carter made a motion to adjourn. Student Trustee Madison Ferreira seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:00 p.m.

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

Reports

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

Agenda Item #6

Policy First Reading (and Possible Approval)

Agenda Item #6A

500.14 Tuition Waiver Policy

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 20, 2018
RE: Policy 500.14 Tuition Waiver Policy

The District's employee satisfaction survey discovered that part-time employees were not satisfied with their tuition waiver policy benefits. Currently, part-time teaching faculty receive one tuition free course during the semester that they are teaching. Other non-faculty part-time employees working 10 hours or more per week, received an in-district tuition waiver of one course per semester, not to exceed a maximum of 3 credit hours per semester.

The proposed policy revisions would offer part-time hourly employees, who work 10 hours or more per week, and part-time faculty, who teach three credit hours or more, the same tuition waiver benefit of a full-time employee. All part-time hourly employees and all part-time faculty and their immediate family members will receive a tuition waiver for each semester.

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

TLB/rs

Attachment

STUDENT - 500

Tuition Waiver (500.14)

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

Revised November 17, 2009

Revised November 16, 2010

Revised: April 17, 2012

Revised: November 19, 2013

Revised: March 17, 2015

Revised: February 16, 2016

Revised: April 19, 2016

Revised: March 20, 2018 (Pending Board approval)

A. Senior Citizens: Tuition is waived for residents of the District who are 60 years or older. Non-credit course fees are not waived.

B. Full-Time Employees: It shall be the policy of the Board of Trustees that tuition shall be waived for all full-time employees (current or SURS qualified retirees) of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and children and dependents of full-time employees. To be eligible for the tuition waiver children must be ~~who are~~ under 24 years of age, ~~not married, and currently reside in district with either one or both parents, one of which is a full time employee.~~ However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver. Any full-time employee taking a course that is considered professional development for the area in which they work at IECC shall have the universal fees waived in addition to the tuition waiver.

In the event of a full-time employee's death during ~~his/her~~ their active employment with IECC, his/her ~~their dependents~~ children will be given a waiver of in-district tuition to be used during ~~his/her~~ their college career ~~if they are under up to age 24. years of age, not married and currently reside in district.~~ A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

C. Part-time ~~Hourly Non-Faculty~~ Employees: It shall be the policy of the Board of Trustees that tuition for a semester shall be waived for all part-time hourly employees of the District and members of their immediate family, who are working 10 hours or more per week in the same semester in which the waiver is sought. Members of the immediate family shall be defined as the spouse and children of the part-time employee. To be eligible for the tuition waiver children must be under 24 years of age. ~~Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.~~ Any part-time non-faculty employee taking a course that is considered professional development for the area in which they work at IECC shall have the universal fees waived in addition to the tuition waiver. This tuition waiver does not apply to ~~work-study~~ students workers (work-study or non-work study), unless they are a dependent of an employee .

D. Part-time Faculty: It shall be the policy of the Board of Trustees that tuition for a semester shall be waived for all part-time faculty of the District and members of their immediately family, who are teaching 3 credit hours or more in the same semester in which the waiver is sought. Members of the immediate family shall be defined as the spouse and children of the part-time employee. To be eligible for the tuition waiver children must be under 24 years of age. ~~Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.~~ Any part-time faculty taking a course that is

considered professional development for the area in which they work at IECC shall have the universal fees waived in addition to the tuition waiver.

E. After 6 p.m.; before 6 p.m. Waiver: Effective Summer Semester 2010, tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less per semester if the course(s) begins after 6 p.m. Tuition of \$20.00 per semester hour will be charged for students enrolled in four semester hours or less before 6 p.m. if the student works a night shift on a full-time basis.

F. Discretionary Tuition Waivers: Other types of tuition waivers may be granted at the recommendation of the President of the college with approval of the Chief Executive Officer or his designee.

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Recognition of Student Board Member Madison Ferreira

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 20, 2018
RE: Recognition of Student Board Member Madison Ferreira

Madison Ferreira is completing her one-year service as Student Trustee to the Board. Madison has had nearly perfect attendance at Board meetings and has been an active maker of motions on Board decisions.

She has renewed her commitment to being a quality student by reducing her hours of outside work, and will graduate in May. She has plans to complete a degree at the University of Southern Indiana to pursue a career as a Physician's Assistant.

We wish Madison well in her future endeavors.

TLB/rs

Agenda Item #8B

Approval of Posting of Employment Contracts for CEO and Presidents

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 20, 2018
RE: Approval of Posting of Employment Contracts for CEO and Presidents

At the February Board meeting, the Board expressed their intent to consider renewal of the contracts of the CEO and the four college Presidents. The Board directed that the contracts be placed on the District's website on or before March 16, 2018 so that the contracts would have been on the website for at least 30 days prior to the scheduled April 17th Board meeting.

Therefore, the contracts for the CEO and for each college of each college can be considered at the April 17th Board meeting. The contracts would renew for a two year period from September 1, 2018 to August 31, 2020. It would be appropriate for a motion that the Board approves the placement of the contracts on the IECC website on or about March 16, 2018, and further the Board intends to consider the renewal of these contracts at the April 2018 meeting of the Board of Trustees.

TLB/rs

Agenda Item #8C

HLC Quality Initiative

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 20, 2018
RE: IECC's Higher Learning Commission Quality Initiative

The Strategic Plan was approved by the Board of Trustees in February 2018. The approval of the Strategic Plan allows for the submission of the Quality Initiative to the Higher Learning Commission (HLC).

The HLC accreditation model that IECC follows requires the institution to undertake a major Quality Initiative. The IECC HLC Steering Committee chose IECC's 2018-2023 Strategic Plan for the Quality Initiative project. The purposes of a Quality Initiative is to improve the student education experience, expand educational choices and support services, increase student headcount and reimbursable hours, improve student life experience, and decrease financial dependence on state reimbursement grants.

During the discussion of the strategic plan at the February Board meeting, Board members inquired about implementation of the Strategic Plan. Attached are the various assignments for implementation of the District's Strategic Plan.

I ask the Board's approval to submit the Strategic Plan as the District's Quality Initiative to comply with HLC requirements.

TLB/rs

Attachment

IECC Strategic Plan Bright Futures Strategy Assignments

- A. (Goal #1) Improve Student Education Experience
 - 1. (Objective #1) Promote academic excellence
 - a. (Strategy #1) Evaluate teaching load (maximum) and make appropriate adjustments.
 - i. Deans
 - b. (Strategy #2) Create a funding source to promote innovative pedagogy using technology.
 - i. Presidents
 - ii. DO Admin
 - c. (Strategy #3) Increase professional development opportunities
 - i. Deans
 - ii. Human Resources
 - iii. Assessment
 - iv. Grants & Compliance
 - d. (Strategy #4) Improve the quality of E-Learning environments.
 - i. Deans
 - ii. Online Coordinator
 - 2. (Objective #2) Enhance employee satisfaction
 - a. (Strategy #1) Recognize excellence in performance through yearly awards and incentives.
 - i. Human Resources
 - ii. Presidents
 - b. (Strategy #2) Provide an atmosphere that promotes and supports continuous personal and professional improvements.
 - i. Human Resources
 - ii. Presidents
 - c. (Strategy #3) Continue to monitor and adjust salary ranges of new and existing employees to ensure our ability to recruit and retain talented faculty and staff.
 - i. HR
 - ii.
 - d. (Strategy #4) Continue to explore financially responsible options that will improve the health care benefits afforded to employees and their families
 - i. HR
 - ii.
 - 3. (Objective #3) Improve communication with students
 - a. (Strategy #1) Implement texting and social media as a means of communicating with students.
 - i. Assistant Deans
 - ii. Marketing
 - iii. IT
 - b. (Strategy #2) Require faculty to use a designated LMS for all classes.
 - i. Deans
 - ii. Faculty

- c. (Strategy #3) Incorporate electronic informational displays around campus.
 - i. **Marketing**
 - ii. **Operations and Maintenance**
 - iii. **IT**
 - 4. (Objective #4) Expand Wi-Fi availability and bandwidth
 - a. (Strategy #1) Increase access points across all campuses.
 - i. **IT**
 - b. (Strategy #2) Increase bandwidth capability at the server.
 - i. **IT**
- B. (Goal #2) Expand Educational Choices and Support Services
 - 1. (Objective #1) Increase collaboration among the four colleges
 - a. (Strategy #1) Review processes for inconsistencies (credit card [Discover & AE]); payment agreements, holds on accounts criteria, etc.).
 - i. **Business**
 - ii. **Financial Aid**
 - iii. **Record**
 - b. (Strategy #2) Establish a coordinated online class schedule.
 - i. **Deans**
 - c. (Strategy #3) Increase student satisfaction with college bookstore services (ordering books/apparel online).
 - i. **Business**
 - ii. **Bookstore**
 - 2. (Objective #2) Create new programmatic opportunities at the colleges
 - a. (Strategy #1) Create laddering for programs.
 - i. **Deans**
 - ii. **Assessment**
 - iii. **Faculty**
 - b. (Strategy #2) Establish an equitable strategy to share complete programs.
 - i. **Presidents**
 - ii. **Deans**
 - iii. **DO Admin**
 - c. (Strategy #4) Secure funding for new programs.
 - i. **Presidents**
 - ii. **DO Admin**
 - 3. (Objective #3) Increase and expand the number/variety of course offerings
 - a. (Strategy #1) Increase foreign language offerings.
 - i. **Deans**
 - b. (Strategy #2) Expand the variety of fine arts offerings.
 - i. **Deans**
 - c. (strategy #3) Increase the variety of community interest/non-degree courses.
 - i. **Career Services**
 - ii. **Marketing**
 - iii. **Adult Ed**
 - d. (Strategy #4) Increase community education classes.

- i. LRC
 - ii. Marketing
 - iii. Adult Ed
 - e. (Strategy #5) Increase real-time/synchronous distance sections of low-enrollment classes (combining low enrollment sections in multiple campuses into one distance section).
 - i. IT
 - ii. Deans
 - iii. Advisement
 - 4. (Objective #4) Ensure adequate training of new hires (limit knowledge loss)
 - a. (Strategy #1) Develop standard training course for new adjuncts.
 - i. Deans
 - ii. Human Resources
 - b. (Strategy #2) Develop and implement specific department orientation and training standards.
 - i. Human Resources
 - ii. Presidents
 - 5. (Objective #5) Improve services available to students
 - a. (Strategy #1) Increase awareness of available counseling services.
 - i. Advisement
 - ii. Retention
 - iii. Faculty
 - b. (Strategy #2) Ensure students have access to adequate career services at each college.
 - i. Advisement
 - ii. Retention
 - iii. Career Services
 - c. (Strategy #3) Increase the use of online student services.
 - i. Assistant Deans
 - d. (Strategy #4) Explore ways to ensure students have a complete understanding of resources available to them (i.e., orientation, first year experience courses, etc.).
 - i. Assistant Deans
 - 6. (Objective #6) Evaluate and improve retention efforts at each college
 - a. (Strategy #1) Develop an attendance monitoring system for early warning.
 - i. IT
 - ii. Retention
 - iii. Deans
 - b. (Strategy #2) Redesign Pathways to better address retention efforts.
 - i. Deans
 - ii. Retention
 - iii. Faculty
 - c. (Strategy #3) Standardize orientations across the district.
 - i. Assistant Deans
- C. (Goal #3) Increase Student Headcount and Reimbursable Hours

1. (Objective #1) Increase degree-seeking headcount
 - a. (Strategy #1) Investigate and establish a district-wide enrollment management office.
 - i. **DO Admin**
 - b. (Strategy #2) Create and implement college-specific enrollment plans.
 - i. **DO Admin**
 - ii. **Presidents**
2. (Objective #2) Enhance student recruitment efforts
 - a. (Strategy #1) Increase the number of faculty participating in recruitment efforts.
 - i. **Deans**
 - ii. **Faculty**
 - iii. **Marketing**
 - b. (Strategy #2) Enhance prospective student experience when on campus.
 - i. **Assistant Deans**
 - ii. **Retention**
 - c. (Strategy #3) Increase marketing and recruitment efforts via social media.
 - i. **Marketing**
 - ii. **IT**
 - d. (Strategy #4) Create an IECC-specific App.
 - i. **IT**
 - ii. **Marketing**
 - e. (Strategy #5) Provide/continue to provide funding for a recruiter on each college campus.
 - i. **DO Admin**
 - ii. **Presidents**
3. (Objective #3) Ensure adequate funding for all campuses to sustain/grow enrollments
 - a. (Strategy #1) Create and fund a system that rewards and sustains programmatic growth.
 - i. **DO Admin**
 - ii. **Presidents**
 - b. (Strategy #2) Create a funding mechanism for new/innovative CTE programming development.
 - i. **DO Admin**
4. (Objective #4) Investigate and establish new opportunities to train students and incumbent workers
 - a. (Strategy #1) Investigate the opportunity to create new online CTE programs.
 - i. **Deans**
 - b. Investigate the opportunity to create online sections of face-to-face classes (ex. Speech). (Strategy #2)
 - i. **Deans**
 - ii. **Faculty**
 - c. (Strategy #3) Pursue customized training opportunities with local entities.
 - i. **Presidents**
 - ii. **Career Services**

- iii. **Deans**
- D. (Goal #4)Improve Student Life Experience
 - 1. (Objective #1)Increase quantity and quality of student life activities
 - a. (Strategy #1)Develop structures and support systems for student organizations that enhance leadership, scholarship, and civic engagement opportunities.
 - i. **Student Support Services**
 - ii. **Upward Bound**
 - iii. **Retention**
 - b. (Strategy #2)Develop and support formal and informal co-curricular experiences that will strengthen students understanding of their chosen area and enhance their ability to be leaders upon graduation.
 - i. **Faculty**
 - ii. **Deans**
 - iii. **Assistant Deans**
 - c. (Strategy #3)Revisit a graduation exist and longitudinal study of alumni to help sharpen our understanding of the impact and value of co-curricular experiences.
 - i. **Assistant Deans**
 - ii. **Assessment**
 - iii. **Career Services**
 - 2. (Objective #2)Establish on-campus areas for students to congregate
 - a. (Strategy #1)In collaboration with student leadership, work to ensure our dining areas, lounges, and open spaces have the amenities they desire to allow for learning, spontaneous interaction, or formal functions.
 - i. **Presidents**
 - ii. **Operations & Maintenance**
 - b. (Strategy #2)Develop opportunities for students to have access to recreational and physical fitness facilities that promote social and physical health.
 - i. **Presidents**
 - 3. (Objective #4)Create a plan (and align adequate funding) and ensures buildings are adequately maintained and grounds are visually appealing
 - a. (Strategy #1)With involvement of all stakeholders, establish priorities for the development and maintenance of our built facilities.
 - i. **Presidents**
 - ii. **Operations & Maintenance**
 - b. (Strategy #2)Solicit feedback from the student body about their experiences in our facilities (i.e. O&M survey).
 - i. **Operations & Maintenance**
 - ii. **Assessment**
 - c. (Strategy #3)Create college-specific plans to ensure buildings are adequately maintained and grounds are visually appealing.
 - i. **Operations & Maintenance**
 - ii. **Assessment**
- E. (Goal #5)Decrease Financial Dependence on State Reimbursement Grants
 - 1. (Objective #1)Expand existing revenue streams

- a. (Strategy #1) Increase the revenue generated from district property taxes.
 - i. **DO Admin**
 - b. (Strategy #2) Investigate and implement additional utilization of bonding capacity.
 - i. **DO Admin**
 - c. (Strategy #3) Expand data utilization by creating business analytics to enhance student retention and persistence.
 - i. **IT**
 - ii. **Assessment**
2. (Objective #2) Create new revenue streams
- a. (Strategy #1) Establish an active alumni network at each college.
 - i. **Presidents**
 - ii. **Career Services**
 - b. (Strategy #2) Establish an institutional development plan at each college.
 - i. **Presidents**
 - c. (Strategy #3) Increase the number of grants written for each year.
 - i. **Grants & Compliance**
3. (Objective #3) Decrease operational/maintenance expenses
- a. (Strategy #1) Create a process to rank programs via established metrics to evaluate viability.
 - i. **Presidents**
 - ii. **Deans**
 - b. (strategy #2) Establish a mechanism by which O&M team leaders regularly communicate to disseminate vendor information and best practices.
 - i. **Operations & Maintenance**

Agenda Item #8D

Newton Power Plant Settlement

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 20, 2018
RE: Newton Power Plant Settlement

The attorney for the taxing bodies and the attorney for Dynegy/Vistra have agreed to the terms of a settlement on the assessment of the power plant in Jasper County.

Under the terms of the proposed settlement, the final equalized assessed value for the taxing years 2017, 2018, and 2019 will be \$33,500,000. In addition, Dynegy/Vistra has agreed to make Payments in Lieu of Taxes (PILOT) on an assessment of \$19,000,000 multiplied by the tax rate for each year. Therefore, payments will be made as if the plant has a total equalized assessed value of \$52,500,000.

The only outstanding issue from the draft settlement is whether or not Dynegy/Vistra will accept the Example Page as presented in the draft settlement offer. The Example Page sets forth the actual dollar amounts that would be included in the extension and the amount of each Payment in Lieu of Taxes (PILOT).

It is possible that a formal settlement document could be available for approval by the Board at the March 20th meeting. If such a document is available, there will be a thorough discussion of the details prior to Board action.

If all the taxing bodies can take action at their March meetings, the matter could then be taken to the Circuit Court in Jasper County for action in early April.

TLB/rs

Agenda Item #8E

Affiliation Agreements

Wayne City Ambulance Service - Emergency Response Training - FCC

Carle Richland Memorial Hospital - Certified Medical Assistant - LTC

Carle Richland Memorial Hospital - Pharmacy Technician - LTC

CVS Pharmacy - Pharmacy Technician - LTC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: March 20, 2018
RE: Affiliation Agreements

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

IECC wishes to enter into affiliation agreements with:

Wayne City Ambulance Service - Emergency Response Training - FCC
Carle Richland Memorial Hospital - Certified Medical Assistant - LTC
Carle Richland Memorial Hospital - Pharmacy Technician - LTC
CVS Pharmacy - Pharmacy Technician - LTC

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

TLB/rs

Attachment

AFFILIATION AGREEMENT

Between
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529
FRONTIER COMMUNITY COLLEGE
and
WAYNE CITY AMBULANCE SERVICE
for
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 20th day of March, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and WAYNE CITY AMBULANCE SERVICE, Wayne City, Illinois (hereinafter referred to as AGENCY).

WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical field training practice by students of the PROGRAM, and

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

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

1. The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;
2. The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the Director on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses;
3. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students),

background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

7. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
8. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
9. DISTRICT faculty will:
 - a. be responsible for guiding students and teaching the PROGRAM;
 - b. work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;
 - c. coordinate the student clinical assignment with the Agency appointed Field Training Officer; and
 - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Director will coordinate with the DISTRICT and the AGENCY's Field Training Officer to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives; students will be charged with maintaining evaluation forms to be completed by the AGENCY appointed Field Training Officer;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
13. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
17. The faculty and students of the DISTRICT participating in the clinical field training experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff.

DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;

18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff; the AGENCY will coordinate with the DISTRICT PROGRAM faculty and director to determine AGENCY staff who will serve as Field Training Officers during the duration of the four-paramedic course series. AGENCY staff will be expected to read and acknowledge acceptance of the FCC EP's Field Training Officer Field Training Guide, read and acknowledge acceptance of a FERPA (Family Educational Rights and Privacy Act) tutorial, and complete an FTO agreement provided by the DISTRICT PROGRAM.
19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
20. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY (See attached Certificate of Insurance);
21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
23. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 20th day of March, 2018.

WAYNE CITY AMBULANCE SERVICE

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529, FRONTIER
COMMUNITY COLLEGE

Director

Chairman, IECC Board of Trustees

Chairman, Wayne City Ambulance Board

CEO, Illinois Eastern Community Colleges

President, Frontier Community College

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Carle Richland Memorial Hospital, Olney, IL 62450 (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

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

AGENCY

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

Medical Services Director

Certified Medical Assistant
Faculty Member

Agency Administrator

College Dean

College President

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

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14th day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Carle Richland Memorial Hospital, Olney, IL 62450 (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity *with all applicable rules, regulations, and policies of the AGENCY, and the* Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician students.

5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

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

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

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

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

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

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

- 10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

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

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
LINCOLN TRAIL COLLEGE
PHARMACY TECHNICIAN PROGRAM

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 14 day of May, 2018, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and CVS Pharmacy, Lawrenceville, IL 62439 (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

WHEREAS, the COLLEGE desires to make use of the AGENCY's facilities for clinical pharmacy technician laboratory practice by students of the Pharmacy Technician Program for the COLLEGE and

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

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

1. The AGENCY agrees to make its facilities available in all areas of pharmacy service for observation and participation by the students and faculty of the COLLEGE'S Pharmacy Technician Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical pharmacy technician laboratory practice, and will be available to the pharmacy technician students.

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician students.

5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

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

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

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

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

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

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation to the educational program for the AGENCY staff.
8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program.

Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

- 10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

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

AGENCY

LINCOLN TRAIL COLLEGE

Pharmacy Director

Pharmacy Technician Faculty Member

Pharmacy Administrator

College Dean

College President

Chairman, Board of Trustees
Illinois Eastern Community Colleges

Agenda Item #9

Bid Committee Report

TRIO Upward Bound

TRIO Upward Bound Cultural & Educational Trip 2018

BID COMMITTEE REPORT

March 20, 2018

TRIO Upward Bound

1. TRIO Upward Bound Cultural & Educational Trip 2018

TO: Board of Trustees

FROM: Bid Committee

DATE: March 20, 2018

RE: TRIO Upward Bound Cultural & Educational Trip 2018

The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Brightspark Travel for a total of \$91,920.

TRIO Upward Bound Cultural & Educational Trip 2018	
Company	Total Bid
Adventure Student Travel Kirksville, MO	\$136,228
Big Country Travel Hudson, FL	\$99,660
Brightspark Travel Chicago, IL	\$91,920
Gerber Travel Woodbury, NY	\$93,484

Respectfully submitted,

Roger Browning
Terry L. Bruce
Renee Smith

Department: TRIO Upward Bound.

Source of Funds: The TRIO Upward Bound programs are 100% funded through three grants by the U.S. Department of Education for \$321,037, \$277,134 and \$263,938 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

Rationale for Purchase: The proposal from Brightspark Travel meets the specifications required in the bid at the most cost effective price based on the four (4) bids received.

The "Advertisement for Bids" was placed in the Robinson Daily News for one (1) day. In addition, individual invitations to bid were sent directly to potential vendors.

Specifications for: TRIO Upward Bound Cultural & Educational Trip 2018

Illinois Eastern Community College District #529

and TRIO Upward Bound

Award #P047A170026, #P047A170027 & #P047A171211

Please bid one “all-inclusive” price for entire trip, which would include all amenities, activities, transportation, etc., for items listed in these specifications.

Trip to: Memphis, Tennessee.

Depart from: Olney Central College, 305 N. West Street, Olney, IL 62450 – Monday, July 9, 2018.

Return to: Olney Central College, 305 N. West Street, Olney, IL 62450 – Thursday, July 12, 2018.

Accommodations: Up to 150 students (quad occupancy) with two (2) double beds (students). Up to 15 Staff (double occupancy) with two (2) double beds (staff). (All rooms are to be located together as hotel allows).

Activities/attractions must reflect the following:

- Graceland and Elvis Experience Tour
- Pink Palace
- Memphis Queen (private room)
- Stax Museum of American Soul
- National Civil Rights Museum
- Memphis Rock-n-Soul Museum
- Memphis Ghost Walking Tour
- Center for Southern Folklore
- Peabody Hotel
- Memphis Zoo

College visits: Required to have at least two (2) university tours sometime during the course of the trip such as University of Memphis and Southeast Missouri State University, etc.

Transportation: Charter buses for up to 165 passengers, TV/DVD on each motor coach, Wi-Fi included.

Lodging: Three (3) night’s stay in or around Memphis, TN. (Hotel must have breakfast available to accommodate our group. (No outside door access from guest rooms).)

Meals all included in price: Meal allowances are acceptable, no less than \$15.00 per person/per meal. However, there must be at least three (3) group meals which may include dinner on the Memphis Queen if the bar is closed.

Security: Security guards on each floor where student rooms are located in addition to 24-hour emergency service.

Tour guides: Two (2) professional tour guide directors (two guides/per day).

Additional services: Planning and booking of activities

- Backpacks for participants optional
- Emergency tags/lanyards with 24-hour service contact information
- Health & accident insurance is required (per participant)
- Liability insurance is required
- Trip resource manual
- Trip delay protection
- \$1 million trip protection plan
- Bus drivers' and tour guides' rooms plus daily per diem and incidentals should be included in the bid price
- All taxes and gratuities should be included in the bid price

THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.

Please submit one "all-inclusive" price for all amenities/activities in the proceeding specifications.

Bid Form (Award #P047A170026, #P047A170027 & #P047A171211)

TOTAL BID \$ _____

SIGNATURE _____

PRINT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FAX _____

DATE _____

The TRIO Upward Bound programs are 100% funded through three grants by the U.S. Department of Education for \$321,037, \$277,134 and \$263,938 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

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, 2018**

FUND	BALANCE
Educational	\$8,681,354.93
Operations & Maintenance	\$1,125,918.52
Operations & Maintenance (Restricted)	\$978,839.98
Bond & Interest	\$375,785.20
Auxiliary	\$659,571.44
Restricted Purposes	(\$145,882.04)
Working Cash	\$220,758.75
Trust & Agency	\$450,423.43
Audit	(\$1,227.18)
Liability, Protection & Settlement	\$690,992.73
TOTAL ALL FUNDS	\$13,036,535.76

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
February 28, 2018

	ALL FUNDS
	Fiscal Year 2018
ASSETS:	
CASH	13,036,536
IMPREST FUND	21,300
CHECK CLEARING	12,500
INVESTMENTS	17,590,000
RECEIVABLES	3,191,586
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	507,898
OTHER ASSETS	456,087
FIXED ASSETS (Net of Depr)	17,349,514
TOTAL ASSETS AND OTHER DEBITS:	52,165,421
LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	214,499
ACCOUNTS PAYABLE	127,312
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	94,189
L-T DEBT GROUP (FUND 9)	9,391,550
OTHER LIABILITIES	-
TOTAL LIABILITIES:	9,827,550
EQUITY AND OTHER CREDITS:	
FUND BALANCE	8,524,712
PR YR BDGTD CHANGE TO FUND BALANCE	(350,921)
INVESTMENT IN PLANT (Net of Depr)	17,349,514
FUND BALANCES:	
OTHER FUND BALANCES	21,038,624
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(9,391,550)
RESERVE FOR ENCUMBRANCES	5,167,492
TOTAL EQUITY AND OTHER CREDITS	42,337,871
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	52,165,421

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 AS OF February 28, 2018

ALL FUNDS

FY 2018
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,632,184
STATE GOVT SOURCES	8,138,161
STUDENT TUITION & FEES	13,026,468
SALES & SERVICE FEES	2,512,475
FACILITIES REVENUE	10,051
INVESTMENT REVENUE	123,831
OTHER REVENUES	212,389
TOTAL REVENUES:	30,655,559

EXPENDITURES:

INSTRUCTION	6,781,666
ACADEMIC SUPPORT	315,529
STUDENT SERVICES	1,001,579
PUBLIC SERV/CONT ED	2,530
OPER & MAINT PLANT	2,134,838
INSTITUTIONAL SUPPORT	6,216,500
SCH/STUDENT GRNT/WAIVERS	5,240,050
AUXILIARY SERVICES	3,567,619
TOTAL EXPENDITURES:	25,260,311

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	5,395,248
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**Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS**

July 1, 2017 -- February 28, 2018

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,714,285	1,163,148	3,877,433
State Government Sources - Current Year	8,138,161	-	8,138,161
State Government Sources - Prior Year	3,227,904	-	3,227,904
Net Tuition and Fees	4,149,649	1,356,675	5,506,324
Sales & Service Fees	27,640	60	27,700
Facilities Revenue	-	9,206	9,206
Investment Revenue	63,036	15,866	78,902
Other Revenues	32,873	-	32,873
TOTAL REVENUES:	<u>18,353,548</u>	<u>2,544,955</u>	<u>20,898,503</u>
 EXPENDITURES:			
Salaries	8,673,479	543,134	9,216,613
Employee Benefits	1,632,209	137,694	1,769,903
Contractual Services	336,867	184,154	521,021
Materials	831,285	126,578	957,863
Travel & Staff Development	106,612	1,002	107,614
Fixed Charges	114,975	12,831	127,806
Utilities	44,118	821,670	865,788
Capital Outlay	36,645	10,973	47,618
Other	80,505	536	81,041
TOTAL EXPENDITURES:	<u>11,856,695</u>	<u>1,838,572</u>	<u>13,695,267</u>
 TRANSFERS :			
Interfund Transfers	(1,140,107)	-	(1,140,107)
TOTAL TRANSFERS:	<u>(1,140,107)</u>	<u>-</u>	<u>(1,140,107)</u>
 NET INCREASE / (DECREASE)			
	<u>5,356,746</u>	<u>706,383</u>	<u>6,063,129</u>

**OPERATING FUNDS
COMPARISON REPORT FY16-18**

		FISCAL YEAR 2016			FISCAL YEAR 2017			FISCAL YEAR 2018			
College	Category	Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	% of Year
Frontier	Bills		\$ 1,187,146			\$ 1,265,261			\$ 1,161,276		
	Payroll		1,432,147			1,337,177			1,322,832		
	Totals	\$ 4,230,407	2,619,293	62%	\$ 4,089,274	2,602,438	64%	\$ 4,189,416	2,484,108	59%	67%
Lincoln Trail	Bills		1,357,769			1,396,911			1,494,267		
	Payroll		1,456,758			1,332,196			1,397,525		
	Totals	\$ 4,505,520	2,814,527	62%	\$ 4,198,705	2,729,107	65%	\$ 4,531,653	2,891,792	64%	67%
Olney Central	Bills		1,723,478			1,581,908			1,667,520		
	Payroll		2,906,892			2,675,638			2,797,776		
	Totals	\$ 7,696,886	4,630,370	60%	\$ 7,158,163	4,257,546	59%	\$ 7,303,330	4,465,296	61%	67%
Wabash Valley	Bills		2,209,570			2,229,538			2,041,916		
	Payroll		2,004,610			1,925,621			1,807,796		
	Totals	\$ 6,176,922	4,214,180	68%	\$ 6,124,837	4,155,159	68%	\$ 6,136,568	3,849,712	63%	67%
Workforce Educ.	Bills		2,546,057			2,349,274			2,021,475		
	Payroll		859,934			750,911			675,215		
	Totals	\$ 5,467,706	3,405,991	62%	\$ 5,106,047	3,100,185	61%	\$ 4,869,942	2,696,690	55%	67%
District Office	Bills		220,101			203,958			214,575		
	Payroll		691,059			690,066			690,699		
	Totals	\$ 1,351,446	911,160	67%	\$ 1,349,414	894,024	66%	\$ 1,614,463	905,274	56%	67%
District Wide	Bills		1,190,941			1,076,927			1,117,674		
	Payroll		681,082			531,735			524,770		
	Totals	\$ 2,771,726	1,872,023	68%	\$ 2,339,438	1,608,662	69%	\$ 2,705,152	1,642,444	61%	67%
GRAND TOTALS		\$32,200,613	\$ 20,467,544	64%	\$30,365,878	\$ 19,347,121	64%	\$31,350,524	\$18,935,316	60%	67%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
February 28, 2018

	FY 2018		FY 2017		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	9,216,613	48.67%	9,243,344	47.78%	(26,731)
Employee Benefits	1,769,903	9.35%	1,707,335	8.82%	62,568
Contractual Services	521,022	2.75%	586,336	3.03%	(65,314)
Materials	957,862	5.06%	735,837	3.80%	222,025
Travel & Staff Development	107,614	0.57%	96,045	0.50%	11,569
Fixed Charges	127,805	0.67%	111,867	0.58%	15,938
Utilities	865,788	4.57%	830,563	4.29%	35,225
Capital Outlay	47,619	0.25%	53,688	0.28%	(6,069)
Other	5,321,090	28.10%	5,982,106	30.92%	(661,016)
	<u>18,935,316</u>	<u>100.00%</u>	<u>19,347,121</u>	<u>100.00%</u>	<u>(411,805)</u>

Agenda Item #11
Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: March 16, 2018

RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the Personnel Report. Additional information for items 400.1, 400.2, 400.6, and 400.7 have been sent under separate cover.

INDEX

- 400.2. Employment of Personnel**
- 400.3. Change in Status**
- 400.4. Consideration of Contracts for CEO, Presidents, and Dean of Workforce Education**
- 400.5. Memorandum of Agreement with IECEA and Laura Bruck**
- 400.6. Academic Rank Change from Instructor to Assistant Professor**
- 400.7. Resignation Ratification**
- 400.8. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Classified

1. Catherine Halterman, Office Assistant, FCC, effective April 4, 2018
2. Amber Jared, Administrative Assistant, DO, effective April 9, 2018

400.2. Change in Status

A. Administrative

1. Steve Patberg, Coordinator of Career Advisement, WVC, to Assistant Dean of Student Services, WVC, effective March 21, 2018

400.3. Consideration of Contracts for CEO, Presidents, and Dean of Workforce Education

400.4. Memorandum of Agreement with IECEA and Laura Bruck

400.5. Academic Rank Change from Instructor to Assistant Professor

1. Andrew Pittman

400.6. Resignation Ratification

A. Classified

1. Shelby Ennis, Administrative Assistant, WVC, effective March 16, 2018

400.7. Retirement Ratification

A. Classified

1. Teresa Harris, International Student Liaison, DO/WVC, effective July 1, 2018

Agenda Item #15
Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	████████							
Center for Technology - LTC	CDB	\$7,569,800	████████							
GRAND TOTAL		\$13,094,700	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

2/28/2018