

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

MONTHLY MEETING

February 18, 2014



Location:

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

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

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

**Illinois Eastern Community Colleges
Board Agenda**

February 18, 2014

7:00 p.m.

**Olney Central College
Banquet Room**

1. Call to Order & Roll Call Chairman Fischer
2. Disposition of Minutes CEO Bruce
3. Recognition of Visitors and Guests Bruce
 - A. Visitors and Guests
 - B. IECEA Representative
4. Public Comment
5. Reports
 - A. Trustees
 - B. Presidents
 - C. Cabinet
6. Policy First Reading (and Possible Approval) Bruce
 - A. None
7. Policy Second Reading Bruce
 - A. None
8. Staff Recommendations for Approval
 - A. Identity Theft Prevention Program Status Report Cantwell
 - B. Statements of Final Construction Compliance Bruce
 - C. Academic Calendar 2015-2017 Bruce
 - D. Mascot Image for FCC Bruce
 - E. Environmental Scan Bruce
 - F. Revisions to Radiography Program Handbook Bruce
 - G. AGCO Advantage Partnership Bruce
 - H. Motorcycle Rider Safety Program Agreements Bruce
 - I. Affiliation Agreement with Fairfield Memorial Hospital – Phlebotomy Bruce
 - J. Affiliation Agreement with Salem Township Hospital – Phlebotomy Bruce
9. Bid Committee Report Bruce
 - A. None

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, January 21, 2014.

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, Harry Hillis, Jr., to call the roll.

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

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

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

Also present at this meeting, in addition to trustees:

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

Matt Fowler, President of Wabash Valley College.

Kathy Harris, Interim President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Timothy Taylor, President of Frontier Community College.

Robert Conn, Dean of Instruction of Lincoln Trail College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

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

LeAnn Hartleroad, Associate Dean, Institutional Development.

Renee Smith, Executive Assistant to CEO.

Michael Thomas, Dean of Workforce Education.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois

CDB – Capital Development Board

DO – District Office

DOC – Department of Corrections

FCC – Frontier Community College

HLC – Higher Learning Commission

HRSA – Health Resources & Services Administration

ICAHN – Illinois Critical Access Hospital Network

ICCB – Illinois Community College Board

ICCTA – Illinois Community College Trustees Association
IECC – Illinois Eastern Community Colleges
IECEA – Illinois Eastern Colleges Education Association
LTC – Lincoln Trail College
LWIB – Local Workforce Investment Board
OCC – Olney Central College
PHS – Protection, Health & Safety
SAN – Student Advantage Network
SBDC – Small Business Development Center
SURS – State Universities Retirement System
WED – Workforce Education
WVC – Wabash Valley College

AGENDA #2 – “Disposition of Minutes” – Open meeting minutes as prepared for the regular meeting held Tuesday, December 10, 2013 were presented for disposition.

Board Action to Approve Minutes: Trustee Gary Carter 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 viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

#3-A. Visitors & Guests: Visitors and guests present were recognized, including several college staff members. Rod Harmon, Executive Director of the Lincoln Trail College Foundation, was present.

#3-B. IECEA Representative: None.

AGENDA #4 – “Public Comment” – None.

AGENDA #5 – “Reports” –

#5-A. Report from Trustees: None.

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

#5-C. Report from Cabinet: None.

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

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

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

#8-A. Employee Satisfaction Survey Results: LeAnn Hartleroad reviewed the Employee Satisfaction Survey Results for fiscal year 2014. In the fall of each year, District employees are given the opportunity to answer a survey which reviews the operation of the District and its four colleges.

Employees were asked their work location, classification, whether they were employed full or part-time, and the years of service to the District. The employees were given an opportunity to review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of other questions concerning the District.

Highest areas of agreement or strong agreement were:

95% would recommend IECC to a prospective student or employee.

88% overall, were satisfied with employment at their college and IECC.

96% felt the IT Help Desk provides professional and courteous technical support in a timely manner and assists them in resolving issues to their satisfaction.

88% felt the administration is available to staff/faculty within a reasonable time frame.

88% felt the District does a good job of keeping them informed about changes that affect all employees.

Highest areas of disagreement or strong disagreement were:

14% did not feel there are opportunities for promotions and advancement at my college and IECC.

14% did not feel they were fairly compensated for the work they do.

12% did not feel the evaluation process is constructive and encourages them to enhance their job performance.

11% did not feel their physical environment is suitable for the work they do.

10% did not feel their workload is fair and reasonable.

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

The CEO recommended acceptance of the FY2014 Employee Satisfaction Survey Results as presented.

Board Action: Trustee William Hudson made a motion to accept the FY2014 Employee Satisfaction Survey Results as recommended. Student Trustee Mike Guseynov seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-B. Quality Matters Program for Online Courses: Chris Cantwell presented the Quality Matters Program for Higher Education and Agencies. The Quality Matters Program is a nationally recognized peer review process designed to certify the quality of online courses and components.

By using a number of Quality Matters (QM) Rubrics, the program has developed a continuous improvement model for assuring the quality of online courses through a faculty peer

review process. The QM process is a continual self-review process which will provide an improved learning experience for IECC students and a framework of quality assurance and professional development for faculty.

The QM program has a Basic Institution Subscription fee of \$1,650. Other costs include purchasing five copies of the Annotated Rubric Workbook at \$15 each and enrollment of two in the Peer Reviewer Course (PRC) at a cost of \$200 each for an annual cost of \$2,125.

The CEO recommended that IECC join the Quality Matters Program for Higher Education and Agencies.

Board Action: Trustee Marilyn Wolfe made a motion that IECC join the Quality Matters Program for Higher Education and Agencies as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

CDB has placed the construction out for bid with total construction funds available to CDB of \$1,494,884, which includes a state appropriation for the project of \$1,122,800, with the remaining cost of the project to be committed by the District.

According to the bids received, including all alternates and a 10% contingency fee, CDB overhead fees, and architect and engineering fees, the total cost of the construction project will be \$1,497,100. Under CDB legislation, the District is required to commit to pay 25% of the overall cost of the construction. Therefore, the District needs to commit to paying the Capital Development Board the amount of \$374,300.

The CEO recommended approval to commit District funds in the amount of \$374,300 for the construction of the OCC Collision Repair Tech Center.

Board Action: Trustee Gary Carter made a motion to commit District funds in the amount of \$374,300 for the construction of the OCC Collision Repair Tech Center as recommended. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-D. WVC Chemistry Lab District Cost: The WVC chemistry lab had several safety issues that required repairs and alterations. The Board approved these alterations in a list of Protection Health and Safety (PHS) Bond projects.

Following the Board's designation of these repairs as PHS projects, the Capital Development Board (CDB) indicated they were funding projects under their Capital Renewal Funds that the District had requested several years ago. The decision was made to convert this project from PHS funded to CDB funded with the realization that CDB funds available would not complete all the required repairs. The CDB estimated cost for this Capital Renewal Project is \$195,000. This estimated cost exceeds the CDB available funds by approximately \$55,000.

Since this project is CDB controlled, the total amount of IECC's commitment is not clear, but the CDB has indicated that they would like the District to commit to an expenditure of up to \$55,000.

The CEO recommended approval to commit up to \$55,000 of District funds for the completion of the Wabash Valley College Chemistry Lab project.

Board Action: Trustee John Brooks made a motion to commit up to \$55,000 of District funds for the completion of the Wabash Valley College Chemistry Lab project as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

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

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

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

The Union has reviewed and approved the agreements. The CEO recommended approval of each Memorandum of Agreement.

Board Action: Trustee Gary Carter made a motion to approve each Memorandum of Agreement with the faculty union as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-F. Allied Health Agreement with Southern Illinois University – Edwardsville: An Allied Health Agreement with Southern Illinois University – Edwardsville was presented. The graduate nursing program at SIUE has requested the agreement with IECC concerning student teaching in both the classroom and at clinical sites.

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

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

The CEO recommended approval of the Allied Health Agreement with Southern Illinois University – Edwardsville.

Board Action: Trustee Marilyn Wolfe made a motion to approve the foregoing Allied Health Agreement with Southern Illinois University – Edwardsville as recommended. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-G. Allied Health Agreement with Indiana State University: An Allied Health Agreement with Indiana State University at Terre Haute, Indiana was presented. ISU operates a graduate level nursing program. There have been many instances of cooperation between the IECC/OCC nursing program and the ISU nursing program.

Students within the ISU nursing program are required to observe nursing instruction in a clinical setting and in some instances gain experience student teaching under an experienced

instructor. IECC operates clinicals in several hospitals where ISU students could observe and instruct under the supervision of IECC faculty and thereby meet this requirement.

The CEO recommended approval of the Allied Health Agreement with Indiana State University.

Board Action: Trustee William Hudson made a motion to approve the Allied Health Agreement with Indiana State University as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

#8-H. Affiliation Agreement with Brookstone Estates – Medical Office Assistant: IECC wishes to enter into an affiliation agreement with Brookstone Estates, located in Fairfield, Illinois. This agreement is for the OCC Medical Office Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval.

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

#8-I. Affiliation Agreement Heritage Health – Basic Nurse Assistant: IECC wishes to enter into an affiliation agreement with Heritage Health, located in Robinson, Illinois. This agreement is for the LTC Basic Nurse Assistant Program and is the standard agreement utilized by the district. The CEO recommended approval.

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

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

Board Action: Trustee Brenda Culver made a motion to approve the affiliation agreement for the LTC Basic Nurse Assistant Program with Crawford Memorial Hospital,

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

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

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

#10-A. Financial Reports: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of December 31, 2013.

#10-B. Approval of Financial Obligations: District financial obligations (Listing of Board Bills) for January 2014, totaling \$695,792.97, were presented for approval.

Board Approval for Payment of Financial Obligations: Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for January 2014, in the amounts listed, and payments from the revolving fund for December 2013. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

1. **Fracking:** A comprehensive report was presented on various visits Mr. Bruce has made and various studies in regard to fracking and the possible impact it could have on the IECC District.
2. **Student Trustee:** Mike Guseynov, current student member of the Board of Trustees, was recognized as a ‘Straight A’ student at Wabash Valley College.

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, Tuesday, December 10, 2013.

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

400.1. Employment of Personnel

- A. Classified

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

400.2. Change-In-Status

A. Professional/Non-Faculty

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

400.3. Appointment of Kathryn Harris as President of Lincoln Trail College.

400.4. Resignation Ratification

A. Professional/Non-Faculty

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

B. Classified

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

400.5. Retirement Ratification

A. Classified

1. Nellie Jackman, Custodian, WVC, effective January 1, 2014.

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

AGENDA #15 – “Collective Bargaining” – None.

AGENDA #16 – “Litigation” – None.

AGENDA #17 – “Other Items” – None.

AGENDA #18 – “Adjournment” – Student Trustee Mike Guseynov made a motion to adjourn. Trustee William Hudson seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:20 p.m.

Approved: Chairman: _____

Secretary: _____

Agenda Item #1

Call to Order and Roll Call

Agenda Item #2

Disposition of Minutes

Agenda Item #3

Recognition of Visitors and Guests

A. Visitors and Guests

B. IECEA Representatives

Agenda Item #4

Public Comment

Agenda Item #5

**Reports
Trustees
Presidents
Cabinet**

Agenda Item #6

Policy First Reading (and Possible Approval)

None

Agenda Item #7

Policy Second Reading

None

Agenda Item #8

Staff Recommendations for Approval

Agenda Item #8A

Identity Theft Prevention Program Status Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: Identity Theft Prevention Program Status Report for 2013

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

In January 2014, the Identity Theft Prevention Team reviewed and updated the prevention program. No major changes were made to the current Identity Theft Prevention Program. The Team will continue to review the program and provide identity theft and red flag training annually with their assigned departments and areas. A Release of Student Information Guidelines was developed by the Team for use when training staff on the prevention program. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. Training was completed in these areas between January 2013 and October 2013.

There was one report of a possible red flag issue in 2013. Although the incident did not occur at the colleges, a student reported that their social security number was stolen and used to file taxes. The student had reported this to the police and the Social Security Administration had recommended the attending college be notified of this identity theft. The student’s account was monitored for suspicious activity of which none was noted and it was determined that no further action was necessary. The student graduated in May 2013.

I recommend the Board’s acceptance of the IECC’s Identity Theft Prevention Program Status Report for 2013.

TLB/rs

Attachment

Illinois Eastern Community Colleges

Frontier Community College
Lincoln Trail College
Olney Central College
Wabash Valley College

Identity Theft Prevention Program

Background

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

IECC Identity Theft Prevention Program Requirement

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

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

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

Definitions

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

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

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

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

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

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

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

Red Flags

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

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

Identification and Examples of Red Flags

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

Alerts, Notifications, or Warnings from Consumer Reporting Agency

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

Suspicious Documents

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

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

Suspicious Personal Identifying Information

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

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

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

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

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

Detection and Response to Red Flags

Detection

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

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

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

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

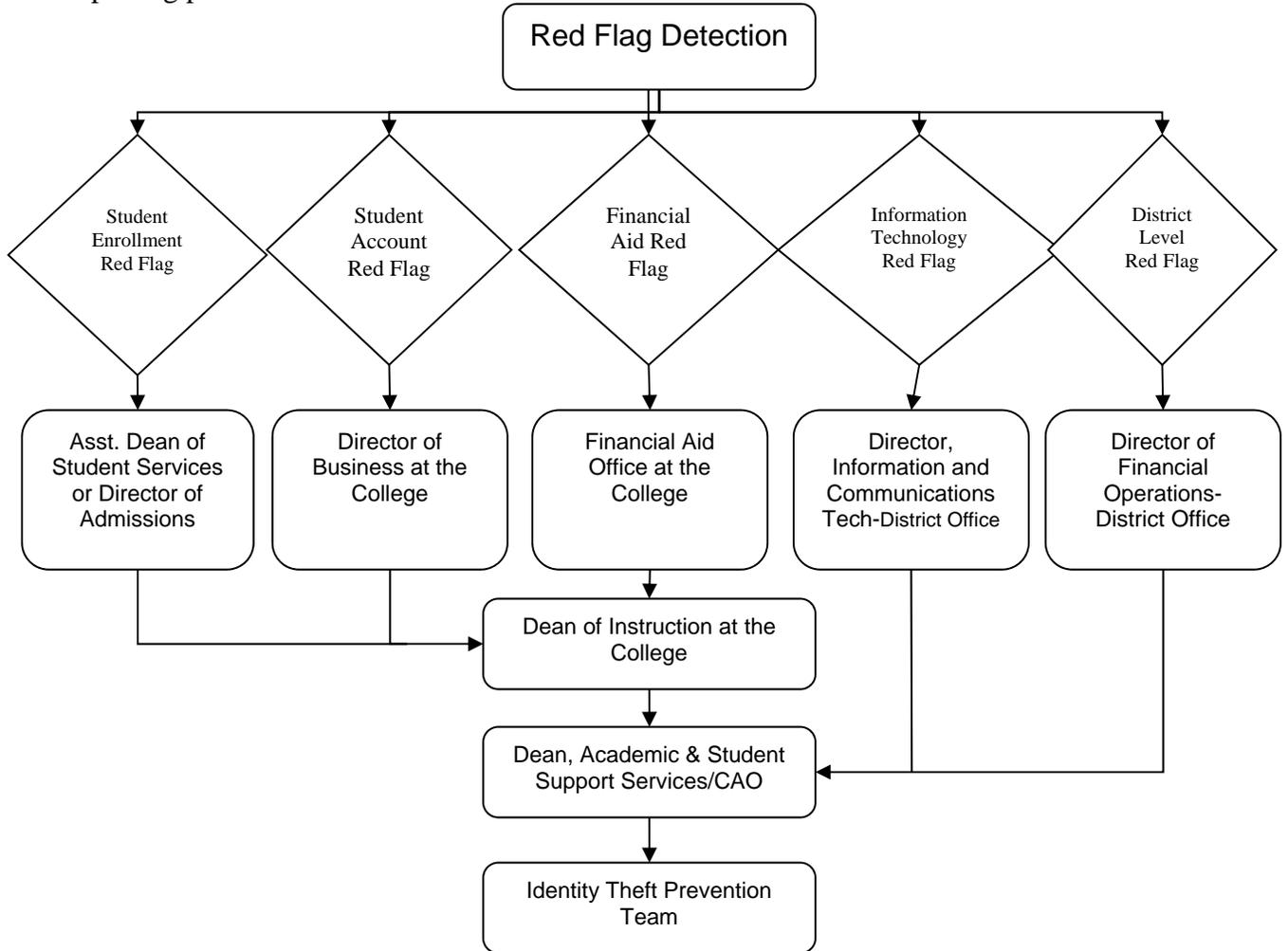
Response

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

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

Any employee who detects a Red Flag associated with student enrollment will notify the Assistant Dean of Student Services or the Director of Admissions. Employees who detect a Red Flag with a student account will notify the college's Director of Business or the Director of Financial Operations at the District Office. The Financial Aid Office shall be

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



Identity Theft Prevention Team

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

Prevention and Protection of Student Identifying Information

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

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

Program Administration

Program Oversight and Reports

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

Training

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

Service Provider Arrangements

In the event IECC engages a service provider to perform an activity in connection with one or more student accounts, IECC will take the following steps to make every

reasonable effort that the service provider performs its activity in accordance with policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

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

Program Updates

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

Program Status and Report as of February 2014

In January of 2014, the Identity Theft Prevention Team reviewed and updated the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. The Release of Student Information Guidelines were included as part of the identity theft training. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. In 2013, training was completed in these areas between January 2013 and October 2013.

There was one report of a possible red flag issue in 2013. A student reported that their social security number was stolen and used to file taxes. The student had reported this to the police and the incident did not occur at the colleges, but the Social Security Administration had recommended the attending college be notified of this identity theft. The student's account was monitored for suspicious activity of which none were noted and it was determined that no further action was necessary. The student graduated in May 2013.

Agenda Item #8B

Statements of Final Construction Compliance

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
SUBJECT: Statements of Final Construction Compliance

IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year.

Attached are Statements of Final Construction Compliance for Illinois Eastern Community Colleges' projects as required by the ICCB. There were \$2,299,806 in construction costs for Protection, Health and Safety projects completed this past year as outlined below. I request that the Board approve the attached Statements of Final Construction Compliance as presented so that they may be submitted to the ICCB.

<u>Project Number</u>	<u>Project Name</u>	<u>Cost</u>	<u>Actual Funds</u>
2178-0812	HVAC Replacements	\$431,289	B
2179-0812	Camera Surveillance – Phase 2	\$50,285	B
2180-0812	ADA Compliance	\$199,983	B
2181-0812	Lighting Replacement Gym & Theatre	\$154,819	B
2183-0812	Roof Replacements	\$1,183,534	B
2184-0812	Window Replacements	\$34,994	B
2185-0812	Lighting Replacement FCC	\$107,251	B
2231-0113	Solarium & Flooring Replacement	\$137,651	BE

TLB/akb

Attachment

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

ICCB Project Title HVAC Replacements 3 Rooftop Bldgs

ICCB Project # 2178-0812

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 447,400 Actual Cost \$ 431,289

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

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

ICCB Project Title Camera Surveillance – Phase 2

ICCB Project # 2179-0812

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 200,900 Actual Cost \$ 50,285

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

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

ICCB Project Title ADA Compliance Doors & Patio

ICCB Project # 2180-0812

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 227,000 Actual Cost \$ 199,983

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

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

ICCB Project Title Lighting Replacement Gym & Theatre

ICCB Project # 2181-0812

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 158,200 Actual Cost \$ 154,819

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project

Statement of Final Construction Compliance

ICCB Project Title Roof Replacements, LTC/WVC/FCC

ICCB Project # 2183-0812

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 1,202,900 Actual Cost \$ 1,183,534

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

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

ICCB Project Title Window Replacement WVC Main Hall

ICCB Project # 2184-0812

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 62,300 Actual Cost \$ 34,994

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

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

ICCB Project Title Lighting Replacement FCC

ICCB Project # 2185-0812

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 106,600 Actual Cost \$ 107,251

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

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

ICCB Project Title Solarium & Flooring Replacement Olney

ICCB Project # 2231-0113

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

Image Architects
1118 W. Main Street
Carbondale, IL 62901

Final cost of the project:

Approved Budget \$ 150,000 Actual Cost \$ 137,651

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

Architect/Engineer's Signature

Date

Illinois Registration or License Number

Seal

Approved by the Illinois Eastern Community College Dist. #529 Board of Trustees

Date _____

Signed _____, Chairperson

_____, Secretary

Agenda Item #8C

Academic Calendar 2015-2017

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: Academic Calendar 2015-2017

A two year academic year calendar must be adopted by the Board of Trustees. Under the existing contract, the administration has submitted the calendars to the Illinois Eastern Community College Education Association (IECCEA). Tara Buerster and President Rodney Ranes met with Association President Rob Mason and discussed the proposed calendar. President Mason suggested no changes to the attached academic calendars.

I ask the Board's approval of the Academic Calendar for 2015-2017 as proposed.

TLB/rs

Attachment

Academic Calendar

2015-2017

2015 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	Final Exams
December	18	Last Day of Semester.

(Colleges closed December 21, 2015 – January 1, 2016. Winter Break)

2016 Spring Semester

January	4	Colleges Open
January	6	Faculty Workshop
January	7-8	Registration, Testing
January	11	First Day of Classes
January	18	Colleges Closed. Martin Luther King, Jr. Day
February	15	Colleges Closed. President's Day
March	4	Midterm
March	7	No Classes. Casimir Pulaski Holiday
March	8-11	No Classes. Spring Break
March	25	Colleges Closed. Spring Holiday
May	6	Last Day of Classes
May	9-12	Final Exams
May	13	Last Day of Semester/Graduation

2016 Intersession

May	16	First Day of Classes
May	24	Midterm
May	30	Colleges Closed. Memorial Day
June	3	Last Day of Intersession

2016 Summer Session

June	7	First Day of Classes
July	1	Midterm
July	4	Colleges Closed. Independence Day
July	29	Last Day of Classes
August.....	1-2	Finals

2016 Fall Semester

August.....	11-12	Faculty Workshop
August.....	15-17	Registration, Testing
August.....	18	First Day of Classes
September	5	Colleges Closed. Labor Day
September	16	Constitution Observation Day. Classes in Session
October.....	4	No Classes. District Faculty/Staff Professional Development Day
October.....	10	Colleges Closed. Columbus Day
October.....	13	Midterm
November.....	11	Colleges Closed. Veteran’s Day
November.....	24-25	Colleges Closed. Thanksgiving.
December	9	Last Day of Classes
December	12-15	Finals
December	16	Last Day of Semester

(Colleges Closed December 20, 2016 –January 2, 2017. Winter Break)

2017 Spring Semester

January	3	Colleges Open.
January	4	Faculty Workshop
January	5-6	Registration, Testing
January	9	First Day of Classes
January	16	Colleges Closed. Martin Luther King, Jr. Day
February	20	Colleges Closed. President’s Day
March	3	Midterm
March	6	No Classes. Casimir Pulaski Holiday Observed
March	7-10	No Classes. Spring Break
April	14	Colleges Closed. Spring Holiday
May	5	Last Day of Classes
May	8-11	Final Exams
May	12	Last Day of Semester/Graduation

2017 Intersession

May	15	First Day of Classes
May	23	Midterm
May	29	Colleges Closed. Memorial Day
June	2	Last Day of Intersession

2017 Summer Session

June	6	First Day of Classes
July	30	Midterm
July	4	Colleges Closed. Independence Day
July	28	Last Day of Classes
July	31	Finals
August.....	1	Finals

Agenda Item #8D

Mascot Image for FCC

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: Mascot Image for FCC

As Frontier Community College begins its athletic program, there was a decision made to adopt a mascot for Frontier. Following a discussion of the names suggested, the Board approved the Bobcat as the mascot for the coming Frontier athletic teams.

Following the Board's approval of the Bobcat as the mascot, an art competition was conducted for the development of the Bobcat image that would be utilized on uniforms and other athletic apparel and promotional items. Seventy artists submitted entries. These artists submitted more than 354 individual designs for the Bobcat image.

An image will be available at the Board meeting for the Board's review. The official unveiling of the selected Bobcat image will occur at the Frontier College Art Show which will be held on April 4th. To allow sufficient time for various printed items to be prepared, the Board needs to approve the image at this Board meeting.

I recommend the approval of the Bobcat image.

TLB/rs

Agenda Item #8E

Environmental Scan

Agenda Item #8E

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: Environmental Scan FY2014

Rodney Raney, President of Olney Central College, has prepared the FY2014 Environmental Scan which is used by the District to forecast future internal and external needs for both college programs and services. The data assists the District in developing the Strategic Plan, the Career and Technical Education Plan, and the On-Line Education Plan.

Data of particular interest:

- County specific employment data is no longer available through the U.S. Bureau of Economic Analysis due to reduced funding and sequestration. Forecasting software was used to project future employment trends.
- Number of high school students that qualify for free or reduced lunches has increased the last five years.
- Median household income and per capita personal income lagged significantly behind the statewide average and the cost of higher education will continue to be an issue.
- Local high schools have had a decrease in graduates in the last five years with total graduates staying below 1,100.
- Part-time and full-time enrollment decreased within the district.
- Total financial aid awarded decreased significantly and the number of financial aid eligible students decreased.
- Degree attainment within the district continues to lag significantly behind the state and national averages for baccalaureate completion.
- Transfer degree and Career and Technical Certificate completion increased within the district.

The District continues to review items for inclusion in the Environmental Scan.

I ask the Board's acceptance of this Environmental Scan which has been sent electronically to each Board member.

TLB/rs

Agenda Item #8F

Revisions to Radiography Program Handbook

Agenda Item #8F

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: Revisions to Radiography Program Handbook

Tammy Fralicker, Associate Dean of Nursing and Allied Health, and Radiography faculty in consultation with President Rodney Ranes, has developed the addition of a Health Education System, Inc. (HESI) policy for the Radiography program at OCC.

Radiography faculty conducted a pilot study last Spring with the Radiography HESI exit exam and the test was predictive of student success on the final registry exam. Radiography faculty teach a Registry Review course in the last semester of the program and the HESI exam would be incorporated into this course to identify areas of remediation for students. Students who do not reach a minimum cut off score would be required to complete remediation prior to taking the registry exam but would not fail the course based on the results. This policy would be implemented for the Fall 2014 and Spring 2015 academic year. The student will be responsible for paying the \$45 test fee.

The inclusion of this policy is in line with our focus on student success and degree completion. I ask the Board's acceptance of the addition of a HESI policy proposal for Radiography.

TLB/rs

Attachment

Radiography HESI policy

Each Radiography student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for radiography students or an equivalent standardized radiography exit exam which is approved by the Associate Dean of Nursing and Allied Health. Cost of the exam will be incurred by the student. The required score and the approved radiography exit exam will be specified in the applicable course syllabus for RAD 2204 offered in the last semester of the Radiography program. If the minimum score is not achieved, the student will be required to successfully complete remediation as assigned by faculty.

Agenda Item #8G

AGCO Advantage Partnership

Agenda Item #8G

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: AGCO Advantage Partnership

The Diesel Technology program at Wabash Valley College wants to develop a partnership with a national manufacturer that would be in the best interest of the students and the District. Diesel programs for heavy equipment normally develop relationships with manufacturers such as Caterpillar and John Deere. But Caterpillar and John Deere dictate a specific curriculum for the program and thereby require a stand-alone program of study.

A specific program required by a manufacturer often leads to the duplication of instructors and facilities and the equipment needed to offer both the corporate sponsored program and the IECC course requirements as approved by ICCB.

The WVC Diesel Technology program has developed a long standing relationship with AGCO (Challenger, Fendt, Massey Ferguson and Valtra). Each summer Wabash Valley has conducted AGCO's regional training classes.

AGCO has developed a training program with colleges in Kansas, Nebraska and Missouri that prepares students to work on their equipment at area dealerships. Therefore, the AGCO program allows the District to maintain the existing curriculum but train students on equipment that will be provided by AGCO, including AGCO training components and modules, pumps, valves, engines, transmissions, hydraulics, differentials, and combine components. The program also guarantees selected students an internship at an AGCO dealership.

The AGCO partnership agreement will give students in the Diesel Equipment Technology program the opportunity to train on the latest equipment and compete for internships while allowing the District to maintain its autonomy in developing the curriculum within the program.

I ask the Board's approval of the AGCO Partnership Agreement.

TLB/rs

Attachment



**AGCO Advantage
Documentation**





AGCO ADVANTAGE TABLE OF CONTENTS

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Challenger

FENDT



VALTRA



**AGCO Advantage
Technician Educational Agreement**



Introduction Letter

SERVICE TECHNICIAN TRAINING

This document is a memorandum of understanding (the “Agreement”) between AGCO Corporation (“AGCO”), _____, an independent AGCO dealer (“Dealer”), and _____ (“College”) related to the “AGCO Advantage” training and scholarship program. AGCO and the College agree to document any more specific or additional requirements for AGCO Advantage in a separate written document.

The purpose this Agreement is to set forth a framework for AGCO Advantage. AGCO Advantage is a program of study that will prepare entry-level technicians for employment with the Dealer. AGCO and the Dealer recognize the importance of recruiting and training quality prospective service technicians for employment at various AGCO dealerships which is why it desires to create AGCO Advantage.

In order to address the need for more qualified entry-level technicians, AGCO and the Dealer have agreed to create AGCO Advantage with College. All students will be sponsored by participating the Dealer, attend two years of technical training, and will graduate with a Diesel Technology Applied Sciences (or comparable) degree that will enable the student to commence work as a service technician at the Dealer.

Additional interested AGCO dealers may join in AGCO Advantage by making a financial commitment. Only AGCO dealers who choose to participate in the program will have the opportunity to sponsor students.

PROGRAM SCOPE AND OBJECTIVES

AGCO is committed to working with the College and the Dealer to develop AGCO Advantage. The program will be supported with AGCO equipment, manuals, special tools, training and access to AGCO operating systems.

The business of agriculture equipment has grown to be one of the most technically advanced and diverse occupational fields in the world. Skilled technicians are required to maintain the customers' investments in their equipment. Machine complexity demands that the technicians entering the agricultural industry have sound functional skills that are the foundation for a career at an AGCO dealership.

Full Cooperation

The AGCO Advantage program requires the full cooperation of all parties involved. The program will require all parties to agree to provide full support to an AGCO curriculum for the sponsored students so that they will be fully functional technicians upon their graduation and will be able to go directly to work with the Dealer.

This Agreement covers all basic details of the AGCO Advantage program.

Contact List

AGCO

Russell Goertzen
AGCO Advantage Manager
420 W. Lincoln Blvd.
Hesston, KS 67062
Office 620.327.6343

College

Name

RESPONSIBILITIES AND EXPECTATIONS

RESPONSIBILITIES OF PARTICIPANTS

College:

1. Provide faculty to teach the AGCO Advantage program
2. Provide necessary time to initially train and update the faculty.
3. Appoint AGCO Advantage program coordinator
4. Establish an AGCO Advantage advisory committee for curriculum, content and equipment.
5. Work with advisory committee to write AGCO program curriculum.
6. Provide assessment for AGCO Advantage program students.
7. Maintain up-to-date tools and equipment, including basic tool list.
8. Incorporate the AGCO brand into the existing Applied Science degree to graduates
9. Assist dealers with student selection.
10. Work with the AGCO coordinator to assure involvement in internships.
11. Conduct student visitations during internships.
12. Schedule advisory committee meetings as necessary.
13. Provide computers for classroom and lab usage.
14. Provide transportation cost for training machines & modules as arranged and can be accommodated.
15. Provide faculty transportation for AGCO Advantage program needs.
16. Maintain clean and organized training facility.
17. Offer (upon pre-arrangement) facility tours for AGCO & dealer personnel.
18. Provide a yearly budget for program consumables.
19. Return loaned whole goods (whole machines) in good condition.
20. Provide insurance (fire, theft, transportation, vandalism) on all loaned whole goods while at College.
21. A loading dock needs to be available for delivery and pick up of loaned whole goods.
22. Provide clean safe training environment for all AGCO Advantage students.

AGCO:

1. Encourage dealer cooperation and support.
2. Provide AGCO training for faculty at no cost to College.
3. Furnish College with AGCO training components and modules, pumps, valves, engines, transmissions, hydraulics, differentials, combine components, etc.
4. Allow College to accumulate usage hours on whole good machines at no cost to College.
5. Furnish College with essential training materials including, audio visuals, student booklets, instructor guides, shop manuals, necessary mock-ups, simulators and software.
6. Monitor curriculum to maintain updated materials, technology and content.
7. Develop promotional and recruitment materials for the program, consistent with the company's guidelines.
8. Provide access to AGCO systems/materials and staff technical training.
9. Furnish College with repair parts at AGCO cost.
10. Support and promote the highest level of training at the College's facility.

Dealer:

1. Only participating dealers can sponsor a student.
2. Appoint an in-house dealer coordinator/contact.
3. Recruit, interview, and select prospective student(s).
4. Provide dealer coordinated internship experience in accordance with the program schedule.
5. Provide related work/learning experiences that supplement the student's most recent instruction.
6. Provide and administer a post graduation employment contract, if employment is offered.
7. Pay the student during periods of internship with an agreed upon salary between the student and dealer.
8. The sponsoring dealer supplies the student with five sets of (dealer) approved uniforms/patches for the student's use.
9. Provide any other benefits in a manner consistent with other student employees sponsored by the same dealer.
10. Assist in obtaining training aids, in kind.
11. Assist with providing equipment on site as needed, i.e. Combines, Tractors, etc.
12. Participate in AGCO Advantage yearly meetings.
13. Perform student evaluations during student's internship and send to the AGCO Advantage Manager.

Timeline

(example)

Responsibilities of College

Recommended Completion Timeline

Item	2012 Spring	2012 Fall	2013 Spring	2013 Fall	2014 Spring	2014 Fall
Search Facility						

Responsibilities of AGCO

Recommended Completion Timeline

Item	2012 Spring	2012 Fall	2013 Spring	2013 Fall	2014 Spring	2014 Fall
Enlist sponsoring dealers						

Responsibilities of Dealer

Recommended Completion Timeline

Item	2012 Spring	2012 Fall	2013 Spring	2013 Fall	2014 Spring	2014 Fall
Enlist in program						

STUDENT SPONSORSHIP

The Dealer agrees to offer student sponsorships which include:

1. Uniforms
 - a. The Dealer supplies the student with five sets of (Dealer) approved uniforms/patches for the student's use. Uniform/patch will bear:
 - i. The AGCO logo
 - ii. The logo/name of the sponsoring dealership
 - iii. The student's name
2. Internships
 - a. The Dealer agrees to pay student during the time they spend at the dealership during internship
 - b. The Dealer agrees to cooperate with the College and ensure that student receives training, supervision, and is evaluated during internship
3. Employment
 - a. The Dealer agrees to employ student for both internships unless other arrangements are made with dealer and instructor.
 - b. The Dealer agrees to employ student upon graduation from College assuming that the need for the student at the Dealer exists.
 - c. The Dealer to continue to employ the students for two years following graduation, subject to dealership performance reviews and need.
4. Tuition Assistance
 - a. The Dealer agrees to provide tuition assistance to students at a minimum, but not limited to:
 - i. First year - \$500 per semester
 - ii. Second year - \$500 per semester
 - b. Students must sign a contract with the sponsoring dealer in order to receive the second year of tuition assistance. The student agrees to work as a full time service Technician for the sponsoring dealer for two years following graduation, subject to dealership performance reviews.

COLLEGE ACCEPTANCE

This Agreement sets forth the basis terms for starting and maintaining the AGCO Advantage service technician training program. All participating parties shall uphold their end of the Agreement and cooperate to develop the AGCO Advantage program at the College

All parties sign;

AGCO Representative: _____

Date: _____

AGCO Representative: _____

Date: _____

College: _____

Date: _____

College: _____

Date: _____

Dealer Representative: _____

Date: _____

Dealer Representative: _____

Date: _____



**AGCO Advantage
Student Applications & Agreements**



Service Technician Scholarship Application

Personal Information

Last Name: _____ First Name: _____ M.I.: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Date of Birth: _____ Driver's License Number: _____

Dealership Preference: _____

Work Experience

Current or most recent

Company: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Supervisor: _____

Phone Number: _____

Previous

Company: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Employment: _____ Supervisor: _____

Phone Number: _____

School Information

High School: _____ High School Graduation Date: _____

College planned to attend: _____

Anticipated Graduation Date: _____ Will an Internship be required? _____

Degree to be obtained: _____

References

Please provide a list of three, non-family members who could tell us about your abilities, skills and level of commitment. Please include their name, their relationship to you, and their phone number.

<u>Name</u>	<u>Relationship</u>	<u>Phone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____



Scholarship Agreement

Directions: Students selected to receive the AGCO Advantage Scholarship must read this agreement, provide the requested information and sign. A copy of this agreement is to be retained by the scholarship recipient and the original form is to be sent by the recipient to dealer.

Student Information Section

Recipients of the AGCO Advantage Scholarship are required to provide the following information and inform AGCO if any of the below information changes.

First Name: _____

Last Name: _____

Date of Birth: _____

Phone #: _____

Driver's License #: _____

Social Security #: _____

School Attending: _____

Graduation Date: _____

Permanent Address:

Local Address:

Scholarship Terms & Conditions

Students selected to receive the AGCO Advantage Scholarship must comply with all program requirements. Recipient of this scholarship is contingent upon meeting all eligibility requirements and execution of this agreement.

Read and carefully consider the commitment explained before signing this document.

A) I verify that I am enrolled in a program of study with an emphasis in Diesel Technology or an equivalent program of study, and I understand that this scholarship assistance will end if I cease to be enrolled in an eligible Diesel Technology program.

B) I agree to accept the AGCO Advantage Scholarship in the amount of \$4,000. Furthermore, I understand the scholarship proceeds will be distributed accordingly: \$500 per semester of school (for two years) and \$500 per six months for the first two years of employment with an AGCO dealership.

C) I agree to receive a diploma/certification in an accredited Diesel Technology or equivalent program of study.

D) I agree to pay back AGCO the amount of scholarship money paid to me shall I not complete an accredited Diesel Technology or equivalent program of study, as set forth in this agreement.

E) I agree to work full-time for an AGCO dealership for a minimum period of two years following the completion of an accredited Diesel Technology or equivalent program of study.

F) I agree to pay back the amount of scholarship money paid to me shall I terminate my employment with the AGCO Dealership within two years of completion of an accredited Diesel Technology or equivalent program of study.

G) I agree to provide AGCO with written evidence of compliance with the above requirements AND notify AGCO in such time as I am not in compliance with any of these requirements.

H) I agree to inform AGCO promptly in writing or electronically of any change in my name, permanent address or other personal information disclosed in the "student information section" of this agreement, as well as if my enrollment in an accredited Diesel Technology or equivalent program of study ceases prior to fulfilling the required time commitment.

I) I understand that AGCO may end the term of this agreement at any point, for any reason, without being required to pay out the rest of the award money. If this should happen, I understand that I will not have to repay any money that I have received thus far.

Student Signature: My signature below certifies that I have read the terms and conditions presented in this scholarship agreement.

Signature: _____ Date: _____

**Please indicate your acceptance of these terms and conditions by signing this agreement and returning the original forms to AGCO.*



Tuition Reimbursement Application

Personal Information

Last Name: _____ First Name: _____ M.I.: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Date of Birth: _____ Driver's License Number: _____

Dealership: _____ Start Date at Dealership: _____

School Information

* Please attach transcript

College attended: _____ Graduation Date: _____

Degree obtained: _____ GPA: _____

References

Please provide a list of three, non-family members who could tell us about your abilities, skills and level of commitment. Please include their name, their relationship to you, and their phone number.

	<u>Name</u>	<u>Relationship</u>	<u>Phone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____



Tuition Reimbursement Agreement

Directions: Students selected to receive the AGCO Advantage Tuition Reimbursement must read this agreement, provide the requested information and sign. A copy of this agreement is to be retained by the scholarship recipient and the original form is to be sent by the recipient to dealer.

Student Information Section

Recipients of the AGCO Advantage Tuition Reimbursement are required to provide the following information and inform AGCO if any of the below information changes.

First Name: _____

Last Name: _____

Date of Birth: _____

Phone #: _____

Driver's License #: _____

Social Security #: _____

School Attending: _____

Graduation Date: _____

Permanent Address:

Local Address:

Reimbursement Terms & Conditions

Students selected to receive the AGCO Advantage Tuition Reimbursement must comply with all program requirements. Recipient of this award is contingent upon meeting all eligibility requirements and execution of this agreement.

Read and carefully consider the commitment explained before signing this document.

- A) I verify that I have graduated with a degree in Diesel Technology or equivalent program of study.
- B) I agree to accept the AGCO Advantage Tuition Reimbursement Award in the amount of \$4,000. Furthermore, I understand the awards proceeds will be distributed accordingly: \$500.00 every six months for the first two years of employment with an AGCO dealer.
- C) I agree to work full-time for an AGCO dealer for a minimum period of two years following the completion of an accredited Diesel Technology or equivalent program of study.
- D) I agree to pay back to AGCO the amount of money paid to me shall I terminate my employment with the AGCO dealer before the two years of employment.
- E) I agree to provide AGCO with written evidence of compliance with the above requirements AND notify AGCO in such time as I am not in compliance with any of these requirements.
- F) I agree to inform AGCO promptly in writing or electronically of any change in my name, permanent address or other personal information disclosed in the "student information section" of this agreement.
- G) I understand that AGCO may end the term of this agreement at any point, for any reason, without being required to pay out the rest of the award money. If this should happen, I understand that I will not have to repay any money that I have received thus far.

Student Signature: My signature below certifies that I have read the terms and conditions presented in this scholarship agreement.

Signature: _____ Date: _____

**Please indicate your acceptance of these terms and conditions by signing this agreement and returning the original forms to AGCO.*



AGCO Advantage
END



Agenda Item #8H

Motorcycle Rider Safety Program Agreements

Agenda Item #8H

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: February 18, 2014

RE: Motorcycle Rider Safety Course Agreements with SIU-Carbondale
and Frontier – Lincoln Trail – Olney Central – Wabash Valley

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

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

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

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

TLB/rs

Attachments

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of April, 2014, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Frontier Community College (“FCC”) in Fairfield, Illinois.

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

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

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

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

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

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

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

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

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

B. Workers compensation insurance for all employees of FCC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of FCC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

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

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

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

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

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

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

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

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

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

10. This Agreement shall be in effect as of April 1, 2014, through the end of the approved course schedule for 2014, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

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

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
FRONTIER COMMUNITY COLLEGE

By: _____
Rita Cheng, Chancellor
Southern Illinois University Carbondale

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

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of April, 2014, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Lincoln Trail College (“LTC”) in Robinson, Illinois.

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

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

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

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

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

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

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

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

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

B. Workers compensation insurance for all employees of LTC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of LTC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

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

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

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

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

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

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

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

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

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

10. This Agreement shall be in effect as of April 1, 2014, through the end of the approved course schedule for 2014, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

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

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
LINCOLN TRAIL COLLEGE

By: _____
Rita Cheng, Chancellor
Southern Illinois University Carbondale

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

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of April, 2014, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Olney Central College (“OCC”) in Olney, Illinois.

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

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

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

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

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

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

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

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

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

B. Workers compensation insurance for all employees of OCC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of OCC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

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

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

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

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

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

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

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

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

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

10. This Agreement shall be in effect as of April 1, 2014, through the end of the approved course schedule for 2014, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

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

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
OLNEY CENTRAL COLLEGE

By: _____
Rita Cheng, Chancellor
Southern Illinois University Carbondale

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

FACILITY USE AGREEMENT

This Agreement entered into and is effective this 1st day of April, 2014, between the Board of Trustees of Southern Illinois University (“University”), on behalf of the Safety Center located at Carbondale, Wabash Valley College (“WVC”) in Mt. Carmel, Illinois.

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

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

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

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

NOW THEREFORE, the parties mutually agree as follows:

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

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

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

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

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

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

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

B. Workers compensation insurance for all employees of WVC engaged in performing work or services under this agreement, as required by law. Employer liability for damages arising out of bodily injury, by accident or disease, including death at any time resulting there from, sustained by employees of WVC while engaged in performing work or services under this Agreement in an amount of no less than \$500,000.

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

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

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

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

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

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

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

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

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

10. This Agreement shall be in effect as of April 1, 2014, through the end of the approved course schedule for 2014, unless either party terminates this Agreement as set forth in Section 8 herein. The parties may renew this agreement by written mutual agreement.

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

BOARD OF TRUSTEES
SOUTHERN ILLINOIS UNIVERSITY

ILLINOIS EASTERN COMMUNITY
COLLEGE DISTRICT #529
WABASH VALLEY COLLEGE

By: _____
Rita Cheng, Chancellor
Southern Illinois University Carbondale

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

Agenda Item #8I

Affiliation Agreement with Fairfield Memorial Hospital – Phlebotomy

Agenda Item #8I

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: Affiliation Agreement with Fairfield Memorial Hospital

IECC wishes to enter into an affiliation agreement with Fairfield Memorial Hospital located in Fairfield, Illinois.

This affiliation agreement is for the OCC Phlebotomy Program.

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES
District # 529
Olney Central College Phlebotomy Program
AND**

**Fairfield Memorial Hospital
303 N W 11 th Street
Fairfield, IL 62837-1206**

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and _____ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 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 related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy 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 Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.
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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Phlebotomy 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.

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.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT

#529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #8J

Affiliation Agreement with Salem Township Hospital – Phlebotomy

Agenda Item #8J

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 18, 2014
RE: Affiliation Agreement with Salem Township Hospital

IECC wishes to enter into an affiliation agreement with the Salem Township Hospital located in Salem, Illinois.

This affiliation agreement is for the OCC Phlebotomy Program.

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

TLB/rs

Attachment

**AFFILIATION AGREEMENT
BETWEEN
ILLINOIS EASTERN COMMUNITY COLLEGES,
District # 529
Olney Central College Phlebotomy Program
AND
Salem Township Hospital
1201 Ricker Drive
Salem, IL 62881-4263**

THIS AGREEMENT made and entered into this _____ day of _____, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and _____ (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 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 related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy 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 Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. DISTRICT #529 faculty will:
 - be responsible for the teaching the didactic portion of the Phlebotomy Program;
 - work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
 - coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
 - review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.
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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.
5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Phlebotomy 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.

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.

Prior to the use of any AGENCY facilities, under the contemplated program, DISTRICT #529 will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for the educational program for the AGENCY staff.

8. The students and instructors will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee.

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in DISTRICT #529's Phlebotomy Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN
COMMUNITY COLLEGES
DISTRICT #529,
OLNEY CENTRAL COLLEGE

Director of Medical Laboratory Services

Phlebotomy Instructor

Associate Dean of Nursing & Allied Health

Administrator, Hospital or Agency

President, Olney Central College

Chairman, IECC Board of Trustees

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

Adopted 6-2005

Agenda Item #9

Bid Committee Report

None

Agenda Item #10

District Finance

A. Financial Report

B. Approval of Financial Obligations

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529**

**TREASURER'S REPORT
January 31, 2014**

FUND	BALANCE
Educational	\$4,284,869.20
Operations & Maintenance	\$2,448,146.23
Operations & Maintenance (Restricted)	\$369,211.01
Bond & Interest	\$441,912.36
Auxiliary	\$729,701.80
Restricted Purposes	(\$167,369.68)
Working Cash	\$195,666.13
Trust & Agency	\$382,479.03
Audit	(\$5,236.09)
Liability, Protection & Settlement	\$572,148.42
TOTAL ALL FUNDS	\$9,251,528.41

Respectfully submitted,

Roger Browning, Treasurer

ILLINOIS EASTERN COMMUNITY COLLEGES
Combined Balance Sheet - All Funds
January 31, 2014

	ALL FUNDS
	Fiscal Year 2014
ASSETS:	
CASH	9,251,528
IMPREST FUND	21,900
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	3,675,067
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	692,699
OTHER ASSETS	464,726
TOTAL ASSETS AND OTHER DEBITS:	36,708,420
 LIABILITIES:	
PAYROLL DEDUCTIONS PAYABLE	333,557
ACCOUNTS PAYABLE	50,959
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	300,000
OTHER LIABILITIES	1,049,978
TOTAL LIABILITIES:	1,734,494
 EQUITY AND OTHER CREDITS:	
INVESTMENT IN PLANT	3,199,772
PR YR BDGTED CHANGE TO FUND BALANCE	738,893
 FUND BALANCES:	
FUND BALANCE	25,408,448
RESERVE FOR ENCUMBRANCES	5,626,813
TOTAL EQUITY AND OTHER CREDITS	34,973,926
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 36,708,420

ILLINOIS EASTERN COMMUNITY COLLEGES
 Combined Statement of Revenues, Expenses,
 and Changes in Net Assets
 As Of January 31, 2014

ALL FUNDS

FY 2014
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,191,138
STATE GOVT SOURCES	3,586,697
STUDENT TUITION & FEES	11,964,734
SALES & SERVICE FEES	2,376,826
FACILITIES REVENUE	3,475
INVESTMENT REVENUE	100,339
OTHER REVENUES	134,216
TOTAL REVENUES:	24,357,425

EXPENDITURES:

INSTRUCTION	7,299,040
ACADEMIC SUPPORT	291,603
STUDENT SERVICES	960,244
PUBLIC SERV/CONT ED	38,106
OPER & MAINT PLANT	1,549,793
INSTITUTIONAL SUPPORT	7,021,519
SCH/STUDENT GRNT/WAIVERS	5,081,844
AUXILIARY SERVICES	3,078,991
TOTAL EXPENDITURES:	25,321,140

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-963,715
-------------------------------------	----------

Illinois Eastern Community Colleges
Operating Fund Analysis
CASH BASIS
July 1, 2013 -- June 30, 2014

	Education Fund	O & M Fund	Total Operating Funds
REVENUES:			
Local Government Sources	2,440,332	1,045,323	3,485,655
State Government Sources - Current Year	1,621,934	1,964,763	3,586,697
State Government Sources - Prior Year	4,562,972	-	4,562,972
Net Tuition and Fees	3,481,248	-	3,481,248
Sales & Service Fees	14,256	-	14,256
Facilities Revenue	350	2,410	2,760
Investment Revenue	57,452	13,317	70,769
Other Revenues	70,657	13,437	84,094
TOTAL REVENUES:	<u>12,249,201</u>	<u>3,039,250</u>	<u>15,288,451</u>
 EXPENDITURES:			
Salaries	9,016,094	493,875	9,509,969
Employee Benefits	1,258,862	107,643	1,366,505
Contractual Services	238,455	148,605	387,060
Materials	953,649	118,321	1,071,970
Travel & Staff Development	137,889	2,827	140,716
Fixed Charges	115,324	33,176	148,500
Utilities	55,745	555,133	610,878
Capital Outlay	26,626	43,417	70,043
Other	81,584	1,098	82,682
TOTAL EXPENDITURES:	<u>11,884,228</u>	<u>1,504,095</u>	<u>13,388,323</u>
 TRANSFERS :			
Interfund Transfers	<u>(1,199,387)</u>	<u>-</u>	<u>(1,199,387)</u>
TOTAL TRANSFERS:	<u>(1,199,387)</u>	<u>-</u>	<u>(1,199,387)</u>
 NET INCREASE/DECREASE IN NET ASSETS			
	<u><u>(834,414)</u></u>	<u><u>1,535,155</u></u>	<u><u>700,741</u></u>

**OPERATING FUNDS
COMPARISON REPORT FY12-14**

College	Category	FISCAL YEAR 2012			FISCAL YEAR 2013			FISCAL YEAR 2014			
		Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	Anticipated Budget	Spent Thru January	% of Bdgt	% of Year
Frontier	Bills		\$ 1,076,646			\$ 1,267,916		\$ 782,466			
	Payroll		1,120,290			1,117,260		1,112,602			
	Totals	\$ 4,378,358	2,196,936	50%	\$ 4,312,683	2,385,176	55%	\$ 3,858,802	1,895,068	49%	58%
Lincoln Trail	Bills		1,245,009			1,249,049		1,134,266			
	Payroll		1,371,880			1,348,304		1,444,867			
	Totals	\$ 4,566,700	2,616,889	57%	\$ 4,498,201	2,597,353	58%	\$ 4,494,153	2,579,133	57%	58%
Olney Central	Bills		1,366,032			1,565,220		1,733,310			
	Payroll		2,744,281			2,731,929		3,159,554			
	Totals	\$ 7,434,923	4,110,313	55%	\$ 7,396,633	4,297,149	58%	\$ 7,789,976	4,892,864	63%	58%
Wabash Valley	Bills		1,536,456			1,735,371		1,672,173			
	Payroll		1,749,058			1,699,193		1,866,402			
	Totals	\$ 6,115,012	3,285,514	54%	\$ 6,083,520	3,434,564	56%	\$ 6,078,045	3,538,575	58%	58%
Workforce Educ.	Bills		1,788,440			1,716,025		2,416,052			
	Payroll		752,821			723,549		906,427			
	Totals	\$ 5,377,687	2,541,261	47%	\$ 5,297,022	2,439,574	46%	\$ 5,742,255	3,322,479	58%	58%
District Office	Bills		136,203			159,482		194,399			
	Payroll		496,071			512,693		571,830			
	Totals	\$ 1,285,431	632,274	49%	\$ 1,266,150	672,175	53%	\$ 1,289,241	766,229	59%	58%
District Wide	Bills		936,508			1,111,102		1,008,196			
	Payroll		449,070			479,331		448,287			
	Totals	\$ 3,519,446	1,385,578	39%	\$ 3,329,156	1,590,433	48%	\$ 2,863,846	1,456,483	51%	58%
GRAND TOTALS		\$32,677,557	\$ 16,768,765	51%	\$32,183,365	\$ 17,416,424	54%	\$32,116,317	\$18,450,831	57%	58%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Expense Report
January 31, 2014

	<u>FY 2014</u>		<u>FY 2013</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	9,509,969	51.54%	8,612,259	49.45%	897,710
Employee Benefits	1,366,505	7.41%	1,313,234	7.54%	53,271
Contractual Services	387,060	2.10%	511,043	2.93%	(123,983)
Materials	1,071,970	5.81%	950,983	5.46%	120,987
Travel & Staff Development	140,716	0.76%	155,045	0.89%	(14,329)
Fixed Charges	148,499	0.80%	154,030	0.88%	(5,531)
Utilities	610,878	3.31%	622,236	3.57%	(11,358)
Capital Outlay	70,043	0.38%	456,768	2.62%	(386,725)
Other	5,145,191	27.89%	4,640,826	26.65%	504,365
	<u>18,450,831</u>	<u>100.00%</u>	<u>17,416,424</u>	<u>100.00%</u>	<u>1,034,407</u>

Agenda Item #11
Chief Executive Officer's Report

Agenda Item #12

Executive Session

Agenda Item #13

Approval of Executive Session Minutes

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

Agenda Item #14

Approval of Personnel Report

MEMORANDUM

TO: Board of Trustees
FROM: Terry L. Bruce
DATE: February 12, 2014
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.8, and 400.9 will be mailed under separate cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Reemployment of Bargaining Unit Faculty for 2014-2015 Academic Year**
- 400.3. Reemployment of Non-Bargaining Unit Faculty for 2014-2015 Academic Year**
- 400.4. Reduction-in-Force and Adoption of Resolution**
- 400.5. Faculty Seniority List for 2013-2014 (Bargaining Unit)**
- 400.6. Faculty Seniority List for 2013-2014 (Non-Bargaining Unit)**
- 400.7. Special Assignment**
- 400.8. Resignation Ratification**
- 400.9. Retirement Ratification**

PERSONNEL REPORT

400.1. Employment of Personnel

A. Professional/Non-Faculty

1. Mark Elliott, Coordinator of Instructional Services, FCC, effective February 20, 2014

B. Classified

1. Tina Clow, Custodian, OCC, effective February 24, 2014, pending successful completion of background check
2. Raymond Gillette, temporary full-time Custodian, WVC, effective February 19, 2014
3. Stacy Hastings, Office Assistant, Student Support Services/Trio, DO, effective February 20, 2014, contingent upon continued grant funding and pending successful completion of background check
4. Heather Kaide, Custodian, WVC, effective February 19, 2014

400.2. Reemployment of Bargaining Unit Faculty for 2014-2015 Academic Year

A. Continuation of Tenure

- | | |
|----------------------|----------------------|
| 1. Tom Baird | 18. Holly Farley |
| 2. Scott Balding | 19. Mark Fitch |
| 3. Mary Jane Beckett | 20. Carole Fusco |
| 4. Shasta Bennett | 21. Andrea Gere |
| 5. Chris Boyd | 22. Brenda Grove |
| 6. Tyler Boyles | 23. Pauletta Gullett |
| 7. C. Allen Brown | 24. Nixie Hnetkovsky |
| 8. Carrie Brown | 25. Steve Hnetkovsky |
| 9. James Burnett | 26. Jason Hortin |
| 10. Jay Carter | 27. Ruby Houldson |
| 11. Michael Conn | 28. Judith Hudson |
| 12. Byford Cook | 29. Kathleen Hudson |
| 13. Laurel Cutright | 30. Anne Hustad |
| 14. John Day | 31. Carmen Jones |
| 15. David Denton | 32. John Kendall |
| 16. Cheryl Dill | 33. Lisa Maple |
| 17. Suzanne Downes | 34. Theresa Marcotte |

35. Rob Mason
36. Christian Mathews
37. Travis Matthews
38. Rodney Maxey
39. Amie Mayhall
40. Mary Morris
41. Judy Neikirk
42. Teresa Odom
43. Kelly Payne
44. Kyle Peach
45. Brenda Phegley
46. Richard Poskin
47. Steve Rafferty
48. Doug Robb
49. Anurahda Roy
50. Barbara Shimer
51. Nick Short
52. Shirley Smithenry
53. Kimberley Stevens
54. Christopher Teague
55. Philip Thorsen
56. James Tucker
57. William Tucker
58. Kristi Urfer
59. Brian Wick
60. David Wilderman
61. Angelia Williams
62. Jill Winter
63. Winifred Ann Wolven
64. Nick Wright

B. Initial Tenure

1. Laura Bruck
2. Wanda Douglas
3. Andrew King

C. Non-Tenure

1. Susan Adams
2. Jess Allen
3. Reno Bemont
4. Tammie Bohnhoff
5. Cynthia Boyce
6. Carla Cadwalader
7. Jeshua Franklin
8. Todd Gill
9. Megan Heindselman
10. Heather Kirkwood
11. Carol Kocher
12. Curtis Marshall
13. Andrew McMurray
14. Andrew Pittman
15. Lisa Rauch
16. Thomas Sarg
17. Amy Scamman
18. Eric Scheller

400.3. Reemployment of Non-Bargaining Unit Faculty 2014-2015

A. Continuation of Tenure

1. James Beers
2. Donald Bennett
3. William Rogers
4. Gary Wangler
5. Mitchell Wolfe

B. Initial Tenure

1. Phillip Brooks
2. Joshua Lipe
3. Vernon Miller
4. Stephen Questelle

C. Non-Tenure

1. Jayson Hoffman
2. Rick Lamb
3. Leonard Mitchell
4. Kevin Weber

400.4. Reduction-in-Force & Adoption of Resolution

1. Penny Campbell-Henry
2. Anne Hahn
3. Vicky Lemons

400.5. Faculty Seniority List for 2013-14 (Bargaining Unit)

Accounting

- | | |
|---------|----------------------------------------------------------------------|
| 14 yrs. | Kristi Urfer (includes one year seniority for 2013-14 academic year) |
| 4 yrs. | John Kendall (includes one year seniority for 2013-14 academic year) |

Administrative Information Technology

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

Advanced Manufacturing

- | | |
|----------|---------------------------------------------------------------------|
| * 5 yrs. | Jay Carter (includes one year seniority for 2013-14 academic year) |
| * 5 yrs. | Byford Cook (includes one year seniority for 2013-14 academic year) |

Agricultural Technology

- | | |
|----------|--------------------------------------------------------------------------|
| * 7 yrs. | Steve Hnetkovsky (includes one year seniority for 2013-14 academic year) |
| * 7 yrs. | Doug Robb (includes one year seniority for 2013-14 academic year) |

Art

- | | |
|--------|----------------------------------------------------------------------|
| 6 yrs. | Michael Conn (includes one year seniority for 2013-14 academic year) |
|--------|----------------------------------------------------------------------|

Automotive Service Tech

- | | |
|---------|----------------------------------------------------------------------|
| 11 yrs. | Rodney Maxey (includes one year seniority for 2013-14 academic year) |
| 6 yrs. | Tyler Boyles (includes one year seniority for 2013-14 academic year) |
| 4 yrs. | Brian Wick |

Chemical Sciences

6 yrs. Nick Wright (includes one year seniority for 2013-14 academic year)
3 yrs. Laura Bruck (includes one year seniority for 2013-14 academic year)

Collision Repair Technology

13 yrs. Mark Fitch (includes one year seniority for 2013-14 academic year)

Computer Telephony

3 yrs. Travis Matthews (includes one year seniority for 2013-14 academic year)

Diesel Equipment Technology

12 yrs. Scott Balding (includes one year seniority for 2013-14 academic year)
2 yrs. Eric Scheller (includes one year seniority for 2013-14 academic year)

Drama

7 yrs. Barb Shimer (includes one year seniority for 2013-14 academic year)

Early Childhood Development

1 yr. Carla Cadwalader (includes one year seniority for 2013-14 academic year)

Education

9 yrs. Kathy Harris (Dean, LTC, eff. 6-14-10 & President, eff. 1-22-14)

Electrical Distribution Systems

6 yrs. Steve Rafferty (includes one year seniority for 2013-14 academic year)

Electronics Technology

4 yrs. Jay Carter

English

30 yrs. Brenda Phegley (includes one year seniority for 2013-14 academic year)
19 yrs. William Tucker (includes one year seniority for 2013-14 academic year)
13 yrs. Winifred Wolven (includes one year seniority for 2013-14 academic year)
10 yrs. Kelly Payne (includes one year seniority for 2013-14 academic year)
5 yrs. Mary Morris (includes one year seniority for 2013-14 academic year)

4 yrs. Lisa Maple (includes one year seniority for 2013-14 academic year)

Gunsmithing

5 yrs. Brian Wick (includes one year seniority for 2013-14 academic year)

Health

12 yrs. Kathy Harris (Dean, LTC, eff. 6-14-10 & President, eff. 1-22-14)

Health Informatics

2 yrs. Heather Kirkwood (includes one year seniority for 2013-14 academic year)

Health Programs

5 yrs. Pauletta Gullett (includes one year seniority for 2013-14 academic year)

History

24 yrs. David Denton (includes one year seniority for 2013-14 academic year)

10 yrs. Carmen Jones (includes one year seniority for 2013-14 academic year)

* 1 yr. Cynthia Boyce

* 1 yr. Andrew McMurray (includes one year seniority for 2013-14 academic year)

Humanities

1 yr. Cynthia Boyce (includes one year seniority for 2013-14 academic year)

Industrial Studies

3 yrs. Byford Cook

Life Science

29 yrs. James Burnett (includes one year seniority for 2013-14 academic year)

27 yrs. Anuradha Roy (includes one year seniority for 2013-14 academic year)

15 yrs. Richard Poskin (includes one year seniority for 2013-14 academic year)

14 yrs. Christian Mathews (includes one year seniority for 2013-14 academic year)

* 11 yrs. Nixie Hnetkovsky (includes one year seniority for 2013-14 academic year)

- * 11 yrs. Carrie Brown (includes one year seniority for 2013-14 academic year)
- 8 yrs. Nick Short (includes one year seniority for 2013-14 academic year)
- 1 yr. Todd Gill (includes one year seniority for 2013-14 academic year)

Machine Shop Technology

11 yrs. Byford Cook

Marketing Business Management

20 yrs. David Wilderman (includes one year seniority for 2013-14 academic year)

Massage Therapy

7 yrs. Penny Campbell-Henry (includes one year seniority for 2013-14 academic year)

Mathematics

21 yrs. C. Allen Brown (includes one year seniority for 2013-14 academic year)

13 yrs. Laurel Cutright (includes one year seniority for 2013-14 academic year)

7 yrs. Kimberly Stevens (includes one year seniority for 2013-14 academic year)

4.5 yrs. Mary (Linda) Monge (includes one-half year seniority for 2013-14 academic year)

3 yrs. Mary Jane Beckett

2 yrs. Tammie Bohnhoff (includes one year seniority for 2013-14 academic year)

Medical Office Assistant

- * 5 yrs. Shasta Bennett (includes one year seniority for 2013-14 academic year)
- * 5 yrs. Amie Mayhall (includes one year seniority for 2013-14 academic year)

Microcomputer Support Specialist

3 yrs. Travis Matthews

Music

10 yrs. Suzanne Downes (includes one year seniority for 2013-14 academic year)

2 yrs. Jeshua Franklin (includes one year seniority for 2013-14 academic year)

1.5 yrs. Andrew Pittman (includes one year seniority for 2013-14 academic year)

Nursing

25 yrs.	Carole Fusco (includes one year seniority for 2013-14 academic year)
21.5 yrs.	Kathleen Hudson (includes one year seniority for 2013-14 academic year)
12 yrs.	Teresa Odom (includes one year seniority for 2013-14 academic year)
10.5 yrs.	Ruby Houldson (includes one-half year seniority for 2013-14 academic year)
9.5 yrs.	Theresa Marcotte (includes one year seniority for 2013-14 academic year)
* 9 yrs.	Brenda Grove (includes one year seniority for 2013-14 academic year)
* 9 yrs.	Anne Hustad (includes one year seniority for 2013-14 academic year)
* 9 yrs.	Sharen Wolke (includes one year seniority for 2013-14 academic year)
** 8.5 yrs.	Tamara Fralicker (Assoc. Dean of Allied Health effective 1-2010)
** 8.5 yrs.	Holly Farley (includes one year seniority for 2013-14 academic year)
*** 8 yrs.	Shirley Smithenry (includes one year seniority for 2013-14 academic year)
*** 8 yrs.	Angelia Williams (includes one year seniority for 2013-14 academic year)
7.5 yrs.	Cheryl Dill (includes one year seniority for 2013-14 academic year)
7 yrs.	Judith Hudson (includes one year seniority for 2013-14 academic year)
**** 5 yrs.	Anne Hahn (includes one year seniority for 2013-14 academic year)
**** 5 yrs.	Vicky Lemons (includes one year seniority for 2013-14 academic year)
3 yrs.	Wanda Douglas (includes one year seniority for 2013-14 academic year)
2.5 yrs.	Amy Scamman (includes one year seniority for 2013-14 academic year)
2 yrs.	Megan Heindselman (includes one year seniority for 2013-14 academic year)
1.5 yrs.	Susan Adams (includes one year seniority for 2013-14 academic year)

Physical Education

22 yrs.	Kathy Harris (Dean, LTC, eff. 6-14-10 & President, eff. 1-22-14)
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Physics

15 yrs.	Robert Mason (includes one year seniority for 2013-14 academic year)
3.5 yrs.	Andrew King (includes one year seniority for 2013-14 academic year)

Process Technology

4 yrs.	Chris Boyd (includes one year seniority for 2013-14 academic year)
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Psychology

14 yrs.	John Day (includes one year seniority for 2013-14 academic year)
8 yrs.	Andrea Gere (includes one year seniority for 2013-14 academic year)
* 5 yrs.	Jason Hortin (includes one year seniority for 2013-14 academic year)
* 5 yrs.	Philip Thorsen (includes one year seniority for 2013-14 academic year)

Radio/TV Broadcasting

8 yrs. Kyle Peach (includes one year seniority for 2013-14 academic year)

Radiography

* 1 yr. Carol Kocher (includes one year seniority for 2013-14 academic year)

* 1 yr. Lisa Rauch (includes one year seniority for 2013-14 academic year)

Remedial Education

19 yrs. Mary Jane Beckett (includes one year seniority for 2013-14 academic year)

2 yrs. Travis Matthews

Social Services

12 yrs. Judy Neikirk (includes one year seniority for 2013-14 academic year)

Speech

15 yrs. James Tucker (includes one year seniority for 2013-14 academic year)

11 yrs. Jill Winter (includes one year seniority for 2013-14 academic year)

Telecommunications Technology

16 yrs. Tom Baird (includes one year seniority for 2013-14 academic year)

* 6 yrs. Travis Matthews

* 6 yrs. Chris Teague (includes one year seniority for 2013-14 academic year)

2 yrs. Jesse Allen (includes one year seniority for 2013-14 academic year)

Truck Driving

.5 yr. Thomas Sarg (includes one-half year seniority for 2013-14 academic year)

Welding

2.5 yrs. Reno Bemont (includes one-half year seniority for 2013-14 academic year)

2 yrs. Curtis Marshall (includes one year seniority for 2013-14 academic year)

*/**/**/****/*****/* = same seniority

400.6. Non-Bargaining Unit Faculty Seniority List for 2013-14

Coal Mining Technology (non-bargaining unit)

23 yrs.	Mitchell Wolfe (includes one year seniority for 2013-14 academic year)
13.5 yrs.	Gary Wangler (includes one year seniority for 2013-14 academic year)
7.5 yrs.	Jim Beers (includes one year seniority for 2013-14 academic year)
6 yrs.	Michael Thomas (Dean of Workforce Ed, effective 9-22-10)
6 yrs.	Donald Bennett (includes one year seniority for 2013-14 academic year)
4.5 yrs.	William Rodgers (includes one year seniority for 2013-14 academic year)
3.5 yrs.	Stephen Questelle (includes one year seniority for 2013-14 academic year)
3 yrs. 3 mo.	Phillip Brooks (includes one year seniority for 2013-14 academic year)
3 yrs. 1 mo.	Vernon Miller (includes one year seniority for 2013-14 academic year)
3 yrs.	Joshua Lipe (includes one year seniority for 2013-14 academic year)
2.5 yrs.	Kevin Weber (includes one year seniority for 2013-14 academic year)
2 yrs. 1 mo.	Rick Lamb (includes one year seniority for 2013-14 academic year)
2 yrs.	Leonard Mitchell (includes one year seniority for 2013-14 academic year)
1.5 yrs.	Jayson Hoffman (includes one-half year seniority for 2013-14 academic year)

400.7. Special Assignment

A. Athletics

1. Nicholas Shaner, Men's and Women's Golf Coach, LTC, \$2000 for spring 2014 semester

400.8. Resignation Ratification

A. Professional Non/Faculty

1. Jennifer Barthelemy, Coordinator Financial Aid, Lincoln Trail College, effective March 7, 2014

B. Classified

1. Jamie Turpin, Administrative Assistant, Frontier Community College, effective February 20, 2014
2. Timothy Wease, Custodian, Olney Central College, effective January 30, 2014

400.9. Retirement Ratification

A. Faculty

1. Sharen Wolke, Nursing Instructor, Olney Central College, effective May 31, 2014

Agenda Item #15

Collective Bargaining

Agenda Item #16

Litigation

Agenda Item #17

Other Items

Agenda Item #18

Adjournment

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
Asbestos Abatement	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
GRAND TOTAL		\$2,155,800	Board Approval	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted

1/31/2014