

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**April 20, 2015**



**Location:**

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

**Meeting – 5:30 p.m. Art Gallery Brubeck Arts Center**

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

**Illinois Eastern Community Colleges  
Board Agenda**

**April 20, 2015**

**5:30 p.m.**

**Wabash Valley College  
Art Gallery Brubeck Arts Center**

1. Call to Order & Roll Call..... Chairman Fischer
2. Meeting with Higher Learning Commission Accreditation Team..... Fischer
3. Disposition of Minutes..... CEO Bruce
4. Resolution on Results of April 7, 2015 Election..... Bruce
5. Adjournment of Board – Sine Die ..... Fischer
6. Organization of New Board ..... Bruce
  - A. Appointment of Temporary Secretary
  - B. Oath of Office and Seating of Trustees Elected April 7, 2015
  - C. Roll Call
  - D. Election of Chairman
  - E. Election of Vice-Chairman
  - F. Election of Board Secretary
  - G. Appointment of Secretary Pro Tempore
  - H. Appointment of District Treasurer
  - I. Appointment of Ethics Officer
  - J. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards
  - K. Resolution for Time and Place of Board Meetings
7. Recognition of Visitors and Guests..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
8. Public Comment
9. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
10. Policy First Reading (and Possible Approval)..... Bruce
  - A. Credit By Examination Policy 500.5
11. Policy Second Reading ..... Bruce
  - A. None

12. Staff Recommendations for Approval
  - A. Activity Fee Allocations..... Browning
  - B. Distance Delivery Education Plan 2015..... Cantwell
  - C. Miscellaneous Fees Revisions..... Cantwell
  - D. Gunsmithing Program Course Fees..... Bruce
  - E. Addendum to Articulation Agreement with McKendree University ..... Bruce
  - F. Athletic Training Service Agreement – FCC ..... Bruce
  - G. Athletic Training Service Agreement – OCC..... Bruce
  - H. Athletic Training Service Agreement – WVC ..... Bruce
  - I. Revisions to Radiography Program Student Handbook ..... Bruce
  - J. Affiliation Agreements
    - Crawford Memorial Hospital – LTC - Medical Assistant
    - Jasper County Health Department – LTC – Medical Assistant
    - Harmon’s Pharmacy – LTC – Pharmacy Technician
    - CVS Pharmacy Newton – LTC – Pharmacy Technician
    - CVS Pharmacy Lawrenceville – LTC – Pharmacy Technician
    - Williams’ Brothers Vincennes – LTC – Pharmacy Technician
    - Effingham Obstetrics – LTC – Certified Medical Assistant
    - Richland Memorial Hospital – LTC – Certified Medical Assistant
    - Eskenazi Health Marion County, Indiana – LTC – Certified Medical Assistant
    - Women’s Hospital Newburgh – IECC - ADN/LPN
    - AM Transport – OCC – Office Administration & HR Assistant
    - Sarah Bush Lincoln Health Center – OCC – Medical Office Asst. & Medical Coding
    - Good Samaritan Regional Health Center – OCC - Phlebotomy
13. Bid Committee Report ..... Bruce
  - A. District Wide General Improvements
14. District Finance
  - A. Financial Report..... Browning
  - B. Approval of Financial Obligations ..... Browning
15. Chief Executive Officer’s Report..... Bruce
16. Executive Session..... Bruce
17. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
18. Approval of Personnel Report..... Bruce
19. Litigation ..... Bruce
20. Other Items
21. 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 Bob Boyles Hall, at Frontier Community College, 2 Frontier Drive, Fairfield, Illinois, Tuesday, March 17, 2015.

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

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

Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, Al Henager. Also present was Carrie Stephens, student trustee. Trustees absent: John D. Brooks and Marilyn J. Wolfe. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Jay Edgren, President of Frontier Community College

Matt Fowler, President of Wabash Valley College

Kathy Harris, President of Lincoln Trail College

Rodney Ranes, President of Olney Central College

Linda Monge, Interim Dean of Instruction of Frontier Community College

Roger Browning, Chief Finance Officer/Treasurer

Tara Buerster, Director of Human Resources

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

Alex Cline, Director of Information & Communications Technology

LeAnn Hartleroad, Associate Dean, Institutional Development

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, February 17, 2015 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 Carrie Stephens seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” A 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 college staff members, several members of the Bob Boyles family, and Richard Mason.

Richard Mason presented the original college catalog documents that he hand drafted in the late 1960’s and early 1970’s for Olney Central College, Lincoln Trail College, Wabash Valley College, and Frontier Community College. The documents were presented to each College President and the District CEO. Richard Mason retired in 1996 after serving 32 years as Frontier’s first President and has since actively served on the Frontier Community College Foundation.

**#3-B. IECEA Representative:** None.

**AGENDA #4 – “Public Comment”** – None.

**AGENDA #5 – “Reports” –**

**#5-A. Report from Trustees :** None.

**#5-B. Report from Presidents:** Electronic reports were distributed by FCC, LTC, and WVC. A written report was presented from OCC.

**#5-C. Report from Cabinet:** Chris Cantwell reviewed the schedule for the upcoming HLC Visit scheduled for April 20 and 21, 2015.

**AGENDA #6 – “Policy First Readings (and Possible Approval): -**

**#6-A. Tuition Waiver 500.14:** Under the current Tuition Cap waiver policy, a student enrolled in more than 19 hours in a semester pays tuition for the first 19 credit hours and any hours in excess of 19 credit hours tuition would be waived. In an effort to entice students to take more hours each semester, it was proposed that the Tuition Cap waiver be lower to 16 credit hours.

Changes to the current Unemployment tuition waiver were proposed. This special tuition pilot program is set to expire at the end of the current Academic Year (May 2015). It was recommended this policy be allowed to expire, not be renewed for future years, and removed from the tuition waiver policy.

The CEO recommended approval of these changes to Tuition Waiver 500.14 policy.

STUDENT - 500

**Tuition Waiver (500.14)**

Date Adopted: November 17, 1998  
Revised: July 19, 2005  
Revised: May 15, 2007  
Revised: April 21, 2009  
Revised November 17, 2009  
Revised November 16, 2010  
Revised: April 17, 2012  
Revised: November 19, 2013  
Revised: March 18, 2015 (pending Board of Trustees approval)

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

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

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

C. Part-time Non-Faculty Employees: Part-time non-faculty employees working 10 hours or more per week may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester. This tuition waiver does not apply to work-study students.

D. Part-time Faculty: Part-time faculty employed to teach at least 3 load hours for the semester in which the waiver is granted may be given an in-District tuition waiver for one class per semester, up to a maximum of 3 credit hours per semester.

E. Tuition Cap – Tuition will be waived for credit hours taken over ~~19~~ 16 per semester. This policy does not apply to International Students.

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

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

~~H. Unemployed Tuition Waiver: This is a special tuition waiver program offered by Illinois Eastern Community Colleges as a pilot program during the 2013-2014 and 2014-2015 academic years. Tuition will be waived for unemployed residents of District 529 during the 2013-2014 and 2014-2015 academic years on a space available basis subject to the following conditions and appropriate documentation:~~

- ~~• be considered a resident of District 529;~~
- ~~• meet all college requirements for admission and enrollment;~~

- ~~have been in the labor market (full-time employment) for at least two of the last three years;~~
- ~~be receiving unemployment benefits, in receipt of a layoff notice, or have exhausted their unemployment benefits during the last 12 months;~~
- ~~be enrolled in a minimum of six semester hours;~~
- ~~complete an Unemployed Tuition Waiver Form; and,~~
- ~~complete and submit a Free Application for Federal Student Aid (FAFSA) within two weeks of enrollment.~~

~~This waiver is for tuition only and does not cover textbooks, course supplies, or other applicable fees. This tuition waiver is offered only if federal and/or state financial aid or other tuition assistance resources do not cover tuition costs.~~

~~This tuition waiver is for a maximum of 36 semester hours of credit towards a certificate program which can be completed in 12 months. Enrollment must be completed within five calendar days after the first day of class.~~

**Board Action:** Trustee Michael Correll made a motion that second reading be waived and that the revised Tuition Waiver Policy 500.14 be adopted as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A – Naming of FCC Foundation Hall:** In recognition of Bob Boyles’ significant accomplishments on behalf of Illinois Eastern, Frontier Community College and Frontier’s Foundation, the CEO recommended approval to change the name of the current Foundation Hall to Bob Boyles Hall.

**Board Action:** Trustee Gary Carter made a motion to approve the naming of the current Foundation Hall to Bob Boyles Hall as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B – Recognition of Student Board Member Carrie Stephens:** The trustees gave special recognition to Carrie Stephens, Student Trustee for the past year, and expressed appreciation for her service during the past 12 months. Carrie is a student at Frontier Community College. Her term ends with the March meeting. She was presented with a plaque in recognition of her service to the Board of Trustees and the IECC district.

**#8-C – Auto Mechanics Course Fees:** Olney Central College added three automotive technology courses. The existing automotive service technology courses have a fee associated with taking the course. The CEO recommended approval of a course fee of \$25.00 per course for the three new courses AUM 2221, AUM 2271, and AUM 1202.

**Board Action:** Trustee Gary Carter made a motion to approve a course fee of \$25.00 per course for the three new automotive technology courses AUM 2221, AUM 2271, and AUM 1202 as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Trustees

voting nay: None. Student advisory vote: Yea. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D – Textbook Rental Fee Changes:** Frontier Community College has a textbook rental program. The current rental fee is based upon 33% of the net price of the book. Frontier has requested and Cabinet approved, that effective June 1, 2015 the textbook rental fee be changed from 33% of the textbook net price to 33% of the textbook list price of a new book. The CEO recommended approval of the fee changes to the FCC Textbook Rental System.

**Board Action:** Trustee Michael Correll made a motion to approve the change in the Textbook Rental Fee as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Student advisory vote: Yea. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8 –E – Ellucian Support Contract Extension:** Ellucian provides all of the software for IECC’s financial, personnel, and student records operations. Extending the contract effective May 1, 2015 through April 30, 2020 will lock in a fee escalation cap of 5% and save IECC a substantial amount of money over the life of the contract.

## **AMENDMENT TO THE TECHNICAL CURRENCY AGREEMENT**

### **ELLUCIAN SUPPORT INC.**

(formerly named SunGard Higher Education, Inc.)  
4 Country View Road, Malvern, Pennsylvania 19355  
FAX Number (610) 578-3700  
("Maintenance Provider")

And

### **ILLINOIS EASTERN COMMUNITY COLLEGES SYSTEM OFFICE**

("Licensee")

Maintenance Provider and Licensee are parties to Technical Currency Agreement dated March 21, 1997, as thereafter amended (the "Maintenance Agreement"). Licensee now desires to obtain from Maintenance Provider Improvements for the Licensed Software identified in this Amendment (the "Maintenance Amendment"), on the terms and conditions of the Maintenance Agreement, as modified by this Maintenance Amendment. This Maintenance Amendment is entered into by the parties on the latest date shown on the signature page of this

Maintenance Amendment (the "Execution Date"). Maintenance Provider’s obligations hereunder will commence on July 1, 2015 (the "Commencement Date"). Maintenance Provider and Licensee, intending to be legally bound, agree as follows:

1. **Defined Terms.** Unless specifically defined herein, all terms defined in the Maintenance Agreement will have the same meaning when used in this Maintenance Amendment.
  
2. **Amendment to and Modification of Maintenance Agreement.** Maintenance Provider agrees to provide Improvements with respect to the Component Systems identified in the attached Exhibit 1, on the same terms and conditions as the Maintenance Agreement for the period and for the fee specified in the attached Exhibit 1. The term of the Maintenance Agreement is deemed to be extended as provided for in the attached Exhibit 1 for



purposes of this Maintenance Amendment. Any amounts indicated on the attached Exhibit 1 are in addition to all other amounts payable under the Maintenance Agreement.

(a) The hours during which Maintenance will be provided for each Component System, the targeted response times for certain defined categories of Maintenance calls for each Component System, and other details and procedures (collectively, the “Maintenance Standards”) relating to the provision of Maintenance for each Component System are described in the applicable Supplement attached as Exhibit 2 hereto. To the extent that a different Maintenance Standard applies to certain of the Component Systems than that which applies to others, the Maintenance Standard applicable to each Component System will be described in the table in Exhibit 1 and the corresponding Supplements will be attached in Exhibit 2.

(b) Services Limitations. All Improvements will be part of the applicable Baseline Component System and will be subject to all of the terms and conditions of the License Agreement and the Maintenance Agreement. Maintenance Provider’s obligation to provide Licensee with Improvements for Baseline Component Systems owned by parties other than Maintenance Provider is limited to providing Licensee with the Improvements that the applicable third party owner provides to Maintenance Provider for that Baseline Component System. In this regard, to the extent that an agreement authorizing Maintenance Provider to resell or sublicense a third party’s Baseline Component System is terminated or expires prior to the Expiration Date, or prior to the expiration of any renewal term, for that Baseline Component System, then Maintenance Provider’s obligation to provide Improvements to Licensee for that Baseline Component System, and Licensee’s obligation to pay Maintenance Provider for such Improvements, shall automatically terminate simultaneously with the termination or expiration of the relevant agreement. Licensee must provide Maintenance Provider with such facilities, equipment and support as are reasonably necessary for Maintenance Provider to perform its obligations under the Maintenance Agreement, including remote access to the Equipment

(c) Term. The term of the Maintenance Agreement as it applies to each Baseline Component System is for the period beginning on the Commencement Date and continuing until the Expiration Date for that Baseline Component System. For each Baseline Component System, the Maintenance Agreement will automatically be extended for consecutive Contract years beyond the Expiration Date on a year-to-year basis unless: (i) either party notifies the other in writing of its intent not to extend this Agreement for any particular Baseline Component System at least ninety (90) days prior to the Expiration Date, or, for any Contract Year subsequent to the Expiration Date, at least ninety (90) days prior to the expiration of the then-current Contract Year or (ii) the Maintenance Agreement has otherwise expired or terminated as it relates to a particular Baseline Component System under the terms of the Maintenance Agreement.

3. Integration Provision. Except as expressly modified by this Maintenance Amendment, the Maintenance Agreement will remain in full force and effect. As of the Execution Date, the Maintenance Agreement, as further amended by this Maintenance Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties. Both the transaction provided for in and the fees due under this Maintenance Amendment are non-cancelable, and the amounts paid under this Maintenance Amendment are nonrefundable, except as provided in this Maintenance Amendment. By the execution of this Maintenance Amendment, each party represents and warrants that it is bound by the signature of its respective signatory. Further, in executing this Maintenance Amendment, Licensee has not relied on the availability of either any future version of any Baseline Component System, or any future software product.

**Maintenance Provider**

BY: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT TITLE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

**Licensee**

BY: \_\_\_\_\_

PRINT NAME: G. Andrew Fischer

PRINT TITLE: Chairman, IECC Board of Trustees

DATE SIGNED: March 17, 2015

**EXHIBIT 1**

**Licensee:** Illinois Eastern Community Colleges System Office

**MAINTENANCE TABLE A - PAID IN ADVANCE**

**FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due July 1, 2015**

<b>Component System(s)</b>	<b>Contract Year Begins/Ends</b>	<b>Expiration Date</b>	<b>Maintenance Standards</b>	<b>Initial Payment Amount</b>
Oracle <sup>2</sup> <ul style="list-style-type: none"> <li>• Internet App Server Ent Ed</li> <li>• Relational Database System</li> </ul>	July 1/June 30	June 30, 2020	Advantage	Included
<b>Initial Payment Amount (covers the contract year July 1, 2015 to June 30, 2016)</b>				<b>\$29,807 <sup>1</sup></b>

**NOTES TO THE MAINTENANCE TABLES:**

For the Baseline Component Systems set forth in Maintenance table A and B above, the “Initial Payment Amount” represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for the second Contract Year and for each subsequent Contract Year prior to the Expiration Date will be specified by Maintenance Provider in an annual invoice and will increase by not more than 5% over the amount payable for Improvements for the immediately preceding Contract Year. Improvement fees for any Contract Year subsequent to the Expiration Date will be specified by Maintenance Provider in an annual invoice and will increase by not more than 7% over the amount payable for Improvements for the immediately preceding Contract Year.

<sup>1</sup>Indicates that the Component System is owned by a third party.

**EXHIBIT 2**

**Maintenance Standards – Advantage Level**

**I. Defined Terms:**

**“Notification”** means a communication to Maintenance Provider’s ActionLine by means of: (i) Maintenance Provider’s Customer Support Center; (ii) the placement of a telephone call; or (iii) the

sending of an e-mail, in each case, in accordance with Maintenance Provider's then-current policies and procedures for submitting such communications.

**“Priority One Call”** means a Notification that Licensee believes that a Documented Defect has caused: (i) a full failure (i.e., “crash”) of its computer system; (ii) a full failure of the Licensed Software; or (iii) a failure of its computer system or the Licensed Software which, in either case, prevents Licensee from performing data processing which is critical to Licensee's operations on the day on which the alleged Documented Defect is reported.

**“Priority Two Call”** means a Notification that Licensee believes that a Documented Defect has caused a partial failure of Licensee's computer system or the Licensed Software which significantly hinders its ability to perform data processing which is critical to Licensee's operations on the day on which the alleged Documented Defect is reported.

**“Priority Three Call”** means a Notification that Licensee believes that a Documented Defect has caused an intermittent failure of, or problem with, its computer system or the Licensed Software that causes a significant delay in Licensee's ability to perform data processing on the day on which the alleged Documented Defect is reported, but where the processing is not critical to Licensee's operations.

**“Priority Four Call”** means a Notification that Licensee believes that a Documented Defect has caused a problem with its computer system or the Licensed Software that does not significantly affect critical processing.

**II. Hours During Which Maintenance Provider's “ActionLine” Telephone Support Will be Available to Licensee in Connection with the Provision of Maintenance:** Five (5) days per week, Monday through Friday, excluding United States holidays and Maintenance Provider-observed holidays, from 8:00 AM to 8:00 PM (Eastern US Time).

**III. Targeted Response Times:** With respect to Maintenance Provider's Maintenance obligations, Maintenance Provider will use reasonable efforts to respond to Notifications from Licensee relating to the Baseline Component Systems identified in Exhibit 1 in accordance with the following guidelines, with the time period to be measured beginning with the first Maintenance Provider ActionLine business hour occurring after Maintenance Provider's receipt of the Notification:

**Priority One Calls** – two (2) hours or less.

**Priority Two Calls** – four (4) hours or less.

**Priority Three Calls** – twenty-four (24) hours or less.

**Priority Four Calls** – seventy-two (72) hours or less.

**Notes:** (1) For purposes of these targets, a “response” will mean as an initial contact from an Maintenance Provider representative to Licensee to begin evaluation of the problem reported under one of the categories of calls identified above; (2) As a prerequisite to Maintenance Provider's obligation to respond to Licensee, Licensee must follow the policies and procedures of Maintenance Provider's ActionLine (such as the dialing of a particular phone number, the categorization of a particular problem, etc.) when submitting its Notification.

## **AMENDMENT TO THE TECHNICAL CURRENCY AGREEMENT**

**ELLUCIAN SUPPORT INC.**

(formerly named SunGard Higher Education, Inc.)

4 Country View Road, Malvern, Pennsylvania 19355

FAX Number (610) 578-3700

("Maintenance Provider")

And

**ILLINOIS EASTERN COMMUNITY COLLEGES SYSTEM OFFICE**

("Licensee")

Maintenance Provider and Licensee are parties to Technical Currency Agreement dated March 21, 1997, as thereafter amended (the "Maintenance Agreement"). Licensee now desires to obtain from Maintenance Provider Improvements for the Licensed Software identified in this Amendment (the "Maintenance Amendment"), on the terms and conditions of the Maintenance Agreement, as modified by this Maintenance Amendment. This Maintenance Amendment is entered into by the parties on the latest date shown on the signature page of this Maintenance Amendment (the "Execution Date"). Maintenance Provider's obligations hereunder will commence on May 1, 2015 (the "Commencement Date"). Maintenance Provider and Licensee, intending to be legally bound, agree as follows:

1. **Defined Terms.** Unless specifically defined herein, all terms defined in the Maintenance Agreement will have the same meaning when used in this Maintenance Amendment.

2. **Amendment to and Modification of Maintenance Agreement.**

(a) Maintenance Provider agrees to provide Improvements with respect to the Component Systems identified in the attached Exhibit 1, on the same terms and conditions as the Maintenance Agreement for the period and for the fee specified in the attached Exhibit 1. The term of the Maintenance Agreement is deemed to be extended as provided for in the attached Exhibit 1 for purposes of this Maintenance Amendment. Any amounts indicated on the attached Exhibit 1 are in addition to all other amounts payable under the Maintenance Agreement.

(b) The hours during which Maintenance will be provided for each Component System, the targeted response times for certain defined categories of Maintenance calls for each Component System, and other details and procedures (collectively, the "Maintenance Standards") relating to the provision of Maintenance for each Component System are described in the applicable Supplement attached as Exhibit 2 hereto. To the extent that a different Maintenance Standard applies to certain of the Component Systems than that which applies to others, the Maintenance Standard applicable to each Component System will be described in the table in Exhibit 1 and the corresponding Supplements will be attached in Exhibit 2.

(c) **Services Limitations.** All Improvements will be part of the applicable Baseline Component System and will be subject to all of the terms and conditions of the License Agreement and the Maintenance Agreement. Maintenance Provider's obligation to provide Licensee with Improvements for Baseline Component Systems owned by parties other than Maintenance Provider is limited to providing Licensee with the Improvements that the applicable third party owner provides to Maintenance Provider for that Baseline Component System. In this regard, to the extent that an agreement authorizing Maintenance Provider to resell or sublicense a third party's Baseline Component System is terminated or expires prior to the Expiration Date, or prior to the expiration of any renewal term, for that Baseline Component System, then Maintenance Provider's obligation to provide Improvements to Licensee for that Baseline Component System, and Licensee's obligation to pay Maintenance Provider for such Improvements, shall automatically terminate simultaneously with the termination or expiration of the relevant agreement. Licensee must provide Maintenance Provider with such facilities, equipment and support as are reasonably necessary for Maintenance Provider to perform its obligations under the Maintenance Agreement, including remote access to the Equipment

(d) **Term.** The term of the Maintenance Agreement as it applies to each

Baseline Component System is for the period beginning on the Commencement Date and continuing until the Expiration Date for that Baseline Component System. For each Baseline Component System, the Maintenance Agreement will automatically be extended for consecutive Contract years beyond the Expiration Date on a year-to-year basis unless: (i) either party notifies the other in writing of its intent not to extend this Agreement for any particular Baseline Component System at least ninety (90) days prior to the Expiration Date, or, for any Contract Year subsequent to the Expiration Date, at least ninety (90) days prior to the expiration of the then-current Contract Year or (ii) the Maintenance Agreement has otherwise expired or terminated as it relates to a particular Baseline Component System under the terms of the Maintenance Agreement.

3. **Integration Provision.** Except as expressly modified by this Maintenance Amendment, the Maintenance Agreement will remain in full force and effect. As of the Execution Date, the Maintenance Agreement, as further amended by this Maintenance Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties. Both the transaction provided for in and the fees due under this Maintenance Amendment are non-cancelable, and the amounts paid under this Maintenance Amendment are nonrefundable, except as provided in this Maintenance Amendment. By the execution of this Maintenance Amendment, each party represents and warrants that it is bound by the signature of its respective signatory. Further, in executing this Maintenance Amendment, Licensee has not relied on the availability of either any future version of any Baseline Component System, or any future software product.

**Maintenance Provider**

**Licensee**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PRINT NAME: G. Andrew Fischer

PRINT TITLE: \_\_\_\_\_

PRINT TITLE: Chairman, IECC Board of Trustees

DATE SIGNED: \_\_\_\_\_

DATE SIGNED: March 17, 2015

**EXHIBIT 1**

**Licensee:** Illinois Eastern Community Colleges System Office

**MAINTENANCE TABLE A - PAID IN ADVANCE**

**FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due May 1, 2015**

Component System(s)	Contract Year Begins/Ends	Expiration Date	Maintenance Standards	Initial Payment Amount
Evisions Argos Adv Features <sup>2</sup>	May 1/April 30	April 30, 2020	Advantage	Included
Evisions Argos Enterprise <sup>2</sup>	May 1/April 30	April 30, 2020	Advantage	Included
<b>Initial Payment Amount (covers the contract year May 1, 2015 to April 30, 2016)</b>				<b>\$17,029 <sup>1</sup></b>

**MAINTENANCE TABLE B - PAID IN ARREARS**

**FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due April 1, 2016**

<b>Component System(s)</b>	<b>Contract Year Begins/Ends</b>	<b>Expiration Date</b>	<b>Maintenance Standards</b>	<b>Initial Payment Amount</b>
Banner Student	May1/ April 30	April 30, 2020	Advantage	Included
Banner Student Self-Service	May1/ April 30	April 30, 2020	Advantage	Included
Banner Faculty Self-Service	May1/ April 30	April 30, 2020	Advantage	Included
Banner Financial Aid	May1/ April 30	April 30, 2020	Advantage	Included
Banner Financial Aid Self-Service	May1/ April 30	April 30, 2020	Advantage	Included
Financial Aid FM Need Analysis	May1/ April 30	April 30, 2020	Advantage	Included
Banner Finance	May1/ April 30	April 30, 2020	Advantage	Included
Banner Finance Self-Service	May1/ April 30	April 30, 2020	Advantage	Included
Banner Human Resources	May1/ April 30	April 30, 2020	Advantage	Included
Banner Employee Self-Service	May1/ April 30	April 30, 2020	Advantage	Included
EDISmart	May1/ April 30	April 30, 2020	Advantage	Included
Banner Document Mgmt Suite <sup>2</sup> <ul style="list-style-type: none"> <li>• AppXtender Desktop</li> <li>• AppXtender Web Access.NET</li> <li>• ISIS PixTools Runtime</li> <li>• ISIS Scanner Driver Maint</li> <li>• QuickScan Pro for AppXtender</li> </ul>	May1/ April 30	April 30, 2020	Advantage	Included
Banner Document Management Integration Component	May1/ April 30	April 30, 2020	Advantage	Included
Oracle <sup>2</sup> <ul style="list-style-type: none"> <li>• Developer 2000</li> <li>• Programmer</li> <li>• Relational Database System</li> <li>• Internet App Server Ent Ed Ed</li> </ul>	May1/ April 30	April 30, 2020	Advantage	Included
<b>Initial Payment Amount (covers the contract year May 1, 2015 to April 30, 2016)</b>				<b>\$124,933<sup>1</sup></b>

## NOTES TO THE MAINTENANCE TABLES:

<sup>1</sup>For the Baseline Component Systems set forth in Maintenance table A and B above, the “Initial Payment Amount” represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for the second Contract Year and for each subsequent Contract Year prior to the Expiration Date will be specified by Maintenance Provider in an annual invoice and will increase by not more than 5% over the amount payable for Improvements for the immediately preceding Contract Year. Improvement fees for any Contract Year subsequent to the Expiration Date will be specified by Maintenance Provider in an annual invoice and will increase by not more than 7% over the amount payable for Improvements for the immediately preceding Contract Year.

<sup>2</sup>Indicates that the Component System is owned by a third party.

### EXHIBIT 2

#### Maintenance Standards – Advantage Level

##### I. Defined Terms:

**“Notification”** means a communication to Maintenance Provider’s ActionLine by means of: (i) Maintenance Provider’s Customer Support Center; (ii) the placement of a telephone call; or (iii) the sending of an e-mail, in each case, in accordance with Maintenance Provider’s then-current policies and procedures for submitting such communications.

**“Priority One Call”** means a Notification that Licensee believes that a Documented Defect has caused: (i) a full failure (i.e., “crash”) of its computer system; (ii) a full failure of the Licensed Software; or (iii) a failure of its computer system or the Licensed Software which, in either case, prevents Licensee from performing data processing which is critical to Licensee’s operations on the day on which the alleged Documented Defect is reported.

**“Priority Two Call”** means a Notification that Licensee believes that a Documented Defect has caused a partial failure of Licensee’s computer system or the Licensed Software which significantly hinders its ability to perform data processing which is critical to Licensee’s operations on the day on which the alleged Documented Defect is reported.

**“Priority Three Call”** means a Notification that Licensee believes that a Documented Defect has caused an intermittent failure of, or problem with, its computer system or the Licensed Software that causes a significant delay in Licensee’s ability to perform data processing on the day on which the alleged Documented Defect is reported, but where the processing is not critical to Licensee’s operations.

**“Priority Four Call”** means a Notification that Licensee believes that a Documented Defect has caused a problem with its computer system or the Licensed Software that does not significantly affect critical processing.

**II. Hours During Which Maintenance Provider’s “ActionLine” Telephone Support Will be Available to Licensee in Connection with the Provision of Maintenance:** Five (5) days per week, Monday through Friday, excluding United States holidays and Maintenance Provider-observed holidays, from 8:00 AM to 8:00 PM (Eastern US Time).

**III. Targeted Response Times:** With respect to Maintenance Provider’s Maintenance obligations, Maintenance Provider will use reasonable efforts to respond to Notifications from Licensee relating to the Baseline Component Systems identified in Exhibit 1 in accordance with the following guidelines, with the time period to be measured beginning with the first Maintenance Provider ActionLine business hour occurring after Maintenance Provider’s receipt of the Notification:

**Priority One Calls** – two (2) hours or less.

**Priority Two Calls** – four (4) hours or less.

**Priority Three Calls** – twenty-four (24) hours or less.  
**Priority Four Calls** – seventy-two (72) hours or less.

**Notes:** (1) For purposes of these targets, a “response” will mean as an initial contact from an Maintenance Provider representative to Licensee to begin evaluation of the problem reported under one of the categories of calls identified above; (2) As a prerequisite to Maintenance Provider’s obligation to respond to Licensee, Licensee must follow the policies and procedures of Maintenance Provider’s ActionLine (such as the dialing of a particular phone number, the categorization of a particular problem, etc.) when submitting its Notification.

The CEO recommended approval of the contract extension to the current contract with Ellucian.

**Board Action:** Trustee Al Henager made a motion to approve the Ellucian contract extension as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Student advisory vote: Yea. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F – Agreement with Crawford Memorial Hospital – Athletic Trainer:** Lincoln Trail College wishes to contract with Crawford Memorial Hospital to provide services to contribute to the health and well-being of athletes and provide services during all home athletic events.

#### **ATHLETIC TRAINING SERVICES AGREEMENT**

This ATHLETIC TRAINING SERVICES AGREEMENT (this “Agreement”) is entered into as of \_\_\_\_\_, 2015, by and between CRAWFORD HOSPITAL DISTRICT (D/B/A CRAWFORD MEMORIAL HOSPITAL), an Illinois special district of government (hereinafter, “CMH”), and ILLINOIS EASTERN COMMUNITY COLLEGES (hereinafter, the “College”) (each of CMH and the College, a “Party” and collectively the “Parties”).

#### **RECITALS**

WHEREAS, CMH and the College desire to have CMH provide certain athletic training services to the College’s campus located at 11220 State Highway 1, Robinson, Illinois (hereinafter, the “Lincoln Trail Campus”), as set forth herein.

NOW, THEREFORE, in consideration of the mutual representations, warranties, covenants and other terms and conditions contained herein, the receipt and legal sufficiency of which are hereby acknowledged, the Parties agree as follows:

#### **AGREEMENT**

1.1 **CMH Athletic Trainers.** CMH shall provide to College one or more of CMH’s employed licensed athletic trainers (the “Athletic Trainer(s)”) to perform the Services (as defined below).

1.2 **Term and Termination.** The term of this Agreement shall begin on \_\_\_\_\_, shall continue for a period of one (1) year, and shall automatically renew for like terms unless earlier terminated earlier by either Party. Either Party may, with or without cause and for any reason whatsoever, terminate this Agreement with thirty (30) days written notice to the other Party.

1.3 **Services.** During the term of this Agreement, Athletic Trainers shall perform for Lincoln Trail Campus the services listed in Schedule A (the “Services”). CMH shall use commercially reasonable efforts to satisfy its obligations under this Agreement and shall keep the College informed on a regular basis as to CMH’s ability to staff the events listed in Schedule A. College’s sole remedy for any Athletic Trainer’s failure to meet College’s expectations regarding the provision of the Services is to notify CMH and request a replacement employee or to terminate this Agreement.

1.4 **Consideration.** Upon execution of this Agreement and at the commencement of each renewal term, College shall pay to CMH the sum of SIX THOUSAND AND 00/100 DOLLARS (\$6,000.00). In the event



either Party terminates this Agreement before the expiration of the initial term or any renewal term, any moneys already paid to CMH for Services not performed shall be promptly reimbursed to the College in such amount as the Parties mutually agree.

1.5 Relationship of the Parties. In the exercise of their respective rights, and the performance of their respective obligations hereunder, the Parties are, and will remain, independent contractors. Nothing in this Agreement will be construed to constitute the Parties as partners, or principal and agent for any purpose whatsoever. Neither Party will bind, or attempt to bind, the other Party to any contract or other obligation, and neither Party will represent to any third party that it is authorized to act on behalf of the other Party to this Agreement. Athletic Trainers are the employees of CMH and not the College.

1.6 Notices. Any notice, request, instruction, or other document to be given hereunder by a Party shall be in writing and shall be deemed to have been given (a) when received, if given in person or by courier or a courier service, (b) on the date of transmission, if sent by facsimile or other wire transmission (receipt confirmed), or (c) five business days after being deposited in the mail, certified or registered, postage prepaid:

If to CMH:

Crawford Hospital District  
d/b/a Crawford Memorial Hospital  
1000 North Allen Street  
Robinson, Illinois 62454  
Facsimile: (618) 546-2682  
Attention: Chief Executive Officer

If to the College:

Lincoln Trail College  
Illinois Eastern Community Colleges  
11220 State Highway 1  
Robinson, Illinois 62454-5707  
Facsimile: (618) 544-4705  
Attention: \_\_\_\_\_Kevin Bowers\_\_\_\_\_

1.7 Indemnification. The Parties agree to defend, hold harmless and indemnify each other, their directors, officers and members from and against any and all losses, damages, claims, demands, suits, actions, expenses and liabilities, including reasonable attorneys' fees and expenses, associated therewith or with successfully establishing the right to indemnification hereunder, which arise out of, in connection with or result from any claim, action or other proceeding, that is based on: (i) the negligent actions or omissions of the indemnifying Party; and (ii) either Party's breach of any of the representations, warranties or covenants contained in this Agreement.

1.8 Confidentiality. The Parties shall comply with all federal and state laws pertaining to medical record confidentiality and disclosure. To the extent, and for so long as required, the Parties represent that they shall make all reasonable efforts to comply with the provisions of 42 U.S.C. § 1171, *et. seq.* enacted by the Health Insurance Portability and Accountability Act of 1996, and the regulations promulgated thereunder all amended from time to time, including but not limited to the requirement for a business associate agreement, if applicable.

1.9 Books and Records. The Parties agree that they will allow the Comptroller General of the United States, Health and Human Services, and their duly authorized representatives, access to the contracts, books, documents, and records of both Parties until the expiration of four years after the services are furnished under this Agreement. The access will be provided for in accordance with the provisions of 42 CFR § 420. Furthermore, the Parties agree that if any of the value or cost of any work provided by a subcontractor of one Party to the other Party for any twelve (12) month period has a value of Ten Thousand and 00/100 Dollars (\$10,000.00) or more, the subcontractor will be required to sign a similar agreement to make its books and records available for such four (4) year period of time. The Parties further agree they will adhere to the Illinois Local Records Act, 55 ILCS 205/1, *et. seq.* and any other applicable legal requirement(s).

1.10 Tax Exempt Status. In the event the performance by either Party of any term, covenant, condition or provision of this Agreement should jeopardize CMH's tax exempt status, license, ability to participate in

Medicare or Medicaid, or an accreditation by the Joint Commission on Accreditation of Healthcare Organizations or any other state or nationally-recognized accreditation organization, or violate any statute, regulation, ordinance, or be deemed unethical by any recognized body, agency, or association in the medical or hospital fields, CMH may at its option terminate this Agreement immediately.

1.11 Miscellaneous Provisions. (i) This Agreement constitutes the entire agreement between the Parties with respect to the subject matter set forth herein and supersedes any prior understandings, agreements, or representations by the Parties, written or oral, to the extent they relate in any way to the subject matter hereof; (ii) This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns. No Party may assign any of its rights or obligations hereunder, directly or indirectly, without the prior written consent of the other Party; (iii) No amendment of any provision of this Agreement shall be valid unless the same shall be in writing and signed by each Party; (iv) No waiver by a Party of any provision of this Agreement or any default hereunder, whether intentional or not, shall be valid unless the same shall be in writing and signed by the Party making such waiver nor shall such waiver be deemed to extend to any prior or subsequent default hereunder or affect in any way any rights arising by virtue of any prior or subsequent such default; (v) This Agreement shall be governed by and construed and enforced in accordance with the domestic laws of the State of Illinois without giving effect to any choice or conflict of law provision or rule (whether the State of Illinois or any other jurisdiction) that would cause the application of laws of any jurisdiction other than the State of Illinois, and any dispute arising from this Agreement shall be venued in the state and federal courts of Crawford County, Illinois; (vi) This Agreement shall not confer any rights or remedies upon any person (including Athletic Trainer or any replacement employee) other than the Parties; (vii) The Parties have participated jointly in the negotiation and drafting of this Agreement, and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement; (viii) This Agreement may be executed using counterparts and shall be fully effective and enforceable upon exchange of such executed counterparts by facsimile or electronic transmittal; (ix) Each Party warrants and represents by its execution of the Agreement that it has full power and authority to enter into this Agreement, and this Agreement was adopted by its respective bodies with power to adopt upon proper resolution and vote at a meeting duly and lawfully called and with power to consider this Agreement.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first above written.

CRAWFORD HOSPITAL DISTRICT  
(D/B/A CRAWFORD MEMORIAL HOSPITAL)

ILLINOIS EASTERN COMMUNITY COLLEGES

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**SCHEDULE A  
SERVICES**

Subject to the conditions set forth in the Agreement, CMH will provide athletic training services to College at the Lincoln Trail Campus consistent with the Illinois Athletic Trainers Practice Act, 225 ILCS

5/1, *et. seq.*, as amended from time to time. Examples of the Services that may be provided include to the extent applicable:

- A. Selection, fitting, and maintenance of protective equipment;
- B. Assistance to the coaching staff in the development and implementation of conditioning programs;
- C. Counseling of athletes on nutrition and hygiene;
- D. Inspection of athletic training and playing facilities, equipment and supplies;
- E. Coordination with a licensed physician(s) to provide:
  - (i) pre-competition physical exam and health history updates,
  - (ii) game coverage or phone access to a physician or paramedic,
  - (iii) on-site and follow-up injury care,
  - (iv) reconditioning programs, and
  - (v) assistance on other matters pertaining to the health and well-being of athletes.
- F. With a physician, determination of when an athlete may safely return to full participation post-injury; and
- G. Maintenance of records of athletic injuries and treatments rendered.

Services shall be provided at the following events, listed in order of priority<sup>1</sup>:

- Home game coverage for women's volleyball;
- Home game coverage for men's basketball;
- Home game coverage for women's basketball;
- Home game coverage for men's baseball;
- Home game coverage for women's softball;
- Coverage for post-season tournaments hosted at the Lincoln Trail Campus; and
- Week day visits to assess injuries and provide treatment.

College will provide:

- Basic athletic training supplies such as tape, pre-wrap, bandages, AED, etc.

The CEO recommended approval of the agreement with Crawford Memorial Hospital for athletic and fitness training.

**Board Action:** Trustee Michael Correll made a motion to approve the agreement between IECC/LTC and Crawford Memorial Hospital as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8 – G. Affiliation Agreement for Conceal Carry Course – City of Olney:** The District wishes to enter into an agreement to conduct conceal carry courses on property owned by the City of Olney, including the firing range. The CEO recommended approval of this affiliation agreement with the City of Olney for use of city owned property to conduct Conceal Carry Courses.

**Board Action:** Student Trustee Carrie Stephens made a motion to approve the affiliation agreement between IECC and the City of Olney for use of city owned property as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following

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<sup>1</sup> Should events overlap, CMH shall determine, in its sole discretion, which event shall be staffed. In the event of Athletic Trainer's inability to attend a scheduled event, whether due to injury or illness or for any other reason, CMH will promptly notify College.

trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the chair declared the motion carried.

**#8-H. Affiliation Agreements:** The following Affiliation Agreements were recommended for approval.

Brown's Drug Store - Effingham – Pharmacy Tech - LTC  
Clark County Health Dept. – Martinsville - CMA - LTC  
Kremer Pharmacy - Teutopolis – Pharmacy Tech - LTC  
Mid Illinois Medical Care – Effingham - CMA - LTC  
Wabash Valley Occupational Health – Robinson - CMA – LTC

The CEO recommended approval of the affiliation agreements with area medical facilities.

**Board Action:** Trustee Brenda Culver made a motion to approve the affiliation agreements with area medical facilities as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA ITEM #9 – “Bid Committee Report”** - The CEO presented the following recommendation of the Bid Committee, followed by Board action as recorded.

Based upon the bid tabulation and recommendations from Design Architects the low bid received was recommended for approval from H.C. Sharp Company located in St. Louis, MO, for ten (10) Season-4 HVAC units representing a total bid of \$ 848,775.

The CEO recommended approval of the Bid Committee Report.

**Board Action:** Trustee Michael Correll made a motion to accept the bid as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA ITEM #10 – “District Finance”** – The following district financial matters were presented:

**#10A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of February 28, 2015.

**#10B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for March 2015, totaling \$656,195.03, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Gary Carter made a motion to approve payment of district financial obligations for March 2015. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henagar. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA ITEM #11 – “Chief Executive Officer's Report”** – CEO Terry L. Bruce presented an informational report on the following items. OCC Fire, IECC Counties Comparison, Progress of Transfer Students to U of I, 2015 Opening Enrollments at Illinois Community Colleges, Carli Services Value, IECC

Board Student Trustee Election – Drew Halter, IECC Board Election – April 7, 2015, MIREP, Lobby Day – April 29, 2015, Enrollment.

**AGENDA ITEM #12 – “Executive Session”** – The Board did not hold an Executive Session at this meeting.

**AGENDA ITEM #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, Tuesday, February 17, 2015.

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

**400.1. Employment of Personnel**

**A. Administrative**

1. Paul Bruinsma, Dean of Instruction, FCC, effective June 8, 2015
1. David Carpenter, Dean of Instruction, LTC, effective May 1, 2015

**B. Professional Non/Faculty**

1. Elizabeth Oliver, Director, Educational Talent Search/TRiO, DO, effective April 1, 2015, contingent upon continued grant funding

**C. Classified**

1. Tiffany White, Academic Counselor, Student Support Services/TRiO, LTC/DO, effective June 1, 2015, contingent upon continued grant funding

**400.2. Special Assignment**

**A. Faculty**

1. Jesse Allen, LTC, Lead Instructor, Telecommunications, \$550 per academic year

**400.3. Resignation Ratification**

**A. Classified**

1. Shannon Sneed, Program Assistant, Workforce Education, effective March 31, 2015

**400.4. Retirement Ratification**

**A. Classified**

1. Kathy Fehrenbacher, Office Assistant, OCC, effective June 1, 2015

**Board Action to Approve the Personnel Report:** Trustee Gary Carter made a motion to approve the Personnel Report as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: John Brooks, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA # 15 – “Litigation”** – None.

**AGENDA #16 – “Other Items”** – None.

**AGENDA #17 – “Adjournment”** – Trustee Michael Correll made a motion to adjourn. Trustee Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:25 p.m.

Approved:                      Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Meeting with Higher Learning Commission Accreditation Team**

**Agenda Item #3**

**Disposition of Minutes**



**Agenda Item #4**

**Resolution on Results of April 7, 2015 Election**

**RESOLUTION DECLARING ELECTION RESULTS**

The Board of Trustees of Illinois Eastern Community Colleges District #529 hereby states that:

WHEREAS on April 7, 2015, an election was held for the purpose of electing four members to the Board of Trustees in the counties or portions of counties within Illinois Eastern Community College District #529, namely the counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne, and White, and;

WHEREAS Alice Mullinax, Richland County Clerk and Recorder, is the Election Authority for Illinois Eastern Community College District #529, and has certified the official ballot for the office of trustee and candidates for that office and;

WHEREAS Alice Mullinax, will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Illinois Eastern Community College District #529 at the election held on April 7, and;

WHEREAS Alice Mullinax, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated:

Marilyn Wolfe	6 Year Term	6,384
George Andrew Fischer	6 Year Term	5,747
Michael Correll	6 Year Term	5,753
Alan Henager	4 Years Remaining of 6 Year Term	7,718

and;

WHEREAS Alice Mullinax will certify that Marilyn Wolfe, George Andrew Fischer and Michael Correll were elected as trustees to serve a full six year term and Alan Henager was duly elected to serve the remaining four years of a full six year term as trustee, and;

WHEREAS the Board of Trustees of Community College District #529 takes notice that due to election laws, there can be no official certification of election results until 14 days following the election or April 21, 2015 and that, Alice Mullinax is unable to officially certify the results before April 21, 2015 and that the official certification of votes has not yet occurred, the Board finds that the unofficial results as provided indicate the actual individuals elected to the Board of Trustees and;

THEREFORE the Board of Trustees of Community College District #529 hereby accepts the unofficial results of the April 7, 2015 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that Marilyn Wolfe, George Andrew Fischer and Michael Correll were duly elected to serve full six year terms as trustees and Alan Henager was duly elected to serve the remaining four years of a full six year term as trustee.

ADOPTED THIS 20th Day of April, 2015.

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #5**

**Adjournment of Board – Sine Die**

## **Agenda Item #6**

### **Organization of New Board**

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Trustees Elected April 7, 2015**
- C. Roll Call**
- D. Election of Chairman**
- E. Election of Vice-Chairman**
- F. Election of Board Secretary**
- G. Appointment of Secretary Pro Tempore**
- H. Appointment of District Treasurer**
- I. Appointment of Ethics Officer**
- J. Resolution for Adoption of Rules, Regulations and Actions of Prior Boards**
- K. Resolution for Time and Place of Board Meetings**

**Agenda Item #6J**

**Resolution for Adoption of Rules, Regulations and Actions of Prior Boards**

**RESOLUTION**

BE IT RESOLVED by the Board of Trustees of Illinois Eastern Community College District No. 529, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Procedures: The Board agrees to follow past practices and procedures. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes is not allowed during the taking of a roll call vote. *Roberts Rules of Order* will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any trustee may ask for a roll call vote on that issue.

ADOPTED THIS 20th Day of April, 2015.

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

ATTEST: \_\_\_\_\_  
Secretary, Board of Trustees  
Illinois Eastern Community Colleges

**Agenda Item #6K**

**Resolution for Time and Place of Board Meetings**

**RESOLUTION**

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2015:

Tuesday, May 19, 2015, 7 p.m., Olney Central College

Tuesday, June 16, 2015, 7 p.m., Wabash Valley College

Tuesday, July 21, 2015, 7 p.m., Frontier Community College

Tuesday, August 18, 2015, 7 p.m., Lincoln Trail College

Tuesday, September 15, 2015, 7 p.m., Olney Central College

Tuesday, October 20, 2015, 7 p.m., Wabash Valley College

Tuesday, November 17, 2015, 7 p.m., Frontier Community College

Tuesday, December 8, 2015, 7 p.m., Lincoln Trail College



**Agenda Item #7**

**Recognition of Visitors and Guests**

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

**Agenda Item #8**

**Public Comment**

**Agenda Item #9**

**Reports**

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

**Agenda Item #10**

**Policy First Reading (and Possible Approval)**

**Credit by Examination Policy 500.5**

**Agenda Item # 10A**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Credit by Examination Policy 500.5

Language has been added and updated to the District's Credit by Examination Policy to clarify the criteria the District uses to grant credit through proficiency examinations administered at an IECC test center, the College Examination Board's subject test known as CLEP (College Level Examination Program), the International Baccalaureate program, and Advanced Placement (AP) testing. An official document submitted by the student verifying credit by examination scores will be submitted to Student Services for evaluation.

I ask the Board's approval of the attached Credit by Examination Policy.

TLB/rs

Attachment

STUDENT - 500

**Credit by Examination (500.5)**

Date Adopted: December 19, 1989

Date Revised: April 20, 2015 (pending Board approval)

Illinois Eastern Community Colleges grant credit through proficiency examination. The maximum amount of credit which a student may gain through proficiency examinations is 32 semester hours. ~~The District uses both its own proficiency examinations and the College Entrance Examination Board's Subject Examination of the College Level Examination Program in awarding proficiency credit.~~ IECC may grant credit through proficiency examinations administered at an IECC test center, the College Entrance Examination Board's subject test known as CLEP (College Level Examination Program), the International Baccalaureate program, and Advanced Placement (AP) testing. Details regarding credit by examination are outlined in the college catalog. Details regarding credit by examination ~~may be~~ will be outlined in the college catalog.

**Agenda Item #11**

**Policy Second Reading**

**None**

**Agenda Item #12**

**Staff Recommendations for Approval**



**Agenda Item #12A**  
**Activity Fee Allocations**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 20, 2015  
SUBJECT: FY16 Activity Fee Allocations

Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents annually recommend student activity fee allocations at LTC, OCC, and WVC. The activity fees for FCC go to support their bookstore rental program.

Attached is an analysis of these allocations and the recommendation for FY16. There are no changes from last year's recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund.

Mr. Chairman, I request approval of the Activity Fee Allocations for FY16.

RB/akb

Attachment

## ACTIVITY FEE ALLOCATIONS

	LTC					OCC					WVC				
	11-12	12-13	13-14	14-15	15-16	11-12	12-13	13-14	14-15	15-16	11-12	12-13	13-14	14-15	15-16
Alumni Association	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Athletics	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%
Cheerleaders	3%	-	5%	5%	5%	-	-	-	-	-	5%	5%	5%	5%	5%
College Union	7%	5%	-	-	-	-	-	-	-	-	20%	20%	20%	20%	20%
Student Testing	3%	3%	-	-	-	4%	4%	4%	4%	4%	-	-	-	-	-
Intramurals	-	4%	5%	5%	5%	-	-	-	-	-	-	-	-	-	-
Parking Maintenance	-	-	3%	3%	3%	9%	9%	9%	9%	9%	-	-	-	-	-
Publications	10%	10%	10%	10%	10%	-	-	-	-	-	-	-	-	-	-
Soc Cul Act Team	-	-	-	-	-	8%	8%	5%	5%	5%	-	-	-	-	-
Special Events	3%	3%	3%	3%	3%	-	-	-	-	-	3%	3%	3%	3%	3%
Student Senate	15%	15%	14%	14%	14%	10%	10%	10%	10%	10%	12%	12%	12%	12%	12%
Special Projects	7%	-	5%	5%	5%	-	-	-	-	-	16%	16%	16%	16%	16%
Natatorium	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Student Handbook	-	-	-	-	-	3%	3%	3%	3%	3%	-	-	-	-	-
Model United Nation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Child Care	-	-	-	-	-	19%	19%	20%	20%	20%	-	-	-	-	-
Food Services	12%	12%	10%	10%	10%	17%	17%	19%	19%	19%	14%	14%	14%	14%	14%
Sports Facility	10%	18%	15%	15%	15%	-	-	-	-	-	-	-	-	-	-
	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

**Agenda Item #12B**

**Distance Delivery Education Plan 2015**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: 2015 Distance Delivery Education Plan

The purpose of the Distance Delivery Education Plan is to provide an institutional strategy and structure to support and promote district-wide distance delivery opportunities. The plan outlines the required procedures, training, and support to assist faculty with distance delivery courses and program development.

Distance-delivered education at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously online. This is done by employing technology to facilitate the educational experience. Distance-delivered instruction responds to the needs and goals of students and faculty providing flexible, accessible programs and courses, and takes place in the form of online instruction via the Internet and hybrid courses. IECC provides academic and learning resources, student support services, technical and administrative support, for all forms of distance-delivered programs and courses.

IECC will continue to provide flexible, accessible, and quality programs and courses to students who desire an alternative deliver method for learning as well as foster effective and reliable student and faculty support services for distance delivery education. The 2015 Distance Delivery Education Plan has been updated and revised to continue to effectively respond to the needs of the students and communities we serve.

I ask the Board's approval of the 2015 Distance Delivery Education Plan.

TLB/rs

Attachment

# **Illinois Eastern Community Colleges**



## **Distance Delivery Education Plan 2015**

**Approved by the Distance Delivery Education Committee: April 2,  
2015**

**Approved by the Cabinet: April 8, 2015**

**Approved by Board of Trustees: April 20, 2015 (pending)**

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**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTANCE DELIVERY EDUCATION PLAN**

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**I. OVERVIEW**

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**A. Introduction**

Illinois Eastern Community Colleges have been offering online courses since 2001. Currently, IECC offers approximately 150 online courses taught by 60 full-time and part-time faculty. Over 250 online courses have been submitted for approval and development. There were 389 sections of online classes taught in Fiscal Year 2015.

**Online Course Enrollment  
IECC Fact Book 2015**

Illinois Eastern Community Colleges Online Course Enrollment					
Term	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Sections of Online Classes	372	386	341	347	389
Unduplicated Headcount	2,839	2,499	2,040	2,313	2,480

Source: IECC Citrix Banner Reports, IECC Fact Book; Unduplicated by term

The purpose of the Distance Delivery Education Plan is to provide an institutional strategy and financing structure to support and promote district-wide distance delivery opportunities. The plan outlines the required procedures, training, and support to assist faculty with distance delivery course and program development and to build peer-to-peer support for students' online learning. The Distance Delivery Education Plan provides increased direction and leadership for online instruction, including strategies and goals to help achieve the vision of IECC's Distance Delivery Education Program.

**B. Vision**

The vision of IECC's Distance Delivery Education Plan is to support an educational program that provides excellence in teaching, learning, public service, and economic development through high quality distance-delivered courses, programs, and services that respond to the needs of the students and the communities we serve. Distance-delivered learning is envisioned as an alternate delivery method utilized to achieve the overall mission of IECC.

**C. Mission Statement**

The mission of IECC's Distance Delivery Education Program is to provide students with excellence in instruction through high quality online courses, programs, and services.



## **D. Definitions**

Distance-delivered education at Illinois Eastern Community Colleges involves any formal approach to student learning in which the majority of instruction occurs while the instructors and learners interact synchronously or asynchronously through various technologies to facilitate the educational experience. Distance-delivered instruction responds to the needs and goals of students and faculty providing flexible, accessible programs and courses, and takes place in the form of online instruction via the Internet and hybrid courses. IECC provides academic and learning resources, student support services, technical and administrative support, for all forms of distance-delivered programs and courses.

### Online Courses

An online course is a course that has been specifically approved for delivery via the Internet, and is taught predominantly utilizing asynchronous instructional methods. Courses are 100% online if there are no scheduled face-to-face meetings and all instruction is via online communications and services. Traditional forms of face-to-face communications should be replaced with online communication tools such as email, chat, discussion boards, phone, and other tools. Courses may require face-to-face proctoring, digital signatures, photo ID's or other methods of identification to validate student identity for assessment.

### Hybrid Courses

A hybrid course combines online and traditional face-to-face classroom instruction to promote student learning. A designated percentage of the course is delivered face-to-face and the remaining percentage is delivered in the online environment. The online based portion of the course reduces the number of face-to-face contact hours. These face-to-face hours are instead replaced by online activities, assignments, and exams. The distribution of face-to-face and online requirements will vary based on the demands of a given curriculum. All hybrid courses will be required to be at least 50% traditional face-to-face with no more than 50% online.

### Learning Management System (LMS)

Learning Management System (LMS) refers to the software used by IECC for distance delivery. IECC currently uses Desire2Learn/Brightspace (D2L).

## **E. Higher Learning Commission Approvals and Definitions**

In May of 2007, IECC submitted a Request for Institutional Change: Degree programs offered through Distance Delivery Methods to the Higher Learning Commission (HLC). An on-site HLC Focus Visit was conducted at IECC on February 4-5, 2008. IECC completed the Readers' Panel review process and the recommendation to approve IECC's distance delivery program was considered at the Institutional Actions Council on June 23, 2008 and validated by the HLC's Board of Trustees. In July 2008, Illinois Eastern Community Colleges received notification from the Higher Learning Commission on their approval to extend IECC's accreditation to include distance delivery of seven online degrees.

In July of 2012, a Distance Delivery Confirmation Report on IECC's expansion of its distance-delivered offerings was developed and submitted to the Higher Learning Commission. On December 6, 2012, IECC received formal notification from HLC on the Institutional Actions Council approval of IECC's expansion of distance education up to 100% of total degree programs.

The Higher Learning Commission (HLC) uses the following definitions for the purpose of applying its policy on distance delivery to its accredited and candidate institutions:

- Distance-delivered **courses** are those in which all or the vast majority, typically 75% or more of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other.
- Distance-delivered **programs** are those certificate or degree programs in which 50% or more of the required courses may be taken as distance-delivered **courses**.

The following are the Federal definitions (2009) of distance and correspondence education:

**Distance Education:**

Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- (1) The internet;
- (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- (3) Audio conferencing; or
- (4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

**Correspondence education:**

- (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.
- (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) Correspondence courses are typically self-paced.

(4) Correspondence education is not distance education.

## **F. Strategies and Goals**

The following strategies and goals identify a broad category of tasks supporting the vision of the Distance Delivery Education Plan and address opportunities for improvement which complement IECC's Strategic Plan.

- Maintain a fully functional website with clear and easy access to all institutional courses, programs, and support services with technology that is universally accessible to all persons to ensure compliance with the Americans with Disabilities Act.
- Provide training and technical support for students, faculty and staff.
- Provide adjunct faculty training and incentives to improve faculty involvement, expertise and quality.
- Provide training and support initiatives for new faculty.
- Maintain access to comprehensive online student support services including college orientation, admissions and registration, financial aid, bookstore services, LMS, grades and other online support services.
- Maintain established standards and criteria for distance-delivered courses to ensure quality and consistency.
- Maintain analysis of the Help Desk services and availability to meet student and faculty needs for distance delivery.
- Maintain, evaluate, and improve online tutorial services as determined by Help Desk feedback, student surveys, and faculty input.
- Apply and maintain assessment of student learning between the face-to-face and distance delivery environment.
- Implement the Quality Matters Rubric to online and hybrid courses as new courses are developed and modified.
- Monitor and adjust online course tuition and fees as necessary.
- Establish and build partnerships between IECC and high schools, colleges, businesses, and governmental agencies to share information and to support distance- delivered education and career development.
- Define distance-delivered course scheduling services.
- Expand distance-delivered courses and programs by determining the demand for these courses from the student, employer, community, and market perspectives.

## **G. Target Population**

Currently, the majority of online students are from within the regional area. IECC continues to develop and provide additional distance delivery courses to accommodate scheduling and transportation needs of students within the IECC service area. However, declining local populations, social and economic changes, and student demand for online and hybrid courses are requiring IECC to re-shape the delivery of education in ways that reflect the needs of the community and the broader education marketplace and working environment.

## State Authorization Status

All U.S. States require post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states. Many of these state laws and regulations also apply to distance-delivered courses. As such, Illinois Eastern Community Colleges (IECC) division of online/distance education programs must be authorized in certain states prior to offering fully online courses and programs to students in those states. The purpose of this approval process is to comply with any state authorization requirement applicable to IECC online/distance educational programs.

Below is a list of states IECC is approved to offer distance-delivered courses in.

Arizona	California	Colorado	Connecticut	Delaware
Florida	Georgia	Hawaii	Idaho	Illinois
Indiana	Iowa	Kansas	Kentucky	Louisiana
Maine	Michigan	Mississippi	Missouri	Montana
Nebraska	Nevada	New Hampshire	New Jersey	New Mexico
New York	Ohio	Oklahoma	Oregon	Rhode Island
South Carolina	South Dakota	Texas	Utah	Vermont
Virginia	Washington	West Virginia	Wisconsin	

**Important Note for Prospective Students:** If you are considering an academic program that leads to a professional license in your state, it is highly recommended that you first seek guidance from the appropriate licensing agency in your home state BEFORE beginning the academic program located outside your state.

## **H. Funding**

Funding strategies have been developed to assist IECC's Distance Delivery Education Plan to provide high quality online instruction and support for both students and faculty. The District regularly monitors and adjusts online course tuition and fees to assist with the cost and effectiveness of online delivery. Staffing and resource requirements for online education are incorporated into the District's budget and Strategic Plan. Total online hours, revenue, and expenses are presented below allowing IECC to project revenues and expenses for future online learning.

<b>Term</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
Credit Hours Generated	8,678	8,641	9,269
Revenue	1,491,624	1,551,662	1,651,131
Expense	1,468,220	1,467,489	1,618,762
Net Profit	23,404	84,773	32,369

## **I. Distance Delivery Education Committee**

The Distance Delivery Education Committee was established in 2003 and includes district-wide faculty, staff, and administration. The purpose of the committee is to assist, monitor, and evaluate the District's distance delivery courses. The Committee serves many functions including: reviewing online courses, evaluating online learning issues, monitoring distance delivery trends, making recommendations, and maintaining the Distance Delivery Education Plan. Commencing April 2012, term limits for faculty

members serving on the committee were set to a three-year term limit. The DDEC will select new faculty member(s) to the committee with the approval of campus Deans of Instruction.

## **J. Distance Delivery Education Committee Members May 2015**

### **District**

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

Alex Cline – Director, Information and Communications Technology

Jeff Gumbel – Coordinator, Web and Online Learning Services

Jane Frazier – Faculty (2013)

Carrie Hallam – IT Trainer

### **Frontier Community College**

Paul Bruinsma – Dean of Instruction

### **Lincoln Trail College**

David Carpenter– Dean of Instruction

Chuck Bennett – Information Systems Technician

Brandon Weger- Director, TRIO Upward Bound - East

Susan Polgar – Part-time Faculty (2015)

Vicky Bonelli – Director, Learning Resource Center

### **Olney Central College**

Jeff Cutchin – Dean of Instruction

Kristi Urfer – Faculty / Director of Online Learning

Logan Marshall - Faculty (2015)

John Kendall – Faculty (2015)

Carmen Jones – Faculty (2015)

### **Wabash Valley College**

Robert Conn – Dean of Instruction

Drew McMurray – Faculty (2015)

Diana Spear – Assistant Dean, Student Services

Scott Balding – Faculty (2015)

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## II. SUPPORT SERVICES

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### A. Faculty Support

Faculty support and training are provided at the colleges as identified below:

- Learning Management System (LMS) instruction and workshops
- Director of Online Learning
- Coordinator, Web and Online Learning Services
- Information Technology Trainer/Support
- Faculty and Staff Resource Technology Centers in libraries
- IECC Help Desk
- D2L online tutorials and iPad apps
- Email updates and suggestions with how-to instructions
- Center for Teaching & Learning (CTL) [www.iecc.edu/ctl](http://www.iecc.edu/ctl)
- Best Practices document
- Quality Matters (QM) course template located in D2L
- **Adobe Connect** is a fully hosted for Web Meetings, Webinars and eLearning

Additionally, a training template course is available in the LMS (D2L) to assist faculty with the structure of a course and how to effectively use the new LMS system.

### B. Student Support

Students new to online and/or hybrid courses are required to complete an introductory course, CIS 1104, Intro to Online Learning which prepares them for distance-delivered courses. Once enrolled in an online and/or hybrid course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, Help Desk, email, registration, transcripts, LMS, grades, online documentation, and other online student support services.

The following elements, information, and portal for online students is included on the IECC website [www.iecc.edu](http://www.iecc.edu).

- Online course schedules
- Course material requirements and acquisition options with contact information
- Student Services contact information for each college campus
- Learning Resource Centers (libraries) online resources
- CIS 1104 Intro to Online Learning information
- Definition of online courses
- Online instructors and technical support contacts
- Computer system requirements
- Frequently Asked Questions
- Bookstore information

### CIS 1104 Intro to Online Learning

CIS 1104 Intro to Online Learning is a course designed for students to learn the LMS System, how to access services, and determine if the online/hybrid learning environment is right for them. CIS 1104 is a fully online course available to faculty, students, and staff. The course provides an assessment of a student's skill and ability to effectively learn via courses instructed by distance delivery. Topics covered include evaluating a student's learning style, accessing audio and video components, and utilization of web based learning tools.

The course is free and offered at a variety of times for the student's convenience. Students are awarded 0.5 credit hours upon successful completion of the course.

Students who have completed online courses at other institutions may receive a waiver from the CIS 1104 requirement, based on student records verification. The College Dean of Instruction may waive the CIS 1104 requirement based upon faculty recommendation.

### IECC Help Desk

Students, faculty and staff are provided a wide range of technical support options. The first line of support relies on the IECC Help Desk. The Help Desk is accessible via phone, email, and online request form and is operated by the District IT Department. Normal hours of support are 8:00 a.m. to 4:30 p.m. Monday-Friday. Use of the online Help Desk Request form is recommended outside of those hours for evening and weekend support. To provide easy access to our students and faculty a link is available on every IECC website page, in the portal system, and next to every online course. Printed materials provided to students also contain a link to the Help Desk. Similarly, IECC has two Help Desk structures to track issues and resolutions in order to provide better service to the students and faculty. The Help Desk website is located at [www.iecc.edu/helpdesk](http://www.iecc.edu/helpdesk).

A Help Desk follow-up survey was established to gauge satisfaction rates and assessment of service and is one of our main objectives for Information Technology's Student First Initiative. This survey is tallied annually in an effort to monitor, adjust, review, and improve Help Desk performance. According to our survey results, 98% of the 198 students that submitted the survey indicated they were satisfied with Help Desk services.

## **C. Learning Resources and Services**

### Library Services

Online library services include a wide variety of resources online that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain websites and provide access to online electronic resources including e-books, articles, journals, magazines, and images via an authentication system. Some available research tools include CQ Researcher, Facts.com, EbscoHost Electronic Journals Service, AccessScience and American History Online. The library catalog may be accessed through each of the college websites or by direct URL [www.iecc.edu/library](http://www.iecc.edu/library).

Items may be requested online by using a current, valid/active library card and must be picked up at the library. A link to request a library card is available inside the Entrata portal. Library cards are mailed to online students. The IECC libraries are members of the Consortium of Academic and Research Libraries in Illinois (CARLI) which offers IECC students, faculty, and staff resource sharing of over 36 million items from 85 Illinois academic libraries. Library staff may be contacted via email for assistance at each at [www.iecc.edu/library](http://www.iecc.edu/library).

### Copyright Compliance

All Learning Resource Centers at IECC have a policy manual that contains current copyright policies. Additionally, IECC has created a web page regarding copyright for all four IECC library web pages at [www.iecc.edu/copyrightinformation](http://www.iecc.edu/copyrightinformation). The website includes links to multiple aspects of U.S. Copyright Law, Fair Use Checklist for faculty including a scenario and solution section of typical academic concerns and infractions showing what to do instead of violating copyright. Presentations covering copyright issues and Fair Use doctrine have been offered for faculty and staff at various workshops through IECC.

### Bookstores

Consistent approach for course material acquisition by students is set to ensure that all students regardless of location are provided the same method for obtaining books and/or related material required for a course. An online textbook ordering system has been established for each bookstore to provide convenient access to textbooks and other materials, the web page for all four IECC bookstores is at [www.iecc.edu/bookstore](http://www.iecc.edu/bookstore).

- Each bookstore maintains its online textbook ordering site with up-to-date book listings for the current and upcoming term. Special requirements or materials required for courses are provided.
- Each college lists bookstore contact information for students and provides steps for using the online book ordering system.
- Bookstores clearly list all pertinent book details such as title, author, ISBN, and price prior to class registration.
- Bookstores ensure that students know that unbundled textbooks are available and they can order component pieces as needed.
- Students are responsible to initiate contact with the providing college's bookstore to obtain required course material.
- Students are required to obtain course material in a timely manner, in relationship to the start date of each course.

All IECC bookstores were in compliance with the above HEOA requirement on Textbook Information and Cost Containment. Textbook information (ISBN, course materials, and cost information) is available to students when class schedules are released and prior to registration. Institutions were required to be in compliance with the Higher Education Opportunity Act of 2008, Section 112, on Textbook Information



and Cost Containment. As outlined, institutions were required to disclose in their course schedules, “to the maximum extent practicable,” the International Standard Book Number (ISBN) of every required and recommended textbook and supplemental materials and retail price information. Publishers are required to provide faculty with information on price, copyright dates of the three previous editions, any substantial revisions between a new edition and prior iterations, whether the textbook is available in any other format and at what price and to supply textbooks in bundled and unbundled formats.

### Student Services

Student Services information regarding all courses is accessible via the IECC website and Entrata portal [www.iecc.edu/services](http://www.iecc.edu/services).

- Course schedules
- Program requirements and outlines
- Registration, tuition, and fees
- Calendar
- Admission policies

*Distance Education Students Residing Outside of Illinois: Each state has its own approval process for out-of-state institutions offering distance education. While Illinois Eastern Community Colleges endeavors to offer all of its courses and programs to as wide an audience as possible, all IECC distance education courses and programs may not be available in all states. Currently, we do not offer distance courses and programs in the following states: Alabama, Alaska, Arkansas, District of Columbia, Maryland, Massachusetts, Minnesota, North Carolina, North Dakota, Pennsylvania, and Wyoming.*

*To check the status of programs available in a particular state, visit [www.iecc.edu/page.php?page=ADVI&nest=ONLL\\_STATE](http://www.iecc.edu/page.php?page=ADVI&nest=ONLL_STATE).*

Student Services contact information is readily available from all IECC webpages. Support is offered by means of face-to-face, phone, online request form, and email.

### Financial Aid

Financial Aid information regarding all courses is accessible through the IECC website and Entrata portal [www.iecc.edu/financial](http://www.iecc.edu/financial).

- FAFSA online application (Free Application for Federal Student Aid)
- Frequently Asked Questions (FAQ)
- Policies and standards
- Loans, grants, and scholarship details and applications
- College contacts
- Student rights

### Advising

The IECC online catalog and Academic websites are updated on a monthly basis with the IECC Catalog printed annually. Online programs are linked to current program or certificate brochures, course descriptions, and to IECC's bookstores where ISBN's are available for e-books and textbooks. Marketing and advertising of our distance delivery courses and programs are through various mediums, which is consistent with our traditional courses. Advising information regarding all courses is accessible via the IECC website and Entrata portal [www.iecc.edu/advisement](http://www.iecc.edu/advisement)

- IECC catalog
- Transfer options
- Advisor contacts
- Testing

### Tutoring

Tutoring services and contact information are listed on the main IECC website and in the Entrata portal system. Students can access tutoring via phone, online and face-to-face. Links to other tutoring resources are also listed for external services.

[www.iecc.edu](http://www.iecc.edu)

### Writing Labs

Distance learners needing assistance with the editing and revision of academic essays have access to IECC's O.W.L., the online writing lab available through D2L. The IECC O.W.L. has a discussion forum to ask a tutor questions, a drop box for submitting academic essays for review, and many other helpful tools to assist each student. Students can enroll by contacting the Learning Skills Center at their campus or their instructor.

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## **III. COMPLIANCE AND POLICIES**

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### **A. Secure Login and Pass Code**

IECC assigns a secure login and pass code to each student. All students registering for a course through our administrative system are assigned unique identification numbers, which correspond with a specific username for each student. Each student establishes their own password; all students are required to change their password semi-annually in the spring and fall semesters. Passwords must meet complex criteria and are stored with hash encryption.

### **B. Section 508 of the Federal Rehabilitation Act (ADA)**

IECC complies with Section 508 of the Federal Rehabilitation Act, the most prominent and accepted set of guidelines for accessibility. <http://section508.gov/Section-508-Of->

[The-Rehabilitation-Act](#). Desire2Learn/Brightspace maintains a high level of ADA compliance which can be found at [www.Desire2Learn/Brightspace.com/products/accessibility](http://www.Desire2Learn/Brightspace.com/products/accessibility).

### **C. IECC Appropriate Use of Information Technology Resources Policy (200.2)**

In pursuit of its mission to provide educational opportunities and public services to the colleges of southeastern Illinois, the Board of Trustees of Illinois Eastern Community Colleges ("IECC" or the "District") provides access to "information technology and resources" (as defined in IECC Policies and Procedures 200.2) for students, faculty and staff members and other authorized users within institutional priorities and financial capabilities.

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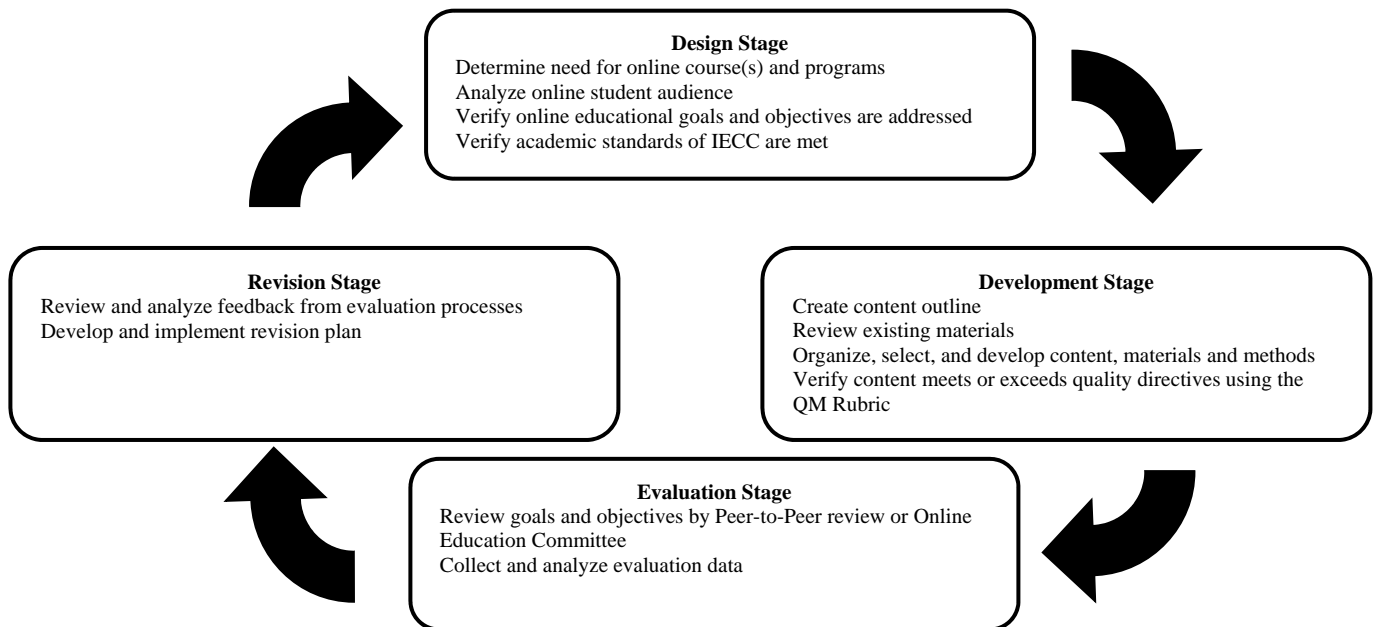
## IV. PROCEDURES

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### A. Online Course Development Process

IECC's Online Course Development Process provides a framework for systematically planning, developing, and adapting courses, instruction, and programs based on student learning needs and requirements. All approved courses, certificates and Associate Degree programs must flow through an approval process. The Online Course Development Process has four basic stages:



Instructors interested in teaching online courses need to evaluate their ability to instruct online based on the quality directives listed in Section D. Instructors who meet the quality directives must complete and submit to their College Dean of Instruction the Online Course Approval Form for Online Courses.

Advanced approval by the CEO is required to receive compensation for developing and teaching an online course. The Online Course Approval Form is located on the IECC Intranet page.

### B. Online Course Development Compensation

As indicated by the current Memorandum of Agreement between the Board of Trustees of Illinois Eastern Community Colleges, District 529 ("Board") and the Illinois Eastern Community Colleges Education Association, IECCEA-NEA ("Association"), the Board and the Association hereby agreed to the following Online Course Compensation:

To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, and then a one-time stipend of Three Hundred Fifty Dollars (\$350.00) per load hour, in addition to the faculty member's regular salary, will be paid to such faculty member the first time he or she teaches the course. When the same faculty member teaches the course on subsequent occasions, then no stipend or additional compensation shall be paid.

### Online Course Inactivity

Developed Online Courses will be considered "inactive" if that course has not been offered for four consecutive semesters, including summer. A list of inactive courses is provided to the Dean of Instruction annually for review to see if another campus or instructor would like to offer the course. A course listed as inactive may be redeveloped by any college faculty member by submitting an Online Course Approval Form. The standard approval process will then be followed. The Online Course Compensation agreement listed above will apply to the approved faculty for redevelopment, if that faculty member has not received stipend compensation in the past for that specific course development.

### **C. Criteria for Online Courses**

A course is considered an "Online Course" when it meets or exceeds the following criteria:

- One hundred percent of course content is online, including tests, handouts, and presentations, excluding textbooks and/or other physical materials, proctored testing, and requires students to log in and complete online assignments at least 3-4 times per week.
- The course has been reviewed at least one month prior to the start date. College Deans, peers and/or Distance Delivery Education Committee member(s) review content for adaptability to online format and for quality control. Courses not containing the required elements or minimal content will be noted to the College Dean as an unacceptable online course and will be returned to the instructor for revision and resubmission. The College Dean determines the dates the course will be offered online. Courses are subject to an initial review prior to being offered and a full review after the course is active, and as needed.
- Desire2Learn/Brightspace (D2L) is the Learning Management System utilized for online courses.
- Support is the responsibility of the individual faculty member.
- Tools and content necessary for an online course are listed below. These are used as guidelines, depending on subject area, not all courses will utilize each tool listed.
  1. Email
  2. Syllabus
  3. Discussion board or other communication tools
  4. Content module or other resources

5. Dropbox for posting assignments
  6. Clearly defined goals and outcomes, if not specified in syllabus
  7. Assessment, if used, should be done online via assessment tools or by proctored delivery
  8. Content formats should be standard programs such as Word, HTML, PDF, or RTF
  9. Instructor contact and office hour information
  10. Technical support contacts
- Online instruction utilizes the learning methods listed below:
    1. Reciprocal teaching through a dialogue between teachers and students regarding segments of course content. The dialogue is structured by the use of four strategies: summarizing, question generating, clarifying, and predicting.
    2. The Learner-Centered atmosphere facilitates the exploration of meaning. Learners must feel safe and accepted. They need to understand both the risks and rewards of seeking new knowledge and understanding. New meaning should be acquired through a process of personal discovery.
    3. Active learning encourages active participation for the construction of knowledge by placing students in situations which compel them to read, speak, listen, think deeply, and write. Active learning puts the responsibility of organizing what is to be learned in the hands of the learners themselves, and ideally lends itself to a more diverse range of learning styles.
    4. Higher level thinking skills are emphasized including: analysis, synthesis, and evaluation.
    5. Promotion of group collaboration and cooperative learning is encouraged.

#### **D. Quality of Online Instruction**

Online instruction requires dedication to detail and quality content. Instructors should evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems.

The core standards of an online course should address the areas identified below:

- provide for reciprocal teaching,
- be learner-centered,
- encourage active participation and knowledge construction,
- be based on higher level thinking skills of analysis, synthesis, and evaluation,
- promote active learning,
- allow group collaboration and cooperative learning,
- provide multiple levels of interaction,
- focus on real-world problem solving.

Quality online instruction will adhere to the criteria noted below:

- Courses offered online will adhere to the same high quality standards as required by courses offered in the traditional face-to-face classroom.
- Online courses will be reviewed by the Distance Delivery Education Committee or peer-to-peer review for quality, content, and to verify the core QM standards have been met.
- Online course instructors will satisfy the Illinois State Board of Education requirements, the educational and professional standards and requirements of the Higher Learning Commission, the Illinois Community College Board, and Illinois Eastern Community Colleges and as mandated by the Illinois Articulation Initiative for IAI-applicable courses.
- Online instructors should have at least one semester of traditional face-to-face or hybrid course teaching experience prior to developing and implementing an online course.
- Online instructors are encouraged to contact the Information Technology Department or Director of Online Learning before setting up a new course.
- Online instructors are encouraged to register for CIS 1104, Intro to Online Learning, to experience online learning from the students' perspective.
- Online instructors are encouraged to participate in D2L and QM training offered by the district or other institutions providing formal training.
- Problems, concerns, and other issues shall be handled in accordance to policies and standards in place for traditional courses.

#### **E. Quality Matters Rubric Program**

In January 2014 IECC joined the Quality Matters Program for Higher Education and Agencies. The Quality Matters Program is a nationally recognized, faculty centered peer review process designed to certify the quality of online courses and components. Colleges and universities across and beyond the U.S. use the tools in developing, maintaining, and reviewing their online courses and faculty training. The QM rubric has been developed for online and hybrid courses and programs. The rubric creates standardized modules with time estimate standards tying all course and program outcomes and objectives to HLC criteria. The QM rubric offers a roadmap for aligning course outcomes, assignments, unit objectives, performance criteria in each module.

Quality Matters is faculty driven through peer-to-peer review. The process is a continual self-review process of teaching for faculty providing for feedback and therefore improving each other's hybrid and online courses which in turn will provide an improved learning experience for our students. Master course templates with time estimate standards and learning outcomes identification will be created within each course. Courses will be structured with a student centered and friendly format. With the implementation of QM, a process for continuous improvement is the framework for quality assurance efforts and provides professional development for faculty making the transition into distance education.

## **F. Review and Course Approval**

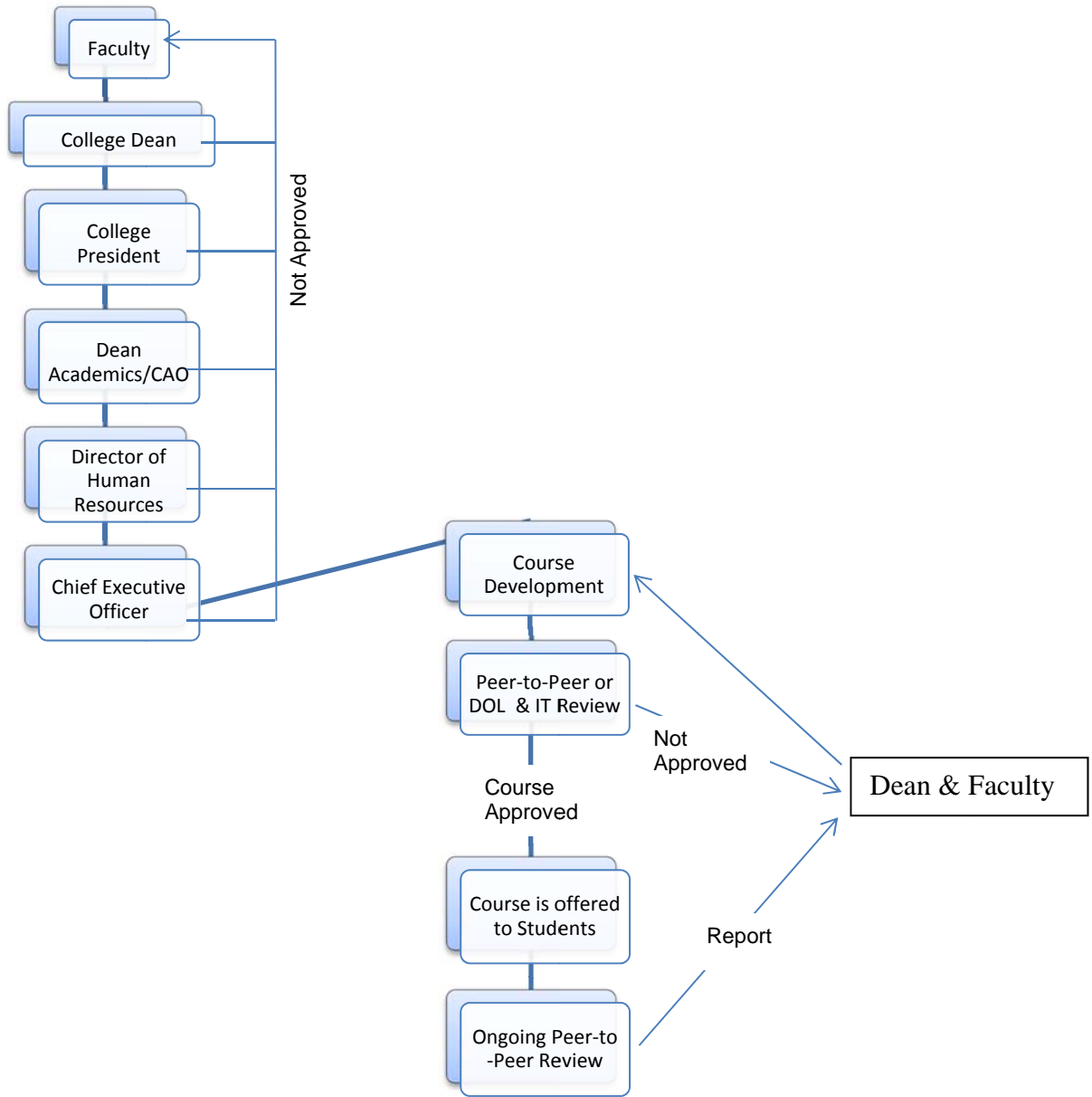
To ensure that an online course meets IECC's definition, content, and quality, a review process has been developed. Online courses are reviewed at least one month prior to the course start date by a subset of the DDEC or peer-to-peer review for initial readiness. Courses not containing the required elements or low content are not approved as acceptable online courses. Courses not meeting the criteria can be resubmitted for subsequent review and evaluation. Courses are evaluated at various stages as noted below.

- Design stage
  1. Determine need for online courses and programs
  2. Analyze student audience
  3. Need/value evaluated against face-to-face courses
- Development (pre-student)
  1. Outline content using QM Rubric
  2. Ensure course meets or exceeds Definition and Quality directives
  3. Course is reviewed through Peer-to-Peer and/or Distance Delivery Education Committee for approval
- Post student
  1. Content/value evaluation based on student post evaluation survey
  2. Continued faculty self-review to meet QM standards

The review and course approval process is outlined on the following page.



# Process for Requesting Distance-Delivered Course by Faculty



### **G. Online Course Ownership**

College or joint ownership of inventions and/or materials developed or prepared by an employee exists when any one, or a combination, of the following conditions applies:

- When the invention and/or material bear a direct relationship to, or is made or developed in connection with the employee's duties and responsibilities as an employee of the Board.
- When the invention and/or material is made or developed with a contribution of college facilities, equipment (owned or rented), materials, funds, information, or of time and services of full-time faculty members and/or students.
- When the invention and/or material is made or developed in performance of college commissioned projects including private and government sponsored grants by the college.

Online courses developed by faculty meet all three conditions above and therefore are owned by the District.

### **H. Class Size and Loads**

Class size and instructional load is determined by the College Dean, in consultation with the instructor. Additionally, decisions about the number of online sections an individual faculty member may teach each term are made by the College Deans.

### **I. Required Logins and Response Time**

Faculty members teaching online courses are expected to login regularly and frequently with enrolled students. Faculty members should respond to student questions within 48 hours. The number of logins required to provide the student with a quality learning experience will be determined by the Dean of Instruction. Such criteria include assessment of the difficulty of the course content, the credit hours involved, the course length, the number of students enrolled in the course and such other factors determined by the Dean of Instruction to be required. Logins are monitored via a report accessible to the Dean of Instruction.

### **J. Student Complaint Policy**

The Student Complaint Policy [www.iecc.edu/studentcomplaint](http://www.iecc.edu/studentcomplaint) applies to all formal student complaints at Illinois Eastern Community Colleges, except for complaints regarding sexual harassment or student readmission petitions (page 29-20 in the 2014-2015 College catalog). Traditional face-to-face and online students must follow the steps outlined in the catalog for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect the student.

### **K. Student Survey**

Two weeks prior to finals week each semester an online survey is activated for each online course which a student is enrolled. This survey addresses a wide range of issues regarding the student's online experience. The purpose of the survey is to

gauge the student experience and gather pertinent comments. Survey results are made available to Deans, faculty and Distance Delivery Education Committee. Faculty will receive survey results four weeks after the completion of the semester in an anonymous format.

#### **L. Student Step-by-Step Process**

Step-by-Step process to take an online course is listed below:

1. Assess if a desired course is offered online.
2. Assess personal and technical abilities as well as the time commitment necessary for success in online education.
3. Complete the online application form, including email contact information, and pay applicable fees as necessary.
4. Receive notification from Student Services via email or mail at which time:
  - a. Student may be required to provide verification of ASSET, COMPASS, ACT or SAT testing.
  - b. Student may be required to complete placement testing.
  - c. Student may need to verify prerequisites for particular courses have been met.
  - d. New online students will be required to take *CIS 1104 Intro to Online Learning*.
5. Registration may occur by calling Student Services once all conditions above are met.
6. After registration, the student is typically given their Entrata information with registration whether in person, by mail, or at student orientation. They also have the option to obtain this information by contacting the Help Desk.
7. Within seven days of course registration the student will be required to pay tuition or a student may be registered into a course and billed for the expenses. Students electing the second option will have a specified number of days to make payments or receive approval of other financial arrangements. Students must adhere to the registering college's tuition and fee payment policies. Payment may be made in person, by mail, or by credit card by phone or on Entrata.
8. Students should contact the offering college's bookstore or the online textbook ordering system to acquire, if any, course materials for a particular course. If more than one course is being taken, the student is responsible for contacting each of the offering institution's bookstores for course material. Course material requirements will be provided on the website.
9. Once registered, the student will be contacted by email or mailed letter providing directions to proceed within each registered course. Online instructors for each registered course will be responsible for posting course information on the Student Information System-Entrata. Students, in general, will be contacted one week prior to the start date of the online course. CIS 1104 students will be contacted within a week of registration in the course.
10. Students in CIS 1104 will be notified online or via email of either their completion of the course or additional requirements needed to satisfy completion requirements.

CIS 1104 is to be completed PRIOR to registering for any other online course.  
11. Final class grades must be accessed online via the IECC Entrata portal as are grades for traditional face-to-face classes.

#### **M. Online Course Instructions for Students by Faculty**

- Online instructors are responsible for posting the following course information online.
  1. course prefix/number, title, and course reference number (CRN)
  2. instructor name, contact address, email address, and phone number
  3. course materials requirements
  4. login directions and credentials, if needed
- Online instructors are responsible for maintenance of the course content to ensure it continues to meet identified standards.
- Online instructors address all issues concerning content questions and redirect all technical issues to the IECC District Office Information Technology Department.

#### **N. Learning Management System (LMS)**

- The Information Technology Department (IT) is responsible for the district wide LMS, currently Desire2Learn/Brightspace (D2L). Budgeting for servers and maintenance of those systems are part of the District's Technology Plan. We have achieved a high availability level of 24/7/365 with very limited down time for upgrades only. This provides faculty and students with access to the LMS during times convenient for them. Full back-ups are completed daily and stored off site by the vendor, D2L. In addition, faculty may backup their course for their own archive and use.
- Desire2Learn/Brightspace LMS is a hosted system located at the vendor site.

When scheduled maintenance, upgrades or outages occur notification takes place via online postings in the District's portal and/or email notifications are sent and/or postings are placed on the District's main website. Timelines for major upgrades or new systems are posted and distributed in various electronic formats well before action is taken.

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## **V. Assessment and Evaluation**

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### **A. Assessment of Student Learning**

IECC is committed to high academic standards and to the assessment of student learning outcomes and academic achievement. In an effort to help faculty organize and maintain assessment reporting, IECC utilizes Compliance Assist and Baseline. Both programs help with strategic planning program review, learning and posting outcome assessment results, and preparation for HLC accreditation. Baseline provides an integrated, coordinated, and comprehensive assessment approach which can be used by all faculty and staff desiring to create a survey.

IECC participated in the HLC Academy for the Assessment of Student Learning focusing on student learning and designed to build institution-wide commitment to assessment of student learning. IECC's Students First! Assessment Initiative and academy participation is working to ensure that assessment is multi-level, multi-dimensional, and directly applies to all instruction. Assessment of student learning outcomes in distance-delivered courses does not differ substantially from traditionally taught courses and is being integrated into IECC's overall assessment of student learning. Results of the assessment of student learning drive changes that promote quality in instruction and success in student learning. Faculty that assess, review, and evaluate courses teach both face-to-face and online with consistent learning criteria and course objectives/outcomes.

The Desire2Learn/Brightspace (D2L) LMS offers a variety of assessment and reporting options. Reports, rubrics, and learning outcomes are all features IECC is exploring in D2L to assess student learning and incorporate those results into Compliance Assist.

In 2013, IECC purchased Turnitin, a leading academic plagiarism checker technology for teachers and students. Turnitin is now integrated with D2L to offer a seamless connection between the two products. Turnitin is another tool expanding our validation check capabilities for all face-to-face, hybrid, and online courses. The software provides online plagiarism detection, grammar check, with grading tools allowing faculty to electronically review, comment and mark-up student work.

### **B. Evaluation of Online Faculty**

The evaluation of online faculty follows the same process as currently established by IECC for face-to-face instruction. Any faculty member's class/course may be visited by the Dean of Instruction. The Faculty Evaluation Form used by administration is located on the forms page of the IECC Intranet.

### **C. Evaluation of the Distance Delivery Education Plan**

The Distance Delivery Education Plan is a dynamic process that adapts to changes in technology, student needs, occupational demands and community and economic assessments. Evaluation of the Distance Delivery Education Plan is done through the Distance Delivery Education Committee. Assessment data that is compiled through student and faculty surveys and trends noted in community, occupational and economic development will be considered in improving the Distance Delivery Education Plan. The Plan continues to be driven by quality in instruction and delivery, student, faculty and community needs, community requirements, economic development, technology availability and the global educational market.

**Agenda Item #12C**

**Miscellaneous Fees Revisions**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Miscellaneous Fees

I recommend the Board's approval of a new Student ID Replacement Fee and discontinuing the Late Registration and Course Drop/Add fees effective immediately.

**Miscellaneous Fees\* (page 37 of IECC catalog) – Effective Immediately**

Student ID Replacement Fee .....	\$5.00
<del>Late Registration Fee.....</del>	<del>\$5.00</del>
<del>Course Drop/Add Fee .....</del>	<del>\$1.00/per course</del>

TLB/rs



**Agenda Item #12D**

**Gunsmithing Program Course Fees**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Gunsmithing Program Course Fees

The Gunsmithing Program has expanded and the cost associated with the courses has increased. The Cabinet has approved a cost recovery fee to each of the following classes in the program. If the Board approves these fees, District students would be able to pay for them with their financial aid or veterans' benefits.

GNS 1201	Gunsmithing I
GNS 1202	Gunsmithing II
GNS 1203	Bench Metal
GNS 2201	Gunsmithing III
GNS 2202	Gunsmithing IV
GNS 2206	Alternative Finishes
GNS 2215	Metal Finishing

I ask that the Board approve a \$15.00 cost recovery fee for each of the listed courses effective Summer Term 2015.

TLB/rs

**Agenda #12E**

**Addendum to Articulation Agreement with McKendree University**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Addendum to Articulation Agreement with McKendree

Illinois Eastern and McKendree University have an articulation agreement in place on a Bachelor of Science Degree in Nursing offered by McKendree University. This existing agreement has been very successful. McKendree has now offered a 10% discount on their tuition for students who attend pursuant to this agreement. The only requirement is that the students remain continuously enrolled at McKendree.

I ask the Board's approval of this addendum to the existing IECC/McKendree University Bachelor of Science Degree in Nursing agreement.

TLB/rs

Attachment

**Addendum B**  
**Illinois Eastern Community Colleges Associate in Applied Science Degree in Nursing  
and McKendree University Bachelor of Science Degree in Nursing**

***Tuition Guarantee***

Effective fall 2015, Illinois Eastern Community College nursing students who enroll in McKendree University's Bachelor of Science Degree in Nursing program will be granted a 10% discount per credit hour. The 10% discount will be based on continuous enrollment of the student in McKendree University's Bachelor of Science Degree in Nursing program.

**SIGNATURES:**

_____ Nursing Division Chair McKendree University	_____ Date	_____ Associate Dean of Nursing and Allied Health Illinois Eastern Community Colleges	_____ Date
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_____ Provost McKendree University	_____ Date	_____ Chief Executive Officer Illinois Eastern Community College	_____ Date
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_____ President McKendree University	_____ Date	_____ Chairman Board of Trustees Illinois Eastern Community Colleges	_____ Date
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**Agenda Item #12F**

**Athletic Training Service Agreement – FCC**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Athletic Training Service Agreement – FCC

The NJCAA is developing new guidelines concerning the provision by community colleges of athletic training services at community college sporting events. Normally, such services are provided by nearby hospitals.

Frontier Community College desires to contract with Wabash General Hospital (WGH) for athletic training services including pre-game taping, athletic training coverage, fitness and medical assistance services in connection with the school's athletic program. The major requirement is to have an athletic trainer attend the school's home athletic events throughout the school year.

As compensation for these services, WGH has requested that Frontier provide donations to help cover costs but a set amount has not been determined and will be requested by WGH on a good faith basis.

The agreement shall last for one year (June 1, 2015 to June 2, 2016) and can be terminated with 90 days' notice by either party.

I ask the Board's approval of this agreement between Frontier and Wabash General Hospital.

TLB/rs

Attachment

## AGREEMENT

THIS AGREEMENT (“Agreement”) made this 1st day of March, 2015, by and between, Illinois Eastern Community Colleges/Frontier Community College, an Illinois school, located at 2 Frontier Drive, Fairfield, Illinois 62837 (hereinafter referred to as “School”), and Wabash General Hospital. (Hereinafter referred to as “Contractor”) an Illinois entity having its principal office located at 1418 College Drive, Mt. Carmel, Illinois 62863.

### BACKGROUND:

WHEREAS, the School, desires certain athletic training services, including but not limited to, pre-game taping, athletic training coverage, fitness and medical assistance services performed in connection with the school’s athletic program.

WHEREAS, Contractor has agreed to perform such services on behalf of School under terms and conditions as set forth in this Agreement.

School desires to retain and engage contractor to provide such healthcare personnel to perform such services and contractor agrees to provide personnel to perform such services upon terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties, intending to be legally bound, and in consideration of the mutual covenants and agreements herein contained, do hereby agree as follows:

- I. DESCRIPTION OF WORK. Contractor agrees to furnish trained healthcare personnel to perform all labor services as set forth in Exhibit “A” attached here to and to cause athletic trainers to attend those events as set forth in Exhibit “B” attached hereto.
  
- II. CONTRACTOR’S DUTIES AND RESPONSIBILITIES. During the term (as defined in Paragraph V. A., below) Contractor shall cause an athletic trainer to attend the school’s home athletic events throughout the school year on an as needed basis. In addition, the Certified Athletic Trainer may travel to away events (for which Contractor and School shall be given advance notice). In the event there are two home athletic events scheduled at the same time, the supervising physician will decide, and notify Contractor and School in advance, whether the Certified Athletic Trainer shall divide his/her time between the athletic events or whether



the Certified Athletic Trainer shall only attend one of the events, or whether a second athletic trainer is needed for coverage. When the Certified Athletic Trainer is attending School's athletic events, the Certified Athletic Trainer will not be available at the training room of the School, and contractor shall not be requested to provide an additional athletic trainer at the athletic training facility for such period of time. The parties understand and recognize that the position of Contractor is a part time position as independent contractor. That is, that the hours for the Certified Athletic Trainer shall be determined by the Contractor on an as needed basis for an average of 15 hours per week not to exceed 6 days per week. In addition, the maximum number of hours of services to be performed by Contractor and/or its personnel pursuant to this agreement for each school year shall be 1500 hours.

III. SCHOOL'S DUTIES AND RESPONSIBILITIES. During the Term, School shall be responsible for providing those items as listed on Exhibit "C" attached here to as may be amended from time to time and shall be responsible for all costs and expenses connected to this coverage.

A. Facilitate communication and flexibility between School, Coaches, and Contractor.

B. Designate an individual (Athletic Director) to directly monitor and evaluate compliance of the Contractor.

IV. COMPENSATION. For all services rendered by Contractor pursuant to this Agreement, the school is asked to provide donations throughout the year to help cover costs. A set donated amount is not determined; it is requested on a good faith basis.

V. TERM AND TERMINATION

A. Term. The term of this Agreement shall be for a one (1) year period commencing June 1, 2015 and ending on June 2, 2016 unless otherwise terminated by either party in accordance with Paragraph V.B, below.

B. TERMINATION. Notwithstanding anything herein contrary, either party shall have the right to terminate this Agreement, with or without cause, by giving at least 90 days prior written notice to the other party; and upon expiration of such ninety (90)

day notice period, this Agreement shall be terminated and all obligations, duties and responsibilities of the parties shall cease.

- VI. INDEPENDENT CONTRACTOR. It is hereby understood and agreed that Contractor, in performing the services pursuant to this Agreement, is acting in the capacity of an independent contractor. Contractor represents and warrants that it and its employees and independent Contractor are not agents, servants, partners, nor employees of Schools. Contractor shall be solely responsible to pay its own federal, state, and local withholding taxes and any and all other payments including payroll related taxes incurred by Contractor in the performance of the services hereunder. None of the benefits provided by School to its employees, including but not limited to worker's compensation insurance, disability insurance, medical insurance, and employee insurance are available from School to Contractor and/ or any and all of Contractor's agents, servants, and employees. Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf of or in the same of School or to bind School in any way whatsoever.
- VII. INSURANCE. During the term, Contractor agrees to carry worker's compensation insurance and professional liability insurance coverage. All such insurance coverage shall be underwritten by insurance companies authorized to do business in State of Illinois. Contractor shall furnish School with copies of such insurance coverage certificated by the earlier of the commencement of services provided under the Agreement, or within ninety (90) days of such request by school. The amount of professional liability insurance coverage maintained by the Company shall be at least one million dollars per event and three million dollars in the aggregate. The school indemnifies the hospital against any claims for actions of the student assistants. If a school representative authorizes a student to participate in activities against the medical advice of Wabash General Hospital's Certified Athletic Trainer or Supervising Physician, the contractor will not be liable for any damage resulting from participation. In addition, if an understanding of mutual obligations to the athletes' health and wellbeing cannot be met the Contractor reserves the right to terminate this contract without notice.

VIII. NOTICE. Any notice required to be given hereunder shall be sufficient if in writing and delivered by hand, by overnight courier, or if sent by certified or registered mail, return receipt requested, to the parties at the following addresses:

If to School:

Frontier Community College

Illinois Eastern Community Colleges

2 Frontier Drive

Fairfield, Illinois 62863

If to Contractor:

Wabash General Hospital

Attn: J. J. Purvis, CEO

1418 College Drive

Mt. Carmel, Illinois 62863

All notices shall be deemed to have been given (a) on the day if hand delivered, (b) on the day following the date given to a nationally recognized overnight courier service or (c) three (3) days following the date deposited with the U.S. Postal Service.

IX. ENTIRE AGREEMENT; NO MODIFICATION This Agreement contains the entire understanding between the parties hereto and supersedes all prior agreements, understandings, and representations, warranties, and / or covenants, whether written or oral, between the parties regarding the subject matter. This Agreement may not be changed, amended, or modified except by written executives by both of the parties to the Agreement.

X. GOVERNING LAW. This Agreement shall be governed by, constructed and enforced in accordance with the laws of the State of Illinois. Any suit or action filed to enforce or contest any provision of this Agreement, or the obligations imposed shall be brought and prosecuted in a court of competent jurisdiction sitting in the State of Illinois.

IN WITNESS WHEREOF, the parties hereto have to set their hands and seals that day and year first above written.

Illinois Eastern Community Colleges/Frontier

By: \_\_\_\_\_

TITLE: \_\_\_\_\_

Wabash General Hospital

By: \_\_\_\_\_

TITLE: \_\_\_\_\_

## EXHIBIT "A"

To the Agreement by and between Wabash Valley College ("School") and Wabash General Hospital ("Contractor").

### SERVICES

1. A Board Certified and Illinois licensed Certified Athletic Trainer employed by Wabash General Hospital will be available to provide athletic training services to the School on a PRN scheduled basis.
2. The Agreed upon services will include evaluation and treatment of injuries sustained by School's student during school athletic events, application of first aid and recommendation for exercise or physical measures for injuries under the direction, supervision and review of Karsten Slater, MD.
3. The Certified Athletic Trainer will advise the school on inventory status, requisitioning of supplies (i.e. tape, pre-wrap, etc.), and or facility management.
4. The Certified Athletic Trainer will keep accurate records of all athletic injuries reported by school students as occurring during school athletic events and all rehabilitation procedures administered by Certified Athletic Trainer. The Certified Athletic Trainer will also prepare reports on all athletic injuries sustained by school students during school events for the nursing and athletic offices as may be requested.
5. In cooperation with the Athletic Director and staff, the Certified Athletic Trainer will develop and distribute to Athletic Director, Nurse, and Coaches the following information: location of emergency phone and phone numbers.
6. Inspect and take inventory of all the medical kits prior to the beginning of each season.
7. Provide coordination between injured athletes, coaching staff, and team or family physician.
8. The Certified Athletic Trainer shall report directly to the Athletic Director and in his or her absence to the Assistant A.D. or his/her designee when on site. However, for clinical purposes the Certified Athletic Trainer will report directly to the supervising physician.
9. The Certified Athletic Trainer may be requested to speak for educational programs in the School.
10. The Certified Athletic Trainer shall notify the Athletic Director or his/her designee if an unforeseen circumstance arises that requires cancelation of coverage for a scheduled event.
11. The Contractor will host Saturday morning injury clinics through the fall season to accommodate Friday night injured players from all sports.
12. The Certified Athletic Trainer will have office hours at Fairfield High School for Frontier players at least three days a week.

EXHIBIT "B"  
EVENT COVERAGE NEEDS

1. Coverage of scheduled home events at Frontier Community College. The Athletic Trainer in collaboration with the Supervising Physician will dictate which event is to be covered if there are two simultaneous events.
2. May cover away games for Frontier Community College, as needed.

EXHIBIT "C"  
DUTIES AND RESPONSIBILITIES OF SCHOOL

1. To provide accurate insurance and demographic information as well as complete injury forms before scheduled treatment with Wabash General Hospital medical staff.
2. Facilitate communications and flexibility between School, Coaches, and Athletic Trainer and School Medical Staff.
3. Designate an individual (Athletic Director) to directly monitor and evaluate the compliance of the Certified Athletic Trainer with the duties and responsibilities as outlined above.
4. All School Holiday practice/game schedules which the Athletic Trainer is required to attend must be submitted to the Athletic Trainer thirty (30) days before the holiday.
5. All school practice/game schedules should be shared with the Contractor before the beginning of the school year.
6. Allocation of hours needed for each sport should be communicated to the contractor before the beginning of the school year.
7. School must notify all game/practice delays or cancellations to the Contractor when services are scheduled, within a timely manner.
8. Provide Contractor with contact information for coaches attending each event.





**Agenda Item #12G**

**Athletic Training Service Agreement – OCC**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Athletic Training Service Agreement – OCC

The NJCAA is developing new guidelines concerning the provision by community colleges of athletic training services at community college sporting events. Normally, such services are provided by nearby hospitals.

Olney Central College (OCC) wishes to enter into an agreement with Richland Memorial Hospital (RMH) to provide athletic training services. RMH would provide a certified athletic trainer from August 1, 2015 to May 31, 2016 for an average of 15 hours per week of coverage during the sports season with a total not to exceed 660 hours of coverage. RMH will provide education about injury prevention, a training supply budget and inventory, and provide a yearly summary of coverage provided.

OCC agrees to provide a schedule of events, pay the fees when due, provide supplies as allocated by the budget, maintain equipment, provide janitorial services, provide towels and laundering of towels, and provide transportation if services are required at away events. OCC agrees to pay \$6,000 for the 2015-2016 school year.

The agreement contains an indemnification clause that each party will hold the other party harmless from all non-negligent acts performed under this agreement.

I ask the Board's approval of this agreement between Olney Central College and Richland Memorial Hospital.

TLB/rs

Attachment

**RICHLAND MEMORIAL HOSPITAL ATHLETIC TRAINING SERVICE AGREEMENT  
WITH ILLINOIS EASTERN COMMUNITY COLLEGES/OLNEY CENTRAL COLLEGE**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 between Illinois Eastern Community Colleges/Olney Central College, hereinafter referred to as "District" and Richland Memorial Hospital hereinafter referred to as "RMH";

**WHEREAS**, RMH is a healthcare facility in the business of providing athletic training services in Richland County, Illinois; and

**WHEREAS**, District operates various athletic programs and desires athletic training services for District's student-athletes; and

**WHEREAS**, RMH desires to make such services available, on the terms and conditions hereinafter set forth;

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein contained, commencing with the date hereof, the parties mutually agree as follows:

1. RMH agrees to provide athletic training services to the District during the term of this Agreement and on the terms and conditions hereinafter set forth.

2. RMH agrees to:

a. Bill District directly for services rendered totaling Six Thousand dollars (\$6,000.00) for the 2015-2016 school year. RMH will bill in four installments of One Thousand and Five Hundred dollars (\$1,500.00) to be paid by District on October 15, 2015, December 15, 2015, March 15, 2016, and June 15, 2016.

b. Provide a Certified Athletic Trainer for Olney Central College from August 1, 2015 until May 31, 2016, as further set forth herein, with an average of 15 hours per week of coverage during the sport season. Totaling 660 hours of total coverage.

c. Provide event coverage as set forth in paragraph 3. Event coverage is ranked from highest risk sports with emphasis placed on home games and practice coverage.

3. Event Coverage

RMH will provide a Certified Athletic Trainer to the District on the following dates:

a. Daily coverage in the Athletic Training Room at Olney Central College from 12:00 p.m.-2:00 p.m. on days school is in session, excluding days evening event coverage is required.

4. RMH will:

a. Offer parent, student-athlete, and coach education about injury prevention,

nutrition, health and safety issues, drugs/steroids, and basic care.

b. Maintain athletic training supply budget and inventory, subject to District approval.

c. Yearly summary of athletic training coverage given to administration.

d. Follow any and all policies and procedures of the District.

e. Deliver all services hereunder in a reliable, consistent and professional manner.

f. Communicate on a regular basis with the District, and any District staff as directed, regarding the provision of services hereunder.

5. District agrees to:

a. Provide RMH a complete schedule of events which designates times, dates, and locations of events as soon as the schedule is available.

b. Pay the fees set forth in Paragraph 2(a) when due.

c. Provide RMH/Athletic Trainer with supplies (expendable and nonexpendable) as the budget allocates.

d. Provide for the maintenance and safety of equipment.

e. Provide janitorial service and maintenance of the Athletic Training Room (equipment cleaning is to be performed by the Athletic Trainer).

f. Provide towels and laundering of towels.

g. Provide biohazardous waste containers and removal of such waste.

h. Provide bus transportation if services are required at away events.

6. RMH and any Athletic Trainer are and shall remain an independent contractor in all matters involving the performance of its services under this Agreement. Nothing contained in this Agreement shall be deemed to constitute RMH or any Athletic Trainer as an agent, employee or partner of the District or a joint venture with the District.

7. RMH and the District agree to abide by all confidentiality laws, including but not limited to the provisions of the policies of the District; the Illinois School Student Records Act (105 ILCS 10/1 *et seq.*); the Family Educational Rights and Privacy Act (20 U.S.C. §1232 *et seq.*); and the Health Insurance Portability and Accountability Act ("HIPAA").

8. RMH shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

9. District shall defend, indemnify, and save RMH harmless from and against all losses, damages, claims, judgments, attorney's fees, expenses and liabilities whatsoever which may arise from or be claimed against RMH resulting from or arising in connection with the services furnished by RMH under this Agreement, unless said losses, damages, claims, etc., arose from the negligence of RMH, its employees or agents.

10. RMH shall defend, indemnify, and save District, its employees, administrators, board members and agents harmless from and against all losses, damages, claims, judgments, attorney's fees, expenses and liabilities whatsoever which may arise from or be claimed against District resulting from or arising in connection with the services furnished by RMH under this Agreement, unless said losses, damages, claims, etc., arose from the negligence of District, its employees or agents. RMH shall maintain a minimum of \$5,000,000.00 in professional errors and omissions insurance on its employees at all times and provide proof of same to District upon request.

11. RMH shall not be liable to District or its student athletes if RMH, at any time, is unable to render the athletic training services hereunder, or is delayed in rendering such services because of any act or neglect of District or its employees or agents, or because of strikes, lockouts, labor disputes, shortage of supplies, equipment breakdowns, fire, act of God, unforeseen emergencies, or because of any other unavoidable casualty or cause beyond RMH's control.

12. This Agreement shall expire May 31, 2016, unless terminated earlier by either party giving the other not less than 30 days prior written notice.

13. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, but shall not be assigned by either party without written consent of the other.

14. This Agreement may be modified or amended from time to time by mutual Agreement of the parties and any such modifications or amendments shall be reduced to writing and shall be attached to and become part of this Agreement.

15. The Agreement has been approved by the majority of members of the Illinois Eastern Community Colleges Board of Education at a duly called public meeting.

In witness whereof, the parties have executed this Agreement in duplicate as of the day and year first above written.

Illinois Eastern Community Colleges/Olney Central College

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attest: \_\_\_\_\_

Richland Memorial Hospital

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attest: \_\_\_\_\_

**Agenda Item #12H**

**Athletic Training Service Agreement – WVC**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Athletic Training Service Agreement - WVC

The NJCAA is developing new guidelines concerning the provision by community colleges of athletic training services at community college sporting events. Normally, such services are provided by nearby hospitals.

Wabash Valley College (WVC) has developed an agreement with Wabash General Hospital (WGH) to provide athletic training services including pre-game taping, athletic training coverage, and fitness and medical assistance services in connection with the school's athletic program. WGH will provide an athletic trainer to each home athletic event throughout the year and may travel to away events. The hours for the trainer shall be determined by WGH on an as needed basis for an average of 30 hours per week and for a maximum number of hours of 1500 during each school year.

Wabash agrees to pay WGH \$1000 for these services and WGH may ask for additional donations during the year to help cover costs. The agreement shall last for one year (June 2, 2015 to June 1, 2016) and can be terminated by 90 days written notice by either party.

I ask the Board's approval of this agreement between Wabash General Hospital and Wabash Valley College.

TLB/rs

Attachment



## AGREEMENT

THIS AGREEMENT (“Agreement”) made this 16th day of March, 2015, by and between, Illinois Eastern Community Colleges/Wabash Valley College, an Illinois school, located at 2200 College Drive Mt. Carmel, Illinois 62863 (hereinafter referred to as “School”), and Wabash General Hospital. (Hereinafter referred to as “Contractor”) an Illinois entity having its principal office located at 1418 College Drive, Mt. Carmel, IL 62863.

### BACKGROUND:

WHEREAS, the School, desires certain athletic training services, including but not limited to, pre-game taping, athletic training coverage, fitness and medical assistance services performed in connection with the school’s athletic program.

WHEREAS, Contractor has agreed to perform such services on behalf of School under terms and conditions as set forth in this Agreement.

School desires to retain and engage contractor to provide such healthcare personnel to perform such services and contractor agrees to provide personnel to perform such services upon terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties, intending to be legally bound, and in consideration of the mutual covenants and agreements herein contained, do hereby agree as follows:

- XI. DESCRIPTION OF WORK. Contractor agrees to furnish trained healthcare personnel to perform all labor services as set forth in Exhibit “A” attached here to and to cause athletic trainers to attend those events as set forth in Exhibit “B” attached hereto.
- XII. CONTRACTOR’S DUTIES AND RESPONSIBILITIES. During the term (as defined in Paragraph V. A., below) Contractor shall cause an athletic trainer to attend the school’s home athletic events throughout the school year. In addition, the Certified Athletic Trainer may travel to away events (for which Contractor and School shall be given advance notice). In the event there are two home athletic events scheduled at the same time, the supervising physician will decide, and notify Contractor and School in advance, whether the Certified Athletic Trainer shall divide his/her time between the athletic events or whether the Certified Athletic Trainer shall only attend one of the events, or whether a second athletic trainer is needed for coverage. When the Certified Athletic Trainer is attending School’s athletic events, the Certified Athletic Trainer will not be available at the training room of the School, and contractor shall not be requested to provide an additional athletic trainer at

the athletic training facility for such period of time. The parties understand and recognize that the position of Contractor is a part time position as independent contractor. That is, that the hours for the Certified Athletic Trainer shall be determined by the Contractor on an as needed basis for an average of 30 hours per week not to exceed 6 days per week. In addition, the maximum number of hours of services to be performed by Contractor and/or its personnel pursuant to this agreement for each school year shall be 1500 hours.

XIII. SCHOOL'S DUTIES AND RESPONSIBILITIES. During the Term, School shall be responsible for providing those items as listed on Exhibit "C" attached here to as may be amended from time to time and shall be responsible for all costs and expenses connected to this coverage.

C. Facilitate communication and flexibility between School, coaches, and Contractor.

D. Designate an individual (Athletic Director) to directly monitor and evaluate compliance of the Contractor.

XIV. COMPENSATION. For all services rendered by Contractor pursuant to this Agreement, School will be charged \$1,000.00 for services. In addition, the school is asked to provide additional donations throughout the year to help cover costs. A set donated amount is not determined; it is requested on a good faith basis.

XV. TERM AND TERMINATION

C. Term. The term of this Agreement shall be for a one (1) year period commencing June 2, 2015 and ending on June 1, 2016 unless otherwise terminated by either party in accordance with Paragraph V.B, below.

D. TERMINATION. Notwithstanding anything herein contrary, either party shall have the right to terminate this Agreement, with or without cause, by giving at least 90 days prior written notice to the other party; and upon expiration of such ninety (90) day notice period, this Agreement shall be terminated and all obligations, duties and responsibilities of the parties shall cease.

XVI. INDEPENDENT CONTRACTOR. It is hereby understood and agreed that Contractor, in performing the services pursuant to this Agreement, is acting in the capacity of an independent contractor. Contractor represents and warrants that it and its employees and independent Contractor are not agents, servants, partners, nor employees of Schools. Contractor shall be solely responsible to pay its own federal, state, and local withholding taxes and any and all other payments including payroll related taxes incurred by Contractor in the performance of the services hereunder. None of the benefits provided by School to its employees, including but not limited to worker's compensation insurance, disability insurance, medical insurance, and employee insurance are available from School

to Contractor and/ or any and all of Contractor's agents, servants, and employees. Contractor has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf of or in the same of School or to bind School in any way whatsoever.

XVII. INSURANCE. During the term, Contractor agrees to carry worker's compensation insurance and professional liability insurance coverage. All such insurance coverage shall be underwritten by insurance companies authorized to do business in State of Illinois. Contractor shall furnish School with copies of such insurance coverage certificated by the earlier of the commencement of services provided under the Agreement, or within ninety (90) days of such request by school. The amount of professional liability insurance coverage maintained by the Company shall be at least one million dollars per event and three million dollars in the aggregate. The school indemnifies the hospital against any claims for actions of the student assistants. If a school representative authorizes a student to participate in activities against the medical advice of Wabash General Hospital's Certified Athletic Trainer or Supervising Physician, the contractor will not be liable for any damage resulting from participation. In addition, if an understanding of mutual obligations to the athletes' health and wellbeing cannot be met the Contractor reserves the right to terminate this contract without notice.

XVIII. NOTICE. Any notice required to be given hereunder shall be sufficient if in writing and delivered by hand, by overnight courier, or if sent by certified or registered mail, return receipt requested, to the parties at the following addresses:

If to School:

Wabash Valley College

Illinois Eastern Community Colleges

2200 College Drive

Mt. Carmel, Illinois 62863

If to Contractor:

Wabash General Hospital

Attn: J. J. Purvis, CEO

1418 College Drive

Mt. Carmel, IL 62863

All notices shall be deemed to have been given (a) on the day if hand delivered, (b) on the day following the date given to a nationally recognized overnight courier service or (c) three (3) days following the date deposited with the U.S. Postal Service.

XIX. ENTIRE AGREEMENT; NO MODIFICATION This Agreement contains the entire understanding between the parties hereto and supersedes all prior agreements, understandings, and representations, warranties, and / or covenants, whether written or oral, between the parties regarding the subject matter. This Agreement may not be changed, amended, or modified except by written executives by both of the parties to the Agreement.

XX. GOVERNING LAW. This Agreement shall be governed by, constructed and enforced in accordance with the laws of the State of Illinois. Any suit or action filed to enforce or contest any provision of this Agreement, or the obligations imposed shall be brought and prosecuted in a court of competent jurisdiction sitting in the State of Illinois.

IN WITNESS WHEREOF, the parties hereto have to set their hands and seals that day and year first above written.

Illinois Eastern Community Colleges/Wabash  
Valley College

By: \_\_\_\_\_

TITLE: \_\_\_\_\_

Wabash General Hospital

By: \_\_\_\_\_

TITLE: \_\_\_\_\_

## EXHIBIT "A"

To the Agreement by and between Wabash Valley College ("School") and Wabash General Hospital ("Contractor").

### SERVICES

13. A Board Certified and Illinois licensed Certified Athletic Trainer employed by Wabash General Hospital will be available to provide athletic training services to the School on a regularly scheduled basis.
14. The Agreed upon services will include evaluation and treatment of injuries sustained by School's student during school athletic events, application of first aid and recommendation for exercise or physical measures for injuries under the direction, supervision and review of Karsten Slater, MD.
15. The Certified Athletic Trainer will advise the school on inventory status, requisitioning of supplies (i.e. tape, pre-wrap, etc.), and or facility management.
16. The Certified Athletic Trainer will keep accurate records of all athletic injuries reported by school students as occurring during school athletic events and all rehabilitation procedures administered by Certified Athletic Trainer. The Certified Athletic Trainer will also prepare reports on all athletic injuries sustained by school students during school events for the nursing and athletic offices as may be requested.
17. In cooperation with the Athletic Director and staff, the Certified Athletic Trainer will develop and distribute to Athletic Director, Nurse, and coaches the following information: location of emergency phone and phone numbers.
18. Inspect and take inventory of all the medical kits prior to the beginning of each season.
19. Provide coordination between injured athletes, coaching staff, and team or family physician.
20. The Certified Athletic Trainer shall report directly to the Athletic Director and in his or her absence to the Assistant A.D. or his/her designee when on site. However, for clinical purposes the Certified Athletic Trainer will report directly to the supervising physician.
21. The Certified Athletic Trainer may be requested to speak for educational programs in the School.
22. The Certified Athletic Trainer shall notify the Athletic Director or his/her designee if an unforeseen circumstance arises that requires cancelation of coverage for a scheduled event.
23. The Contractor will host Saturday morning injury clinics through the fall season to accommodate Friday night injured players from all sports.
24. The Certified Athletic Trainer will have office hours at MCHS for WVC players at least three days a week.

**EXHIBIT "B"**  
**EVENT COVERAGE NEEDS**

3. Coverage of scheduled home events at Wabash Valley College. The Athletic Trainer in collaboration with the Supervising Physician will dictate which event is to be covered if there are two simultaneous events.
4. May cover away games for Wabash Valley College, as needed.

EXHIBIT "C"  
DUTIES AND RESPONSIBILITIES OF SCHOOL

9. To provide accurate insurance and demographic information as well as complete injury forms before scheduled treatment with Wabash General Hospital medical staff.
10. Facilitate communications and flexibility between School, Coaches, and Athletic Trainer and School Medical Staff.
11. Designate an individual (Athletic Director) to directly monitor and evaluate the compliance of the Certified Athletic Trainer with the duties and responsibilities as outlined above.
12. All School Holiday practice/game schedules which the Athletic Trainer is required to attend must be submitted to the Athletic Trainer thirty (30) days before the holiday.
13. All school practice/game schedules should be shared with the Contractor before the beginning of the school year.
14. Allocation of hours needed for each sport should be communicated to the contractor before the beginning of the school year.
15. School must notify all game/practice delays or cancellations to the Contractor when services are scheduled, within a timely manner.
16. Provide Contractor with contact information for coaches attending each event.





**Agenda Item #12I**

**Revisions to Radiography Program Student Handbook**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Revisions to the Radiography Program Handbook

The Radiography faculty, Associate Dean Tammy Fralicker and President Rodney Raney have developed needed changes to the OCC Radiography Program Handbook.

Changes include:

The Revised Program Cost Sheet to reflect current tuition rates; and

The update of terminology in the Physical Examination, Drug Screen, Immunizations Policy; and

Updates to the Anderson Library (LEARNING RESOURCE CENTER) section; and

Updates to the Applied Clinical Scheduling section to address clinical rotations at clinical sites; and

The Dress Code policy and Radiation Safety and Radiation Exposure Badge policy were updated and clarified; and

The Clinical Competency Evaluation policy was updated so a student must declare his/her intent to attempt competency on an exam prior to the start of the procedure.

A summary sheet of revisions is attached and the Radiography Program Handbook will be available at the Board meeting for your review.

I ask the Board's acceptance of the revisions to the Radiography Program Handbook.

TLB/rs

Attachment

**SUMMARY OF OCC RADIOGRAPHY PROGRAM HANDBOOK CHANGES**  
**04/01/15**

**Page 16 – Revised Physical Examination, Drug Screen, Immunizations Policy**

**PHYSICAL EXAMINATION, DRUG SCREEN, IMMUNIZATIONS**

Before beginning the program, students must submit a completed physical exam form (completed by a physician of their choice) 10-panel urine drug screen and an immunization record. Protective immunizations, such as an annual flu vaccine, and TB testing are updated annually and/or as needed and the results maintained in the student file. Students are required to comply with any additional agency requirements, such as the seasonal flu vaccine. Cost of ~~receiving the flu vaccine~~ all vaccines and testing is at the student's own expense. Students refusing the flu vaccine are required to sign a Flu Vaccine Declination form stating that they understand that refusal of the vaccine may impact their ability to complete a clinical rotation at certain sites and therefore, may impact their ability to complete program clinical requirements.

Information from the physical and immunization record shall be made available to the clinical agency upon request of the agency. Changes in health status, surgery, illness or injury should be reported to the Program Director. Students should retain multiple copies of their immunization and physical examination records. It is the student's responsibility to provide requested documentation to his/her assigned clinical facility.

**Page 17-19 – Revised Program Cost Sheet to reflect current tuition rate**

**Page 27 – Added a paragraph to the RADIOGRAPHY CONFERENCES/EVENTS section**

Students must be in good academic standing at the date conference registration and/or travel arrangements are made. Any student who is not in good academic standing at the time conference registration and/or travel arrangements are made, but who achieves good standing prior to departure to the conference may still attend, however the student will be responsible for paying any difference in registration, travel or lodging costs. Students should also be aware that he/she may not be able to obtain seating on the same flights as the rest of the group and may experience delays in arrival or departure times.

**Page 32-33 – Updated the ANDERSON LIBRARY (LEARNING RESOURCE CENTER) section with the assistance of B. Bass.**

**Page 41 – Added two sentences to the end of APPLIED CLINICAL SCHEDULING section for clarification**

Some clinical facilities require students to work a shift rotation, deviating from the standard 8:00 a.m. to 4:00 p.m. schedule. All shift times are listed as facility times.

**Page 42 – Added Sullivan County Community Hospital as a clinical affiliate**

**Page 45 – Revised Cosmetics section of the DRESS CODE POLICY**

**Cosmetics**

Make-up should be applied sparingly. Nail polish, nail wraps, ~~and~~ artificial nails or sculpted nails are not permitted. All products (including deodorant, lotions and hair products) should be unscented.

**Page 45 – Revised #5 of the RADIATION SAFETY AND RADIATION EXPOSURE BADGE policy for clarification purposes.**

5. The student is responsible for exchanging the radiation exposure badge each month. If the student does not turn in the exposure badge by the end of each month:
  - a. The student's final semester clinical grade is lowered by 10% for each month late.
  - b. The student will be counseled and a plan of remediation will be provided.
  - c. The student may be dismissed from the program, if the student is late three (3) times during the course of the program in turning in the exposure badge.

**Page 51 – Added #5 to the CLINICAL COMPETENCY EVALUATION policy**

5. The student must declare his/her intent to attempt competency on an exam prior to the start of the procedure. Any student who fails to declare intent to attempt competency prior to beginning the examination will be denied competency.

**Page 52 – Added #7 to the CLINICAL PROFICIENCY EVALUATION policy**

7. In the case of student initiated proficiency testing, the student must declare his/her intent to attempt proficiency on an exam prior to the start of the procedure. Any student who fails to declare intent to attempt proficiency testing prior to beginning the examination will be denied the proficiency.

## **Agenda Item #12J**

### **Affiliation Agreements**

**Crawford Memorial Hospital – LTC - Medical Assistant**  
**Jasper County Health Department – LTC – Medical Assistant**  
**Harmon’s Pharmacy – LTC – Pharmacy Technician**  
**CVS Pharmacy Newton – LTC – Pharmacy Technician**  
**CVS Pharmacy Lawrenceville – LTC – Pharmacy Technician**  
**Williams’ Brothers Vincennes – LTC – Pharmacy Technician**  
**Effingham Obstetrics – LTC – Certified Medical Assistant**  
**Richland Memorial Hospital – LTC – Certified Medical Assistant**  
**Eskenazi Health Marion County, Indiana – LTC – Certified Medical Assistant**  
**Women’s Hospital Newburgh – IECC - ADN/LPN**  
**AM Transport – OCC – Office Administration & HR Assistant**  
**Sarah Bush Lincoln Health Center – OCC – Medical Office Asst. & Medical Coding**  
**Good Samaritan Regional Health Center – OCC – Phlebotomy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 20, 2015  
RE: Affiliation Agreements

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

IECC wishes to enter into affiliation agreements with the following facilities:

Crawford Memorial Hospital – LTC - Medical Assistant  
Jasper County Health Department – LTC – Medical Assistant  
Harmon’s Pharmacy – LTC – Pharmacy Technician  
CVS Pharmacy Newton – LTC – Pharmacy Technician  
CVS Pharmacy Lawrenceville – LTC – Pharmacy Technician  
Williams’ Brothers Vincennes – LTC – Pharmacy Technician  
Effingham Obstetrics – LTC – Certified Medical Assistant  
Richland Memorial Hospital – LTC – Certified Medical Assistant  
Eskenazi Health Marion County, Indiana – LTC – Certified Medical Assistant  
Women’s Hospital Newburgh – IECC - ADN/LPN  
AM Transport – OCC – Office Administration & HR Assistant  
Sarah Bush Lincoln Health Center – OCC – Medical Office Asst. & Medical Coding  
Good Samaritan Regional Health Center – OCC – Phlebotomy

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

TLB/rs

Attachments

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18th day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Crawford Memorial Hospital, Robinson, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of medical assistant care and safeguard of patients assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to CMA students.

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

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

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

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

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

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

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

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



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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

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

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

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

5/13/2014

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18 day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Jasper County Health Department, Newton, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

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

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

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

5/13/2014

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18 day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Harmon's Drug Store, Oblong, IL (hereinafter referred to as AGENCY). *[Identify Above: Agency, City, and State]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

psq:5/13/14

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18 day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and CVS Pharmacy, Newton, IL (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

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

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

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



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

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

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

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

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

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

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

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

party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:5/13/14

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18 day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and CVS Pharmacy, Lawrenceville, IL (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:5/13/14

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18 day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and William Brothers, Vincennes, IN (hereinafter referred to as AGENCY). [Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Pharmacy Technician students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

LINCOLN TRAIL COLLEGE

\_\_\_\_\_  
Pharmacy Director

\_\_\_\_\_  
Pharmacy Technician Faculty Member

\_\_\_\_\_  
Pharmacy Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

\_\_\_\_\_  
Chairman, Board of Trustees  
Illinois Eastern Community Colleges

psq:5/13/14



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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18th day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Effingham Obstetrics & Gynecology Associates SC, Effingham, IL (hereinafter referred to as AGENCY).  
*[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Certified Medical Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

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

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

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

5/13/2014

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 18th day of May, 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as COLLEGE) and Richland Memorial Hospital, Olney, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2015.

AGENCY

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

\_\_\_\_\_  
Medical Services Director

\_\_\_\_\_  
Certified Medical Assistant  
Faculty Member

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College President

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

5/13/2014

## **Eskenazi Health Clinical Affiliation Agreement**

This agreement is between The Health and Hospital Corporation of Marion County, Indiana d/b/a Eskenazi Health ("Eskenazi Health") and Lincoln Trail College Health Careers (School").

**WHEREAS**, School desires to provide educational experiences to students enrolled in Certified Medical Assistant Programs;

**WHEREAS**, Eskenazi Health is a public health care system with multiple facilities, including an acute care hospital, community health centers, specialty care clinics, and mental health services, and is willing to make available its facilities to School and its students for educational experiences;

**THEREFORE**, the parties agree as follows:

**I. Eskenazi Health shall:**

- A. Retain the authority and responsibility for patient care and the provision of patient services.
- B. Accommodate a predetermined number of students, to be supervised by appropriate personnel, for educational experiences in those areas and at those times agreed to by Eskenazi Health and School. Students will not replace paid staff nor be paid by Eskenazi Health.
- C. Provide input to School regarding student performance.
- D. Designate a liaison between Eskenazi Health and School.
- E. Provide conference and classroom space, as agreed to by Eskenazi Health, and make Eskenazi Health's Learning Center available to students during its operating hours.
- F. Provide students with information about Eskenazi Health safety, patient safety and care, and infection control measures.
- G. Make Eskenazi Health's policies and procedures that are applicable to the student's clinical experience available to School, at School's request.

**II. School shall:**

- A. Direct faculty and students to comply with Eskenazi Health's policies and procedures that are applicable to the students' clinical experience while performing work under this Agreement.
- B. Direct its faculty and students who are exposed to or acquire Eskenazi Health confidential and/or patient information, including but not limited to individually identifiable health information ("III-II") and protected health information ("PHI"), as both are defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPPA"), 45 C.F.R. §1601.101 et seq., to: (i) comply with the provisions ; and (ii) comply with Eskenazi Health's confidentiality agreement.
- C. Direct its faculty and students to sign Eskenazi Health's confidentiality agreement.
- D. Instruct students to attend departmental orientation(s).
- E. Maintain on file and provide to Eskenazi Health upon request, or require students to provide directly to Eskenazi Health, the following information for each student:
  - i. verification of a health screening and physical;
  - ii. verification of a current vaccination against rubeola, rubella or recent results of the student's immunity status plus documentation assuring the student is free from active infection of each of the above;
  - iii. verification of Hepatitis B vaccination and/or signed refusal of such;
  - iv. verification of current vaccination against varicella or recent result of student's immunity status which could include titer or physician documentation of having had the disease;
  - v. if the student's clinical experience occurs during the flu season as designated by Eskenazi Health, verification the student received a flu vaccination, or evidence of a medical exemption from this requirement;
  - vi. current results of tuberculosis (skin and/or x-ray) tests assuring that the student is free from active infection of tuberculosis;

- vii. verification of a national criminal background check that is satisfactory to Eskenazi Health;
- viii. verification of a urine drug screen that is satisfactory to Eskenazi Health;
- ix. verification that School and student have not been excluded from participation in any federal or state program, including Medicare and Medicaid;
- x. verification that faculty and students have received instruction on HIPAA compliance;
- xi. verification of appropriate licenses, certification and/or qualifications.

F. Designate appropriate liaisons to coordinate with Eskenazi Health on operational aspects of the affiliation, including but not limited to: (i) instructing students as agreed; (ii) supervising the evaluation of student clinical competence; (iii) counseling students regarding performance in the clinical experience; (iv) enforcing School programs' policies and procedures; and (v) providing the established number of students who will participate in each educational experience prior to the scheduled clinical experience.

G. Provide Eskenazi Health staff an overview of the aims, objectives and activities of the educational experience on an annual basis or more frequently, as necessary.

H. Review with Eskenazi Health's designated liaison(s) any proposed changes to the students' educational experiences.

1. Require each student to wear an identifiable, designated School program uniform while on duty in Eskenazi Health, to include a nametag, unless otherwise directed by Eskenazi Health policies.

J. Remove from assignment at Eskenazi Health those students whose work or conduct may have a detrimental effect on the program or operations, or whose progress and achievement in the opinion of the School does not justify their continuance in the program. School shall forward the names of those students to Eskenazi Health.

K. Establish professional liability and other insurance coverage as follows:

i. During the term of this Agreement, School agrees to provide evidence of adequate general liability insurance covering the acts or omissions of its facility, employees and instructors during their participation in the Program. School agrees to provide notification to Eskenazi Health if a lapse or change in insurance coverage occurs during the Agreement period

ii. If the student(s) are working in one of the health care provider professions listed in I.C. 34-18-2-14, as amended and as it may be amended from time to time, the School shall (a) carry for each qualified student Professional Liability Insurance covering all liability incurred by each student that arises out of and during the course of each such student's activities under the terms of this Agreement, with limits of not less than those prescribed for health care providers like the student as set forth in I.C. 34-18-4-1, as amended and as it may be amended from time to time, (b) cause each qualified student to perform such other acts as are required of the student to qualify under the Indiana Medical Malpractice Act, and (c) furnish Eskenazi Health with a certificate that each student has filed with the Commissioner of Insurance of the State of Indiana, proof that the student is insured for malpractice liability in at least the amounts set forth above.

iii. If the student(s) do not qualify for coverage by the School under the above, the School shall cause each such student to obtain and maintain in force Professional Liability Insurance covering all liability incurred by each student that arises out of and during the course of each such student's activities under the terms of this Agreement, with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate.

1. Provide evidence of current worker's compensation coverage for its faculty, employees and instructors who participate in the Program.

**III. It is mutually agreed that:**

A. School and Eskenazi Health shall confer on plans, problems and changes related to the



students' educational experiences.

B. Eskenazi Health shall have the ability to immediately remove any student if it is determined by Eskenazi Health, in its sole discretion, that the student is unacceptable for reasons of health, performance or other causes that may interfere with Eskenazi Health's policies, operations, or patient care. Eskenazi Health shall provide notice to School of the removal as soon as possible. School agrees that a student's breach of Eskenazi Health's policies, including but not limited to its HIPAA and/or confidentiality policies, shall be grounds for Eskenazi Health to remove the student, or to terminate this Agreement and remove all of School's students from its facilities.

C. In the event that School or Eskenazi Health, or both, are involved in a dispute or litigation involving third parties arising from work performed under this Agreement, School and Eskenazi Health shall cooperate fully with respect to such dispute.

D. To the extent allowed by the School's state laws, School will defend, indemnify, and hold harmless Eskenazi Health, its directors, officers, employees, and agents, from and against any claim, liability, loss or expense (including, without limitation, attorney fees) arising directly or indirectly out of any act of negligence or other breach of duty by School, its directors, officers, employees, students, or agents in the performance of this Agreement.

E. Eskenazi Health will defend, indemnify, and hold harmless School, its directors, officers, employees, students and agents, from and against any claim, liability, loss or expense (including, without limitation, attorney fees) arising directly or indirectly out of any act of negligence or other breach of duty by Eskenazi Health, its directors, officers, employees, or agents in the performance of this Agreement.

Any obligation of Eskenazi Health to save and hold harmless School shall be limited in substance by statutes designed to protect and limit the exposure and liability of Eskenazi Health as an instrumentality of the State of Indiana or as a qualified health care provider under the Indiana Medical Malpractice Act, including, without limitation, the Indiana Tort Claims Act and its aggregate liability limits and bar to liability for punitive damages and for acts or omissions of others.

F. This Agreement shall commence on and terminate in one (1) year.

Either party may terminate this Agreement by delivering a written notice to the other party at least one academic semester prior to the intended termination date. Any students enrolled in the program at the time that notice of termination is given shall be allowed to complete their rotations.

G. School students, faculty and employees are not employees of Eskenazi Health or the Health and Hospital Corporation of Marion County; injuries or illnesses resulting from activities under this Agreement are not covered by Eskenazi Health under its workers' compensation program.

H. School students, faculty and employees are not entitled to any Eskenazi Health employee benefits.

I. School agrees that it and its subcontractors, if any, will not discriminate against any employee or applicant for employment to be employed in the performance of this

Agreement with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, color, sex, disability, national origin, ancestry, age, sexual orientation, gender identity, or U.S. military service or veteran status,

J. This Agreement shall not be construed to create any right or benefit in any third party,

The relationship between School and Eskenazi Health shall be considered as one between independent contractors.

K. No party shall use or mention in any publicity, advertising, promotional materials or news release the name or service mark(s) of the other party without the prior written consent of that party.

L. Modification of the Agreement shall be made by mutual consent of both parties. Such modifications shall be in writing and shall be approved by all parties to this Agreement.

**Eskenazi Health  
Clinical Affiliation Agreement**

**IN WITNESS WHEREOF**, the parties acting through their duly authorized officials have executed this Agreement on behalf of their organizations.

THE HEALTH AND HOSPITAL  
CORPORATION OF MARION COUNTY,  
INDIANA, d/b/a  
ESKENAZI HEALTH

*Reviewed, approved, and accepted by*

\_\_\_\_\_  
Amy Little, RN  
Manager, Clinical Education  
Date: \_\_\_\_\_

\_\_\_\_\_  
Lee Ann Blue  
Chief Nursing Officer  
Eskenazi Health  
Date: \_\_\_\_\_

\_\_\_\_\_  
Lisa Harris, MD.  
CEO and Medical Director  
Eskenazi Health  
Date: \_\_\_\_\_

ILLINOIS EASTERN COMMUNITY COLLEGES  
LINCOLN TRAIL COLLEGE  
HEALTH CAREERS  
CERTIFIED MEDICAL  
ASSISTANT PROGRAM

*Reviewed, approved, and accepted by*

\_\_\_\_\_  
Kathy Harris, President  
Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. G. Andrew Fischer  
IECC/LTC Board Chairman  
Date: \_\_\_\_\_

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM  
FCC - LTC - OCC - WVC**

**AFFILIATION AGREEMENT**

THIS AGREEMENT made and entered into this 14<sup>th</sup> day of May, 2014 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM (offered at Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), hereinafter referred to as DISTRICT #529 and

<u>Women's Hospital of Newburgh</u> (Agency)	<u>Newburgh,</u> (City)	<u>IN</u> (State)
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(hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the nursing 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 of patient care for observation and participation by the students and faculty of the DISTRICT #529, Nursing 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 Department Head of the Nursing Program on behalf of DISTRICT #529 and the Administrator, and the Director of Nursing Service on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.

3. DISTRICT #529 will be responsible for the teaching and guidance of the students in the clinical nursing laboratory practice, and will be available to the nursing students.

The specific assignment of learning experiences to specific students will be made and arranged by the Nursing Faculty on behalf of DISTRICT #529, in consultation with the Head Nurse, Supervisor or Coordinator on behalf of the AGENCY. Nursing Faculty assumes full responsibility and supervision of the nursing students during their laboratory experience in the AGENCY.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the Nursing Faculty on behalf of DISTRICT #529 will be responsible for maintaining proper standards of nursing care and safeguard of patients assigned to students. The AGENCY nursing personnel will retain full and final decisions for patient care assigned to nursing 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.

Nursing students and Nursing 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 of DISTRICT #529 participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT #529 Nursing Faculty participating in the program may be included in demonstrations of new equipment and techniques. Each new Nursing Faculty member of DISTRICT #529 participating in the program will arrange

with the Director of Nursing Service, on behalf of the AGENCY, for an orientation prior to the assignment of the new Nursing Faculty member to any clinical area.

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

8. The AGENCY'S facilities may be available for DISTRICT #529 continuing educational program on a pre-planned project basis; the arrangements for such to be made with the Director of Nursing Service, on behalf of the AGENCY, and by the Department Head and/or Associate Dean, on behalf of DISTRICT #529.

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

10. 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.

11. Nursing Faculty and nursing students shall be covered by liability insurance prior to any assignment for practice at the AGENCY.

12. Nursing Faculty and nursing students are responsible for health care costs related to incidents occurring in the clinical agencies.

13. The AGENCY will supply dressing rooms and space for storage of clothing not in use while students are practicing at the AGENCY, and conference room facilities for use of faculty and students.

14. An annual review of the agreement will be made each spring. 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 Nursing 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 nursing 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  
ASSOCIATE DEGREE NURSING/PRACTICAL  
NURSING CERTIFICATE PROGRAM:

\_\_\_\_\_  
Vice President or  
Director of Nursing Services

\_\_\_\_\_  
Department Head of Nursing

\_\_\_\_\_  
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: 03/12

**ADDENDUM**

Effective January 2013, CMS will require acute care hospitals to report healthcare worker influenza vaccination rates using standards proposed by the CDC/National Quality Forum. The reporting requirement also includes students in certain situations.

Based on this information, the university/college agrees that:

1. The university/college will provide each student's influenza vaccination status upon request by the affiliation agreement.
2. The information requested by the affiliating agency may include reason for vaccination declination by the student.

Both parties have reviewed this addendum and agree it is satisfactory to both parties in testimony whereof, witness the duly authorized signatures of the parties hereto:

Affiliating Agency

THE WOMEN'S HOSPITAL

Illinois Eastern Community Colleges

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ADDENDUM**

The university/college agrees that:

1. Each student will undergo a criminal history check prior to the first semester experience.
2. Each student will undergo a drug test prior to first semester of clinical experience.
3. Each student name will be reviewed against the nationwide sexual offender index, the Office of Inspector General list of excluded individuals/entities, and General Services Administration excluded parties list.

The Women’s Hospital shall provide necessary emergency care of the university/college’s faculty members or students while such faculty and students are participating in the clinical education experience provided for herein. The Women’s Hospital is a specialty hospital and does not have a general emergency department. Any emergency care required outside of the scope of care provided at the hospital will be referred or transferred to Deaconess Gateway ED for a higher level of care.

If a student or instructor is exposed to blood or infectious body fluids, the individual will be provided the necessary initial testing and basic first aid treatment as needed. Should further care or follow up be necessary such as post exposure prophylaxis, or subsequent serial lab testing the individual will be referred to Deaconess Gateway ED or their primary care physician as appropriate. *The individual will be responsible for any fees incurred for this testing or treatment.*

Both parties have reviewed this addendum and agree it is satisfactory to both parties in testimony whereof, witness the duly authorized signatures of the parties hereto:

Affiliating Agency

THE WOMEN’S HOSPITAL

Illinois Eastern Community Colleges

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
OLNEY CENTRAL COLLEGE  
OFFICE ADMINISTRATION AND HUMAN RESOURCES ASSISTANT PROGRAMS**

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this 23rd day of February of the year 2015, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its OFFICE ADMINISTRATION AND HUMAN RESOURCES ASSISTANT PROGRAMS. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and AM TRANSPORT SERVICES, INC(hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, OLNEY CENTRAL COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the OFFICE ADMINISTRATION AND HUMAN RESOURCES ASSISTANT Programs, and

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

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

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

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

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

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

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

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

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

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

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials on the 23rd day of February 2015.

AGENCY  
AM Transport Services, Inc.  
Olney, IL 62450

OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Dean, Olney Central College

\_\_\_\_\_  
Administrator, Agency

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

September 4, 2008

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

**AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this 9th day of September, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: OLNEY CENTRAL COLLEGE for its Medical Office Assistant and Medical Coding Programs. (hereinafter referred to as OLNEY CENTRAL COLLEGE ) and SARAH BUSH LINCOLN HEALTH CENTER. (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

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

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

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

5. OLNEY CENTRAL COLLEGE will send only students and or faculty who are believed to be in good health at the time of reporting for their internship. Prior to student participation in an internship, OLNEY CENTRAL COLLEGE shall provide student with requirements of the AGENCY. All requirements are to be completed and documentation provided to the AGENCY before the internship will be approved by the AGENCY. Faculty entering the AGENCY will be expected to meet the same requirements.

MMR (mandatory)

Varicella (vaccine, proof of illness from physician or titer) (mandatory)

TDAP (mandatory)

Hepatitis B (recommended, not mandatory)

Flu ( mandatory if student will be in the Clinical Facility between October 1st – March 31st)

TB Test (Negative result-PPD or CXR) (mandatory)

Will be required annually from the date of the first skin test

For all past skin test reactors medical documentation of completion of an adequate course of therapy or a medical statement dated within one (1) year of affiliation with the Clinical Facility, indicating that the faculty member/student is free of signs and symptoms of tuberculosis

Documented physical within past 2 years or on entrance into the Olney Central College program

Drug Screen (10 panel) within 3 months of start of internship.

Criminal Background Check.

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

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

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, OLNEY CENTRAL COLLEGE Program Coordinator and student(s). Compensation is not a requirement. Neither OLNEY CENTRAL COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance of \$1,000,000 per claim, \$3,000,000 annual aggregate through OLNEY CENTRAL COLLEGE prior to any assignment at the AGENCY. OLNEY CENTRAL COLLEGE will provide proof of insurance to the AGENCY.

8. An annual review of the agreement may be made each spring if either party requests the review. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in OLNEY CENTRAL COLLEGE's Medical Office Assistant and Medical Coding Programs, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

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

AGENCY

SARAH BUSH LINCOLN  
HEALTH CENTER  
MATTOON, IL

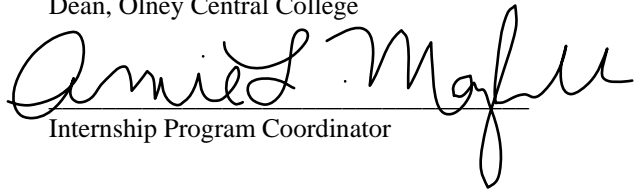
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Chair, IECC Board of Trustees

\_\_\_\_\_  
President, Olney Central College

\_\_\_\_\_  
Dean, Olney Central College

\_\_\_\_\_  
Administrator, Hospital or Agency

  
\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

## ACADEMIC AFFILIATION AGREEMENT

### *Phlebotomy Program*

This ACADEMIC AFFILIATION AGREEMENT (“Agreement”) is effective **March 1, 2015** (“Effective Date”) by and between Illinois Eastern Community Colleges District #529, on behalf of **Olney Central College** (“SCHOOL”), for its Phlebotomy Program, and **Good Samaritan Regional Health Center**, a Missouri nonprofit corporation (“FACILITY”).

WHEREAS, SCHOOL, in conferring credentials upon its phlebotomy students, must provide and certify completion of certain practical learning and/or clinical experience, some of which may involve interaction with patients;

WHEREAS, SCHOOL desires that certain of its students (“Students”) and, when appropriate, certain of its faculty members, be permitted to visit and utilize the premises of FACILITY to afford such Students the opportunity to have practical learning and clinical experiences at FACILITY; and

WHEREAS, FACILITY recognizes the need for and desires to aid in the educational development of ancillary health professionals, including Students, in an operating facility for the provision of health care services to its patients, and is willing to permit SCHOOL’s faculty and Students to participate in providing some of those services on its premises to the extent it is reasonable, proper and professionally acceptable for them to do so.

THEREFORE, it is understood and agreed upon by the parties hereto as follows:

1. **Duties of SCHOOL.**

Prior to assigning Students to FACILITY, SCHOOL shall:

- 1.1 Designate a member of its faculty (“Faculty Coordinator”) to coordinate this Agreement with a designated member of FACILITY’s staff, and obtain FACILITY’s written or verbal approval of such Faculty Coordinator, which such approval FACILITY shall not unreasonably withhold. The coordination shall include on-site visits when practical and a continuing exchange of information on progress of the program. SCHOOL shall obtain and provide verification of a criminal background check on the Faculty Coordinator as provided by Illinois law for health care workers if the Faculty Coordinator will be on FACILITY’s site or will have access to FACILITY’s patient medical records or patients. If the Faculty Coordinator will not be on FACILITY’s site and will not have access to patient medical records or patients, then a criminal background check will not be required. In the event adverse information is obtained from the criminal background check, SCHOOL shall provide the information obtained to FACILITY. Failure to provide the information obtained shall disqualify the designated Faculty Coordinator from participation at FACILITY. The results of the criminal background check must be satisfactory to FACILITY;
- 1.2 Recommend for affiliation only those Students who have successfully completed all necessary requirements of SCHOOL’s educational program and any appropriate professional requirements, and who have knowledge and skills consistent with an ability to properly discharge the clinical duties or functions associated with the clinical experiences in which the Students will participate;



- 1.3 Be responsible for orienting Students to those applicable policies and procedures provided by FACILITY to SCHOOL, including standards of The Joint Commission and Student's responsibilities for the cost of his/her food, transportation, clothing and medical expenses, and to such other policies, procedures, rules and regulations as SCHOOL deems appropriate;
- 1.4 Obtain and provide verification that names, health status reports, including records of any immunizations required by FACILITY, and other pertinent information about each Student to be assigned to FACILITY are maintained at SCHOOL before the beginning date of the Students' assignment at FACILITY;
- 1.5 Obtain FACILITY's written approval of Students and periods of affiliation;
- 1.6 Advise Students to maintain the confidential nature of all information that may come to them with regard to patients and FACILITY records during the duration of the program and obtain from each Student a Confidentiality and Security Agreement in the form attached to this Agreement as Exhibit 1;
- 1.7 Keep all records and reports on each Student's experience;
- 1.8 Represent and certify that SCHOOL's teaching program for Students involved under this Agreement is accredited and that SCHOOL is responsible for notifying FACILITY within ten (10) days in the event such accreditation is cancelled, withdrawn or otherwise terminated;
- 1.9 Advise Students that each Student is accountable for costs incurred in receipt of healthcare pursuant to Section 8.4 regardless of health insurance status;
- 1.10 Obtain and provide verification of a criminal background check as provided by Illinois law for health care workers for each Student prior to that Student's assignment at FACILITY. In the event adverse information is obtained from the criminal background check, SCHOOL shall provide the information to FACILITY after obtaining an Authorization and Release from the Student. In the event such Authorization and Release are not given by the Student, the Student shall be disqualified from participation at FACILITY. The results of the check must be satisfactory to FACILITY;
- 1.11 Agree that it and its Students will comply with the purpose and standards recommended by The Joint Commission; and
- 1.12 In recognition of the fact that the Students and faculty of SCHOOL shall see patient identifiable health information and that as such the SCHOOL would be a business associate of FACILITY, SCHOOL shall ensure that patient identifiable health information provided by FACILITY to SCHOOL will be treated as confidential in accordance with applicable law and the Health Insurance and Portability and Accountability Act of 1996 ("HIPAA") as amended. SCHOOL acknowledges that Students must complete the FACILITY's in-service on HIPAA, which will be part of the Students' orientation process.

2. **Duties of Faculty Coordinator.**

SCHOOL, through the Faculty Coordinator, shall:

- 2.1 Select, in cooperation with designated FACILITY personnel, the appropriate clinical experiences for Students;
- 2.2 Guide, coordinate and evaluate Students' performance at all times while Students are affiliated with FACILITY;
- 2.3 Meet with FACILITY personnel prior to and following Students' affiliations, and at such times as either party shall deem appropriate, to evaluate Students' performance and clinical experiences; and
- 2.4 Ensure that Students participate in ongoing training with respect to the learning and clinical experiences at the FACILITY, including but not limited to being advised of any changes in FACILITY's policies and procedures that may impact Students' experiences hereunder.

3. **Duties of FACILITY.**

During this Agreement FACILITY shall:

- 3.1 Provide practical learning and/or clinical experiences to Students assigned to FACILITY;
- 3.2 Maintain primary responsibility at all times for patient care and total health services;
- 3.3 Cooperate with the Faculty Coordinator in the selection of any appropriate clinical experiences for Students;
- 3.4 Provide physical space for faculty members and Students to hold conferences and for their apparel and personal effects;
- 3.5 Provide SCHOOL with any applicable policies and procedures and inform SCHOOL, through the Faculty Coordinator, of any new applicable procedures and/or policies or any changes in procedures and/or policies that may affect the affiliation described hereunder; and
- 3.6 Allow Students to perform services for patients only when under the supervision of a registered, licensed or certified professional. Such professional is to be registered, certified or licensed in the discipline in which supervision is provided. Students shall work, perform assignments and participate in ward rounds, clinics, staff meetings and in-service educational programs at the discretion of their supervisors designated by FACILITY.

4. **Immediate Removal of Student.**

Upon the request of FACILITY, SCHOOL shall immediately remove a Student or SCHOOL faculty member, including Faculty Coordinator, from FACILITY at the sole discretion of FACILITY, with or without cause; however, FACILITY shall provide SCHOOL with written notice thereof within a reasonable time following the removal.

5. **Insurance.**

5.1 SCHOOL will maintain for each Student and faculty member assigned to FACILITY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If SCHOOL procures professional liability coverage that is not on an "occurrence basis," SCHOOL or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of SCHOOL or SCHOOL's employees and agents (including Student), occurring in whole or in part during the term of this Agreement ("Continuing Coverage"). In addition, SCHOOL shall maintain general liability insurance on an occurrence basis for SCHOOL and all its Students, employees and faculty members participating in training programs at FACILITY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. SCHOOL shall also maintain workers' compensation insurance for any employees of SCHOOL performing services under this Agreement. SCHOOL shall furnish FACILITY with a certificate of insurance before the beginning date of each Student's assignment at the FACILITY. Such certificate of insurance shall provide that FACILITY shall receive thirty (30) days written notice prior to the effective date of any cancellation of such insurance.

5.2 It is understood that coverage of SCHOOL's Students, employees and faculty, including Faculty Coordinator, under the above-referenced policies, or an acceptable substitute therefore, shall be a continuing condition of this Agreement. SCHOOL shall be responsible for satisfying any deductible or self-insured retention required by its liability coverage.

6. **Term and Termination.**

This Agreement shall commence on the Effective Date for an initial term of three (3) years unless earlier terminated as provided herein. Thereafter, this Agreement may be renewed for successive terms of three (3) years each upon written agreement of the parties at the time of each renewal. Notwithstanding the foregoing, either party may terminate this Agreement without cause at any time during a term by giving sixty (60) days prior written notice, effective on the date stated therein, provided Students assigned to FACILITY shall be given an opportunity to complete their affiliation if reasonably practicable. Both parties agree to meet at least thirty (30) days prior to the expiration of the initial term of this Agreement and annually thereafter to evaluate the affiliation program and to review this Agreement. In the event the parties fail to appropriately document an extension, and SCHOOL continues to provide Students hereunder, the term of this Agreement shall be deemed to be automatically extended on a day to day basis until terminated by either party upon thirty (30) days prior written notice if the termination is without cause, or if the termination is not without cause, then as provided by the applicable time frame set forth in the Agreement.



- 8.5 This Agreement shall be governed by and interpreted in accordance with the substantive laws of the State of Illinois without application of choice of laws rules.
- 8.6 This Agreement shall be binding upon and shall inure to the benefit of both parties and their respective successors, heirs, assigns and legal representatives. Neither this Agreement nor any rights hereunder may be assigned without the prior consent in writing of the non-assigning party; provided, however, that written consent is not required for FACILITY to assign this Agreement to any entity under common control of, or affiliated with, FACILITY.
- 8.7 Individuals executing this Agreement on behalf of SCHOOL and FACILITY represent and warrant that they have been authorized to do so.
- 8.8 This Agreement contains the entire understanding of the parties relating to the subject matter of this Agreement. Prior agreements, promises, negotiations or representations between the parties, either oral or written, relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect. Any modifications or amendments hereto must be agreed to by both parties in writing and shall become effective on the date stated therein.
- 8.9 This Agreement may be signed in one or more counterparts including via facsimile or email, or by electronic signature in accordance with Illinois law, all of which shall be considered one and the same agreement, binding on all parties hereto, notwithstanding that both parties are not signatories to the same counterpart. A signed facsimile or photocopy of this Agreement shall be binding on the parties to this Agreement.
- 8.10 In the event that any sections, paragraphs, sentences, clauses or phrases of this Agreement (individually, "Provision") shall be found invalid, void and/or unenforceable, for any reason, neither this Agreement generally nor the remainder of this Agreement shall thereby be rendered invalid, void and/or unenforceable, but instead each such Provision and (if necessary) other Provisions hereof, shall be reformed by a court of competent jurisdiction so as to effect, insofar as is practicable, the intention of the parties as set forth in this Agreement, and this Agreement shall then be enforced as so reformed. Notwithstanding the preceding sentence, if such court is unable or unwilling to effect such reformation, the remainder of this Agreement shall be construed and given effect as if such invalid, void and/or unenforceable Provision(s) had not been a part hereof.
- 8.11 The failure of FACILITY or SCHOOL to object to or take affirmative action with respect to any conduct of the other that is in violation of the provisions of this Agreement shall not be construed as a waiver of that violation or of any future violations of the provisions of this Agreement.
- 8.12 During the term of this Agreement and thereafter, FACILITY and SCHOOL and their employees and students shall hold information in the strictest confidence except as otherwise required by this Agreement or by federal law. Such information includes but is not limited to patient records and peer review and utilization review documents, the terms of this Agreement, and the finances, earnings, volume of business, systems, practices, plans, contracts and similar information of each party.

- 8.13 FACILITY is an equal opportunity employer. As part of its affirmative action policies and obligations, FACILITY is subject to and will comply with the provisions governing federal contractors as set forth in 41 CFR 60-1.4(a), 41 CFR 60-741.5(a) and 41 CFR 60-250.5(a), and these regulations are hereby incorporated into this contract by reference.
- 8.14 SCHOOL represents and warrants to FACILITY that SCHOOL and its owners, employees, agents and any subcontractors (collectively “Personnel”) are not: (i) listed on the System for Award Management website (“sam.gov”) (*formerly known as the General Services Administration (“GSA”) Excluded Parties List System (“EPLS”*)); or (ii) suspended or excluded from participation in any federal health care programs, as defined under 42.U.S.C. § 1320a-7b(f), any form of state Medicaid program and are not listed on the Office of the Inspector General’s website (“oig.hhs.gov”) (collectively, “Government Payor Programs”). SCHOOL also represents and warrants that to the best of its knowledge there are no pending or threatened governmental investigations that may lead to suspension or exclusion of SCHOOL or Personnel from Government Payor Programs or may be cause for listing on sam.gov or oig.hhs.gov (collectively, an “Investigation”). SCHOOL shall notify FACILITY of the commencement of any Investigation or suspension or exclusion from Government Payor Programs within three (3) business days of SCHOOL’s first learning of it. FACILITY shall have the right to immediately terminate this Agreement upon learning of any such Investigation, suspension or exclusion. FACILITY shall be timely kept apprised by SCHOOL of the status of any such Investigation. SCHOOL shall indemnify, defend and hold FACILITY harmless from any claims, liabilities, fines and expenses (including reasonable attorneys’ fees) incurred as a result of SCHOOL’s breach of this paragraph.

**[Remainder of Page Intentionally Left Blank – Signature Page to Follow]**

IN WITNESS WHEREOF, each person signing below represents and warrants that he or she is fully authorized to sign and deliver this Agreement in the capacity set forth beneath his or her signature and the parties hereto have signed this Agreement as of the date and year written below.

SCHOOL:

FACILITY:

**Illinois Eastern Community Colleges District #529,  
on behalf of Olney Central College**

**Good Samaritan Regional Health Center**

By: \_\_\_\_\_

Name: Diana Rahman  
Title: Phlebotomy Instructor  
Address: 305 N. West. St.  
Olney, IL 62450

By: \_\_\_\_\_

Name: Michael Warren  
Title: President  
Address: Good Samaritan Regional Health Center  
1 Good Samaritan Way  
Mt. Vernon, IL 62864

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Tammy Fralicker, RN, MSN  
Title: Associate Dean of Nursing & Allied  
Health  
Address: 305 N. West. St.  
Olney, IL 62450

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Rodney Ranes  
Title: President, Olney Central College  
Address: 305 N. West. St.  
Olney, IL 62450

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Dr. G. Andrew Fischer  
Title: Chairman, IECC Board of Trustees  
Address: 233 E. Chestnut  
Olney, IL 62450

Date: \_\_\_\_\_

## **EXHIBIT 1**

### **CONFIDENTIALITY AND SECURITY AGREEMENT**

*Employees, Consultants and Volunteers*

I understand that the business entity (“SSM”) in which I work, volunteer or provide services has a legal and ethical responsibility to safeguard the privacy of all patients and protect the confidentiality of patients’ health information. SSM must ensure the confidentiality of its propriety information, including, but not limited to, human resources, payroll, fiscal, research, reporting, strategic planning, communications, computer systems, and other information (collectively, with patient identifiable health information, referred to as “Confidential Information”).

In the course of my employment or assignment at SSM, I understand that I may come into the possession of Confidential Information. I further understand that I must sign and comply with this Confidentiality and Security Agreement (“Agreement”) in order to access Confidential Information. I understand that for purposes of this Agreement, the term “SSM” shall include any subsidiaries or affiliates of SSM Health Care Corporation, doing business as SSM Health.

1. I will access, use and disseminate Confidential Information only when it is necessary to perform my job related duties in accordance with SSM’s Policies and Procedures.
2. I will not disclose or discuss any Confidential Information with others, including friends or family, who do not have a need to know it.
3. I will not in any way divulge, copy, release, sell, loan, alter, or destroy any Confidential Information except as properly authorized.
4. I will not discuss Confidential Information where others can overhear the conversation. I understand that it is not acceptable to discuss Confidential Information even if a patient’s name is not used.
5. I will not make any unauthorized transmission, examination, modification or removal of Confidential Information.
6. I have no right to any ownership interest in any information accessed or created by me during my relationship with SSM.
7. I will only access or use systems or devices that I am officially authorized to access, and I will not demonstrate the operation or function of systems or devices to unauthorized individuals.
8. I will practice good workstation security measures such as locking up digital storage devices when not in use, using screen savers with activated passwords and positioning screens away from public view.
9. I will practice secure electronic communications by transmitting Confidential Information only to authorized entities, in accordance with approved security standards.
10. I will use only my officially assigned user ID and password, approved licensed software and devices with virus protection software.
11. I will not share/disclose user IDs or passwords, use tools or techniques to break/exploit security measures or connect to unauthorized networks through the systems or devices.
12. I will notify my manager or appropriate information services contact if my password has been seen, disclosed or otherwise compromised, and I will report activity that violates this Agreement, privacy and security policies or any other incident that could have any adverse impact on Confidential Information.
13. I understand that I should have no expectation of privacy when using SSM information systems. SSM may log, access, review and otherwise utilize information stored on or passing through its systems, including e-mail, in order to manage systems and enforce security.
14. I will act in the best interest of SSM and in accordance with its Policies and Procedures at all times during my relationship with SSM and I acknowledge that my obligations under this Agreement will continue after termination of my employment, expiration of my contract, or ceasing my relationship with SSM.
15. Upon ceasing my relationship with SSM, I will immediately return to SSM any documents, media or property which constitutes Confidential Information, or which gives me access to Confidential Information.



16. I understand that violation of this Agreement may result in disciplinary action, up to and including termination of employment, suspension and loss of privileges, and/or termination of authorization to work within SSM, in accordance with SSM's policies, and/or civil/criminal prosecution.

IN WITNESS WHEREOF, by signing below, I represent and warrant that I have read this Agreement and agree to comply with all the terms and conditions stated above.

Employee/Consultant/Vendor <b>Signature:</b>	Primary SSM Entity Name where I work, volunteer or provide service:	Date:
Employee/Consultant/Vendor <b>Printed Name:</b>	Business Name of Employer (if not employed by SSM):	

**Agenda Item #13**

**Bid Committee Report**

**1. District-Wide General Improvements**

# **BID COMMITTEE REPORT**

**April 20, 2015**

## District-Wide

2. District-Wide General Improvements

TO: Board of Trustees  
FROM: Bid Committee  
DATE: April 20, 2015  
SUBJECT: District-Wide General Improvements

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

Based upon the bid tabulation enclosed and also the attached recommendation from Design Architects, the Bid Committee recommends acceptance of the low bid received from K. Wohlman Construction located in Effingham, Illinois, for District-Wide General Improvements representing a total bid of \$2,676,397.

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Source of Funds: Protection, Health & Safety  
General Obligation Debt Certificates, Series 2014

The "Advertisement for Bids" was placed in the Olney Daily Mail for one (1) day.

**Design Architects**

**DISTRICT-WIDE GENERAL IMPROVEMENTS  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**

**Bid Tabulation**

**Tuesday, April 14, 2015 at 2:00 p.m.  
Board Room, District Office  
Olney, Illinois**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDUM NO. 1 &amp; 2</b>	<b>BASE BID</b>	<b>ALT #1</b>	<b>TOTAL</b>
Illini Builders 1301 S. Whittle Ave. Olney, IL 62450	10%	✓    ✓	\$2,921,830	\$19,293	\$2,941,123
K. Wohltman Construction, Inc. PO Box 1607 Effingham, IL 62401	10%	✓    ✓	\$2,648,515	\$27,882	\$2,676,397



Design Architects, Inc.  
A Subsidiary of Hursi-Rosche Engineers, Inc.

MARION, IL  
HILLSBORO, IL  
EAST ST. LOUIS, IL  
SPRINGFIELD, IL  
ARNOLD, MO  
NEOSHO, MO

April 16, 2015

Mr. Roger Browning, CFO  
Illinois Eastern Community Colleges  
233 Chestnut Street  
Olney, Illinois 62450

SUBJECT: Public Health & Safety Project  
All Colleges  
DAi 430-3644

Dear Mr. Browning:

On April 14, 2015 bids were received for the Public Health and Safety project for all Colleges. The low bid is within the overall project budget and within the individual estimate for each categorized project. Therefore, we recommend award of the project to K. Wohlman Construction, Inc. with base bid price of \$2,648,515.00. We also recommend award of Alternate #1 with a price of \$27,882.00. Alternate #1 replaces the original single pane window wall and doors on the west side of the Brubeck Arts Center at Wabash Valley College. The new window wall will provide a noticeable difference in energy savings and comfort within the space. The total award will be \$2,676,397.00 with the award of Alternate #1.

Enclosed is the Notice of Award. If you are in agreement with our recommendation please sign and return two copies to our office. If you have any questions or require additional information, please contact our office.

Sincerely,

DESIGN ARCHITECTS, INC.

Randy Mitchell, AIA

RLM/jc  
Enclosures

**Agenda Item #14**

**District Finance**

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
March 31, 2015**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,732,925.11
Operations & Maintenance	\$2,263,203.92
Operations & Maintenance (Restricted)	\$286,501.05
Bond & Interest	\$196,852.63
Auxiliary	\$573,704.59
Restricted Purposes	(\$50,747.09)
Working Cash	\$208,658.58
Trust & Agency	\$408,676.98
Audit	(\$10,982.95)
Liability, Protection & Settlement	\$650,895.30
<b>TOTAL ALL FUNDS</b>	<b>\$9,259,688.12</b>

Respectfully submitted,



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**March 31, 2015**

	<b>ALL FUNDS</b> <hr style="border: 1px solid black;"/> <b>Fiscal</b> <b>Year</b> <b>2015</b> <hr style="border: 1px solid black;"/>
<b>ASSETS:</b>	
CASH	9,259,688
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	26,590,000
RECEIVABLES	1,162,581
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	729,697
OTHER ASSETS	747,429
TOTAL ASSETS AND OTHER DEBITS:	<hr style="border: 1px solid black;"/> 38,523,295
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	10,638
ACCOUNTS PAYABLE	410,853
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	699,452
TOTAL LIABILITIES:	<hr style="border: 1px solid black;"/> 1,120,943
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,083,078
PR YR BDGTD CHANGE TO FUND BALANCE	273,862
 <b>FUND BALANCES:</b>	
FUND BALANCE	28,812,104
RESERVE FOR ENCUMBRANCES	5,233,308
TOTAL EQUITY AND OTHER CREDITS	<hr style="border: 1px solid black;"/> 37,402,352
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 <hr style="border: 1px solid black;"/> <hr style="border: 1px solid black;"/> 38,523,295

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF March 31, 2015

ALL FUNDS

FY 2015  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	10,556,468
STATE GOVT SOURCES	6,603,413
STUDENT TUITION & FEES	12,559,369
SALES & SERVICE FEES	2,742,181
FACILITIES REVENUE	3,630
INVESTMENT REVENUE	142,441
OTHER REVENUES	194,836
TOTAL REVENUES:	<u>32,802,338</u>

EXPENDITURES:

INSTRUCTION	9,020,932
ACADEMIC SUPPORT	369,101
STUDENT SERVICES	1,322,514
PUBLIC SERV/CONT ED	48,355
OPER & MAINT PLANT	2,095,561
INSTITUTIONAL SUPPORT	7,161,330
SCH/STUDENT GRNT/WAIVERS	6,355,345
AUXILIARY SERVICES	4,061,803
TOTAL EXPENDITURES:	<u>30,434,941</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>2,367,397</u>
-------------------------------------	------------------

**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**  
**July 1, 2014 -- June 30, 2015**

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,522,934	1,081,019	3,603,953
State Government Sources - Current Year	4,803,170	1,800,243	6,603,413
State Government Sources - Prior Year	4,544,272	-	4,544,272
Net Tuition and Fees	5,284,333	-	5,284,333
Sales & Service Fees	17,440	-	17,440
Facilities Revenue	-	2,790	2,790
Investment Revenue	64,415	29,074	93,489
Other Revenues	38,629	1,673	40,302
<b>TOTAL REVENUES:</b>	<b><u>17,275,193</u></b>	<b><u>2,914,799</u></b>	<b><u>20,189,992</u></b>
<b>EXPENDITURES:</b>			
Salaries	11,217,604	613,928	11,831,532
Employee Benefits	1,703,095	143,992	1,847,087
Contractual Services	397,305	225,377	622,682
Materials	1,132,552	178,035	1,310,587
Travel & Staff Development	206,156	3,612	209,768
Fixed Charges	103,715	46,023	149,738
Utilities	55,185	828,122	883,307
Capital Outlay	185,912	8,258	194,170
Other	79,694	221	79,915
<b>TOTAL EXPENDITURES:</b>	<b><u>15,081,218</u></b>	<b><u>2,047,568</u></b>	<b><u>17,128,786</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	<u>(1,324,211)</u>	<u>                    </u>	<u>(1,324,211)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,324,211)</u></b>	<b><u>-</u></b>	<b><u>(1,324,211)</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u><u>869,764</u></u></b>	<b><u><u>867,231</u></u></b>	<b><u><u>1,736,995</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY13-15**

College	Category	FISCAL YEAR 2013			FISCAL YEAR 2014			FISCAL YEAR 2015			% of Year
		Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	
Frontier	Bills		\$ 1,413,572			\$ 1,186,101			\$ 1,324,220		
	Payroll		1,624,885			1,426,618			1,571,413		
	Totals	\$ 4,312,683	3,038,457	70%	\$ 3,658,802	2,612,719	71%	\$ 4,283,530	2,895,633	68%	75%
Lincoln Trail	Bills		1,469,005			1,405,859			1,580,524		
	Payroll		1,896,527			1,880,424			1,778,026		
	Totals	\$ 4,498,201	3,365,532	75%	\$ 4,494,153	3,286,283	73%	\$ 4,540,934	3,358,550	74%	75%
Olney Central	Bills		1,791,186			1,991,249			1,976,066		
	Payroll		3,858,907			4,099,679			3,660,748		
	Totals	\$ 7,396,633	5,650,093	76%	\$ 7,789,976	6,090,928	78%	\$ 7,866,901	5,636,814	72%	75%
Wabash Valley	Bills		2,079,455			2,104,290			2,246,214		
	Payroll		2,402,728			2,458,564			2,379,957		
	Totals	\$ 6,083,520	4,482,183	74%	\$ 6,078,045	4,562,854	75%	\$ 6,111,313	4,626,171	76%	75%
Workforce Educ.	Bills		2,718,181			3,342,408			2,838,169		
	Payroll		1,103,649			1,291,975			1,058,277		
	Totals	\$ 5,297,022	3,821,830	72%	\$ 6,042,255	4,634,383	77%	\$ 5,577,344	3,896,446	70%	75%
District Office	Bills		195,558			241,202			242,271		
	Payroll		698,196			725,293			743,845		
	Totals	\$ 1,266,150	893,754	71%	\$ 1,289,241	966,495	75%	\$ 1,298,178	986,116	76%	75%
District Wide	Bills		1,472,195			1,444,700			1,445,133		
	Payroll		646,675			571,623			639,266		
	Totals	\$ 3,329,156	2,118,870	64%	\$ 2,763,846	2,016,323	73%	\$ 2,811,649	2,084,399	74%	75%
<b>GRAND TOTALS</b>		<b>\$32,183,365</b>	<b>\$ 23,370,719</b>	<b>73%</b>	<b>\$32,116,317</b>	<b>\$ 24,169,985</b>	<b>75%</b>	<b>\$32,489,850</b>	<b>\$23,484,129</b>	<b>72%</b>	<b>75%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**March 31, 2015**

	FY 2015		FY 2014		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	11,831,532	50.38%	12,454,176	51.53%	(622,644)
Employee Benefits	1,847,087	7.87%	1,785,470	7.39%	61,617
Contractual Services	622,682	2.65%	624,857	2.59%	(2,175)
Materials	1,310,587	5.58%	1,302,500	5.39%	8,087
Travel & Staff Development	209,768	0.89%	189,319	0.78%	20,449
Fixed Charges	149,738	0.64%	169,217	0.70%	(19,479)
Utilities	883,307	3.76%	816,951	3.38%	66,356
Capital Outlay	194,170	0.83%	87,702	0.36%	106,468
Other	6,435,258	27.40%	6,739,793	27.88%	(304,535)
	<u>23,484,129</u>	<u>100.00%</u>	<u>24,169,985</u>	<u>100.00%</u>	<u>(685,856)</u>

**Agenda Item #15**

**Chief Executive Officer's Report**

**Agenda Item #16**

**Executive Session**

**Agenda Item #17**

**Approval of Executive Session Minutes**

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



**Agenda Item #18**

**Approval of Personnel Report**

**Agenda Item #19**

**Collective Bargaining**

**Agenda Item #20**

**Litigation**

**Agenda Item #21**

**Other Items**

**Agenda Item #22**

**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 - LTC	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
General PHS Work - FLOW	PHS	\$728,541								
Fire & Electrical PHS Work - FLOW	PHS	\$556,772								
HVAC Replacements	Funding Bonds	\$3,174,919								
Student Center - WVC	CDB	\$4,029,400								
Temp Building Replacement - LTC	CDB	\$1,495,500								
Center for Technology - LTC	CDB	\$7,569,800								
<b>GRAND TOTAL</b>		<b>\$19,710,732</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

3/31/2015