

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**April 18, 2017**



**Location:**

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

**Dinner – 6:00 p.m. – Cafeteria  
Meeting – 7:00 p.m. - Science Building Room 61**

*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 18, 2017**

**7:00 p.m.**

**Wabash Valley College  
Science Building Room 61**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Resolution of Results of April 4, 2017 Election..... Bruce
4. Adjournment of Board - Sine Die ..... Fischer
5. Organization of New Board..... Bruce
  - A. Appointment of Temporary Secretary
  - B. Oath of Office and Seating of Student Trustee and Trustees Elected April 4, 2017
  - 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
6. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
7. Public Comment
8. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
9. Policy First Reading (and Possible Approval) ..... Bruce
  - A. 400.19 Drug-Free Workplace Policy
  - B. 400.21 Military Leave Policy
  - C. 400.26 Victims Economic Security & Safety Act Policy
  - D. 500.15 Residency Policy
  - E. 500.23 Nursing Student Progression/Remediation Policy
  - F. 800.7 Evaluating Student Performance Policy
10. Policy Second Reading..... Bruce
  - A. None

11. Staff Recommendations for Approval
  - A. ICCB Self-Evaluation and Recognition Application..... Cantwell
  - B. Transfer Agreement between IECC and Vincennes University ..... Cantwell
  - C. Articulation Agreement between IECC and Eastern Illinois University ..... Cantwell
  - D. FY2018 Activity Fee Allocations..... Browning
  - E. Consideration of Contracts for CEO, 4 College Presidents, and Dean of WED ..... Bruce
  - F. Affiliation Agreements
    - Medicine Shoppe - Newton - Pharmacy Technician
    - Effingham Ob & Gyn Associates - Effingham - Certified Medical Assistant
    - RWR Medical Arts, Dr. David Rotman, M.D. - Robinson - Certified Medical Assistant
    - Jasper County Health Department - Newton - Certified Medical Assistant
    - Good Samaritan Hospital - Vincennes - Certified Medical Assistant
  
12. Bid Committee Report..... Bruce
  - A. Wabash Valley College  
Cablecast Flex 2 Video Server
  
13. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
  
14. Chief Executive Officer's Report..... Bruce
  
15. Executive Session..... Bruce
  
16. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
  
17. Approval of Personnel Report..... Bruce
  
18. Collective Bargaining..... Bruce  
Memorandum of Agreement - ICCB Career Pathway Grant
  
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 the Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, March 21, 2017.

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

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

John D. Brooks, Gary Carter, Michael K. Correll, Brenda K. Culver, G. Andrew Fischer, Al Henager, Jan Ridgely. Also present was Gideon Raley, student trustee. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

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

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Ryan Gower, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

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

Alex Cline, Director of Information & Communications Technology.

Renee Smith, Executive Assistant to CEO/Board Secretary.

Michael Thomas, Dean of Workforce Education.

Jeff Cutchin, Dean of Instruction of Olney Central College.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, February 21, 2017 were presented for disposition.

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

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

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

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

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

## **AGENDA #5 – “Reports” –**

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

**#5-B. Report from Presidents:** Reports were presented from each of the colleges.

**#5-C. Report from Cabinet:** None.

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

**#6-A - “Dual Credit Policy 500.31** - The following District Dual Credit policy has been developed in accordance with the policies and regulations of the Illinois Community College Board, the Illinois State Board of Higher Education, the Illinois Dual Credit Quality Act, the Higher Learning Commission, and the policies and standards of IECC.

The CEO recommended second reading be waived and approval of the following policy:  
STUDENT – 500

### **Dual Credit Policy (Policy 500.31)**

Date Adopted: March 21, 2017

Illinois Eastern Community Colleges have worked closely with area high schools to develop partnerships which provide dual credit courses that are accessible and beneficial to high school students in the IECC District. Dual credit courses are college courses taken by a high school student for credit at both the college and high school level. Dual credit courses expand student access to higher education, provide challenging academic experience to qualified high school students, and reduce the costs of a college education for students and their families.

Dual credit courses are governed by the policies and regulations of the Illinois Community College Board, the Illinois State Board of Higher Education, the Illinois Dual Credit Quality Act, the Higher Learning Commission, and the policies and standards of IECC and the high school including the Dual Credit Agreements and the Dual Credit Student Handbook.

**Board Action:** Student Trustee Gideon Raley made a motion that second reading be waived and that the Dual Credit Policy 500.31 be approved as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#6-B. Emergency Response Plans Policy 100.24** - The following revised Emergency Response Plan Policy 100.24 includes the addition of Academic Continuity in Annex 11 of the Campus Emergency Plans and ensures continued compliance with Illinois Community College Board requirements for meeting the course contact hours in case of a campus emergency. The CEO recommended the Board waive the second reading and approve Policy 100.24 as follows:

BOARD OF TRUSTEES – 100

### **Emergency Response Plans (100.24)**

Date Adopted: September 21, 2010

Revised: October 20, 2015

Revised: March 21, 2017

The Illinois Eastern Community Colleges Board of Trustees recognizes the importance of creating and maintaining a Emergency Response Plans that outlines the plan for managing major emergencies and incidents that may threaten the health, safety, and welfare of the college community or disrupt its programs or activities. The Emergency Response Plans meet the requirements of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and the Illinois Administrative Code Part 305, and are compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) and the National Incident Management System (NIMS). The Emergency Response Plans also provide for Business Continuity (Annex 10) and Academic Continuity (Annex 11) which includes a general framework for planning and decision making as it pertains to the academic and business functions of IECC in case of a campus emergency.

Emergency Response Plans are reviewed and revised, as necessary, on an annual basis. Procedures for specific emergency scenarios are accessible to students, faculty, staff and the public through a link from the IECC homepage.

**Board Action:** Trustee Gary Carter made a motion that second reading be waived and that the Emergency Response Plans Policy 100.24 be approved as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#6-C. Substance Abuse Testing for Athletes Policy 500.27** - Revisions to the current policy include the provision that 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. The CEO recommended waiving second reading and approval of the revised Substance Abuse Testing for Athletes Policy as follows:

STUDENT – 500

### **Policy for Substance Abuse Testing for Athletes (500.27)**

Date Adopted: July 16, 2014

Revised: March 21, 2017 (Pending Board approval)

#### **Purpose**

Illinois Eastern Community College is concerned with the health, safety and welfare of student-athletes who participate in its athletic programs and represent the institutions in athletics. The district believes that drug screening is appropriate and necessary to insure the health and safety of our student-athletes. Further, the athletics department recognizes its responsibility to provide educational programming which educates student-athletes on the physiological, physical, and psychological dangers inherent in the misuse of drugs and alcohol; informs student-athletes of local, state, and federal laws concerning the use and possession of alcohol and drugs. This comprehensive program which includes educational, screening, and rehabilitative components will facilitate informed, intelligent decision-making among student athletes.

## Goals

1. Educate individuals on the dangers of substance abuse and use.
2. Deterrence of substance abuse and use.
3. Develop consistent sanctions should a student-athlete test positive.
4. Promote the positive role student-athletes have in our communities.
5. Encourage student-athletes to make informed, intelligent decisions on the use of substances.

## Types of Testing

1. ~~Random~~ — 2 times per year, once in each Fall and Spring Semester — student-athletes will be notified of the test on the morning of the test. 20% of each athletic team will be subjected to random drug testing at some point during the calendar athletic year. No less than 2 and no more than 7 student-athletes from any team will be subject to testing, as it is understood that each team possesses a different number of student-athletes.
  - ~~Each Fall and Spring Semester, 5% of the student-athlete population from each college, with a minimum of 1 athlete per college, will be tested. Each Athletic Director will submit a roster for each sport on their respective campus to the Compliance Coordinator at the conclusion of the 10-day enrollment period of every fall semester. The Compliance Coordinator will then determine how many student-athletes will be tested from each sport on each campus.~~
  - Any roster changes throughout the year shall be reported to the Compliance Coordinator.
  - There will be several random test dates throughout the calendar athletic year, spread between the beginning of September and the end of April. The dates will be determined by the Compliance Coordinator. The Athletic Directors will be notified approximately 2-3 days in advance on the testing date, number of student-athletes to be tested, and from which sports the names should be pulled from. Athletic Directors will be in charge of coordinating the name drawing and test administration by an approved testing site.
  - ~~The results will be given to the Coordinator of Compliance, which in turn will notify each Athletic Director. Names of the student-athletes and test results shall be submitted to the Compliance Coordinator upon test completion.~~
  - Each name on the roster must be a part of the random drawing every time there is a drawing. Conceivably, the same name could be picked from an athletic team on every testing date.
  - Testing will be done at Wabash General Hospital (WGH), Wabash Valley Occupational Health and Acute Care – Robinson, IL, and Richland Memorial Hospital (RMH), and Fairfield Memorial Hospital (FMH). A coach or Athletic Director will accompany the student athletes to be tested to Wabash General Hospital (WGH), Wabash Valley Occupational health and Acute Care – Robinson, IL and Richland Memorial Hospital (RMH) to be tested. Wabash General Hospital (WGH), Wabash Valley Occupational Health and Acute Care – Robinson, IL and Richland Memorial Hospital (RMH) will follow their established testing protocol for sample retrieval and chain of custody will be followed according to their policy and procedures. the appropriate testing facility. Each facility

will follow its established testing protocol for sample retrieval and maintain chain of custody according to its policy and procedures.

2. Reasonable Cause - Student-athlete that has tested positive in a previous test; Student-athlete will incur the cost of the test.
3. Failure to appear – results in a positive test.
4. Re-entry testing – student-athlete will need to provide a negative sample to be released from administrative sanctions. This will be a random sample that will be provided upon request.

### **Positive Test Results**

#### **First Positive Test**

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. The student-athlete will be referred to the campus Threat Assessment and Behavior Intervention Team (TABIT).
  - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress with the members of TABIT.
  - b. The TABIT will determine the number of sessions the student-athlete needs to attend.
4. Complete 20 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
5. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

#### **Second Positive Test**

1. Student-athlete will meet with Athletic Director, Coach, President of College (or designee). The student-athlete may request to have a person of their choosing present at the meeting.
2. The student-athlete will be required to inform his/her parents of his positive test in the presence of the Athletic Director & Coach.
3. Upon a second positive test the student-athlete will be suspended from the team for ~~50%~~ 25% of the scheduled games including post-season play. These games will be served consecutively and will be the games immediately following notification of a positive test. If there are not enough games the suspension will carry over to the next season for returning athletes.
4. If the suspension happens during the season, the suspension will be noted to those who ask as a "violation of team rules".
5. The student-athlete will be referred to TABIT for evaluation. This evaluation will be at the student athlete's expense.
  - a. The student-athlete will be required to sign a release of information so the athletic department can monitor their progress in counseling.



- b. The TABIT will determine the number of sessions the student-athlete needs to attend. If the TABIT determines counseling is needed, the counseling will be **at the expense of the student-athlete**.
6. Return to the team will be when TABIT/counseling center determines student-athlete is fit to return & a negative sample is submitted by the student-athlete.
7. Complete 40 hours of community service. The community service must be completed before any reinstatement to the team is complete. The hours should be documented by the Athletic Director and the Coach.
8. The student-athlete will be subject to unlimited follow-up testing. This testing will be done at the student-athlete's expense. Failure to submit to the follow-up test will result in an indefinite suspension from the team and forfeiture of the athletic scholarship. The student may continue their educational pursuit at the institution but at **their own expense**.

#### Third Positive Test

1. A third positive test the student-athlete will be suspended from the team indefinitely.
2. The student-athlete will surrender their athletic aid.
3. The student-athlete will be able to complete their education, but at THEIR OWN EXPENSE.

#### Self-Referral Program

1. A student-athlete may refer himself/herself for evaluation or counseling by contacting their Head Coach, an athletic training staff member, or the Athletic Director.
  - a. A student-athlete may not initiate self-referral after he/she has been informed of their participation in an impending test.
  - b. Student-athlete cannot enter the self-referral program at any time after a positive test. This includes the entire time of athletic eligibility at an IECC institution.
  - c. A treatment plan will be determined and put in place for the student-athlete upon self-referral by the TABIT. The student-athlete will be tested randomly while in the self-referral program. The subsequent random tests will be the sole responsibility of the student-athlete.
  - d. A student-athlete testing positive on the initial test after entering this program will not be subject to applicable sanctions. However, a positive test in subsequent tests or failure to adhere to the treatment program will result in sanctions applicable for a 2<sup>nd</sup> positive test.

#### Appeal Process

A student-athlete who tests positive for a banned substance may, within 72 hours of being notified of the positive laboratory finding, contest the finding of the positive results. Any student-athlete requesting an appeal of the positive results is entitled to a hearing by the appeals committee. The request for appeal must be received in writing by the Athletic Director within 48 hours of notification of a positive test finding. The appeals committee will consist of the following:

- Athletic Director
- Dean of Student Services/Assistant Dean of Student Services
- Faculty member
- President or designee
- Head Coach

The student-athlete may have a representative of his/her choosing present at the appeals hearing. However, the student-athlete must present his/her own case. The meeting should take place within 72 hours after the written request is received. Sanctions resulting from the positive test will not apply until the appeals process is finalized. The decision is final based on a majority vote of the above mentioned members of the committee. The sanctions for a positive test will be completed and the results of the decision are not subject to further appeal.

### **Medical Exception**

IECC recognizes that some substances are used for legitimate medical purposes. IECC will allow for exemptions for those student-athletes with a documented medical history demonstrating a need for regular use of a substance. The student-athlete is required to inform the Athletic Director and trainer of **all medications** he/she is taking prior to being tested. Additionally, a **note from the student-athlete's prescribing physician** will be kept in the student-athlete's file. In the event a student-athlete tests positive, the Athletic Director and trainer in consultation with the testing center will review that student-athlete's medical record to determine if a medical exception should be granted.

**Board Action:** Trustee John Brooks made a motion that second reading be waived and that the Substance Abuse Testing for Athletes Policy 500.27 be approved as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Trustees voting nay: None. Trustees absent: None. Student advisory vote: Yea. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

**#8-A. Recognition of Student Board Member Gideon Raley:** The trustees gave special recognition to Student Trustee Gideon Raley. Each year the students of a college within the IECC system select a member of the student body to serve as Student Trustee to the Board of Trustees. The colleges make the selection on a rotating basis. Since April 2016, Gideon Raley from Olney Central College has served as Student Trustee to the IECC Board. He was presented with a plaque in recognition of his service to the Board of Trustees and the IECC district.

**#8-B. Concealed Carry Fee for FY 2018** - To remain competitive and in light of the District's fee increases, the District needs to make adjustments to the charges in the Concealed Carry Program. The current cost of the course is \$183.00 and it is believed that the District can remain competitive at \$175.00. The fee structure would be modified as follows:

**Current:**

\$ 75	Concealed Carry Fee
\$ 83	Tuition
\$ 10	Student Support Fee
\$ 10	Maintenance Fee
\$ 5	Tech Fee
<u>\$183</u>	Total

**Recommended:**

\$ 60	Concealed Carry Fee
\$ 83	Tuition
\$ 12	Student Support Fee
\$ 15	Maintenance Fee
\$ 5	Tech Fee
<u>\$175</u>	Total

. The CEO recommended approval of the Concealed Carry Fee for FY 2018 as presented.

**Board Action:** Student Trustee Gideon Raley made a motion to approve the Concealed Carry Fee for FY 2018. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Intent to Renew Contracts** - The contracts for the CEO, the contract for each President of each college, and the Dean of Workforce Education are up for renewal by the Board for a two-year period from September 1, 2017 to August 30, 2019.

**Board Action:** Trustee Gary Carter made a motion that the Board intends to consider the renewal of the contracts for the CEO, for each college President, and for the Dean of Workforce Education at the April 2017 meeting of the Board of Trustees. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Affiliation Agreement:** IECC wishes to enter into an affiliation agreement for LTC's Certified Medical Assistant Program with Rural Health Innovation Collaborative located in Terre Haute, Indiana. This is the standard affiliation agreement utilized by the District. The CEO recommended approval of this agreement as presented in full in the Board Agenda.

**Board Action:** Student Trustee Gideon Raley made a motion to approve the affiliation agreement for LTC's Certified Medical Assistant Program with Rural Health Innovation Collaborative for LTC's Medical Assistant Program. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #9 – “Bid Committee Report”** – The CEO recommends approval of the recommendation of the bid committee for the TRIO Upward Bound Cultural & Educational Trip 2017. The following bid recommendation is based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Gerber Tours for a total of \$63,090.

<b>TRIO Upward Bound Cultural &amp; Educational Trip 2017</b>	
<b>Company</b>	<b>Total Bid</b>
Adventure Student Travel Kirksville, MO	\$98,500
Big Country Tours Hudson, FL	\$67,430
Brightspark Chicago, IL	\$64,000
Gerber Tours, Inc. Woodbury, NY	\$63,090

Department: TRIO Upward Bound

Source of Funds: The TRIO Upward Bound programs are 100% funded through two grants by the U.S. Department of Education for \$270,375 and \$313,207 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

**Board Action:** Student Trustee Gideon Raley made a motion to accept the recommendations of the bid committee as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer’s report, showing the balance in all funds as of February 28, 2017.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for February, 2017 totaling \$484,316.54, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Jan Ridgely made a motion to approve payment of district financial obligations for February 2017, in the amounts listed. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer’s Report”** – None.

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

**AGENDA #13 – “Approval of Executive Session Minutes”** – The Board of Trustees did not hold an executive session at the regular meeting, February 21, 2017.

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

**400.1. Employment of Personnel**

**A. Classified**

1. Bobbi Hart-Walka, Office Assistant, OCC, effective March 16, 2017
2. Ashley Bigard, Advisor, OCC, effective April 3, 2017, pending successful completion of background check

**400.2. Change in Status**

**A. Administrative**

1. Dr. Jeffrey Cutchin, Dean of Instruction, OCC, to Chief Academic Officer, DO, effective May 8, 2017

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

**AGENDA #15 – “Collective Bargaining”** – None.

**AGENDA #16 – “Litigation”** – None.

**AGENDA #17 – “Other Items”** – Trustee Michael Correll addressed the Board to announce his resignation from the Board, for personal reasons and effective immediately. The Board accepted the resignation with regret and CEO Terry Bruce thanked Mr. Correll for his service to the District and the Board of Trustees.

**AGENDA #18 – “Adjournment”** – Student Trustee Gideon Raley made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:25 p.m.

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Resolution of Results of April 4, 2017 Election**



**RESOLUTION DECLARING ELECTION RESULTS**

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

WHEREAS on April 4, 2017, an election was held for the purpose of electing three 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 4, 2017, 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 for a full six year term:

Brenda Culver	8,749
Gary Carter	8,896

and;

WHEREAS Alice Mullinax will certify that the following votes were tabulated for the remaining 4 years of a 6 year term:

Jan Ridgely	11,564
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and;

WHEREAS Alice Mullinax will certify that Brenda Culver and Gary Carter were elected as trustees to serve a full term and;

WHEREAS Alice Mullinax will certify that Jan Ridgely was elected as trustee to serve the remaining 4 years of a six year term 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 18, 2017, and that, Alice Mullinax is unable to officially certify the results before April 18, 2017 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 4, 2017 election as provided by Alice Mullinax, Richland County Clerk and Recorder, and Election Authority, and further declares that Brenda Culver and Gary Carter were duly elected to serve full terms as trustees and that Jan Ridgely was duly elected to serve the remaining 4 years of a full term as trustee.

ADOPTED THIS 18th Day of April, 2017.

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

ATTEST:

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

**Agenda Item #4**

**Adjournment of Board - Sine Die**

**Agenda Item #5**

**Organization of New Board**

- A. Appointment of Temporary Secretary**
- B. Oath of Office and Seating of Trustees Elected April 4, 2017**
  - Oath of Office and Seating of Student Trustee**
- 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 #5J**

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 18th Day of April, 2017.

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

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

**RESOLUTION**

Resolved, that the Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2017:

Tuesday, May 16, 2017, 7 p.m., Frontier Community College

Tuesday, June 20, 2017, 7 p.m., Lincoln Trail College

Tuesday, July 18, 2017, 7 p.m., Olney Central College

Tuesday, August 15, 2017, 7 p.m., Wabash Valley College

Tuesday, September 19, 2017, 7 p.m., Frontier Community College

Tuesday, October 17, 2017, 7 p.m., Lincoln Trail College

Tuesday, November 21, 2017, 7 p.m., Olney Central College

Tuesday, December 12, 2017, 7 p.m., Wabash Valley College

04/2017

**Agenda Item #6**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #7**

**Public Comment**

**Agenda Item #8**

**Reports**

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



**Agenda Item #9**

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

- A. 400.19 Drug-Free Workplace Policy**
- B. 400.21 Military Leave Policy**
- C. 400.26 Victims Economic Security & Safety Act Policy**
- D. 500.15 Residency Policy**
- E. 500.23 Nursing Student Progression/Remediation Policy**
- F. 800.7 Evaluating Student Performance Policy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: 400.19 Drug Free Workplace Policy

A drug free workplace has been defined to include alcohol and this policy update includes both drugs and/or alcohol while on IECC property or while on IECC business. The policy change also makes clear that this policy applies with any federal agency with whom IECC has contracted with or from who we have received a grant.

I ask the waiver of second reading and adoption of this policy change.

TLB/rs

Attachment

**Drug-Free Workplace Policy (400.19)**

Date Adopted: November 20, 1990

Revised: April 18, 2017 (pending Board approval)

Illinois Eastern Community Colleges has a duty to protect its employees, students and the public from dangers posed by the unlawful manufacture, distribution, dispensation, possession or use of ~~drugs in the workplace~~ a controlled substance and the abuse of legal drugs and/or alcohol while on IECC owned or supervised property, and while on IECC business. The College will take all reasonable steps to insure a drug-free workplace in its programs during the performance of any federal contract work. IECC policy strictly prohibits all employees engaged in performing federal contract work from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace.

I. NOTICE OF CONVICTION

As a condition of employment, all employees directly engaged in performing work under federal grants must agree to comply with this policy and must agree to notify the President or the Chief Executive Officer no later than five (5) days after any conviction for workplace violation of a criminal drug statute. ~~The Agency IECC~~ will report such convictions to the federal government agency with whom IECC has contracted or from whom IECC has received the grant within ten (10) days.

Any employee who is convicted of such a crime is also subject to discipline up to and including discharge. Where appropriate, in the College's discretion, employees who are convicted of such crimes may be required to participate satisfactorily in a drug rehabilitation or counseling program.

II. DEFINITIONS

The term "controlled substances" means substances listed in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C., § 812. Among other substances, it includes such illegal drugs as marijuana, cocaine, crack, PCP, heroin, morphine and LSD. For the purpose of this policy, drugs are defined as any drug which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug but which is not legally obtained, is not being used for prescribed purposes and/or is not being taken according to prescribed dosages.

The phrase "conviction for a violation of a criminal drug statute" means a finding of guilt, a no contest plea or an imposition of sentence by any judicial body for any violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

III. PENALTIES FOR VIOLATION

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render College employees subject to disciplinary action, up to and including termination. Alternatively, if deemed appropriate by the College under the particular circumstances, any employee who violates this policy may be required to

participate in and complete a drug abuse assistance or rehabilitation program to the satisfaction of the Agency.

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: 400.21 Military Leave Policy

IECC has followed current governmental policy concerning employee military leave, but the District needs to update its policy to reflect current procedure.

The policy states that any member of the National Guard or militia mobilized for active duty shall continue to receive his or her compensation equal to the difference between military pay and IECC pay.

The policy revision also adds child or grandparent of a person called to military service as being eligible for family military leave.

I ask for the waiver of second reading and the Board's approval of this policy change.

TLB/rs

Attachment

**Military Leave (400.21)**

Date Adopted: May 20, 1997

Revised: February 21, 2006

Revised: April 18, 2017 (pending Board approval)

Employee Military Leave

In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Illinois Veterans Service Men's Employment Tenure Act 330 ILCS 60/1, and the Military Leave Act 5 ILCS 325/1, employees shall be granted military leaves of absence for the performance of duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Employees are required to provide advance notice, either in writing or orally, to their supervisor as soon as possible so that work schedules may be arranged consistent with operating needs. This requirement shall be excused for military necessity, which prevents employees from giving notice or circumstances whereby it is impossible or unreasonable for employees to provide notice.

Employees on military leave are entitled to group insurance coverage as provided by the Board of Trustees. Employees who elect dependent insurance coverage must make arrangements for payment of premiums while on unpaid leave. Employees on military leave will continue to accrue seniority and other benefits (e.g., vacation) while on leave. Employees on military leave are also entitled to salary continuation under the following circumstances:

1. Annual training leave: employee receives his or her regular compensation from employer.
2. Basic training leave: employee is entitled to receive compensation equal to the difference between his or her military pay and regular compensation from employer, provided military pay is less than his or her regular compensation.
3. Special or advanced training leave: employee is entitled to receive, for up to 60 days of such training, the difference between his or her military pay and regular compensation, provided military pay is less than his or her regular compensation.
4. Active Duty: any employee who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard or Illinois State Militia, and who is mobilized to active duty shall continue during the period of active duty to receive his or her compensation equal to the difference between his or her military pay and regular compensation from employer, provided military pay is less than his or her regular compensation.

Employees may elect to receive payment for vacation days in accordance with Board policy.

Employees may elect to continue contributions at their own expense to pension plans during unpaid military leave or to make up missed contributions over the lesser of five years or three times the length of the military service.

Upon satisfactory completion of military service and timely notice of intent to return to work, employees shall have reemployment rights applicable under state and federal law.

The above section is not applicable to temporary full-time or part-time employees who have brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time.

### Family Military Leave

In accordance with the Family Military Leave Act (Public Act 094-0589), employees shall be granted family military leave if they are the spouse, ~~or~~ parent, child or grandparent of a person called to military service lasting longer than 30 days with the State or United States pursuant to the orders of the Governor or the President of the United States. To qualify for family military leave an employee must have worked for the District for at least 12 months and worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Employees who qualify for family military leave shall be allowed to take up to 30 days of unpaid family military leave during the time that Federal or State deployment orders are in effect, subject to the conditions set forth in this policy.

An employee may not take family military leave as provided in this policy until he or she has exhausted all accrued vacation, floating holiday, personal, compensatory time and any other paid leave that may be granted to the employee, except sick leave and disability leave.

Employees shall give at least 14 days notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days. When able, the employee shall consult with their supervisor to schedule the leave so as to not unduly disrupt the operation of the District. Employees who take family military leave for less than 5 consecutive days shall give their supervisor advanced notice as is practicable. The District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Any employee who takes family military leave, upon expiration of the leave, shall be entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. This section does not apply if the District proves that the employee was not restored as provided in this section because of conditions unrelated to the employee's exercise of rights under this policy.

During any family military leave taken under this policy, the District shall make it possible for the employee to continue their benefits at the employee's expense. The employee will not accrue paid leave time during family military leave.

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: Victims Economic Security & Safety Act Policy 400.26

In January of 2009, the Board adopted policy to reflect the requirements of the Victims Economic Security & Safety Act (VESSA). Recent changes in the act require the Board to update its policy.

Under the current act, an employee may take VESSA leave for himself or a family member to seek medical attention for domestic or sexual violence, to obtain victim services, obtain psychological or other counseling, to participate in safety planning to protect against future domestic or sexual violence, or to seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings.

District health or dental benefits may be discontinued if required payments are not made by the employee during the leave period.

I ask for the waiver of second reading and the Board's approval of this policy change.

TLB/rs

Attachment



**Victims Economic Security and Safety Act (VESSA) Policy (400.26)**

Date Adopted: January 20, 2009

Revised: April 18, 2017 (pending Board approval)

In accordance with the Illinois Victims Economic Security and Safety Act (VESSA), leave shall be granted to an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim.

Employee Entitlement

All employees may take up to twelve weeks of unpaid VESSA leave during a twelve-month period. ~~VESSA leave shall be granted to enable employees who are victims of domestic or sexual violence to maintain financial independence necessary to leave abusive situations and to protect civil and economic rights or employees who are victims of domestic or sexual violence and employees with a family or household member who is a victim.~~ An employee may take VESSA leave to:

1. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member;
2. Obtain victim services for the employee or employee's family or household member;
3. Obtain psychological or other counseling for the employee or the employee's family or household member;
4. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence;  
or
5. Seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

Employee Eligibility

To be eligible for VESSA benefits, an employee must:

- 1) currently be an employee in active status;
- 2) be a victim of domestic or sexual violence or have a family or household member (defined as spouse, parent, son, daughter and persons jointly residing in the same household) as a victim.

Application Procedures

Employees should complete the "employee" portion of the VESSA Leave Form and submit to Human Resources. The Director of Human Resources will complete the rest of the form and return a copy of the form to the employee.

Certification

Certification may be requested by the Director of Human Resources to verify eligibility for VESSA leave taken for reasons other than medical. The certification documentation may be in the form of (1) sworn statement of an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or other professionals from whom the employee or the employee's family or household member has sought assistance; and (2) a police or court record or other collaborating evidence. Such certification shall be submitted to Human Resources to determine the acceptability of the certification provided. Any expenses associated with obtaining the certification shall be the responsibility of the employee. The Director of

Human Resources may require an employee to obtain subsequent recertifications on a reasonable basis.

FMLA medical certification issued by the employee's or household member's health care provider shall be required to support a request for unpaid VESSA leave for a serious health condition in accordance with the District's Family and Medical Leave policy.

#### Use of Paid and Unpaid Leave

Employees have the option to take VESSA leave with or without pay. An employee may request to apply accrued vacation, personal, floating holiday, personal emergency or sick leave (sick leave may only be used for the employee's medical reasons) during the twelve-week period. Any portion of the twelve-week period to which accrued leave is not applied shall be without pay.

#### Return from VESSA Leave

An employee who has been absent for VESSA leave shall be restored to the position of employment held by the employee when the leave commenced; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee on leave may be required to report periodically to Human Resources on his or her status and intention to return to work. If an employee does not return to work at the end of the leave, they will be considered to have voluntarily resigned from their position with the District.

#### Effect of VESSA Leave Under the Family and Medical Leave Act (FMLA)

This Act does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act. For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the twelve-week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the twelve-week FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA for a purpose other than that, which is available under VESSA, remains eligible for leave under VESSA.

#### Continuation of Benefits

Health and Dental Insurance: Coverage of group health and dental insurance shall be continued by the District at the same level that coverage would have been provided if the employee had remained in continuous employment. Employees are responsible for paying the employee-paid portion of any insurance premiums presently paid by payroll deduction. If required payments are not made by the employee during the leave period, insurance coverage may be discontinued, and the employee will be offered continuation of benefits through COBRA for the dependent coverage. Employees are encouraged to contact Human Resources immediately to arrange for billing which begins thirty days following the last day of paid employment.

State Universities Retirement System: To determine the effect of leave on the accumulation of service time for retirement and to assure continuation of contributions, the employee should contact the State Universities Retirement System.

Disability Benefits: In the case of an extended disability due to a serious health condition, an employee may qualify for disability benefits through the State Universities Retirement System. Employees may request an Application for SURS Disability Benefits from Human Resources.

#### Nondiscrimination

The District will not discriminate or otherwise harass or retaliate against any employee with respect to the compensation, terms, conditions or privileges or employment because the individual is or is perceived to be a victim of domestic or sexual violence; attended, participated

in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the individual or family or household member was a victim; or requires an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, or implementation of a safety procedure in response to actual or threatened domestic or sexual violence; or the workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic or sexual violence against the individual or the individual's family or household member.

Within the provisions of VESSA, a reasonable accommodation will be made for a qualified employee when there are limitations resulting from circumstances that related to being a victim of domestic or sexual violence of a family or household member being a victim of domestic or sexual violence.

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: 500.15 Residency Policy

Pursuant to the Rules of the Illinois Community College Board, each community college district is required to have policies and procedures for verifying the residency status of its students.

IECC is currently reviewing and updating all policies in preparing for the ICCB Recognition Application and Self-Evaluation. Therefore, the Residency Policy 500.15 has been revised to accurately reflect IECC's residency verification procedures.

I recommend the Board waive the second reading and approve the revisions to Policy 500.15.

TLB/rs

Attachment

STUDENT - 500

**Residency Policy (500.15)**

Date Adopted: June 18, 1991

Revised: April 18, 2017

Evidence of residence status for each applicant to Illinois Eastern Community Colleges ~~will be required~~ should be provided to by the college before or at the time of registration but no later than the first day of classes or within 15 business days of class start date. Evidence of residency is the responsibility of the student.

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: 500.23 Nursing Student Progression/Remediation Policy

I ask the Board's approval to remove from this policy a course no longer taught by the District.

I ask for the waiver of second reading and the Board's approval of this policy change.

TLB/rs

Attachment

**Nursing Student Progression/Remediation Policy (500.23)**

Date Adopted: October 16, 2007

Date Revised: March 18, 2008

Date Revised: November 17, 2009

Date Revised: December 13, 2011

Date Revised: November 20, 2012

Date Revised: April 18, 2017 (pending Board approval)

Each RN nursing student will be required to achieve a minimum passing score of 850 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. Each LPN nursing student will be required to achieve a minimum passing score of 700 on the Health Education System, Inc. (HESI) computerized exit exam for nurses or an equivalent standardized nursing exit exam which is approved by the Associate Dean of Nursing and Allied Health. The required score and the approved nursing exit exam will be specified in the applicable course syllabus for NUR 1206, ~~PNC 1216~~, or NUR 2205 offered in the last semester of either the LPN or the RN program. If the minimum score is not achieved, the student will be required to successfully complete remediation as assigned by faculty.

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: 800.7 Evaluating Student Performance Policy

IECC is currently reviewing all policies in preparation for the submission of its Recognition Application and Self-Evaluation to the ICCB.

The new policy was developed to address Evaluating Student Performance and was developed to address ICCB Recognition Standard 7. -- Student Evaluation; and, ICCB Rule 1501.405.

This new student evaluation policy reiterates IECC's current practice of evaluating student performance on an academic basis.

I recommend the Board waive the second reading and approve the Policy 800.7 on Evaluating Student Performance.

TLB/rs

Attachment



INSTRUCTION - 800

**Policy on Evaluating Student Performance (800.7)**

Date Adopted: April 18, 2017 (pending Board approval)

Student performance is evaluated solely on an academic basis, not on opinion or conduct in matters unrelated to academic standards. Evaluating student performance and learning will be measured using a variety of methods including, but not limited to, assignments, projects, presentations, quizzes, and tests. Faculty members are required to give students regular feedback in the form of a grade or progress report throughout the term and a final grade at the end of the term.

**Agenda Item #10**

**Policy Second Reading**

**None**

**Agenda Item #11**

**Staff Recommendations for Approval**

**Agenda Item #11A**

**ICCB Self-Evaluation and Recognition Application**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: Self-Evaluation and Recognition Application

The Illinois Community College Board (ICCB) requires that each community college apply for recognition to qualify for state funding. Recognition is conferred on a district which meets the instructional, administrative, financial, facility, and equipment standards as established by the Illinois Community College Board. ICCB conducts recognition evaluations on a five-year cycle to assure that each college is in compliance with these standards.

The District has completed the required Self-Evaluation and Recognition Application in accordance with the provisions of the Illinois Community College Act.

The District has reviewed the recognition standards identified in Appendix C of the ICCB Recognition Manual and has determined that the District consistently exceeds or meets the ICCB standards required for recognition as indicated in the Self-Evaluation. The District's recognition application is due by May 10, 2017.

The Self-Evaluation was emailed separately to the Board of Trustees.

I recommend the Board's approval of the District's Self-Evaluation and Recognition Application.

TLB/rs

**Agenda Item #11B**

**Transfer Agreement between IECC and Vincennes University**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
SUBJECT: Transfer Agreement between IECC and Vincennes University

The following transfer agreement between Illinois Eastern Community Colleges and Vincennes University facilitates transfer from IECC's Associate Degree in Nursing to Vincennes University's Bachelor of Science in Nursing.

Through this agreement, IECC and Vincennes University are forming a cooperative relationship to benefit students who desire to complete a Bachelor of Science in Nursing (BSN) and to provide our students with an effective and efficient transfer experience.

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

# TRANSFER AGREEMENT

Between  
Vincennes University  
and  
Illinois Eastern Community College (IECC)

For Transfer of Illinois Eastern Community College's Associate of Applied Science in Nursing degree to  
Vincennes University Bachelor of Science in Nursing

## **Statement of Purpose**

The purpose of this transfer agreement is to provide a basis for a cooperative relationship between Vincennes University and Illinois Eastern Community College (IECC) to benefit students who desire to complete a Bachelor of Science in Nursing (BSN). The intent is for students who have completed the Associate of Applied Science in Nursing degree at IECC to move seamlessly to the RN to BSN Completion Program at Vincennes University (VU).

## **Transfer Agreement**

IECC graduates from the Associate of Applied Science degree program of study in Nursing, may transfer and apply a minimum of 66 credit hours from that completed degree to the requirements for Vincennes University Bachelor of Science degrees in Nursing.

**Addendum One:** Vincennes University and Illinois Eastern Community College Course Transfer Equivalency

Additionally, under the terms of this agreement:

1. Illinois Eastern Community College students are eligible for admission with junior standing to Vincennes University's RN to BSN Completion Program provided the student:
  - a. Meets admission requirements for Vincennes University.
  - b. Has completed the AAS in Nursing with a 2.5 or higher grade point average on a 4-point scale.
  - c. Possesses an unencumbered Indiana Registered Nurse license prior to beginning any nursing course with a clinical component and maintains licensure in Indiana and state of clinical practicum.  
Possesses physical and mental health acceptable for performance in the occupation as evidenced by examination by a licensed practitioner.
  - d. Has completed, or is within six (6) credit hours of completing, the University Core Curriculum (30 credit hours).
  - e. Has completed the Mathematics requirement as outlined in the Course Transfer Equivalency with a C or higher at either IECC or VU.
2. IECC graduates must meet the admission requirements as approved by Vincennes University at the time of the student's admission to the RN to BSN Completion Program.
3. Students will be admitted to the RN to BSN Completion Program on a space-available basis.
4. Written notice of intention to terminate, modify, or withdraw from this Articulation Agreement, will be submitted by the academic head of either institution at least one



academic semester prior to the proposed date of termination/withdrawal. Should a decision be made to modify or dissolve this agreement, students who are already attending Vincennes University at the time will be permitted to continue as long as their academic performance remains in good standing.

5. Recognizing that changes in curricula and course content are inevitable, each institution agrees to discuss with the other institution all curriculum changes affecting this agreement before the changes are implemented.

Agreed to \_\_\_\_\_ (date)

**Illinois Eastern Community College**

**Vincennes University**

\_\_\_\_\_  
Theresa Marcotte, MSN, RN  
Associate Dean of Nursing and Allied Health

\_\_\_\_\_  
Laurel Smith, PhD  
Interim Provost

\_\_\_\_\_  
Rodney Ranes, MS  
President, Olney Central College

\_\_\_\_\_  
Michael Gress  
Assistant Provost for Academic Affairs

\_\_\_\_\_  
Dr. G. Andrew Fischer, Chairman  
IECC Board of Trustees

\_\_\_\_\_  
Jana Vieck, PhD, MSN, RN  
Dean, Health Sciences and Human  
Performance

**Agenda Item #11C**

**Articulation Agreement between IECC and Eastern Illinois University**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
RE: Articulation Agreement between IECC and Eastern Illinois University

The following articulation agreement between Illinois Eastern Community Colleges and Eastern Illinois University facilitates transfer from IECC's Sport Management A.A.S. to EIU's baccalaureate Kinesiology and Sports Studies Sports Management at EIU.

Through this agreement, IECC and EIU are forming a cooperative relationship to better serve IECC's students with an effective and efficient transfer experience, which will minimize duplication of instruction and build on community college and university learning experiences. This articulation agreement is an ongoing outcome of IECC's and EIU's shared interest and focus on articulation and outreach.

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

Articulation Agreement  
Between  
Eastern Illinois University  
And  
Illinois Eastern Community College

Illinois Eastern Community College (IECC) and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this articulation agreement to serve better our public constituents, to smooth transfer, to minimize duplication of instruction, and to build on community college and university learning experiences. Both institutions recognize that working together, their collective efforts are stronger than their individual efforts.

The two institutions agree to the following:

1. Any student who has completed a transferable associate degree at IECC consistent with the Illinois Articulation Initiative (with the required 2.00 GPA) and submits required application and supporting documentation will automatically be admitted to EIU at the junior level and will be deemed to have met EIU's lower division general education requirement.
2. Acceptance into a specific EIU program is based on the individual transferring student meeting the conditions and considerations listed for that program. Specifically, students completing the **Sport Management AAS** at IECC will be admitted to the baccalaureate **Kinesiology and Sports Studies Sports Management** at EIU.
3. The courses listed in the attached prescribed IECC transfer guide has been reviewed and accepted for transfer to EIU.
4. Relationships between IECC and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement
5. Representatives of both institutions agree to meet on a regular basis to assess curricular changes and other conditions that may affect the nature of this agreement.
6. This agreement does not preclude either institution from making curriculum changes as it may solely deem appropriate in which case appropriate prior notice will be given to the operative academic personnel at the cooperating institution.
7. Appropriate publications and promotional materials regarding this agreement will be made available to all IECC students.
8. Either EIU or IECC may dissolve this agreement by giving one years' advance notice to the cooperating institution's president or academic vice president.
9. This agreement is effective with the **2017-2021** academic year and is subject to renewal quadrennially.

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EASTERN ILLINOIS UNIVERSITY

\_\_\_\_\_  
David Glassman, President                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Blair M. Lord, Provost and                      \_\_\_\_\_  
Vice President for Academic Affairs                      Date

ILLINOIS EASTERN COMMUNITY COLLEGE

\_\_\_\_\_  
Terry L. Bruce, CEO                                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Chris Cantwell, Dean                                      \_\_\_\_\_  
Academic and Student Support Services                      Date

**Agenda Item #11D**

**FY2018 Activity Fee Allocations**

MEMORANDUM

TO: Board of Trustees  
FROM: Roger Browning  
DATE: April 18, 2017  
RE: FY18 Activity Fee Allocations

Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at the colleges.

In the past FCC has used the activity fee to support their bookstore. However, the FCC bookstore is now self-sustaining and FCC has recommended allocations similar to the other colleges.

Attached is an analysis of these allocations and the recommendation for FY18. With the exception of FCC, there are minimal 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 FY18.

RB/akb

Attachment







**Agenda Item #11E**

**Consideration of Contracts for CEO, College Presidents, and Dean of Workforce  
Education**

**Agenda Item #11F**

**Affiliation Agreements**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: April 18, 2017  
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 the following affiliation agreements for Lincoln Trail College with:

Medicine Shoppe - Newton - Pharmacy Technician  
Effingham Obstetrics & Gynecology Associates - Effingham - Certified Medical Assistant  
RWR Medical Arts, Dr. David Rotman, M.D. - Robinson - Certified Medical Assistant  
Jasper County Health Department - Newton - Certified Medical Assistant  
Good Samaritan Hospital - Vincennes - Certified Medical Assistant

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

TLB/rs

Attachment

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 15th day of May, 2017, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Pharmacy Technician Program (hereinafter referred to as the COLLEGE) and Medicine Shoppe, 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 \_\_\_\_\_, 2017.

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 15 day of May, 2017, 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 LLC, 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.

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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.
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IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2017.

AGENCY

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

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

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

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

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

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

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

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 15th day of May, 2017, 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 RWR Medical Arts, Dr. David Rotman, M.D., 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.

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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.

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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.
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AGENCY

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

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

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

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

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

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

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

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 15 day of May, 2017, 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,

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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.

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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 15 day of May, 2017, 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 Good Samaritan Hospital, Vincennes, IN (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,

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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

**Agenda Item #12**

**Bid Committee Report**

## BID COMMITTEE REPORT

April 18, 2017

Wabash Valley College

1. Cablecast Flex 2 Video Server

TO: Board of Trustees

FROM: Bid Committee

DATE: April 18, 2017

RE: Cablecast Flex 2 Video Server

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

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Modern Communications, Inc. for a total of \$24,190.

<b>Cablecast Flex 2 Video Server</b>	
<b>Company</b>	<b>Total Bid</b>
Duncan Video, Inc. Indianapolis, IN	\$29,241.14
<b>Modern Communications, Inc. Fenton, MO</b>	<b>\$24,190.00</b>

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Department: WVC Radio/TV Program

Source of Funds: Program Improvement Grant, Technology Plan & District-wide funds.

Rationale for Purchase: The server is 9 years old and the software is no longer supported. Our independent auditors have recommended upgrading this system for the last several years.

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

## **Specifications for WVC Cablecast Flex 2 Video Server**

Minimum Specifications Include:

### Cablecast Flex 2 Video Server

- Two channel multi-format video server
- System disk 2 x 240GB SSD in RAID 1
- Storage disk 10 TB RAID 5
- HD/SD conversion
- Warranty: 3 year parts and labor warranty
- 6 hours of installation support and training

### Annual Software Maintenance Contract per Channel

#### Tightrope Media Systems Support

- 2 hours of telephone training, installation assistance or service by Tightrope certified personnel

### Carousel Multi-zone Player for Broadcast Applications

- Carousel Channel License
- 2 hours of remote installation support and end user training

### Blackmagic Design SDI to Analog Converter

### Blackmagic Design Analog to SDI Converter Cables, Connectors and Hardware

### Control System Layout, Programming and De-Bugging by Tightrope Certified Personnel

### System Design/Commissioning by Tightrope Certified Personnel

### System Installation and Training by Tightrope Certified Personnel

## **Warranty and Support:**

Vendor is to be IECC support contact on all warranty issues. Vendor shall have the sole responsibility to contact any and all manufacturers with warranty issues during warranty period. Warranty issues are to be resolved within two weeks or unit(s) will be subject to return for credit or replacement with unit(s) of same or better value. Shipping, delivery, handling, and any restocking fees charges on unit(s) returned for credit or replacement shall be the responsibility of the vendor. Vendor shall determine method of shipment. Warranty shall include 30-day unconditional return privilege and 3 years parts/labor.

Failure to give detailed explanation/documentation of proposed equipment being supplied will be possible cause for rejection of bid. Complete documentation for all hardware and software must be provided. Failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge.

Any exception to warranty and support requirements or failure to provide shall constitute reason for unconditional return of the system/systems with no restocking charge. Any exception to warranty and support requirements or failure to comply will be considered non-responsive.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. SHIPPING MUST INCLUDE DELIVERY TO WABASH VALLEY COLLEGE, 2200 COLLEGE DRIVE, MT. CARMEL, ILLINOIS 62863. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

TOTAL BID \$ \_\_\_\_\_

APPROX. DELIVERY DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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

COMPANY  
\_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

Certified Vendor in accordance with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act:  Yes  No If yes, you must attach a copy of the current letter of certification.

**NOTE: PLEASE SUBMIT BID IN DUPLICATE.**



**Agenda Item #13**

**District Finance**

- A. Financial Report**
- B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
March 31, 2017**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,770,323.01
Operations & Maintenance	\$1,195,065.39
Operations & Maintenance (Restricted)	\$133,269.09
Bond & Interest	\$702,809.47
Auxiliary	\$713,734.45
Restricted Purposes	\$82,139.13
Working Cash	\$210,658.05
Trust & Agency	\$553,226.65
Audit	(\$1,133.45)
Liability, Protection & Settlement	\$657,414.92
<b>TOTAL ALL FUNDS</b>	<b>\$8,017,506.71</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**March 31, 2017**

	<b>ALL FUNDS</b> <hr/> <b>Fiscal</b> <b>Year</b> <b>2017</b> <hr/>
<b>ASSETS:</b>	
CASH	8,017,507
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	21,090,000
RECEIVABLES	1,347,113
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	509,653
OTHER ASSETS	457,507
TOTAL ASSETS AND OTHER DEBITS:	<hr/> 31,455,680
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	218,755
ACCOUNTS PAYABLE	27,173
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	714,409
OTHER LIABILITIES	501,647
TOTAL LIABILITIES:	<hr/> 1,461,984
 <b>EQUITY AND OTHER CREDITS:</b>	
FUND BALANCE	2,672,729
CONTROL ACCOUNTS	6,401,269
 <b>FUND BALANCES:</b>	
FUND BALANCE	16,670,016
RESERVE FOR ENCUMBRANCES	4,249,682
TOTAL EQUITY AND OTHER CREDITS	<hr/> 29,993,696
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 <hr/> <hr/> 31,455,680

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF March 31, 2017

ALL FUNDS

FY 2017  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	13,046,590
STATE GOVT SOURCES	5,449,943
STUDENT TUITION & FEES	13,703,159
SALES & SERVICE FEES	2,907,913
FACILITIES REVENUE	8,623
INVESTMENT REVENUE	144,463
OTHER REVENUES	125,326
TOTAL REVENUES:	35,386,017

EXPENDITURES:

INSTRUCTION	8,506,148
ACADEMIC SUPPORT	356,578
STUDENT SERVICES	1,124,423
PUBLIC SERV/CONT ED	4,235
OPER & MAINT PLANT	2,180,184
INSTITUTIONAL SUPPORT	6,808,793
SCH/STUDENT GRNT/WAIVERS	6,522,667
AUXILIARY SERVICES	4,241,549
TOTAL EXPENDITURES:	29,744,577

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	5,641,440
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**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**

July 1, 2016 -- March 31, 2017

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	2,745,301	1,168,755	3,914,056
State Government Sources - Current Year	5,449,943	-	5,449,943
State Government Sources - Prior Year	-	-	-
Net Tuition and Fees	5,463,723	1,005,285	6,469,008
Sales & Service Fees	35,590	-	35,590
Facilities Revenue	-	7,923	7,923
Investment Revenue	65,223	15,481	80,704
Other Revenues	83,814	185	83,999
<b>TOTAL REVENUES:</b>	<b><u>13,843,594</u></b>	<b><u>2,197,629</u></b>	<b><u>16,041,223</u></b>
 <b>EXPENDITURES:</b>			
Salaries	10,661,381	633,744	11,295,125
Employee Benefits	1,758,959	157,564	1,916,523
Contractual Services	374,708	250,886	625,594
Materials	635,409	165,237	800,646
Travel & Staff Development	117,710	2,169	119,879
Fixed Charges	100,514	14,695	115,209
Utilities	50,153	876,270	926,423
Capital Outlay	63,037	10,754	73,791
Other	102,239	-	102,239
<b>TOTAL EXPENDITURES:</b>	<b><u>13,864,110</u></b>	<b><u>2,111,319</u></b>	<b><u>15,975,429</u></b>
 <b>TRANSFERS :</b>			
Interfund Transfers	<u>(1,317,348)</u>	<u>-</u>	<u>(1,317,348)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,317,348)</u></b>	<b><u>-</u></b>	<b><u>(1,317,348)</u></b>
 <b>NET INCREASE / (DECREASE)</b>			
	<b><u><u>(1,337,864)</u></u></b>	<b><u><u>86,310</u></u></b>	<b><u><u>(1,251,554)</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY15-17**

College	Category	FISCAL YEAR 2015			FISCAL YEAR 2016			FISCAL YEAR 2017			
		Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	Anticipated Budget	Spent Thru March	% of Bdgt	% of Year
Frontier	Bills		\$ 1,324,220			\$ 1,283,633		\$ 1,355,751			
	Payroll		1,571,413			1,637,088		1,602,172			
	Totals	\$ 4,283,530	2,895,633	68%	\$ 4,230,407	2,920,721	69%	\$ 3,989,274	2,957,923	74%	75%
Lincoln Trail	Bills		1,580,524			1,471,092		1,485,652			
	Payroll		1,778,026			1,754,296		1,624,965			
	Totals	\$ 4,540,934	3,358,550	74%	\$ 4,505,520	3,225,388	72%	\$ 4,298,705	3,110,617	72%	75%
Olney Central	Bills		1,976,066			1,850,736		1,698,578			
	Payroll		3,660,748			3,578,777		3,395,856			
	Totals	\$ 7,866,901	5,636,814	72%	\$ 7,696,886	5,429,513	71%	\$ 7,158,163	5,094,434	71%	75%
Wabash Valley	Bills		2,246,214			2,324,808		2,428,449			
	Payroll		2,379,957			2,425,099		2,368,813			
	Totals	\$ 6,111,313	4,626,171	76%	\$ 6,176,922	4,749,907	77%	\$ 6,124,837	4,797,262	78%	75%
Workforce Educ.	Bills		2,838,169			3,018,004		2,849,191			
	Payroll		1,058,277			1,031,479		924,684			
	Totals	\$ 5,577,344	3,896,446	70%	\$ 5,467,706	4,049,483	74%	\$ 4,956,047	3,773,875	76%	75%
District Office	Bills		242,271			245,522		226,139			
	Payroll		743,845			775,708		778,517			
	Totals	\$ 1,318,178	986,116	75%	\$ 1,351,446	1,021,230	76%	\$ 1,349,414	1,004,656	74%	75%
District Wide	Bills		1,445,133			1,297,712		1,159,211			
	Payroll		639,266			750,652		600,118			
	Totals	\$ 2,791,650	2,084,399	75%	\$ 2,771,726	2,048,364	74%	\$ 2,489,438	1,759,329	71%	75%
<b>GRAND TOTALS</b>		<b>\$32,489,850</b>	<b>\$ 23,484,129</b>	<b>72%</b>	<b>\$32,200,613</b>	<b>\$ 23,444,606</b>	<b>73%</b>	<b>\$30,365,878</b>	<b>\$22,498,096</b>	<b>74%</b>	<b>75%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**March 31, 2017**

	FY 2017		FY 2016		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	11,295,125	50.20%	11,953,099	50.98%	(657,974)
Employee Benefits	1,916,523	8.52%	1,937,703	8.27%	(21,180)
Contractual Services	625,594	2.78%	648,535	2.77%	(22,941)
Materials	800,646	3.56%	898,279	3.83%	(97,633)
Travel & Staff Development	119,879	0.53%	151,216	0.64%	(31,337)
Fixed Charges	115,209	0.51%	139,872	0.60%	(24,663)
Utilities	926,423	4.12%	871,207	3.72%	55,216
Capital Outlay	73,791	0.33%	145,381	0.62%	(71,590)
Other	6,624,906	29.45%	6,699,314	28.58%	(74,408)
	<u>22,498,096</u>	<u>100.00%</u>	<u>23,444,606</u>	<u>100.00%</u>	<u>(946,510)</u>

**Agenda Item #14**  
**Chief Executive Officer's Report**



**Agenda Item #15**

**Executive Session**

**Agenda Item #16**

**Approval of Executive Session Minutes**

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

**Agenda Item #17**

**Approval of Personnel Report**

**Agenda Item #18**

**Collective Bargaining**

**Memorandum of Agreement - ICCB Career Pathway Grant**

**Agenda Item #19**

**Litigation**

**Agenda Item #20**

**Other Items**

**Agenda Item #21**

**Adjournment**

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

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	██████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	██████████							
Center for Technology - LTC	CDB	\$7,569,800	██████████							
<b>GRAND TOTAL</b>		<b>\$13,094,700</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>

3/31/2017