

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**January 19, 2016**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**January 19, 2016  
7:00 p.m.  
Wabash Valley College  
Cafeteria**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. Withdrawal Policy 500.30
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Employee Satisfaction Survey Results ..... Hartleroad
  - B. Agreement with FIRMSYSTEMS ..... Bruce
  - C. Agreement with Fairfield Park District ..... Bruce
  - D. Affiliation Agreements ..... Bruce
    - SSM Health Medical Center – Health Informatics
    - Fairfield Memorial Hospital – Health Informatics
9. Bid Committee Report ..... Bruce
  - West Richland Center
  - A. Simulator for Truck Driving Program
  - B. 2016 Semi-Tractor for Truck Driving Program
10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria, at Lincoln Trail College, 11220 State Highway 1, Robinson, Illinois, Tuesday, December 8, 2015.

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

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

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

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

Also present at this meeting, in addition to trustees:

Jay Edgren, President of Frontier Community College.

Matt Fowler, President of Wabash Valley College.

Kathy Harris, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

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

LeAnn Hartleroad, Associate Dean, Institutional Development.

Renee Smith, Executive Assistant to CEO/Board Secretary.

Michael Thomas, Dean of Workforce Education.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held November 17, 2015 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Al Henager made a motion to approve minutes of the foregoing meeting as prepared. Student Trustee Drew Halter 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 & guests present were recognized, including members of Ms. Cora Weger and Ms. Carrie Brown’s Leadership Classes. A short presentation on student projects was given. President Kathy Harris also introduced several Crawford County residents who were in attendance.

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

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

**AGENDA #5 – “Reports”** –

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

**#5-B. Report from Presidents:** Informational reports on upcoming events were provided by the College Presidents.

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

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

**#6-A. HR 400.8 Minimum Faculty Requirements and Qualifications Policy:**

Revisions to the policy were outlined to meet new state and Higher Learning Commission guidelines for faculty as follow:  
HUMAN RESOURCES - 400

**Minimum Faculty Requirements/Qualifications (400.8)**

Date Adopted: December 19, 1989

Date Revised: November 15, 2011

Date Revised: June 16, 2015

Date Revised: December 8, 2015 (pending Board approval)

Administration will determine the need for faculty personnel to fill vacancies or to meet changing enrollment or changing demands within each area of instruction and will follow the minimum qualification requirements as listed below:

Transfer Programs: Preparation shall include a master’s degree in the field of specialization for which courses are taught, except in such areas in which work experience and related training in the course area is acceptable.

Basic Skills Courses: Preparation shall include a Bachelor’s degree with course work in the academic area to be taught.

Career and Technical Education Programs: One year (2,000 hours) employment experience in the specific occupational area to be taught, and compliance with legal, governmental, and professional requirements, if applicable. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

Acceptable Coursework

- A. All undergraduate credit must be earned from regionally accredited institutions in courses associated with the discipline in which the instructor shall teach.

- B. All graduate credit hours must be earned at regionally accredited institutions in courses at the graduate level with the major emphasis in either professional educational studies or the discipline in which the individual shall teach.
- C. Credit for graduate work done at foreign universities may be given at the discretion of the Board.

**January 1, 2016 the following Minimum Faculty Requirements/Qualifications will be effective.**

Transfer Programs: Preparation shall include a master's degree with 18 graduate hours in the academic field, ~~or~~ discipline, or subfield. The primary method of determination shall be by credentials, however other secondary methods may be considered when determining qualified faculty, such as tested ~~work~~ experience, related training, and academic experience in the course and/or discipline area. Tested experience includes, but is not limited to, a breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable.

Basic Skills Courses: Preparation shall include a Bachelor's degree with course work in the academic area to be taught.

Career and Technical Education Programs: Preparation shall include a bachelor's degree in the field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, oOne year (2,000 hours) employment experience in the specific occupational area to be taught; certifications or licensure in the field, discipline, or subfield; and compliance with legal, governmental, and professional requirements, if applicable. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

Acceptable Coursework

- A. All undergraduate credit must be earned from regionally accredited institutions in courses associated with the discipline in which the instructor shall teach.
- B. All graduate credit hours must be earned at regionally accredited institutions in courses at the graduate level with the major emphasis in either professional educational studies or the discipline in which the individual shall teach.
- C. Credit for graduate work done at foreign universities may be given at the discretion of the Board.

The District shall work with current and new faculty, who are otherwise performing well, to ensure that they meet the above requirements/qualifications. In some instances, a written education plan may be established for a faculty member.

**Recommendation:** The CEO recommended that second reading be waived and that the revised foregoing policy be approved.

**Board Action:** Trustee Brenda Culver made a motion that second reading be waived and that the revised Minimum Faculty Requirements/Qualifications 400.8 be approved as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#6-B. Student 500.3 Comprehensive Fee Policy:** Revisions were presented to the Student Comprehensive Fee Policy 500.3 to update the listing of program and course fees assessed as follows:

**Comprehensive Fee Policy (500.3)**

Date Adopted: December 19, 1989

Revised: April 29, 1999

Revised: December 8, 2015 (pending Board approval)

- A. Tuition: ~~In-District tuition~~ Tuition shall be established by the Board of Trustees.
- B. Miscellaneous Fees: Miscellaneous fees are those fees that are charged for various student support services in the Financial Information section of the IECC catalog. These fees are reviewed annually and recommended changes to these fees are submitted to the Board of Trustees for approval.

~~Incidental Fees: Incidental fees are those fees charged to provide for special student services initiated by student request. The rates for each of the incidental fees shall be determined on an annual basis. The recommended rates will be submitted to the Board for its approval at its regular meeting in June. Incidental fees are charged for the following:~~

Incidental Fees

- ~~—1. Admission Fee (one time non-refundable).~~
- ~~—2. Graduation Fee (includes cap and gown rental, diplomas, and is payable at the time of submitting graduation application).~~
- ~~—3. Second Diploma Charge.~~
- ~~—4. Transcript Fee (first transcript issued at no charge).~~
- ~~—5. Change of Program Fee (drop/add fee per class).~~
- ~~—6. Late Registration Fee.~~
- ~~—7. Proficiency Examination Fee (per exam).~~
- ~~—8. Music (Applied) Course Fee.~~
- ~~—9. Physical Education Courses Requiring the Rental of Non-College Facilities (a fee is charged on a cost-recovery basis).~~
- ~~—10. Deposit for College Owned Musical Instruments (a semester hour deposit is required, based on instrument value; if the instrument is returned in good condition, the deposit is refunded).~~
- ~~—11. Nursing Course Fee.~~
- ~~—12. Truck Driving Course Fee.~~
- ~~—13. Microwave Cooking Course Fee.~~

- ~~14. Mini-Computer Programming Course Fee.~~
- ~~15. Natural Foods Course Fee.~~
- ~~16. Welding Course Fee.~~
- ~~17. Nursing Assistant Malpractice Insurance.~~
- ~~18. Television Course Fee.~~
- ~~19. Mailing List Fee.~~

These fees may be added to or altered only by action of the Board of Trustees. The Board reserves the right to change the rate at any time without prior notice.

Program Costs

- ~~1. Nursing Program (includes purchase of personal liability insurance, nursing uniforms and caps, A.D.N. school pin and P.N. school pin).~~
- ~~2. Auto Mechanics (deposit on tool box; refundable depending on the condition when returned).~~
- ~~3. Welding & Metallurgy (includes purchase of gloves, helmet, vest, goggles and striker).~~
- ~~4. Cosmetology (includes a one time purchase of equipment).~~
- ~~5. Diesel Equipment Technology (includes purchase of tools).~~
- ~~6. Telecommunications (includes purchase of tools).~~
- ~~7. Drafting Technology (includes purchase of drafting instruments)~~
- ~~8. Air Conditioning and Refrigeration (includes purchase of a tool chest and tools).~~
- ~~9. Tool & Die (includes purchase of tools).~~
- ~~10. Radiology Program (insurance).~~

**Recommendation:** The CEO recommended that second reading be waived and that the revised foregoing Student 500.3 Comprehensive Fee Policy be approved.

**Board Action:** Trustee Brenda Culver made a motion to waive second reading and approve 500.3 Comprehensive Fee Board Policy 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#6-C. Student 500.21 Student Military Policy:** Revisions to the policy were presented to follow revisions made to the Federal Veterans Access, Choice, and Accountability Act that all eligible veterans and their eligible dependents be offered in-state tuition at public colleges and universities. The revised policy follows:

STUDENT - 500

**Student Military Policy (500.21)**

Date Adopted: October 16, 2001

Date Revised: October 18, 2005

**Date Revised: December 8, 2015**

Any IECC student in the military service, or a student who enlists in the military service (Army of the United States, United States Navy, the Marine Corps, the Air Force, the Coast Guard, and members of the State Militia), or a student who is a member of the National Guard or Reserves and



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

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

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

**Recommendation:** The CEO recommended that second reading be waived and that the revised foregoing Student 500.21 Student Military Policy be approved.

**Board Action:** Trustee John Brooks made a motion to waive second reading and approve Student Military Policy 500.12 as recommended. Trustee Drew Halter 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #7 – “Policy Second Reading”** - None.

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

**#8-A. Memorandum of Agreement with McKendree University:** An agreement with McKendree University was presented to assist professional development and provide education opportunities for qualified IECC employees. The agreement follows:

**Purpose:** To assist the professional development and educational opportunities of eligible and qualified Illinois Eastern Community College employees, McKendree University agrees to provide a Bachelor of Business Administration (BBA) online program, a Master of Business

Administration (MBA) online program, and a Master of Arts in Education – Higher Education Administrative Services (MAED) online program.

**A. The University agrees:**

- 1.) To assume full responsibility for the planning and delivery of mutually approved academic programs and courses, including: Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Arts in Education – Higher Education Administrative Services (MAED) [see Attachment A for curricula].
- 2.) To provide academically and professionally qualified instructors for all McKendree University courses offered to Illinois Eastern Community College employees, and to provide for periodic University evaluation of all such instructors and courses.
- 3.) To provide ancillary services such as academic advising, student registration, and textbook facilitation.
- 4.) To enroll qualified Illinois Eastern Community College employees as degree-seeking students or as professional development students at McKendree University. All coursework successfully completed at the University will carry the appropriate academic credit designated for the course and may be applied toward completion of the BBA, MBA, or MAED degree at McKendree University, used for professional development reasons, or used as potential transfer credit to another institution (dependent on that institution's policies).
- 5.) To review the previous academic histories of all degree-seeking applicants and evaluate any coursework completed at accredited colleges/universities for possible acceptance, when relevant, as transfer credit to McKendree University's BBA, MBA, or MAED degree programs. This evaluation will also determine any prerequisite courses necessary for applicants to the BBA, MBA, and MAED degree programs.
- 6.) The standard instructional format is an online course format.
- 7.) To allow enrolled students full access to the Holman Library at McKendree University including circulation privileges and computerized bibliographic searches for research materials. Additional consortium arrangements and Inter-library loan privileges also supplement the University's library collection and services.
- 8.) To designate a representative of McKendree University as the coordinator of all University activities at Illinois Eastern Community College, and as a liaison between this cooperative program and other University offices. This coordination will insure efficient delivery of services and programs, and compatibility of offerings, and will enhance collaboration between Illinois Eastern Community College and McKendree University.
- 9.) To provide, on proper application and with student permission, an official transcript documenting an individual student's academic coursework and/or degree completion at McKendree University.

**B. Illinois Eastern Community College agrees:**

- 1.) To provide appropriate access to Illinois Eastern Community College newsletters or announcements for dissemination of information on the University's programs for Illinois Eastern Community College employees.

- 2.) To collaborate with and to assist the University in the efficient operation of these educational programs.
- 3.) To designate a representative(s) to serve as liaison with the University in matters pertaining to this agreement.

**C. Both parties agree:**

- 1.) To collaborate fully in the planning and execution of these academic programs, including the specific course selections and scheduling patterns needed to support the needs of Illinois Eastern Community College and the students.
- 2.) To collaborate fully in the monitoring of enrollments and in the appropriate promotion of these academic programs. Both parties reserve the right to review all information distributed to employees concerning the University's programs.
- 3.) That all academic policies and degree requirements will be consistent with the terms published by McKendree University.
- 4.) That tuition rates for each program (BBA, MBA, and MAED) will be discounted 10% from the standard tuition per credit hour rates published by McKendree University. A review of tuition charges will be conducted annually in spring, and if the rates are increased, the 10% discount will be based on the new tuition rates. Tuition may be changed or extended by the parties upon execution of a signed memorandum codifying its extension or amendment.
- 5.) That this agreement may be terminated by either party, no later than one academic term before the desired date of termination. In the event of termination, the University and Illinois Eastern Community College will insure that an appropriate degree completion option be made available for any enrolled students.
- 6.) That McKendree University, an accredited institution of higher education, will abide by all regulations, guidelines and best practices required by its own institutional polices, as well as by its state and federal regulators, and by its regional accreditor (i.e., The Higher Learning Commission).

**D. APPROVAL**

Upon the execution of this MOA, it is desired that this educational partnership to benefit Illinois Eastern Community College employees will begin with the 2016 Spring I term (January 2016).

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

**#8B. Approval of No Petition Certificate:** At the regular meeting on October 20, 2015 the Board adopted a "Resolution of Intent to Levy an Additional Tax". Following that resolution, a "Notice of Intent to Levy an Additional Tax" was published, which began a petition period of 30 days following the publication of the notice. The Board also had published a "Notice of Proposed Tax Increase". The CEO recommended approval of a certification that no petitions were filed requesting that the proposition be submitted to voters of the District.

**Board Action:** Trustee Al Henager made a motion to approve the acceptance of No Petition Certificate as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair, the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-C. Certificate of Compliance with the Truth in Taxation Law:** The CEO reviewed the procedure followed by IECC in compliance with the Truth in Taxation Law, and recommended approval for the Chairman to sign the Truth in Taxation Certificate of Compliance, containing the following statements relative to this community college district:

I, the undersigned, hereby certify that I am the presiding officer of Illinois Eastern Community College District No. 529 and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions Sections 18-60 through 18-85 of the "Truth in Taxation" Law.

NOTICE OF PROPOSED TAX INCREASE FOR

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

- I. A public hearing to approve a proposed property tax levy increase for Illinois Eastern Community Colleges District No. 529 for 2015 will be held on November 17, 2015 at 7:00 p.m. at Frontier Community College, Fairfield, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Roger Browning, Chief Finance Officer, 233 East Chestnut Street, Olney, IL 62450; phone: (618.393.2982).

- II. The corporate and special purpose property taxes extended or abated for the year 2014 were \$4,111,911.

The proposed corporate and special purpose property taxes to be levied for 2015 are \$4,884,655. This represents an 18% increase over the previous year extension.

- III. The property taxes extended for debt service for 2014 were \$2,126,537.

The estimated property taxes to be levied for debt service and public building commission leases for 2015 are \$2,096,350. This represents a 1% decrease over the previous year.

- IV. The total property taxes extended or abated for 2014 were \$6,238,427. The estimated total property taxes to be levied for 2015 are \$7,011,192. This represents a 12% increase over the previous year extension.

**Board Action:** Trustee Al Henager made a motion to approve the Certificate of Compliance with the Truth in Taxation Law and all required attachments thereto, and to

authorize the Chairman to sign the certificate as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: none. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Certificate of Tax Levy for FY2017:** It is necessary to certify IECC's tax levies for FY2017 beginning July 1, 2016 and ending June 30, 2017. A comparison of this information and that of prior years was presented for review. In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance. The tax rate for FY2017 is estimated at 49.37 cents per \$100 in equalized assessed valuation.

The Certificate of Tax Levy was reviewed, showing the following sums to be levied on the taxable property of this community college district:

Educational Purposes \$2,467,500; Operations & Maintenance Purposes \$1,050,000; An additional tax for operations and maintenance purposes \$609,655; Local Government & Governmental Employees Tort Immunity Act purposes \$200,000; Social Security and Medicare Insurance purposes \$220,000; Financial Audit purposes \$80,000; Worker's Compensation & Unemployment purposes \$250,000. Number of bond issues of the community college district which have not been paid in full: 1.

The Certificate of Tax Levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December 2015.

**Board Action:** Trustee Michael Correll made a motion to approve the Tax Levy as published in the agenda, with the exception of removing the proposed additional tax for operations and maintenance purposes \$609,655. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Al Henager, Michael Correll. Trustees voting nay: Marilyn Wolfe, Gary Carter, Brenda Culver, Andrew Fischer. Student advisory vote: Yea. Trustees absent: None. The motion having received 3 yea votes and 4 nay votes, the Chair declared the motion did not carry. (See Agenda Item #17 for additional Board action.)

**Board Action:** Trustee Marilyn Wolfe made a motion to approve and file the Certificate of Tax Levy as recommended in full as published in the agenda. Trustee Brenda Culver seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: Marilyn Wolfe, Gary Carter, Brenda Culver, Andrew Fischer. Trustees voting nay: John Brooks, Al Henager, Michael Correll. Student advisory vote: Nay. Trustees absent: None. The motion having received 4 yea votes and 3 nay votes, the Chair declared the motion carried. (See Agenda Item #17 for additional Board action.)

**#8-E. GASB Designation of Tax Levy Year:** Under guidelines established by the Governmental Accounting Standards Board (GASB), IECC may designate the fiscal year that the District's tax levy is to be recognized as income. Currently, the District levies and extends taxes based upon a calendar year. The calendar year overlaps the District's school year and the

District's fiscal year. The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2015 will be collected late in calendar year 2016 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2017 (July 1, 2016 – June 30, 2017). The CEO recommended adoption of the following resolution. (See Agenda Item #17 for additional Board action.)

#### RESOLUTION SETTING FORTH TAX LEVIES FOR 2015

Be it resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2015 concerning tax levies and extensions

Be it further resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of Two Million Four Hundred Sixty Seven Thousand Five Hundred Dollars (\$2,467,500) be levied as a tax for Educational purposes; and the sum of One Million Fifty Seven Thousand Five Hundred Dollars (\$1,057,500) be levied as a tax for Operations and Maintenance purposes; and the sum of Six Hundred Nine Thousand Six Hundred Fifty Five Dollars (\$609,655) be levied as an additional tax for Educational and Operating and Maintenance purposes; and the sum of Two Hundred Twenty Thousand Dollars (\$220,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Eighty Thousand Dollars (\$80,000) be levied as a special tax for Financial Audit purposes; and the sum of Two Hundred Thousand Dollars (\$200,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Fifty Thousand Dollars (\$250,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, State of Illinois, for the year 2015 to be collected in the year 2016; and that the income from the levy for the year 2016 be allocated 100% for Fiscal Year 2017.

**Board Action:** Trustee Brenda Culver made a motion to adopt the foregoing resolution regarding designation of the tax levy year as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: none. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried. (See Agenda Item #17 for additional Board action.)

**#8-F. IECC and EIU Concurrent Enrollment Agreement for the ADN/BSN Programs:** Representatives from IECC and Eastern Illinois University (EIU) worked cooperatively to develop the following concurrent enrollment agreement for the Associate Degree in Nursing (ADN) program at IECC with the EIU Bachelors of Science in Nursing (BSN) Degree. The CEO recommended approval of the agreement.

Illinois Eastern Community College and the Board of Trustees of Eastern Illinois University (EIU) form a cooperative relationship through this 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: Any student who is enrolled in a transferable associate in arts, associate in science or associate in science and arts degree at Illinois Eastern Community College 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.

1. Acceptance into a specific EIU program is based on the individual student meeting the conditions and considerations listed for that program. Specifically, students enrolled in the **Nursing AAS (ADN)** program at Illinois Eastern Community College will be conditionally admitted to the baccalaureate **Nursing BS** program at EIU, upon meeting program admission requirements. Full unconditional admission will be granted upon meeting that criteria for the RN to BS in Nursing Program.
2. The courses listed in the attached prescribed Illinois Eastern Community College Nursing AAS transfer guide have been reviewed and accepted for transfer to EIU.
3. Relationships between Illinois Eastern Community College and EIU faculty and administration are in the spirit of cooperation and provide the basis for this agreement.
4. 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.
5. 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.
6. Appropriate publications and promotional materials regarding this agreement will be made available to all Illinois Eastern Community College students.
7. Either EIU or Illinois Eastern Community College may dissolve this agreement by giving one year's advance notice to the cooperating institution's president or academic vice president.

This agreement is effective with the 2015-2016 academic year and is subject to renewal every five years.

**Board Action:** Trustee Gary Carter made a motion to approve the Concurrent Enrollment Agreement for IECC's Associate Degree in Nursing and EIU's Bachelor of Science in Nursing Degree as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: none. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. Board Meeting Dates and Location for 2016:** The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for

the upcoming calendar year. The attached resolution sets forth the Trustees will meet on the third Tuesday of every month except December shall be the second Tuesday of the month. The CEO recommended approval of the following meeting dates and locations for the IECC Board of Trustees for 2016.

Resolved, that the Illinois Eastern Community College District #529 Board of Trustees regular monthly meetings shall be held as follows during the calendar year 2016:

Tuesday, January 19, 2016, 7 p.m., Wabash Valley College  
Tuesday, February 16, 2016, 7 p.m., Frontier Community College  
Tuesday, March 15, 2016, 7 p.m., Lincoln Trail College  
Tuesday, April 19, 2016, 7 p.m., Olney Central College  
Tuesday, May 17, 2016, 7 p.m., Wabash Valley College  
Tuesday, June 21, 2016, 7 p.m., Frontier Community College  
Tuesday, July 19, 2016, 7 p.m., Lincoln Trail College  
Tuesday, August 16, 2016, 7 p.m., Olney Central College  
Tuesday, September 20, 2016, 7 p.m., Wabash Valley College  
Tuesday, October 18, 2016, 7 p.m., Frontier Community College  
Tuesday, November 15, 2016, 7 p.m., Lincoln Trail College  
Tuesday, December 13, 2016, 7 p.m., Olney Central College

**Board Action:** Trustee Brenda Culver made a motion to approve the foregoing listing of Board meeting dates and locations for 2016. Student Trustee Drew Halter 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees Absent: none. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Affiliation Agreements:** The CEO recommended approval of affiliation agreements with the following medical institutions for Lincoln Trail College:

Certified Medical Assistant  
Premier Healthcare, LLC – Bloomington, Indiana  
Basic Nurse Assistant  
Heritage Health – Robinson  
Crawford Memorial Hospital – Robinson

**Board Action:** Student Trustee Drew Halter made a motion to approve affiliation agreements for Lincoln Trail College as listed, and as presented in full in the Board agenda, as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote the following trustees voted yea: : John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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



**#10-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of November 31, 2015.

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for December 2015 totaling \$800,030.63 were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Marilyn Wolfe made a motion to approve payment of district financial obligations for December, 2015, in the amounts listed. 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 76 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”** –

**#13-A. Written Executive Session Minutes:** No executive session was held during the regular meeting, Tuesday, November 17, 2015. .

**#13-B. Audio Recordings of Executive Sessions:** No executive session was held during the regular meeting, Tuesday, November 17, 2015.

**#13-C. Semi-Annual Review of Executive Session Minutes:** The Board of Trustees having conducted a semi-annual review of executive session minutes as mandated by Section 2.06 of the Open Meetings Act, the CEO presented the following report and recommendations:

A. The following written executive session minutes were reviewed in June 2015 and the decision was made at that time to keep them closed:

1. Tuesday, June 20, 1995.
2. Tuesday, August 15, 1995.
3. Tuesday, September 19, 1995.
4. Friday, August 2, 1996.
5. Tuesday, January 20, 1998.
6. Tuesday, June 15, 1999.
7. Tuesday, July 20, 1999.
8. Tuesday, February 20, 2001.
9. Tuesday, March 20, 2001.
10. Tuesday, June 19, 2001.
11. Tuesday, July 17, 2001.
12. Tuesday, August 21, 2001.
13. Tuesday, September 18, 2001.
14. Tuesday, June 18, 2002.
15. Tuesday, July 16, 2002.

16. Tuesday, August 20, 2002.
17. Tuesday, September 17, 2002.
18. Tuesday, December 10, 2002.
19. Tuesday, February 18, 2003.
20. Tuesday, June 17, 2003.
21. Tuesday, August 19, 2003.
22. Tuesday, September 16, 2003.
23. Tuesday, August 17, 2004.
24. Tuesday, December 14, 2004.
25. Tuesday, June 21, 2005.
26. Tuesday, July 19, 2005.
27. Tuesday, August 16, 2005.
28. Tuesday, April 18, 2006.
29. Tuesday, November 21, 2006.
30. Tuesday, October 15, 2013.

B. The following written executive session minutes have been approved, but remain closed, and are being subjected to the semi-annual review for the first time in June 2015:

1. None

C. The following written executive session minutes have been approved and opened to the public record:

1. None.

D. Audio recordings of previously approved executive sessions will remain closed to the public record and these audio executive session recordings will remain in the custody of the Board Secretary until 18 months following the executive session at which the audio recordings were made:

1. Tuesday, November 18, 2014.

E. As part of the Board of Trustees semi-annual review of executive sessions, the Board notes that the audio tape recordings of the following meetings have been held by the Secretary for more than the 18 months required, and the Secretary is directed to destroy these recordings after this meeting:

1. Tuesday, March 18, 2014.
2. Tuesday, April 15, 2014.
3. Tuesday, May 8, 2014 – 4:00 p.m.
4. Tuesday, May 8, 2014 – 6:00 p.m.
5. Tuesday, May 12, 2014.
6. Tuesday, May 20, 2014.

F. As part of the Board of Trustees semi-annual review of executive session minutes, the Board notes that executive sessions were not held on the following dates:

1. Tuesday, June 16, 2015.
2. Tuesday, July 21, 2015.
3. Tuesday, August 18, 2015.
4. Tuesday, September 15, 2015.
5. Monday, October 20, 2015.
6. Tuesday, November 17, 2015.
- 7.

G. It is recommended that the following previously approved closed meeting minutes be open to the public record:

1. None.

**Board Action:** Trustee Al Henager made a motion to adopt the foregoing report and recommendations as outlined, for minutes of executive sessions held on the dates listed. Trustee Michael Correll seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted.

**AGENDA #14. Personnel Report:** Tara Buerster presented the following personnel report and the CEO recommended approval.

**400.1. Change in Status**

**A. Professional Non-Faculty**

1. Alyssa Parrott, Coordinator of Career Services, FCC, to Coordinator of Marketing & Career Services, FCC, effective January 1, 2016

**400.2. Special Assignment**

**A. Faculty**

1. John Day      Lead Instructor, WVC, Social Services      **Spring 2016**  
\$225

**400.3. Approval of Proposed Non-College Employment**

**A. Faculty**

<u>Name</u>	<u>Employer</u>	<u>Days per Academic Year</u>
Nixie Hnetkovsky	Edwards County High School	70
Kyle Peach	University of Evansville/ESPN 3	50

**400.4. Resignation Ratification**

**A. Professional Non-Faculty**

1. Carrie Hallam, Information Technology Trainer/Support, DO, effective January 1, 2016

**400.5. Retirement Ratification**

**A. Administrative**

1. Jervaise McDaniel, Associate Dean of Outreach, DO/WRC, effective January 9, 2016

**Board Action to Approve Personnel Report:** Trustee Gary Carter made a motion to approve the Personnel Report as recommended. Trustee John Brooks 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, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

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

**AGENDA #16 – Litigation** – None.

**AGENDA #17 – Other Items** –

**Board Action:** Having voted on the prevailing side, trustee Gary Carter made a motion to reconsider the vote on Agenda Item #8D - Certificate of Tax Levy for FY2017. Trustee Brenda Culver seconded the motion to reconsider Agenda Item #8D 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. Student advisory vote: Yea. Trustees voting nay: Marilyn Wolfe. Trustees Absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

**Board Action:** Trustee Michael Correll made a motion to amend the Tax Levy document presented as published in the agenda for approval to remove the proposed additional tax for operations and maintenance purposes in the amount of \$609,655. Trustee Brenda Culver seconded the motion to amend the Certificate of Tax Levy for FY2017 by removing \$609,655 for operations and maintenance purposes 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. Trustees voting nay: Marilyn Wolfe. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

**Board Action:** Trustee John Brooks made a motion to approve the Tax Levy as amended. Trustee Michael Correll seconded the motion to approve the amended Certificate of Tax Levy for FY2017 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. Trustees voting nay: Marilyn Wolfe. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

The approved Certificate of Tax Levy for FY2017 follows:

**CERTIFICATE OF TAX LEVY**

Richland, Clark, Clay, Crawford, Cumberland,

Community College District No. 529 County(ies) Edwards, Hamilton, Jasper, Lawrence, Wayne, Wabash & White

Community College District Name Illinois Eastern Community Colleges District #529 and State of Illinois

We hereby certify that we require:

the sum of \$ 2,467,500 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 1,057,500 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 200,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and

the sum of \$ 220,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 80,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 0 to be levied as a special tax for protection, health and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ 250,000 to be levied as a special tax for (specify) worker's compensation & unemployment purposes, on the taxable property of our community college district for the year 2014.

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the

life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full \_\_\_\_\_ 1 \_\_\_\_\_.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

.....  
(Detach and return to Community College District)

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 \_\_\_\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_, 20 \_\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district and additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 \_\_\_\_\_ is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

**Board Action:** Having voted on the prevailing side, trustee Al Henager made a motion to reconsider Agenda Item #8E - GASB Designation of Tax Levy Year. Trustee Brenda Culver seconded the motion to reconsider Agenda Item #8E 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. Student advisory vote: Yea. Trustees voting nay: Marilyn Wolfe. Trustees Absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

**Board Action:** Trustee Brenda Culver made a motion to amend the GASB Designation of Tax Levy Year document presented as published in the board agenda for approval to remove the proposed additional tax for operations and maintenance purposes in the amount of \$609,655. Student Trustee Drew Halter seconded the motion to amend the GASB Designation of Tax Levy Year document by removing \$609,655 for operations and maintenance purposes 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. Trustees voting nay: Marilyn Wolfe. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

**Board Action:** Student Trustee Drew Halter made a motion to adopt the GASB Designation of Tax Levy Year document published in the board agenda as amended and on a recorded roll vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: Marilyn Wolfe. Student advisory vote: Yea. Trustees absent: None. The motion having received 6 yea votes and 1 nay vote, the Chair declared the motion carried.

The approved GASB Designation of Tax Levy Year document follows:

**RESOLUTION SETTING FORTH TAX LEVIES FOR 2015**

Be it resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the Board hereby incorporates, by reference, all prior resolutions adopted in calendar year 2015 concerning tax levies and extensions

Be it further resolved by the Board of Trustees of Illinois Eastern Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White and State of Illinois, as follows:

That the sum of Two Million Four Hundred Sixty Seven Thousand Five Hundred Dollars (\$2,467,500) be levied as a tax for Educational purposes; and the sum of One Million Fifty Seven Thousand Five Hundred Dollars (\$1,057,500) be levied as a tax for Operations and Maintenance purposes; and the sum of Two Hundred Twenty Thousand Dollars (\$220,000) be levied as a special tax for Social Security and Medicare purposes; and the sum of Eighty Thousand Dollars (\$80,000) be levied as a special tax for Financial Audit purposes; and the sum of Two Hundred Thousand Dollars (\$200,000) be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunities Act; and the sum of Two Hundred Fifty Thousand Dollars (\$250,000) be levied as a special tax for Worker's Compensation and Unemployment purposes on the equalized assessed value of the taxable property of Community College District #529, Counties of Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Richland, Wabash, Wayne and White, State of Illinois, for the year 2015 to be collected in the year 2016; and that the income from the levy for the year 2016 be allocated 100% for Fiscal Year 2017.

**AGENDA #18 – Adjournment** – Trustee Gary Carter made a motion to adjourn. Student Trustee Drew Halter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No”. The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:15 p.m.

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**



**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**

**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**Withdrawal Policy 500.30**

## MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 19, 2016  
RE: Withdrawal Policy 500.30

Students may add, drop, or withdraw from courses during specifically set forth days as established by IECC and published in the official academic calendar, the college catalog, and in the procedure manual. To specifically address student initiated withdrawals and administrative withdrawals after the refund period, the following new Withdrawal Policy 500.30 has been developed which outlines the requirements for these withdrawals.

I recommend the Board waive the second reading and approve Policy 500.30 effective Fall Semester 2016.

TLB/rs

Attachment

STUDENT - 500

**Withdrawal Policy (500.30)**

Date Adopted:

**This policy will be effective beginning the Fall 2016 semester.**

Students may add, drop, or withdraw from courses during specifically set forth days as established by IECC and published in the official academic calendar, the college catalog, and in the procedures manual.

**Refund Period**

A refund of 100 percent of the tuition and fees will be made to a student who withdraws during the first 10 business days of a sixteen-week course period and the first 5 business days of an eight-week course period or the proportionate time of any other course not conforming to a sixteen-week or eight-week schedule.

**Academic Record**

Courses dropped before the start of a semester do not become part of a student's academic record. If a student withdraws during a refund period, a W (withdraw) becomes part of the student's academic record. A student who withdraws after the refund period also will have a W as part of his or her academic record. Failure to follow the official withdrawal policy will result in a grade of F.

**Student Initiated Drop or Withdrawal**

Each student is responsible for initiating a drop or withdrawal request by contacting Student Services at each college and completing a Course Change Form (withdrawal form). The student is encouraged to meet with the instructor, his or her Retention Coordinator, and the Financial Aid Officer before withdrawing from any course.

Withdrawal requests must be received in Student Services no later than two weeks prior to the end of any regular length semester. Students are advised to contact Student Services for withdrawal deadlines for courses not conforming to a sixteen-week schedule.

**Administrative Withdrawal**

Prior to an administrative withdrawal, the instructor should submit a Progress Report to allow the Retention Coordinator or academic advisor to contact the student. If there is no resolution, i.e. a student-initiated withdraw, an instructor may recommend an administrative withdrawal after mid-term if a student who ceases to attend or whose pattern of absences causes the faculty member to seriously question the intent of the student to further pursue the course. The administrative withdrawal must be approved by the Dean of Instruction. The Student Services/Student Records Office will notify the student and Financial Aid Director of the student's administrative withdrawal.

Faculty may request to withdraw a student from their courses with a failing grade due to plagiarism, cheating, or other gross infractions as stated in the attendance and academic integrity policy and statements on the course syllabi upon review and approval by the Dean of Instruction.

IECC also has the authority to administratively withdraw a student from classes for the following reasons:

- Registration in violation of college regulations and requirements (academic ineligibility to register);
- Failure to pay tuition and fees by established due date;
- Disciplinary suspension or dismissal for the remainder of an academic semester or longer;
- Severe psychological or health problems such that a student cannot be permitted to continue in attendance; and
- Other reasons deemed appropriate by the proper administrative staff such as the President or Dean of Instruction.

Policy to Protect Academic Standing of Dual Credit Students (Policy 500.29) specifically applies to students who are not successful in dual credit courses that follow the high school calendar and may withdraw from the college course after the college drop date to protect their academic standing.

**Agenda Item #7**

**Policy Second Reading**

**None**



**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Employee Satisfaction Survey Results**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 19, 2016  
RE: Employee Satisfaction Survey Results

In the fall of each year, IECC employees are given to review the operation of the District and its four colleges.

Employees identify their work location, classification, whether they were employed full or part-time and their years of service. The employees review health and dental benefits, information availability, personnel changes, website quality, equipment and technology needs, and a variety of other questions concerning their employment. Detailed survey results have been emailed to the members of the Board.

For FY16, some of the highest areas of satisfaction were:

- 99% The IT Help Desk resolving issues to employee satisfaction.
- 99% The IT Help Desk providing professional, courteous, and timely technical support.
- 98% The location of information on the IECC and/or College websites.
- 97% The availability of administration to faculty and staff.
- 97% The overall satisfaction with employment.
- 95% The recommending IECC to a prospective student or employee.

Overall, the survey results show that employees are satisfied with their employment and the operation of the District.

I ask the Board's acceptance of the FY16 Employee Satisfaction Survey results.

TLB/rs

**Agenda Item #8B**

**Agreement with FIRMSYSTEMS**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 19, 2016  
RE: Agreement with FIRMSYSTEMS

The District is required to have prepared a background check and to fingerprint all students involved in the Certified Nurse Assistants (CNA) Program. The District would like to begin using FIRMSYSTEMS for this service. The cost would be \$29.00 per student and this charge reflects no change in the cost of the service to the District or to the student. Upon approval, this agreement would be effective January 20, 2016.

I ask the Board's approval of this agreement with FIRMSYSTEMS for CNA student fingerprinting and background checks.

TLB/rs

Attachment



## ***FIRM Systems*** **SUBSCRIBER AGREEMENT**

The undersigned subscriber (Subscriber) and FIRM Systems enter into this Agreement. FIRM Systems and Subscriber agree to the following:

**FIRM Systems SERVICES:** FIRM Systems shall furnish to Subscriber, on request, criminal background information and other data accessed by FIRM Systems on behalf of Subscriber.

**FIRM Systems PERFORMANCE:** FIRM Systems will exercise its best efforts to deliver all information requested by Subscriber in an expeditious and efficient manner. FIRM Systems shall have no obligation or liability to Subscriber for any delay or failure to deliver information caused or created by any third party that provides services, data, or information to FIRM SYSTEMS and its authorized service provider.

**SUBSCRIBER USE LIMITATIONS:** Subscriber hereby certifies and agrees that it will request and use information from FIRM Systems in a lawful manner. All information shall be maintained by Subscriber as prescribed by law and disclosed only to employees whose duties reasonably relate to the legitimate business purposes for which the information is requested. Further, Subscriber shall comply with all federal, state and local statutes, regulations and rules, applicable to any consumer information obtained or purchased by Subscriber under this Agreement, including, but without limitation, the Federal Fair Credit Reporting Act, the Illinois Uniform Conviction Information Act, and the Illinois Health Care Workers Criminal Background Check Act.

**LIMITATION OF LIABILITY:** FIRM Systems shall exercise reasonable efforts to furnish the subscriber with accurate information. Both Subscriber and FIRM Systems hereby agree that FIRM Systems, its authorized service vendor, and suppliers shall not be liable to Subscriber for any injury or damage resulting from the furnishing of information to Subscriber by FIRM Systems, provided that the liability did not arise as a result of gross negligence or willful misconduct of FIRM Systems. Subscriber acknowledges that all data and information provided and/or sold to Subscriber under this Agreement is purchased "as is".

**INDEMNIFICATION:** Subscriber shall indemnify and hold FIRM Systems, its authorized service vendor, and suppliers harmless from and against any and all costs, expenses, and liabilities which may be paid by or assessed against FIRM Systems based upon the illegal use by Subscriber of any information furnished to Subscriber by FIRM Systems.

**CONTRACT IN ENTIRETY:** This Agreement sets forth the entire understanding and agreement between FIRM Systems and Subscriber and may be modified only by a written amendment executed by both parties.

**SUBSCRIBER FEES:** There are no Subscription fees or monthly support fees. Monthly billing will be processed for services rendered.

**CHARGES AND PAYMENT REQUIREMENTS:** For each response to a request for information (including "no record"), Subscriber agrees to pay the applicable charge for the various services rendered to Subscriber. Payment by Subscriber shall be due within fifteen (15) days from date of billing Statement.

**PAST DUE ACCOUNTS:** At the option of FIRM Systems, payments not received within thirty (30) days after the date of the statement shall cause Subscribers privileges to be suspended. Subscriber agrees that Past Due Balances may be charged a finance charge of 1 ½ % per month (18% APR). Subscriber further agrees to pay any and all costs of collection on unpaid balances, including but not limited to reasonable attorneys fees, court costs, collection costs, and expenditures related thereto.

**TERM:** This Agreement shall continue in force without any fixed date of termination. Either FIRM Systems or Subscriber may terminate the Agreement upon thirty (30) days prior written notice to the other, or immediately by the non-breaching party, after fifteen (15) days written notice of material breach of this Agreement, if such breach is not cured within such period.

**ATTORNEYS FEES:** Should either party commence litigation in any court of competent jurisdiction, the prevailing party shall in addition to such other relief as may be awarded, be entitled to a reasonable sum and for attorneys fees.

**ASSIGNMENT:** This Agreement is not assignable by either party without the prior written consent of the other party, except to a parent or subsidiary or affiliate of the assigning party. Consent not to be unreasonably withheld.

**ILLINOIS LAW:** This Agreement is deemed made in the State of Illinois, and shall be construed in accordance with the laws of the State of Illinois applicable to contracts which are executed and to be performed in Illinois.

**WAIVER:** Waiver by either party of any breach or default by the other party shall not be deemed a waiver of any future breach or default by such other party.

**HEADINGS:** Paragraph headings are for convenience only and shall in no way modify or effect the intent of any provision or be given any legal effect. This Agreement shall be effective upon the date of execution by both parties.

**HEIRS AND ASSIGNS:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns, where permitted by this Agreement.

**NOTICES:** All notices, requests or other communications shall be in writing and shall be deemed to have been duly given when deposited with or delivered to the United States Postal Service, First Class, postage prepaid to the addresses listed in the Credit Application or to any other addresses provided by one party to the other under this provision of the Agreement.

**WARRANTIES:** FIRM Systems represents and warrants that its activities in the collection and reporting of information are consistent with all applicable law and regulation. The information provided by FIRM Systems originates from various, legal and reputable sources, such as, but not limited to, state and local courts, state criminal history repositories, consumer credit reporting agencies, and state motor vehicle departments.

**DISCLAIMER OF WARRANTY:** FIRM Systems and its suppliers do not guarantee or warrant the correctness, completeness, currentness, merchantability or fitness for a particular purpose of the information provided and shall not be liable to subscriber for any loss, damage, lost profits, bodily injury or death caused in whole or in part by FIRM Systems negligent acts or omissions or intentional wrongdoing in procuring, compiling, collecting, interpreting, reporting communication or delivering the information or data or in otherwise performing its obligations under this agreement. FIRM Systems and its suppliers shall not be liable to the subscriber for other consequential or special damages arising out of this agreement.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

**FIRM Systems, Inc. Subscriber Company**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name  
FIRM Systems

Sales Agent Name \_\_\_\_\_

Sales Agent Signature \_\_\_\_\_

CNA pricing will be \$29.00 per student for the 2016 year



# Contact and Billing Information

(Please print or type)

## Billing Information: User Information:

\_\_\_\_\_  
Contact Name Primary Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

## Additional Users (if necessary)

\_\_\_\_\_  
User (2) Name User (2) E-mail

\_\_\_\_\_  
User (2) Address User (2) City, State, Zip

\_\_\_\_\_  
User (3) Name User (3) E-mail

\_\_\_\_\_  
User (3) Address User (3) City, State, Zip

\_\_\_\_\_  
User (4) Name User (4) E-mail

\_\_\_\_\_  
User (4) Address User (4) City, State, Zip

**Copy this page and include if more than 5 users**

**Agenda Item #8C**

**Agreement with Fairfield Park District**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 19, 2016  
RE: Intergovernmental Agreement with Fairfield Park District

Frontier Community College has begun a softball team and has cooperated with the Fairfield Park District to utilize an existing softball diamond owned by the Park District.

Because of NJCAA regulations, many modifications had to be made to the softball diamond to make it compliant. The necessary work has been done at the expense of Frontier.

In exchange for these required modifications, the Park District has agreed to execute an intergovernmental agreement which designates that Frontier will have sole responsibility for the operation and maintenance of the softball diamond for the next twenty-five years.

I ask the Board's approval of the attached intergovernmental cooperation agreement with the Fairfield Park District.

TLB/rs

Attachment

## INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is made \_\_\_\_\_, 2015, by and between Illinois Eastern Community College District No. 529/Frontier Community College, hereinafter referred to as Frontier and the Fairfield Park District of Fairfield, Illinois, a unit of local government, located in Fairfield, Illinois, hereinafter referred to as the Park District.

WITNESSETH:

WHEREAS, the Park District is the owner of three softball/baseball diamonds located at Southwest Park, Fairfield, Illinois, and this agreement concerns the middle softball diamond; and

WHEREAS, the parties hereto are desirous of developing said softball diamond for the mutual benefit of the students of Frontier and the residents of the Park District as a recreational facility; and

WHEREAS, the Park District has made numerous improvements to the softball diamond to accommodate the requirements of Frontier for college level softball and Frontier has agreed to reimburse the Park District for these improvements; and

WHEREAS, the parties have agreed to these improvements and hereby agree that the improved softball diamond shall continue to be owned and managed by the Park District pursuant to the terms of this Agreement:

WHEREAS, Article 8, Section 10 of the Constitution of the State of Illinois authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS the parties have determined that it is in the best interests of the students of Frontier and the residents of the Park District, for the parties to enter into this Agreement with respect to the modification and improvement of the softball diamond and to carry out the purposes of this Agreement; and the governing bodies of each party hereto have adopted an ordinance or resolution approving this Intergovernmental Agreement and authorizing its execution.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein and of other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged, the parties hereto agree as follows:

### **1. Modifications Required by Frontier for College Level Usage of the Softball Diamond**

Frontier shall, at its sole expense, make all necessary changes to the softball diamond to comply with college requirements. Said changes shall be agreed to and made in cooperation with the Park District. The Park District and Frontier have agreed upon a basic list of required changes and such changes have been made as agreed. Frontier agrees to pay for these modifications. Once the softball diamond modifications have been fully executed, Frontier shall assume sole responsibility for the maintenance and upkeep of the softball diamond as contained within the existing fencing. Frontier and the Park District agree to discuss and mutually agree upon development of any improvements beyond and outside of the existing fence, including but not limited to, bleachers, structures, and signage. It is anticipated that such improvements will be done at the expense of Frontier.

## **2. Scheduling and Shared Use of the Softball Diamond**

Priority shall be given to the use of the softball diamond by Frontier. Use of the softball diamond shall be scheduled between the designated representative of the Park District and the designated representative of Frontier. The Park District and Frontier shall cooperate as necessary to make scheduling changes and to avoid scheduling conflicts. Frontier shall have staff in attendance at Frontier usage for purpose of supervision when the softball diamond is used for Frontier purposes. In the event of a disagreement among the parties as to any matter covered by this paragraph, the decision of Frontier with regard to such issue shall be final, but Frontier shall give due deference to the Park District in decisions. All other disagreements are covered by paragraph 7 of this agreement.

## **3. Liability Insurance and Indemnification**

Each of the parties hereto shall maintain general liability insurance having liability limits in an amount not less than One Million Dollars (\$1,000,000.00) in force at such party's expense at all times during the term of this agreement and shall name the other party as an additional insured with respect to such policies of insurance. Proof of such insurance shall be given by each party by way of a certificate of insurance to be provided to the other party no less frequently than annually and when otherwise requested by the other party.

The Park District agrees to defend, indemnify and hold harmless Frontier, its officers, agents, contractors and employees harmless of and from all liabilities and claims of liabilities arising out of the Park District's use by the general public of the facility.

Frontier agrees to defend, indemnify, and hold the Park District, its officers, agents, contractors, and employees harmless of and from all liabilities and claims of liabilities arising out of Frontier's use of the facility when scheduled for use by Frontier.

#### **4. Terms of Agreement**

This Agreement shall be effective upon execution hereof by both of the parties hereto and shall continue through and including July 1, 2040. Unless either party notifies the other within the last year of this agreement, this agreement shall terminate at the date specified. If neither party exercises its right of termination or extension of the initial term or of its desire not to extend the Agreement, the Agreement shall be extended for additional successive one year terms upon the same terms as then existing. In the event of the termination of this Agreement by either party as above provided, such party shall be responsible for all obligations incurred by it during the term of this Agreement. Upon termination of the Agreement, all real estate and improvements made subject hereof shall be the sole property of the Park District.

#### **5. Binding Effect**

This Agreement shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns; provided, however, that neither party shall have the right to assign its interest in this Agreement either voluntarily or by operation of law without the prior written consent and approval of the other party.

#### **6. Amendment**

This Agreement constitutes the entire agreement of the parties and may be altered, modified or amended duly upon the written consent and agreement of both parties after approval by the governing body of each party as required by law.

#### **7. Arbitration**

It is hereby agreed that in case of any disagreement or difference shall arise at any time hereafter between the parties hereto, or any person claiming under them, in relation to this Agreement, either as the construction or operation thereof or the respective rights and liabilities there under, such disagreement or difference shall be submitted to the arbitration of two persons, one to be appointed by each party to this Agreement, and the third to be appointed by the two so appointed. If either party shall refuse or neglect to appoint an arbitrator and served written notice thereof upon the other party requiring it to appoint an arbitrator, then the arbitrator so first appointed shall have the power to proceed to arbitrate and determine the matters of this Agreement or difference as if he were the an arbitrator appointed by both the parties hereto for that purpose, and his decision in writing shall be final, provided such decision shall be made within twenty (20) days after the reference of said arbitrators. All decisions of the arbitrators shall be binding upon the parties hereto as if entered by a court of competent jurisdiction.

## **8. Notices**

All notices required hereunder shall be in writing and shall be served personally, be registered or certified mail return receipt requested, or by express delivery service as follows:

If to the Park District:

Board Chairman  
Fairfield Park District  
Fairfield, IL 62837

If to the COLLEGE:

Chief Executive Officer  
233 East Chestnut Street  
Olney, IL 62450

In the event of the change of either of the above addresses, to the party whose address changes shall notify the other party in writing of such change and the new address.

## **9. Severability**

If for any reason any provision of this Agreement is determined by the Court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed to be severed and this Agreement shall remain in full force and effect with the provision severed or modified by Court Order provided that said provision determined invalid does not substantially impair the intent or substance of this Agreement so that the purposes of this Agreement are not fulfilled and the benefits to the parties hereto are not realized. If said provision does substantially impair the intent or substance, the parties shall attempt to agree on an amendment to this Agreement to address the changes necessary as a result of said Court determination. However, if the parties are unsuccessful in negotiating an amendment, this Agreement shall terminate.

## **10. Waiver of Performance**

The waiver by either party of any term, covenant or condition herein, or the failure of such party to insist upon strict and prompt performances therewith, shall not be deemed or construed to constitute a waiver of such terms, covenant or condition, which shall remain in full force and effect and shall continue to be subject to enforcement.

**11. Governing Law and Exclusive Jurisdiction**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Illinois.

**12. Authority of Officers**

Each of the parties hereto represent and warrant that the officers executing this Agreement for and on behalf of such party are fully authorized and empowered by the governing body of such party to make, execute and deliver this Agreement for and on behalf of such party.

FAIRFIELD PARK DISTRICT, FAIRFIELD ILLINOIS, A UNIT OF LOCAL GOVERNMENT

BY: \_\_\_\_\_  
Board Chairman

ATTEST: \_\_\_\_\_  
Board Clerk

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT NO. 529

BY: \_\_\_\_\_  
Board Chairman

ATTEST: \_\_\_\_\_  
Board Secretary



**Agenda Item #8D**

**Affiliation Agreements**

**SSM Health Medical Center – Health Informatics**  
**Fairfield Memorial Hospital – Health Informatics**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: January 19, 2016  
RE: Affiliation Agreements

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

IECC wishes to enter into affiliation agreements for the following programs and locations:

Health Informatics Program

SSM Health Medical Center – Mt. Vernon, Illinois - FCC

Fairfield Memorial Hospital – Fairfield, Illinois - FCC

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

TLB/rs

Attachments

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529  
FRONTIER COMMUNITY COLLEGE  
HEALTH INFORMATICS PROGRAM  
AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this 19th day of January, 2016 by and between **ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE**, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and **SSM HEALTH MEDICAL CENTER** (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics,

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

1. The AGENCY agrees to make its facilities available for Health Informatics internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Health Informatics lead faculty on behalf of FRONTIER COMMUNITY COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. The FRONTIER COMMUNITY COLLEGE lead faculty will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty will

periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard of safety, health, and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The FRONTIER COMMUNITY COLLEGE lead faculty will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. The process will be cleared through the FRONTIER COMMUNITY COLLEGE lead faculty who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

The agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

6. The student(s) and lead faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made in December of each year, as requested by facility, if either party requests the review. If AGENCY wants to continue with agreement, no action should be taken. If AGENCY wishes to review and modify AGREEMENT, contact should be made with FRONTIER COMMUNITY COLLEGE. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in FRONTIER COMMUNITY COLLEGE's Health Informatics Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

9. AGENCY may require the removal of a student, if this is deemed necessary by the AGENCY in the interest of patient care.

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of

insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

FRONTIER COMMUNITY COLLEGE agrees that it and its students and faculty will comply with the purpose and standards recommended by The Joint Commission.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 19<sup>th</sup> day of January, 2016.

**SSM HEALTH MEDICAL CENTER  
4218 LINCOLNSHIRE DRIVE  
MT. VERNON, IL 62864  
618-899-3604  
618-899-4870 fax**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
FRONTIER COMMUNITY COLLEGE,**

\_\_\_\_\_  
Chairman, IECC Board of Trustees

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
President, Frontier Community College

\_\_\_\_\_  
Dean, Frontier Community College

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

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

Adopted 6-2005

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT # 529  
FRONTIER COMMUNITY COLLEGE  
HEALTH INFORMATICS PROGRAM  
AGENCY AGREEMENT**

THIS AGREEMENT made and entered into this 19th day of January, 2016 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and FAIRFIELD MEMORIAL HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, FRONTIER COMMUNITY COLLEGE desires to make use of the AGENCY'S facilities for Internships by students of the Health Informatics Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the students and faculty of FRONTIER COMMUNITY COLLEGE for the purpose of gaining knowledge and experience in the field of Health Informatics.

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

1. The AGENCY agrees to make its facilities available for Health Informatics internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Health Informatics lead faculty on behalf of FRONTIER COMMUNITY COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. The FRONTIER COMMUNITY COLLEGE lead faculty will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.

4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard of safety, health, and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The FRONTIER COMMUNITY COLLEGE lead faculty will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of inefficiency or because of conditions within the AGENCY. The process will be cleared through the FRONTIER COMMUNITY COLLEGE lead faculty who will remove the student(s) from the internship.

5. If a physical exam or TB test is required, these will be scheduled through AGENCY with no cost to the student.

The agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job.

6. The student(s) and lead faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records.

7. The status of the student intern(s) should be that of student learner(s). Any schedule of compensation shall be agreed on by the AGENCY, FRONTIER COMMUNITY COLLEGE lead faculty and student(s). Compensation is not a requirement. Neither FRONTIER COMMUNITY COLLEGE nor AGENCY hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. Student(s) shall be covered by professional liability insurance through FRONTIER COMMUNITY COLLEGE prior to any assignment at the AGENCY.

8. An annual review of the agreement may be made in December of each year, as requested by facility, if either party requests the review. If AGENCY wants to continue with agreement, no action should be taken. If AGENCY wishes to review and modify AGREEMENT,



contact should be made with FRONTIER COMMUNITY COLLEGE. Either party hereto may terminate this AGREEMENT by at least one (1) school calendar year's written notice to the other party. All students enrolled in FRONTIER COMMUNITY COLLEGE's Health Informatics Program, and participating in the program contemplated herein at the time that notice to terminate this AGREEMENT is given by either party to the other, shall be permitted to complete their experience needed for graduation at the AGENCY.

9. AGENCY may require the removal of a student, if this is deemed necessary by the AGENCY in the interest of patient care.

The student(s) subject to this agreement are not agents or employees of the AGENCY.

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance.

FRONTIER COMMUNITY COLLEGE agrees that it and its students and faculty will comply with the purpose and standards recommended by The Joint Commission.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 19<sup>th</sup> day of January, 2016.

FAIRFIELD MEMORIAL HOSPITAL  
303 NW 11th  
FAIRFIELD IL 62837  
618-842-2611

ILLINOIS EASTERN COMMUNITY COLLEGES  
FRONTIER COMMUNITY COLLEGE,

\_\_\_\_\_  
Chairman, IECC Board of Trustees

\_\_\_\_\_  
Administrator, Hospital or Agency

\_\_\_\_\_  
Chief Executive Officer,  
Illinois Eastern Community Colleges

\_\_\_\_\_  
President, Frontier Community College

\_\_\_\_\_  
Dean, Frontier Community College

\_\_\_\_\_  
Internship Program Coordinator

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

Adopted 6-2005

**Agenda Item #9**

**Bid Committee Report**

**West Richland Center**

- 1. Simulator for Truck Driving Program**
- 2. 2016 Semi-Tractor for Truck Driving Program**

## BID COMMITTEE REPORT

January 19, 2016

### West Richland Center

1. Simulator for Truck Driving Program
2. 2016 Semi-Tractor for Truck Driving Program

TO: Board of Trustees

FROM: Bid Committee

DATE: January 19, 2016

RE: Simulator for West Richland Center

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 Virage Simulation for \$104,500, and also acceptance of the low bid on Alternate #2 from Virage Simulation for a 5-year extended warranty beyond the factory warranty for \$20,000. The total bid recommendation for both the base and the warranty is \$124,500.

<b>Simulator for WRC</b>					
<b>Company</b>	<b>Base Bid – Equipment</b>	<b>Base Bid – Del. &amp; Setup</b>	<b>Alt. #1</b>	<b>Alt. #2</b>	<b>Alt. #3</b>
Virage Simulation Saint-Laurent, Quebec, CN	\$104,500	-0-	\$12,000	\$20,000	\$40,000
Doron Precision Systems, Inc. Binghamton, NY	\$111,550	-0-	\$24,000	\$40,000	\$80,000
Simulator Systems Intl. Tulsa, OK	\$101,890	\$4,750	No Bid	No Bid	No Bid

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Bid award is subject to grant approval by U.S. Department of Commerce.

Department: Truck Driving Program

Source of Funds: EDA Grant, plus District Matching

Rationale for Purchase: Expansion of the Truck Driving Program so that it may be offered at the West Richland Center. This will provide greater access to the program district-wide. The "Advertisement for Bids" was placed in the Mt. Carmel Daily Republican Register, Olney Daily Mail and the Robinson Daily News for one (1) day. In addition, individual invitations to bid were sent directly to potential vendors.

**Specifications For: Truck Driving Simulator**

**Illinois Eastern Community College District # 529  
and the  
U.S. Department of Commerce, Economic Development Administration  
EDA Award No. 06-69-06002**

Bidders Please Note: the itemized bid should be broken down into six components:

1. Base bid for equipment only
2. Base bid for delivery and set-up
3. Base bid for staff training
4. Alternate Bid # 1
5. Alternate Bid # 2
6. Alternate Bid # 3

The following specifications should be included in your simulator bid:

**BASE BID**

1. State-of-the-Art Motion/Vibration Simulator
2. Complete Delivery and Set-up of Equipment: delivery and set-up to be completed within 90-days of bid award. (Itemize separately)
3. Warranty (Standard)
4. In-house Training on the use of Equipment (Itemize separately)
5. Full simulation of virtually any type of heavy vehicle from dump truck to highway tractor-trailer and semi-trailer applications.
6. Surround Sound System
  - a. Sounds from the truck itself
  - b. Sounds from other moving vehicles on the roadway
  - c. Other road sounds
  - d. Verbal communications from the instructor to the driver
7. Variety of driving scenarios
  - a. City Driving
    - i. Variety of scenarios for right turns
    - ii. Variety of scenarios for left turns
    - iii. Approach and maneuvering at intersections with Stop Lights or Stop Signs
    - iv. Stopping and starting from an inclined roadway
    - v. Low overpasses, trees, utility lines, etc.
    - vi. Bridging effect
    - vii. Pot holes
  - b. Rural Driving
    - i. Animals

- ii. School Buses
    - iii. Farm equipment
    - iv. Blind hills and entry ways
  - c. Interstate Driving
    - i. Situations involving multiple lanes
    - ii. On/Off Ramps
      - 1. Cloverleaf style
      - 2. Other styles
      - 3. Various speed limits
  - d. Industrial Area Driving
  - e. Hills and curves
  - f. Mountain driving
    - i. Ascending
    - ii. Descending
      - 1. Proper use of early downshifting
      - 2. Jake Brake usage
      - 3. Controlled braking
  - g. Other roadway scenarios:
    - i. Caution signs
    - ii. People
    - iii. Construction sites
    - iv. Utility poles
    - v. Trees
  - h. Weather
    - i. Rain
    - ii. Sleet
    - iii. Snow
    - iv. Ice
    - v. Extreme heat
    - vi. Extreme cold
  - i. Various Hazards
    - i. Accidents
    - ii. Vehicles on the side of the road
    - iii. Railroad Crossings
    - iv. People
    - v. Animals
    - vi. Slow moving vehicles
  - j. Day and Night Driving environments
- 8. Realistic Cabin and Driver Controls
  - a. Pneumatic Driver Seat with all adjustment controls and seat belt
  - b. Fully adjustable steering column (height and tilt)
  - c. Turn Signals
  - d. Flashers

- e. Automatic adjustable mirrors
    - i. Normal
    - ii. Wide angle (convex)
    - iii. Front
  - f. Various Range of the following:
    - i. Truck Models – able to change models without any change of hardware
    - ii. Engines and Engine Performance
    - iii. Transmission
      - 1. Automatic
      - 2. Manual (non-synchronized with realistic force feedback and vibrations on the shifter)
    - iv. Procedures to insure proper double-clutching
    - v. Payloads
    - vi. Gravity effects during inclines/hills/mountains
  - g. Full set of dashboard instruments
    - i. Speedometer
    - ii. Tachometer
    - iii. Primary and Secondary Air Pressure gauges
    - iv. Fuel, voltage, temperature gauges
9. Extensive scenarios and training library
10. Programmable scenario based on instructor's needs
11. Additional Training Programs
- a. Shifting
  - b. Backing
  - c. Proper use of mirrors
  - d. Steering
  - e. Eco-driving (train students on energy efficiency driving)



## **ALTERNATE BIDS**

In addition to the base bid for the simulator, please provide a bid proposal for each of the extended warranty options below.

### **ALTERNATE BID # 1 (3-year extended warranty)**

In addition to your base bid, please include a separate (alternate) bid for an extended warranty. This would be a 3-year extended warranty to include all parts and labor to repair the simulator during the life of the warranty. The extended warranty should begin immediately after the expiration of the original factory warranty provided with the simulator purchase. Please bid only one dollar amount, which would be for the entire length of the extended warranty.

### **ALTERNATE BID # 2 (5-year extended warranty)**

In addition to your base bid, please include a separate (alternate) bid for an extended warranty. This would be a 5-year extended warranty to include all parts and labor to repair the simulator during the life of the warranty. The extended warranty should begin immediately after the expiration of the original factory warranty provided with the simulator purchase. Please bid only one dollar amount, which would be for the entire length of the extended warranty.

### **ALTERNATE BID # 3 (10-year extended warranty)**

In addition to your base bid, please include a separate (alternate) bid for an extended warranty. This would be a 10-year extended warranty to include all parts and labor to repair the simulator during the life of the warranty. The extended warranty should begin immediately after the expiration of the original factory warranty provided with the simulator purchase. Please bid only one dollar amount, which would be for the entire length of the extended warranty.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO WEST RICHLAND CENTER, 320 E. NORTH AVENUE, NOBLE, ILLINOIS 62868. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

**Bid Form (EDA Award No. 06-69-06002)**

BASE BID Equipment \$ \_\_\_\_\_

BASE BID Delivery & Set-up \$ \_\_\_\_\_

BASE BID Staff Training \$ \_\_\_\_\_

ALTERNATE # 1 – BID \$ \_\_\_\_\_

ALTERNATE # 2 – BID \$ \_\_\_\_\_

ALTERNATE # 3 – BID \$ \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

DATE \_\_\_\_\_

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

TO: Board of Trustees

FROM: Bid Committee

DATE: January 19, 2016

RE: 2016 Semi-Tractor for West Richland Center

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

The lowest bid tractor did not include a “wet kit” while the tractor recommended does include the wet kit. The truck specs included a power take off (PTO) to operate a hydraulic pump to raise and lower attached trailers. To operate the PTO, a wet kit is necessary to handle the hydraulic fluid necessary to operate the hydraulic pump. The wet kit is necessary to make the truck complete for its intended purpose.

Business Procedure 300.21 allows the District to award bids to the vendor whose bid is responsive to the solicitation and is most advantageous to the District when considering price, quality, and other factors. Because the recommended tractor includes a wet kit, it is deemed more advantageous to the District.

The Bid Committee recommends acceptance of the base bid received that meets all specifications from VoMac Truck Sales for a total of \$123,918.82, and also acceptance of the bid for Alternate #1 from VoMac Truck Sales for a 3-year extended warranty beyond the factory warranty for \$15,817.00. The total bid recommendation for both the base bid and the warranty is \$139,735.82.

<b>2016 Semi-Tractor for WRC</b>					
<b>Company</b>	<b>Base Bid – Equipment</b>	<b>Base Bid – Del. &amp; Setup</b>	<b>Alt. #1</b>	<b>Alt. #2</b>	<b>Alt. #3</b>
VoMac Truck Sales Vincennes, IN	\$121,260.98	-0-	\$15,817.00	No Bid	No Bid
<b>VoMac Truck Sales Vincennes, IN</b>	<b>\$123,918.82</b>	-0-	<b>\$15,817.00</b>	No Bid	No Bid
Kenworth of Evansville Evansville, IN	\$143,000.00	\$1,000.00	\$8,550.00	No Bid	No Bid

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Bid award is subject to grant approval by U.S. Department of Commerce.

Department: Truck Driving Program

Source of Funds: EDA Grant, plus District Matching

Rationale for Purchase: Expansion of the Truck Driving Program so that it may be offered at the West Richland Center. This will provide greater access to the program district-wide.

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

**Specifications For: 2016 Semi Tractor**  
**Illinois Eastern Community College District # 529**  
**and the**  
**U.S. Department of Commerce, Economic Development Administration**  
**EDA Award No. 06-69-06002**

Bidders Please Note: the itemized bid should be broken down into five components:

1. Base bid for equipment only
2. Base bid for any delivery and set-up charges
3. Alternate Bid # 1
4. Alternate Bid # 2
5. Alternate Bid # 3

Minimum Specifications include:

**BASE BID**

1. Color – White
2. Basic Safety Package
3. Operator’s Manual – English
4. Gross Combination Weight – 80,000 lbs.
5. Warranty: standard factory warranty
6. Green House Gas – Certification/Application
7. Air Disc Braking System
8. Dual Tires
9. Aluminum Wheels all around
10. Sleeper Cab
11. Minimal external width differentiation from the front of the cab to the rear of the sleeper
12. Vertical Exhaust Stacks on the back of the sleeper
13. Fully adjustable Air-ride seats on both driver and passenger side
14. Minimum of 18” Steering Wheel
15. Air Bag – Driver Side
16. Width – 102”
17. Safety Belt Indicator and Audible Reminder
18. Automatic Mirrors – Driver and Passenger Sides
19. Heated Mirrors – Driver and Passenger Sides
20. Down view Mirror – Passenger side
21. Automatic windows (at least for the passenger side)
22. ABS Traction Control
23. Engine Brake – High and Low range
24. Engine:
  - a. At least 400 HP, 800 RPM 1450 lb.-ft.

- b. On-board Diagnostic Display for emissions
  - c. Single Stage Air Cleaner
  - d. Radiator with Shroud ring
  - e. Maintenance Free 12V Batteries
  - f. DEF – 18.5 gallon frame mounted
  - g. Exhaust System
  - h. Compressor
  - i. Block Heater
25. Transmission:
- a. 10-Speed Eaton Fuller (Industry standard)
  - b. PTO
  - c. Cruise Control – Minimum 30 MPH
26. Air Bag leveling/dump capability
27. Alcohol Evaporator for air tanks
28. Remove all Bunk components and install 2 fully adjustable Air-ride seats with shoulder safety belts.
29. Delivery: delivery to be completed within 90-days of bid award.

## **ALTERNATE BIDS**

In addition to the base bid for the semi-tractor, please provide a bid proposal for each of the extended warranty options below.

### **ALTERNATE BID # 1 (3-year extended warranty)**

In addition to your base bid, please include a separate (alternate) bid for an extended warranty. This would be a 3-year warranty to begin immediately after the expiration of the original factory warranty provided with the semi-tractor purchase. Please bid only one dollar amount, which would be for the entire length of the extended warranty.

### **ALTERNATE BID # 2 (5-year extended warranty)**

In addition to your base bid, please include a separate (alternate) bid for an extended warranty. This would be a 5-year warranty to begin immediately after the expiration of the original factory warranty provided with the semi-tractor purchase. Please bid only one dollar amount, which would be for the entire length of the extended warranty.

### **ALTERNATE BID # 3 (10-year extended warranty)**

In addition to your base bid, please include a separate (alternate) bid for an extended warranty. This would be a 10-year warranty to begin immediately after the expiration of the original factory warranty provided with the semi-tractor purchase. Please bid only one dollar amount, which would be for the entire length of the extended warranty.

**ALL FREIGHT, SHIPPING, DELIVERY, AND HANDLING CHARGES ARE TO BE INCLUDED IN BID TOTAL. DELIVERED TO WEST RICHLAND CENTER, 320 E. NORTH AVENUE, NOBLE, ILLINOIS 62868. THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

**Bid Form (EDA Award No. 06-69-06002)**

BASE BID Equipment \$ \_\_\_\_\_

BASE BID Delivery & Set-up \$ \_\_\_\_\_

ALTERNATE # 1 – BID \$ \_\_\_\_\_

ALTERNATE # 2 – BID \$ \_\_\_\_\_

ALTERNATE # 3 – BID \$ \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

DATE \_\_\_\_\_

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

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**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
December 31, 2015**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,562,253.34
Operations & Maintenance	\$1,456,298.91
Operations & Maintenance (Restricted)	\$244,314.93
Bond & Interest	\$623,527.60
Auxiliary	\$997,567.02
Restricted Purposes	(\$182,742.89)
Working Cash	\$196,266.71
Trust & Agency	\$497,412.59
Audit	(\$10,218.57)
Liability, Protection & Settlement	\$806,609.63
<b>TOTAL ALL FUNDS</b>	<b>\$9,191,289.27</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**December 31, 2015**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2016</b>
<b>ASSETS:</b>	
CASH	9,191,289
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	19,090,000
RECEIVABLES	2,869,192
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	605,104
OTHER ASSETS	607,971
TOTAL ASSETS AND OTHER DEBITS:	32,397,456
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	243,149
ACCOUNTS PAYABLE	215,044
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	-
TOTAL LIABILITIES:	458,193
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	2,700,929
PR YR BDGTED CHANGE TO FUND BALANCE	800,102
 <b>FUND BALANCES:</b>	
FUND BALANCE	20,445,240
RESERVE FOR ENCUMBRANCES	7,992,992
TOTAL EQUITY AND OTHER CREDITS	31,939,263
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 32,397,456

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF December 31, 2015

ALL FUNDS

FY 2016  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	6,687,550
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	10,593,007
SALES & SERVICE FEES	1,955,317
FACILITIES REVENUE	3,715
INVESTMENT REVENUE	83,327
OTHER REVENUES	54,517
TOTAL REVENUES:	<u>19,377,433</u>

EXPENDITURES:

INSTRUCTION	5,502,248
ACADEMIC SUPPORT	235,562
STUDENT SERVICES	861,945
PUBLIC SERV/CONT ED	33,581
OPER & MAINT PLANT	1,378,064
INSTITUTIONAL SUPPORT	7,996,795
SCH/STUDENT GRNT/WAIVERS	4,546,249
AUXILIARY SERVICES	2,796,767
TOTAL EXPENDITURES:	<u>23,351,211</u>

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	<u>0</u>
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	<u>-3,973,778</u>
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Illinois Eastern Community Colleges  
 Operating Fund Analysis  
 CASH BASIS

July 1, 2015 -- December 31, 2015

	Education Fund	O & M Fund	Total Operating Funds
<b>REVENUES:</b>			
Local Government Sources	2,450,352	1,049,552	3,499,904
State Government Sources - Current Year	-	-	-
State Government Sources - Prior Year	2,165,592	-	2,165,592
Net Tuition and Fees	3,174,051	-	3,174,051
Sales & Service Fees	68,242	-	68,242
Facilities Revenue	-	3,145	3,145
Investment Revenue	29,147	14,497	43,644
Other Revenues	-	-	-
<b>TOTAL REVENUES:</b>	<b><u>7,887,384</u></b>	<b><u>1,067,194</u></b>	<b><u>8,954,578</u></b>
 <b>EXPENDITURES:</b>			
Salaries	7,159,410	435,597	7,595,007
Employee Benefits	1,010,861	84,993	1,095,854
Contractual Services	211,694	139,642	351,336
Materials	611,478	87,871	699,349
Travel & Staff Development	101,653	2,338	103,991
Fixed Charges	116,673	12,531	129,204
Utilities	34,093	466,323	500,416
Capital Outlay	33,914	43,817	77,731
Other	32,584	307	32,891
<b>TOTAL EXPENDITURES:</b>	<b><u>9,312,360</u></b>	<b><u>1,273,419</u></b>	<b><u>10,585,779</u></b>
 <b>TRANSFERS :</b>			
Interfund Transfers	<u>(1,439,897)</u>	<u>-</u>	<u>(1,439,897)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,439,897)</u></b>	<b><u>-</u></b>	<b><u>(1,439,897)</u></b>
 <b>NET INCREASE / (DECREASE)</b>			
	<b><u>(2,864,873)</u></b>	<b><u>(206,225)</u></b>	<b><u>(3,071,098)</u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY14-16**

College	Category	FISCAL YEAR 2014			FISCAL YEAR 2015			FISCAL YEAR 2016			% of Year
		Anticipated Budget	Spent Thru December	% of Bdgt	Anticipated Budget	Spent Thru December	% of Bdgt	Anticipated Budget	Spent Thru December	% of Bdgt	
Frontier	Bills		\$ 633,028			\$ 914,006			\$ 894,338		
	Payroll		888,713			979,528			1,081,629		
	Totals	\$ 3,458,802	1,521,741	44%	\$ 4,283,530	1,893,534	44%	\$ 4,255,407	1,975,967	46%	50%
Lincoln Trail	Bills		919,932			1,196,359			1,031,223		
	Payroll		1,179,359			1,047,585			1,116,560		
	Totals	\$ 4,494,153	2,099,291	47%	\$ 4,540,934	2,243,944	49%	\$ 4,505,520	2,147,783	48%	50%
Olney Central	Bills		1,432,197			1,473,888			1,357,075		
	Payroll		2,548,916			2,126,034			2,200,124		
	Totals	\$ 7,839,976	3,981,113	51%	\$ 7,866,901	3,599,922	46%	\$ 7,801,886	3,557,199	46%	50%
Wabash Valley	Bills		1,471,123			1,669,710			1,669,709		
	Payroll		1,524,852			1,438,097			1,552,936		
	Totals	\$ 6,078,045	2,995,975	49%	\$ 6,111,313	3,107,807	51%	\$ 6,076,922	3,222,645	53%	50%
Workforce Educ.	Bills		1,937,902			1,532,677			1,635,565		
	Payroll		755,535			642,876			640,574		
	Totals	\$ 6,193,255	2,693,437	43%	\$ 5,577,344	2,175,553	39%	\$ 5,477,706	2,276,139	42%	50%
District Office	Bills		147,941			154,578			157,713		
	Payroll		457,344			471,185			521,804		
	Totals	\$ 1,289,241	605,285	47%	\$ 1,298,178	625,763	48%	\$ 1,286,624	679,517	53%	50%
District Wide	Bills		924,746			760,440			791,398		
	Payroll		359,002			394,773			481,380		
	Totals	\$ 2,762,845	1,283,748	46%	\$ 2,811,650	1,155,213	41%	\$ 2,796,549	1,272,778	46%	50%
<b>GRAND TOTALS</b>		<b>\$32,116,317</b>	<b>\$ 15,180,590</b>	<b>47%</b>	<b>\$32,489,850</b>	<b>\$ 14,801,736</b>	<b>46%</b>	<b>\$32,200,613</b>	<b>\$15,132,028</b>	<b>47%</b>	<b>50%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**December 31, 2015**

	<u>FY 2016</u>		<u>FY 2015</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	7,595,007	50.19%	7,100,078	47.97%	494,929
Employee Benefits	1,095,854	7.24%	1,043,924	7.05%	51,930
Contractual Services	351,336	2.32%	315,955	2.13%	35,381
Materials	699,349	4.62%	838,896	5.67%	(139,547)
Travel & Staff Development	103,991	0.69%	134,256	0.91%	(30,265)
Fixed Charges	129,204	0.85%	120,415	0.81%	8,789
Utilities	500,416	3.31%	475,531	3.21%	24,885
Capital Outlay	77,731	0.51%	119,771	0.81%	(42,040)
Other	4,579,140	30.26%	4,652,910	31.43%	(73,770)
	<u>15,132,028</u>	<u>100.00%</u>	<u>14,801,736</u>	<u>100.00%</u>	<u>330,292</u>

**Agenda Item #11**  
**Chief Executive Officer's Report**



**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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

**Agenda Item #14**

**Approval of Personnel Report**

**Agenda Item #15**  
**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

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

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

12/31/2015