

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**March 17, 2015**



**Location:**

**Frontier Community College  
2 Frontier Drive  
Fairfield IL 62837**

**Dinner – 6:00 p.m. – Foundation Hall  
Meeting – 7:00 p.m. – Foundation Hall**

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

**Illinois Eastern Community Colleges  
Board Agenda**

**March 17, 2015**

**7:00 p.m.**

**Frontier Community College  
Foundation Hall**

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. Tuition Waiver 500.14 Revisions
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Naming of FCC Foundation Hall ..... Bruce
  - B. Recognition of Student Board Member Carrie Stephens..... Bruce
  - C. Auto Mechanics Course Fees ..... Bruce
  - D. Textbook Rental Fee Changes ..... Bruce
  - E. Ellucian Support Contract Extension ..... Bruce
  - F. Agreement with Crawford Memorial Hospital – Athletic Trainer..... Bruce
  - G. Affiliation Agreement for Conceal Carry Course – City of Olney..... Bruce
  - H. Affiliation Agreements ..... Bruce
    - Brown’s Drug Store - Effingham – Pharmacy Tech - LTC
    - Clark County Health Dept. – Martinsville - CMA - LTC
    - Kremer Pharmacy - Teutopolis – Pharmacy Tech - LTC
    - Mid Illinois Medical Care – Effingham - CMA - LTC
    - Wabash Valley Occupational Health – Robinson - CMA - LTC

- 9. Bid Committee Report..... Bruce
  - A. HVAC Upgrades/Replacements
- 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. Litigation ..... Bruce
- 16. Other Items
- 17. 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, IL 62454, Tuesday, February 17, 2015.

(Without objection, the Chairman appointed Kathy Slichenmyer to serve as Acting Board Secretary for this meeting.)

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 7:00 p.m. and directed the Secretary 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 and G. Andrew Fischer. Also present was Carrie Stephens, student trustee. Trustee absent due to illness: Marilyn J. Wolfe. Trustee absent due to personal reasons: Alan Henager. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Gerald “Jay” Edgren, President of Frontier Community College.  
Kathy Harris, Interim President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Matt Fowler, President of Wabash Valley College.  
Michael Conn, Dean of Instruction, Lincoln Trail College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.  
Michael Thomas, Dean of Workforce Education.  
Leann Hartleroad, Associate Dean, Institutional Development.  
Alex Cline, Director of Information & Communication Technology.

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois  
DO – District Office  
DOC – Department of Corrections  
FCC – Frontier Community College  
HLC – Higher Learning Commission  
HRSA – Health Resources & Services Administration

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

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, January 20, 2015 were presented for disposition.

**Board Action to Approve Minutes:** Trustee Gary Carter made a motion to approve the January 20, 2015 minutes as presented. Student Trustee Carrie Stephens seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

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

**#3-A. Visitors & Guests:** Cora Weger, Chris Forde, Jeshua Franklin and Vicky Bonelli.

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

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

**AGENDA #5 – “Reports”**

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

**#5-B. Report from Presidents:** Electronic reports were presented from Frontier Community College, Lincoln Trail College, Olney Central College and Wabash Valley College. Lincoln Trail College President Kathy Harris introduced Cora Weger, First Year Experience, Pathways instructor, whose students gave reports of their community service projects, collecting non-perishable food and money to promote awareness of local food pantry, as well as, collected children’s toys for Riley Children’s Hospital. Olney Central College President Rodney Raney reported the results of the new NCLEX Advanced Degree Nursing testing were 71% for the first time which is below the required 75% for continued program accreditation. New review instruction has been implemented. The ADN nursing students can take the exam between May and January. Wabash Valley College President Matt Fowler reported they would be hosting a simulated ACL reconstruction complete with full surgery room setup in their theater and a local

orthopedic surgeon discussing the procedure. Approximately 500 students from local high schools will observe.

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

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

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

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

**#8-A. Calendar Year Report – 403(b) Plan:** Roger Browning reported since 2009, the District has administered the IECC 403(b) Plan for the benefit of its employees using an IRS approved plan provided by our plan advisor, J. W. Terrill Retirement Services. Submitted for the Board’s review and acceptance is the Calendar Year 403(b) Plan Report.

Under the plan employees can defer salary, up to IRS determined limits, into many different investment alternatives provided by the plan. The IECC plan promotes diversification and investing based on an employee’s chosen risk tolerance.

There is currently no matching contribution by the District, however employee participation is encouraged and the benefits of participation are explained to employees throughout the year. Plan assets at December 31, 2014 totaled \$2,127,022.

The CEO, the CFO and the Board have a fiduciary responsibility to monitor the plan. A copy of the monitoring report was sent to the Board under separate cover.

The CEO asked the Board’s acceptance of the Calendar Year 2014 Report for the IECC 403(b) Plan.

**Board Action:** Trustee Brenda Culver made a motion to approve the report of the IECC 403(b) Plan as presented. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-B. Statements of Final Construction Compliance”:** IECC is required by the Illinois Community College Board (ICCB) to take Board action on Protection, Health and Safety, Capital Renewal and state and locally funded projects completed each year.

Attached are Statements of Final Construction Compliance for Illinois Eastern Community Colleges’ projects as required by the ICCB. There was \$150,735 in construction costs for Protection, Health and Safety Bond projects completed this past year as outlined below. In addition, the District accepted the donation of the West Richland High School which is required to be listed as a locally funded project with no acquisition cost to the District.

The CEO requested the Board approve the attached Statements of Final Construction Compliance as presented so that they may be submitted to the ICCB.

**Board Action:** Student Trustee Carrie Stephens made a motion to approve the Statements of Final Construction Compliance as presented. 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 and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

In January of 2015, the Identify Theft Prevention Team reviewed and updated the prevention program as necessary. No major updates were made to the current Identity Theft Prevention Program. The Team will continue to annually review the program and provide identity theft and red flag training annually with their assigned departments and areas. The Release of Student Information Guidelines were included as part of the identity theft training. Each Team member was assigned specific departments and committees to oversee the Identify Theft and Red Flag training. Training was completed between February 2014 and May 2014.

There was one report of a possible red flag issue in 2014. The possible breach involved the mailing of a new hire packet and an employee name and address verification form. The information breached contained mailing addresses, driver’s license, social security number and banking information. The information was mailed using the postal service from Frontier Community College and the envelope arrived at the District Office without contents. A mail recovery search was filed with the U.S. Postal Service and some of the contents were recovered.

IECC does not believe any of the personal information was misused, however, appropriate actions and notifications were completed to assist in the detection of any identity theft and additional actions and account monitoring will be implemented if deemed necessary.

The CEO recommended the Board’s acceptance of the IECC’s Identity Theft Prevention Program Status Report for 2014.

**Board Action:** Trustee Brenda Culver made a motion to accept the IECC’s Identity Theft Prevention Program Status Report for 2014 as presented. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-D. Strategic Plan Update:** For the past three years, the Strategic Planning Committee has been aligning the District's strategic plan with the Higher Learning Commission's five criteria for accreditation. Now IECC's Strategic Plan links the goals, objectives and activities of the institution directly to the Higher Learning Commission's Criteria for Accreditation.

IECC has made significant progress on the Strategic Plan focus areas and goals, for example:

- The Mission Statement was revised
- A District wide survey of employees was conducted concerning the Values of IECC.
- Turn-It-In Software was purchased to ensure that original student work was being submitted and allowed on-line grading.
- The Board approved a Campus Sexual Violence Elimination Act (SaVE Act).
- The Board adopted a Smoke Free Campus Policy.
- The Board approved an Anti-Hazing Policy.
- The Board approved a Distance Delivery Plan to support and promote District wide Distance Delivery opportunities.
- The Board approved a Program Review Report which focused on quality, cost, and need of courses.
- The Board employed Career Coordinators to work with students, seek out internships and employment opportunities.
- The Board employed Retention Coordinators to work with students and faculty to utilize early alert progress reports and develop student completion data.
- Approved participation in the HLC Academy of Persistence and Completion.
- Faculty and staff are actively using Compliance Assist to access HLC data and compliance activities.
- The Board approved a Technology Plan for administrative systems, networking infrastructure, telecommunications and software.

The CEO asked for the Board's acceptance of the 2014 Strategic Plan Status Report as presented.

**Board Action:** Trustee Gary Carter made a motion to accept the 2014 Strategic Plan Status Report as presented. Student Trustee Carrie Stephens 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 and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-E. Employee Satisfaction Survey Results:** In the fall of each year, IECC employees are given an opportunity 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 FY15, the highest areas of satisfaction were:

98% - The IT Help Desk assists me in resolving issues to my satisfaction.

97% - The IT Help Desk provides professional and courteous technical support in a timely manner.

96% - I would recommend IECC to a prospective student or employee.

93% - Overall, I am satisfied with my employment.

91% - I visit the IECC or college website on a regular basis to find information

90% - The District does a good job of keeping me informed about changes that affect all employees.

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

The CEO asked the Board's acceptance of the FY15 Employee Satisfaction Survey results.

**Board Action:** Trustee Gary Carter made a motion to accept the FY15 Employee Satisfaction Survey results as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-F. Elevate Energy Lease - WRC:** Elevate Energy is a Chicago based organization that is funded by the Illinois Science and Energy Innovation Foundation. Elevate Energy's purpose is to educate consumers on the smart grid and how improvements can be made on their homes to be more energy efficient. Elevate Energy wishes to open a Southern Illinois office at the West Richland Center (WRC) by leasing space from the District.

Elevate Energy wishes to educate Southern Illinois citizens on the smart grid and the use of smart meters. One full-time individual will operate out of the WRC under Elevate Energy and they may hire an additional full-time person. Although the proposed lease is for nine months, it is anticipated that it will be extended to a full year.

The CEO asked the Board's approval of a lease agreement between Illinois Eastern and Elevate Energy.

**Board Action:** Trustee Michael Correll made a motion to approve the lease agreement between Illinois Eastern and Elevate Energy as presented. 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 and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-G. East Richland/21<sup>st</sup> Century Lease - WRC:** The East Richland Community Unit District #1 (ERCU), recently received a 21<sup>st</sup> Century Grant. This grant focuses on after school

and summer enrichment programs for children. IECC’s West Richland Center (WRC), located in Noble, and is partnering with ERCU to provide space for activities for this program.

Transportation is provided by East Richland and participating ERCU students will utilize the WRC gymnasium Monday through Thursday from 3:30 PM to 5:30 PM. In addition, the grant program will utilize the WRC cafeteria for a cooking class for the participating students on Tuesday and Thursday from 3:30 PM to 5:30 PM. This program will benefit young students in grades K-8 throughout Richland County.

The CEO recommended the Board’s approval of the lease between ERCU/21<sup>st</sup> Century Grant Program and IECC.

**Board Action:** Trustee Gary Carter made a motion to approve the lease agreement between ERCU/21<sup>st</sup> Century Grant Program and IECC as presented. Student Trustee Carrie Stephens 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 and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-H. Tuition Rates for FY2016:** The Cabinet has reviewed current tuition rates, enrollment, peer institution tuition rates, peer institution enrollment trends, and the uncertainty of the state to fully fund the community college system. Based on this review, it is the recommendation of the Cabinet to establish the following tuition rate structure for FY2016 (FY2015 rates are included for comparison purposes):

<b>FY2016 PROPOSED RATES</b>			<b>FY2015 RATES</b>		
<u>Residency</u>	<u>Tuition Per Credit Hour</u>		<u>Residency</u>	<u>Tuition Per Credit Hour</u>	
	<u>Traditional</u>	<u>Online</u>		<u>Traditional</u>	<u>Online</u>
In-District	\$83.00	\$83.00	In-District	\$77.00	\$77.00
Out-of-District	\$268.41	\$120.00	Out-of-District	\$268.41	\$110.00
Out-of-State	\$330.61	\$120.00	Out-of-State	\$330.61	\$110.00
Special Out-of-District	\$95.00	\$95.00	Special Out-of-District	\$89.00	\$89.00
dSpecial IN Rate	\$120.00	\$120.00	Special IN Rate	\$110.00	\$110.00

These rates represent a \$6 increase to in-district tuition, a \$10 increase to tuition for online students who reside out-of-district or out-of-state, a \$6 increase in the special out-of-district rate, and a \$10 increase to the special out-of-state rate.

These rates will allow the District to remain competitive with peer institutions, and current projections are that IECC will continue to have the lowest tuition and required fees of any of the 39 community college districts in Illinois.

The increased tuition is necessitated by the state government’s struggle to solve Illinois’ financial crisis. The tuition increase continues the District’s effort to become less reliant on state funding. Below is the percentage of Operating Fund revenues by source for the last seven (7) years:

	<u>State Government</u>	<u>Tuition &amp; Fees</u>	<u>Local Property Taxes</u>
FY2008	49.7%	41.2%	9.1%
FY2009	47.1%	43.4%	9.5%
FY2010	47.2%	41.5%	11.3%
FY2011	44.0%	45.4%	10.6%
FY2012	42.5%	46.8%	10.7%
FY2013	43.7%	45.4%	10.9%
FY2014	42.3%	46.8%	10.9%

As indicated, IECC has reduced reliance on state funding for operations from 49.7% of operating funds in FY2008 down to 42.3% of operating funds in FY2014.

The CEO asked the Board's approval of these proposed FY2016 tuition rates, to be effective with the Summer 2015 term.

**Board Action:** Trustee Gary Carter made a motion to approve the Tuition Rates for FY2016 as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#8-I. Marathon Appraisal:** The taxing bodies have met and agreed to divide the cost of pursuing a higher appraisal of the Marathon facility. Under the agreement each taxing body will pay their proportionate share of the expenses. Illinois Eastern collects 7.01% of the taxes in Crawford County and IECC's share of the anticipated cost is estimated to be \$10,889.00.

The CEO asked the Board's approval of this agreement.

**Board Action:** Trustee Michael Correll made a motion to approve the Marathon Appraisal agreement as presented. 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 and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

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

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

**Board Action:** Trustee Gary Carter made a motion to approve the Motorcycle Safety Training Agreements as presented. Student Trustee Carrie Stephens 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 and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

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

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

Marion Eye Care – Flora - Health Informatics (FCC)

Edwards County Health Department – Albion - Health Informatics (FCC)

Office of Dr. Steven Miller Advance Healthcare – Fairfield - Health Informatics (FCC)

Crossroads Hospital – Mt. Vernon, Illinois - Health Informatics (FCC)

Sullivan County Community Hospital – Sullivan, Indiana - Radiography (OCC)

The CEO asked the Board's approval of these affiliation agreements.

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

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

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

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

**#10-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for February, 2015, totaling \$722,773.12, were presented for approval.

**Board Approval for Payment of Financial Obligations:** Trustee Gary Carter made a motion to approve payment of district financial obligations for February, 2015 in the amounts listed, and payments from the revolving fund for January, 2015. Student Trustee Carrie Stephens 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 and Andrew Fischer.

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

**AGENDA #11 – “Chief Executive Officer's Report”** – CEO Terry Bruce presented reports on:

1. Crawford County Board of Review.
2. Architect’s Bankruptcy.
3. Graduation, the following Board Members will attend graduations: FCC – Gary Carter; LTC – John Brooks and Michael Correll; OCC – Brenda Culver; WVC – Andrew Fischer and Al Henager.
4. Dynegy Settlement.
5. State’s Financial Condition.
6. Governor’s Budget Message.
- 7 Enrollment – Comparing February 2014 to February 2015, IECC reimbursable headcount is up 7% and reimbursable FTE is down 2%.

**AGENDA #12 – “Executive Session”** – The Board of Trustees did not hold an executive session at this February 17, 2015 meeting.

**AGENDA #13 – “Approval of Executive Session Minutes”** – The following actions were taken relative to executive session minutes.

**#13-A. Written Executive Session Minutes:** There was no executive session held during the January 20, 2015 meeting.

**#13-B. Approval of Audio Recording of Executive Session:** There was no executive session held during the January 20, 2015 meeting.

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

**#14 Board Action to Approve Personnel Report:** Trustee Gary Carter made a motion to approve the Personal Report for items 400.1, 400.2, 400.3, 400.4, 400.5, 400.6, 400.7, 400.8, 400.9, 400.10, 400.11, 400.12, 400.13 as presented. Student Trustee Carrie Stephens 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 and Andrew Fischer. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Al Henager, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

## **PERSONNEL REPORT**

### **400.1. Employment of Personnel**

#### **A. Classified**

1. Danelle Davis, Office Assistant, L TC, effective February 19, 2015
2. Jessica Pierson, Office Assistant, WVC, effective March 5, 2015

**400.2. Change in Status**

1. Erin Volk, Academic Counselor, Student Support Services, LTC to Career Advisor, LTC, effective February 23, 2015
2. Kelly Wagner, Administrative Assistant, WVC to Office Assistant, WVC, effective March 5, 2015
3. Jessica Pierson, Office Assistant, WVC, to Administrative Assistant, WVC, effective March 5, 2015

**400.3. Reemployment of Bargaining Unit Faculty for 2015-2016 Academic Year**

**A. Continuation of Tenure**

1. Tom Baird
2. Scott Balding
3. Reno Bemont
4. Shasta Bennett
5. Tyler Boyles
6. C. Allen Brown
7. Carrie Brown
8. Laura Bruck
9. James Burnett
10. Jay Carter
11. Michael Conn
12. Byford Cook
13. Laurel Cutright
14. John Day
15. David Denton
16. Cheryl Dill
17. Wanda Douglas
18. Suzanne Downes
19. Holly Farley
20. Mark Fitch
21. Carole Fusco
22. Brenda Grove
23. Pauletta Gullett
24. Nixie Hnetkovsky
25. Steve Hnetkovsky
26. Jason Hortin
27. Judith Hudson
28. Kathleen Hudson
29. Anne Hustad
30. Carmen Jones
31. John Kendall
32. Andrew King
33. Vicky Lemons
34. Lisa Maple
35. Theresa Marcotte
36. Rob Mason
37. Christian Mathews
38. Travis Matthews
39. Rodney Maxey
40. Amie Mayhall
41. Mary Morris
42. Judy Neikirk
43. Teresa Odom
44. Kelly Payne
45. Kyle Peach
46. Brenda Phegley
47. Richard Poskin
48. Doug Robb
49. Anurahda Roy
50. Barbara Shimer
51. Nick Short
52. Shirley Smithenry
53. Kimberley Stevens
54. Philip Thorsen
55. James Tucker
56. William Tucker
57. Kristi Urfer
58. Brian Wick
59. David Wilderman
60. Angelia Williams
61. Jill Winter
62. Winifred Ann Wolven
63. Nick Wright

**B. Initial Tenure**

1. Jessie Allen
2. Tammie Bohnhoff
3. Cynthia Boyce
4. Jeshua Franklin
5. Curtis Marshall
6. Amy Scamman
7. Eric Scheller
8. Megan Winter

**C. Non-Tenure**

1. Susan Adams
2. Carla Cadwalader
3. Jacy Ghasst
4. Todd Gill
5. Carol Kocher
6. Logan Marshall
7. Andrew McMurray
8. Ed Patton
9. Andrew Pittman
10. Lisa Rauch
11. Thomas Sarg

**400.4. Reemployment of Non-Bargaining Unit Faculty 2015-2016**

**A. Continuation of Tenure**

1. James Beers
2. Donald Bennett
3. Phillip Brooks
4. Joshua Lipe
5. Vernon Miller
6. Stephen Questelle
7. William Rogers
8. Gary Wangler
9. Mitchell Wolfe

**B. Initial Tenure**

1. Rick Lamb
2. Leonard Mitchel
3. Kevin Weber

**C. Non-Tenure**

1. Jayson Hoffman
2. Michael Woods

#### **400.5. Resolution to Dismiss Non-Tenured Faculty Member**

1. Heather Kirkwood

#### **400.6. Appointment of Board Secretary**

#### **400.7. Adjustment of Salary**

##### **A. Professional Non-Faculty**

1. Renee Smith, Executive Assistant to the CEO, effective upon suspension of SURS annuity

#### **400.8 Faculty Seniority List for 2014/15 (Bargaining Unit)**

##### Accounting

- 15 yrs. Kristi Urfer (includes one year seniority for 2014-15 academic year)
- 5 yrs. John Kendall (includes one year seniority for 2014-15 academic year)

##### Administrative Information Technology

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

##### Advanced Manufacturing

- \* 6 yrs. Jay Carter (includes one year seniority for 2014-15 academic year)
- \* 6 yrs. Byford Cook (includes one year seniority for 2014-15 academic year)

##### Agricultural Technology

- \* 8 yrs. Steve Hnetkovsky (includes one year seniority for 2014-15 academic year)
- \* 8 yrs. Doug Robb (includes one year seniority for 2014-15 academic year)

##### Art

- 7 yrs. Michael Conn (includes one year seniority for 2014-15 academic year)

##### Automotive Service Tech

- 12 yrs. Rodney Maxey (includes one year seniority for 2014-15 academic year)
- 7 yrs. Tyler Boyles (includes one year seniority for 2014-15 academic year)
- 4 yrs. Brian Wick

##### Chemical Sciences

- 7 yrs. Nick Wright (includes one year seniority for 2014-15 academic year)
- 4 yrs. Laura Bruck (includes one year seniority for 2014-15 academic year)

##### Collision Repair Technology

- 14 yrs. Mark Fitch (includes one year seniority for 2014-15 academic year)



## Computer Telephony

4 yrs. Travis Matthews (includes one year seniority for 2014-15 academic year)

## Diesel Equipment Technology

13 yrs. Scott Balding (includes one year seniority for 2014-15 academic year)

3 yrs. Eric Scheller (includes one year seniority for 2014-15 academic year)

## Drama

8 yrs. Barb Shimer (includes one year seniority for 2014-15 academic year)

## Early Childhood Development

2 yrs. Carla Cadwalader (includes one year seniority for 2014-15 academic year)

## Education

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

## Electrical Distribution Systems

1 yr. Ed Patton (includes one year seniority for 2014-15 academic year)

## Electronics Technology

4 yrs. Jay Carter

## English

31 yrs. Brenda Phegley (includes one year seniority for 2014-15 academic year)

20 yrs. William Tucker (includes one year seniority for 2014-15 academic year)

14 yrs. Winifred Wolven (includes one year seniority for 2014-15 academic year)

11 yrs. Kelly Payne (includes one year seniority for 2014-15 academic year)

6 yrs. Mary Morris (includes one year seniority for 2014-15 academic year)

5 yrs. Lisa Maple (includes one year seniority for 2014-15 academic year)

## Gunsmithing

6 yrs. Brian Wick (includes one year seniority for 2014-15 academic year)

## Health

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

## Health Informatics

3 yrs. Heather Kirkwood (includes one year seniority for 2014-15 academic year)

## Health Programs

6 yrs. Pauletta Gullett (includes one year seniority for 2014-15 academic year)

## History

25 yrs. David Denton (includes one year seniority for 2014-15 academic year)

11 yrs. Carmen Jones (includes one year seniority for 2014-15 academic year)

2 yrs. Cynthia Boyce (includes one year seniority for 2014-15 academic year)

2 yrs. Andrew McMurray (includes one year seniority for 2014-15 academic year)

#### Humanities

1 yr. Cynthia Boyce

#### Industrial Maintenance Tech

1 yr. Logan Marshall (includes one year seniority for 2014-15 academic year)

#### Industrial Studies

3 yrs. Byford Cook

#### Life Science

30 yrs. James Burnett (includes one year seniority for 2014-15 academic year)

28 yrs. Anuradha Roy (includes one year seniority for 2014-15 academic year)

16 yrs. Richard Poskin (includes one year seniority for 2014-15 academic year)

15 yrs. Christian Mathews (includes one year seniority for 2014-15 academic year)

\* 12 yrs. Nixie Hnetkovsky (includes one year seniority for 2014-15 academic year)

\* 12 yrs. Carrie Brown (includes one year seniority for 2014-15 academic year)

9 yrs. Nick Short (includes one year seniority for 2014-15 academic year)

2 yrs. Todd Gill (includes one year seniority for 2014-15 academic year)

#### Machine Shop Technology

11 yrs. Byford Cook

#### Marketing Business Management

21 yrs. David Wilderman (includes one year seniority for 2014-15 academic year)

#### Mathematics

22 yrs. C. Allen Brown (includes one year seniority for 2014-15 academic year)

14 yrs. Laurel Cutright (includes one year seniority for 2014-15 academic year)

8 yrs. Kimberly Stevens (includes one year seniority for 2014-15 academic year)

4.5 yrs. Mary (Linda) Monge (Interim Dean, FCC effective Spring 2014)

\* 3 yrs. Mary Jane Beckett

\* 3 yrs. Tammie Bohnhoff (includes one year seniority for 2014-15 academic year)

#### Medical Office Assistant

\* 6 yrs. Shasta Bennett (includes one year seniority for 2014-15 academic year)

\* 6 yrs. Amie Mayhall (includes one year seniority for 2014-15 academic year)

#### Microcomputer Support Specialists

3 yrs. Travis Matthews

#### Music

11 yrs. Suzanne Downes (includes one year seniority for 2014-15 academic year)

3 yrs. Jeshua Franklin (includes one year seniority for 2014-15 academic year)

2.5 yrs. Andrew Pittman (includes one year seniority for 2014-15 academic year)

## Nursing

26 yrs.	Carole Fusco (includes one year seniority for 2014-15 academic year)
22.5 yrs.	Kathleen Hudson (includes one year seniority for 2014-15 academic year)
13 yrs.	Teresa Odom (includes one year seniority for 2014-15 academic year)
10.5 yrs.	Theresa Marcotte (includes one year seniority for 2014-15 academic year)
* 10 yrs.	Brenda Grove (includes one year seniority for 2014-15 academic year)
* 10 yrs.	Anne Hustad (includes one year seniority for 2014-15 academic year)
9.5 yrs.	Holly Farley (includes one year seniority for 2014-15 academic year)
** 9 yrs.	Shirley Smithenry (includes one year seniority for 2014-15 academic year)
** 9 yrs.	Angelia Williams (includes one year seniority for 2014-15 academic year)
*** 8.5 yrs.	Cheryl Dill (includes one year seniority for 2014-15 academic year)
*** 8.5 yrs.	Tamara Fralicker (Assoc. Dean of Allied Health effective 1-2010)
8 yrs.	Judith Hudson (includes one year seniority for 2014-15 academic year)
6 yrs.	Vicky Lemons (includes one year seniority for 2014-15 academic year)
4 yrs.	Wanda Douglas (includes one year seniority for 2014-15 academic year)
3.5 yrs.	Amy Scamman (includes one year seniority for 2014-15 academic year)
3 yrs.	Megan Winter (includes one year seniority for 2014-15 academic year)
2.5 yrs.	Susan Adams (includes one year seniority for 2014-15 academic year)
1 yrs.	Jacy Ghast (includes one year seniority for 2014-15 academic year)

## Physical Education

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

10 yrs.	Rob Mason (includes one year seniority for 2014-15 academic year)
4.5 yrs.	Andrew King (includes one year seniority for 2014-15 academic year)

## Process Technology

5 yrs.	Chris Boyd (includes one year seniority for 2014-15 academic year)
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## Psychology

15 yrs.	John Day (includes one year seniority for 2014-15 academic year)
* 6 yrs.	Jason Hortin (includes one year seniority for 2014-15 academic year)
* 6 yrs.	Philip Thorsen (includes one year seniority for 2014-15 academic year)

## Radio/TV Broadcasting

9 yrs.	Kyle Peach (includes one year seniority for 2014-15 academic year)
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## Radiography

* 2 yrs.	Carol Kocher (includes one year seniority for 2014-15 academic year)
* 2 yrs.	Lisa Rauch (includes one year seniority for 2014-15 academic year)

## Remedial Education

20 yrs.	Mary Jane Beckett (includes one year seniority for 2014-15 academic year)
2 yrs.	Travis Matthews (includes one year seniority for 2014-15 academic year)

#### Social Services

13 yrs. Judy Neikirk (includes one year seniority for 2014-15 academic year)

#### Speech

16 yrs. James Tucker (includes one year seniority for 2014-15 academic year)

12 yrs. Jill Winter (includes one year seniority for 2014-15 academic year)

#### Telecommunications Technology

17 yrs. Tom Baird (includes one year seniority for 2014-15 academic year)

7 yrs. Chris Teague (includes one year seniority for 2014-15 academic year)

6 yrs. Travis Matthews

3 yrs. Jesse Allen (includes one year seniority for 2014-15 academic year)

#### Truck Driving

1.5 yrs. Thomas Sarg (includes one year seniority for 2014-15 academic year)

#### Welding

4 yrs. Reno Bemont (includes one year seniority for 2014-15 academic year)

3 yrs. Curtis Marshall (includes one year seniority for 2014-15 academic year)

\*/\*\*/\*\*

= same seniority

### **400.9. Faculty Seniority List for 2014-15 (Non-Bargaining Unit)**

#### Coal Mining Technology (non-bargaining unit)

24 yrs. Mitchell Wolfe (includes one year seniority for 2014-15 academic year)

14.5 yrs. Gary Wangler (includes one year seniority for 2014-15 academic year)

8.5 yrs. Jim Beers (includes one year seniority for 2014-15 academic year)

7 yrs. Donald Bennett (includes one year seniority for 2014-15 academic year)

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

5.5 yrs. William Rogers (includes one year seniority for 2014-15 academic year)

4.5 yrs. Stephen Questelle (includes one year seniority for 2014-15 academic year)

4 yrs. 3 mo. Phillip Brooks (includes one year seniority for 2014-15 academic year)

4 yrs. 1 mo. Vernon Miller (includes one year seniority for 2014-15 academic year)

4 yrs. Joshua Lipe (includes one year seniority for 2014-15 academic year)

3.5 yrs. Kevin Weber (includes one year seniority for 2014-15 academic year)

3 yrs. 1 mo. Rick Lamb (includes one year seniority for 2014-15 academic year)

3 yrs. Leonard Mitchell (includes one year seniority for 2014-15 academic year)

2.5 yrs. Jayson Hoffman (includes one year seniority for 2014-15 academic year)

1 yr. Michael Woods (includes one year seniority for 2014-15 academic year)

### **400.10. Special Assignment**

#### **A. Athletics**

**Effective February 18, 2015**

1. Megan Scott Women's Assistant Softball Coach

\$2,500/yr

**400.11. Approval of Non-College Employment**

**A. Faculty**

<u>Name</u>	<u>Employer</u>	<u>Approximate time per Academic Year</u>
Amie Mayhall,	Janssen Enterprises, Inc.	60 hours

**400.12. Resignation Ratification**

**A. Faculty**

1. Christopher Teague, Telecom Communications Instructor, LTC, effective February 20, 2015

**400.13. Retirement Ratification**

**A. Professional Non-Faculty**

1. Donita Kaare, Director of LSC, OCC, effective July 1, 2015

**AGENDA #15 – “Litigation”** – None.

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

**AGENDA #17 – “Adjournment”** – Trustee Brenda Culver made a motion to adjourn. Trustee Gary Carter 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 was adopted, and the meeting was adjourned at 8:40 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**



**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**Tuition Waiver 500.14 Revisions**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
SUBJECT: Tuition Waiver Policy 500.14 Revisions

Current Board Policy provides for tuition to be waived for any credit hours taken that exceed 19 in a given semester and the Board policy allows a tuition waiver for those who are unemployed.

A student enrolled in more than 19 credit hours in a semester pays tuition for the first 19 credit hours and any hours in excess of 19 credit hours tuition would be waived pursuant to the Tuition Cap waiver policy.

Enrollment reports and current enrollment indicate that headcount has not declined significantly. However, students attending are taking fewer hours.

Lowering the tuition cap from the current 19 credit hours to 16 credit hours may entice students already taking a full-time load to take an extra class or two, effectively increasing credit hours with current headcount.

Currently, the District averages 14.92 - 17.80 credit hours per semester for Fall Semester 2014 as follows:

FCC	14.92
LTC	17.80
OCC	15.91
WVC	17.51

I ask the Board's approval to decrease the current tuition cap waiver from 19 credit hours to 16 credit hours per semester.

The board approved a special tuition waiver pilot program for unemployed residents. This unemployment tuition waiver is set to expire at the end of the Academic Year (May 2015). Only one student utilized this waiver in the current academic year. The Cabinet recommends not renewing this waiver for future years and removing it from the tuition waiver policy.

I recommend that the Board remove the unemployment tuition waiver as recommended by the Cabinet.

Both the tuition cap waiver and the removal of the unemployed tuition waiver are outlined in the attachment.

TLB/rs

Attachment

STUDENT - 500

**Tuition Waiver (500.14)**

Date Adopted: November 17, 1998

Revised: July 19, 2005

Revised: May 15, 2007

Revised: April 21, 2009

Revised November 17, 2009

Revised November 16, 2010

Revised: April 17, 2012

Revised: November 19, 2013

Revised: March 18, 2015 (pending Board of Trustees approval)

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

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

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

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

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

E. Tuition Cap – Tuition will be waived for credit hours taken over ~~49~~ 16 per semester. This policy does not apply to International Students.

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

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

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

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

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

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

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

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**



**Agenda Item #8A**

**Naming of FCC Foundation Hall**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
RE: Naming of FCC Foundation Hall

The college district acquired ownership of the building currently known as Foundation Hall through generous donations and efforts of the Frontier Community College Foundation. Many on the college staff worked with the Foundation to acquire this building. The Foundation then conveyed the property to the District. Bob Boyles worked with the Foundation from the inception of the Foundation until his retirement in December of 2013. It was through Mr. Boyles' considerable efforts that the building was conveyed to the District.

Bob began his career at Frontier Community College on April 1, 1981, as Director of Financial Aid and Veterans' Affairs. In 1983, Bob was promoted to Dean of Institutional Advancement with added responsibilities for overseeing the college's operations and maintenance division and working closely with the college's Foundation. After administrative restructuring in 1986, Bob received additional supervisory responsibilities for the District's Adult Education Program and his title was changed to Director of Adult and Continuing Education. He remained at that post until his first retirement in August of 2007.

In the Fall of 2008, CEO Terry Bruce asked Bob to come out of retirement to serve as Interim Dean of Instruction at Olney Central College (OCC). In January of 2009, Mr. Boyles became the permanent Dean of Instruction at Frontier Community College and assumed the Deanship of both colleges until the end of his Interim appointment at OCC in May 2009.

Through Bob's efforts, Frontier experienced growth and success over his years of service. Bob led the development of six new Associate in Applied Science Degrees and over twenty Career and Technical Certificate Programs; increased the quality and energized the adjunct faculty pool; expanded the college's student co-curricular groups from three to fourteen; and developed the student awards banquet.

Bob Boyles passed away on March 10, 2014.

In recognition of Bob Boyles' significant accomplishments on behalf of the Foundation and Frontier Community College, I recommend that the Board of Trustees change the name of the current Foundation Hall to "Bob Boyles Hall".

TLB/rs

**Agenda Item #8B**

**Recognition of Student Board Member Carrie Stephens**

**Agenda Item #8C**

**Auto Mechanics Course Fees**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
RE: Auto Mechanics Course Fees

Olney Central College has added three new automotive service technology courses. The existing automotive service technology courses have a fee associated with taking the course.

The Board approves all fees and the request from the college is to add a \$25.00 course fee to the following new automotive service technology courses:

AUM 2221  
AUM 2271  
AUM 1202

I ask the Board's approval of a course fee for these new courses.

TLB/rs

**Agenda Item #8D**

**Textbook Rental Fee Changes**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
RE: Textbook Rental Fee Changes

Frontier Community College has a textbook rental program. The current rental fee is based upon 33% of the net price of the book. Frontier has recommended, and the Cabinet approved, that the textbook rental fee be changed from 33% of the textbook net price to 33% of the textbook list price.

**Miscellaneous Fees\* (page 37 of IECC catalog)–Effective June 1, 2015**  
Textbook Rental Fee.....33% of list price of new book

I ask the Board’s approval of this proposed change in textbook rental fees.

TLB/rs

**Agenda Item #8E**

**Ellucian Support Contract Extension**



**Agenda Item #8E**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
RE: Ellucian Support Contract Extension

Ellucian is IECC's current software supplier. Ellucian provides all of the software for our financial, personnel, and student records operations.

The District's current contract, which expires April 30, 2015, has a fee escalation cap of 4% that will revert to 10% on May 1, 2015. If IECC will agree to a contract extension through April 30, 2020, the escalation will be capped at 5% for the life of the agreement effective May 1, 2015. This 5% cap will save IECC a substantial amount of money over the life of the contract.

I ask the Board's approval of a contract extension to the current contract with Ellucian until the year 2020.

TLB/rs

Attachment

**AMENDMENT TO THE  
TECHNICAL CURRENCY AGREEMENT**

**ELLUCIAN SUPPORT INC.**

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

And

**ILLINOIS EASTERN COMMUNITY COLLEGES SYSTEM OFFICE**

("Licensee")

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

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

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

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

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

applicable to each Component System will be described in the table in Exhibit 1 and the corresponding Supplements will be attached in Exhibit 2.

(c) **Services Limitations.** All Improvements will be part of the applicable Baseline Component System and will be subject to all of the terms and conditions of the License Agreement and the Maintenance Agreement. Maintenance Provider's obligation to provide Licensee with Improvements for Baseline Component Systems owned by parties other than Maintenance Provider is limited to providing Licensee with the Improvements that the applicable third party owner provides to Maintenance Provider for that Baseline Component System. In this regard, to the extent that an agreement authorizing Maintenance Provider to resell or sublicense a third party's Baseline Component System is terminated or expires prior to the Expiration Date, or prior to the expiration of any renewal term, for that Baseline Component System, then Maintenance Provider's obligation to provide Improvements to Licensee for that Baseline Component System, and Licensee's obligation to pay Maintenance Provider for such Improvements, shall automatically terminate simultaneously with the termination or expiration of the relevant agreement. Licensee must provide Maintenance Provider with such facilities, equipment and support as are reasonably necessary for Maintenance Provider to perform its obligations under the Maintenance Agreement, including remote access to the Equipment. **Term.** The term of the Maintenance Agreement as it applies to each Baseline Component System is for the period beginning on the Commencement Date and continuing until the Expiration Date for that Baseline Component System. For each Baseline Component System, the Maintenance Agreement will automatically be extended for consecutive Contract years beyond the Expiration Date on a year-to-year basis unless: (i) either party notifies the other in writing of its intent not to extend this Agreement for any particular Baseline Component System at least ninety (90) days prior to the Expiration Date, or, for any Contract Year subsequent to the Expiration Date, at least ninety (90) days prior to the expiration of the then-current Contract Year or (ii) the Maintenance Agreement has otherwise expired or terminated as it relates to a particular Baseline Component System under the terms of the Maintenance Agreement.

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

**Maintenance Provider**

**Licensee**

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

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

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

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

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

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

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

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

**EXHIBIT 1**

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

**MAINTENANCE TABLE A - PAID IN ADVANCE**

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

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

**NOTES TO THE MAINTENANCE TABLES:**

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

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

**EXHIBIT 2**

**Maintenance Standards – Advantage Level**

## **I. Defined Terms:**

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

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

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

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

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

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

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

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

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

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

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

**AMENDMENT TO THE  
TECHNICAL CURRENCY AGREEMENT**

**ELLUCIAN SUPPORT INC.**

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

And

**ILLINOIS EASTERN COMMUNITY COLLEGES SYSTEM OFFICE**

("Licensee")

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

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

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

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

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

applicable to each Component System will be described in the table in Exhibit 1 and the corresponding Supplements will be attached in Exhibit 2.

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

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

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



**Maintenance Provider****Licensee**

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

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

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

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

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

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

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

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

**EXHIBIT 1****Licensee:** Illinois Eastern Community Colleges System Office**MAINTENANCE TABLE A - PAID IN ADVANCE****FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due May 1, 2015**

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

**MAINTENANCE TABLE B - PAID IN ARREARS****FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: due April 1, 2016**

Component System(s)	Contract Year Begins/Ends	Expiration Date	Maintenance Standards	Initial Payment Amount
Banner Student	May1/ April 30	April 30, 2020	Advantage	Included
Banner Student Self-Service	May1/ April 30	April 30, 2020	Advantage	Included
Banner Faculty Self-Service	May1/ April 30	April 30, 2020	Advantage	Included
Banner Financial Aid	May1/ April 30	April 30, 2020	Advantage	Included
Banner Financial Aid Self-Service	May1/ April 30	April 30, 2020	Advantage	Included

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

## NOTES TO THE MAINTENANCE TABLES:

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

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

**EXHIBIT 2**  
**Maintenance Standards – Advantage Level**

**I. Defined Terms:**

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

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

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

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

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

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

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

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

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

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

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

**Agenda Item #8F**

**Agreement with Crawford Memorial Hospital – Athletic Trainer**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
RE: Agreement with Crawford Memorial Hospital – Athletic Trainer

Lincoln Trail College wishes to contract for athletic training services with Crawford Memorial Hospital (CMH). Under the contract CMH will provide maintenance of protective equipment, development and implementation of conditioning programs, counseling on nutrition and hygiene, inspection of training and playing facilities, equipment and supplies and coordinate with licensed physicians for the provision of physical exams, game coverage, on-site and follow up injury care, reconditioning programs, and other matters pertaining to the health and well-being of athletes.

CMH agrees to provide these services during home athletic events for women's and men's basketball, men's baseball, women's softball and women's volleyball.

CMH proposes to charge the college the sum of six thousand and 00/100 Dollars (\$6,000.00) for one year of services.

I ask the Board's approval of this contract with Crawford Memorial Hospital.

TLB/rs

Attachment

## ATHLETIC TRAINING SERVICES AGREEMENT

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

### **RECITALS**

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

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

### **AGREEMENT**

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

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

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

1.4 Consideration. Upon execution of this Agreement and at the commencement of each renewal term, College shall pay to CMH the sum of SIX THOUSAND AND 00/100 DOLLARS (\$6,000.00). In the event either Party terminates this Agreement before the expiration of the initial term or any renewal term, any moneys already paid to CMH for Services not performed shall be promptly reimbursed to the College in such amount as the Parties mutually agree.

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

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

If to CMH:

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

If to the College:

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

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

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

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

1.10 Tax Exempt Status. In the event the performance by either Party of any term, covenant, condition or provision of this Agreement should jeopardize CMH's tax exempt status, license, ability to participate in Medicare or Medicaid, or an accreditation by the Joint Commission on Accreditation of Healthcare Organizations or any other state or nationally-recognized accreditation organization, or violate any statute, regulation, ordinance, or be deemed unethical by any recognized body, agency, or association in the medical or hospital fields, CMH may at its option terminate this Agreement immediately.



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

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

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

ILLINOIS EASTERN COMMUNITY COLLEGES

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

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

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

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

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

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

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

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

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

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

**SCHEDULE A**  
**SERVICES**

Subject to the conditions set forth in the Agreement, CMH will provide athletic training services to College at the Lincoln Trail Campus consistent with the Illinois Athletic Trainers Practice Act, 225 ILCS 5/1, *et. seq.*, as amended from time to time. Examples of the Services that may be provided include to the extent applicable:

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

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

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

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

College will provide:

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

**Agenda Item #8G**

**Affiliation Agreement for Conceal Carry Course – City of Olney**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
RE: Affiliation Agreement for Conceal Carry Course – City of Olney

The District has approved many conceal carry course agreements. When this course first began, the Board approved a standard format agreement and this agreement with the City of Olney is slightly different than other agreements.

However, the changes are such that they are acceptable to the District and I ask the Board's approval of this agreement with the City of Olney.

TLB/rs

Attachment

## **AFFILIATION AGREEMENT**

The Board of Trustees of Illinois Eastern Community Colleges District 529 (“Board”) and City of Olney (“City”), hereby enter into the following Affiliation Agreement, which will govern the terms by which the Board can use the City’s property (including its firing range) for Concealed Carry Courses.

1.     **Use of Property.** If the Board decides to use the City’s property in connection with teaching a Concealed Carry Course, the Board will pay the City one hundred dollars (\$100.00) for each 16 hour course taught, to be paid before the first day of the course. Upon such payment, the City will allow the Board’s employees and students to access the City’s property, including but not limited to the firing range at the scheduled dates and times, for purposes of providing instruction. The City may terminate the Board’s access to its property at any time and for any reason, after delivery and receipt of a 30-day advance written notice to the Board’s Chief Executive Officer at 233 E. Chestnut Street, Olney, Illinois 62450. If the City terminates such access, it will return to the Board a prorated amount of the \$100.00 fee for that portion of the course that had not yet been taught on the City’s property.

2.     **Indemnification of City.** In further consideration of the City’s permission for the Board to use the City’s property, the Board agrees to indemnify and hold harmless the City and its subsidiaries, affiliates, officers, directors, employees and shareholders (“City Indemnified Parties”) from and against all monetary claims, liability, loss, costs and expenses (“Claims”) incurred by the City Indemnified Parties as a result of any physical injury sustained by any individual while on the City’s property, which is directly caused by the Board, it’s employees and/or students while providing instruction on the City’s property. Any indemnification obligation required by this paragraph shall be effective, provided that the City notifies the Board within thirty (30) calendar days of the earlier of when the City first became aware, or reasonably should have become aware, of the potential Claims. Upon notice of a Claim covered by this paragraph, the Board will assume control of the City Indemnified Parties’ legal defense and all related settlement negotiations, including but not limited to selecting the attorney(s) who will defend the City Indemnified Parties. The City Indemnified Parties will provide the Board with any requested assistance in defense of the Claims. If the City Indemnified Parties fail to provide such requested assistance, the Board’s obligations under this paragraph will permanently lapse. The Board shall include the City as an additional insured on the Board’s general liability insurance policies for the Concealed Carry Courses and provide certificates of insurance.

3. **Termination of Agreement.** This Agreement may be terminated by either party upon the delivery of a 30-day advance written notice.

Dated: \_\_\_\_\_

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529

By: \_\_\_\_\_  
CEO Date

By: \_\_\_\_\_  
Program Coordinator

CITY OF OLNEY

I certify that I have the authority to bind the City of Olney to this agreement and have the power to sign on behalf of City of Olney.

By: \_\_\_\_\_  
Signature Title Date

## **Agenda Item #8H**

### **Affiliation Agreements**

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



MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: March 17, 2015  
RE: Affiliation Agreements

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

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

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

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

TLB/rs

Attachments

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

AFFILIATION AGREEMENT

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

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with *all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY* will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician students.
5. Students are responsible for seeking health care if the need arises. Students are encouraged to carry their own health insurance and are required to pay their own health care fees.

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

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

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

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

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

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

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

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

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

psq:5/13/14

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

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

AFFILIATION AGREEMENT

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

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available in all areas of patient care that are appropriate educational experiences for observation and participation by the students of the COLLEGE'S CMA Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
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To the extent permitted by applicable law and without waiving any defenses, the COLLEGE shall indemnify and hold harmless AGENCY and its officers, medical and nursing staff, representatives and employees from and against all liabilities, claims, damages and expenses, including reasonable attorneys' fees, relating to or arising out of any act or omission of the COLLEGE or any of its faculty, Program Participants, agents, representatives and employees under this Agreement, including, but not limited to, claims for personal injury, professional liability, or with respect to the failure to make proper payment of required taxes, withholding, employee benefits or statutory or other entitlements. AGENCY shall indemnify COLLEGE against liabilities, claims, damages, and expenses, including reasonable attorney's fees, incurred by the COLLEGE in defending or compromising actions brought against COLLEGE arising out of or related to the AGENCY'S performance of duties hereunder.

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



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

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

AGENCY

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

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

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

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

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

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

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

5/13/2014

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

AFFILIATION AGREEMENT

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

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity with *all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY* will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician students.
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The AGENCY may terminate a student from the facility when his or her performance is unsatisfactory to AGENCY or his or her behavior is deemed disruptive or detrimental to AGENCY and/or its patients. In such event, student participation in the AGENCY shall immediately cease. Only the COLLEGE can dismiss a student from the COLLEGE Pharmacy Technician program.

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

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AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:5/13/14

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

AFFILIATION AGREEMENT

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

WITNESSETH THAT:

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

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

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AGENCY

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

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

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

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

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

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

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

5/13/2014

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

AFFILIATION AGREEMENT

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

WITNESSETH THAT:

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

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

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AGENCY

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

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

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

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

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

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

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

5/13/2014

**Agenda Item #9**  
**Bid Committee Report**  
**HVAC Upgrades/Replacements**

# BID COMMITTEE REPORT

March 17, 2015

## District - Wide

1. HVAC Upgrades / Replacements

TO: Board of Trustees  
FROM: Bid Committee  
SUBJECT: Bid Recommendation –HVAC Replacements, District-Wide  
DATE: March 17, 2015

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

Based upon the bid tabulation enclosed and also the attached recommendation from Design Architects, the Bid Committee recommends acceptance of the low bid received from H.C. Sharp Company located in St. Louis, MO, for ten (10) Season-4 HVAC units representing a total bid of \$ 848,775.

Bid tabulation sheet is attached.

Respectfully Submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Source of Funds: General Obligation Debt Certificates, Series 2014

The "Advertisement for Bids" was placed in the Olney Daily Mail for one (1) day.





March 12, 2015

Mr. Roger Browning, CFO  
Illinois Eastern Community Colleges  
233 East Chestnut Street  
Olney, Illinois 62450

RE: Public Health and Safety Improvements  
HVAC Replacements  
Illinois Eastern Community Colleges  
DAi: 430-3644

Dear Mr. Browning:

Enclosed is a bid tabulation sheet for the above referenced project. We have reviewed the bids and recommend award to the low bidder, H.C. Sharp Company, in the amount of \$848,775.

If you have any questions or require additional information, please contact our office.

Sincerely,

DESIGN ARCHITECTS, INC.

A handwritten signature in cursive script that reads "Dale L. Cover".

Dale L. Cover, P.E.

DLC:bz

Enclosure

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
February 28, 2015**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,382,098.26
Operations & Maintenance	\$2,618,268.20
Operations & Maintenance (Restricted)	\$286,021.15
Bond & Interest	\$185,534.19
Auxiliary	\$469,766.84
Restricted Purposes	(\$39,081.01)
Working Cash	\$207,131.85
Trust & Agency	\$414,957.42
Audit	(\$11,321.85)
Liability, Protection & Settlement	\$645,919.21
<b>TOTAL ALL FUNDS</b>	<b>\$9,159,294.26</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**February 28, 2015**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2015</b>
<b>ASSETS:</b>	
CASH	9,159,294
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	26,590,000
RECEIVABLES	2,371,029
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	729,697
OTHER ASSETS	994,961
TOTAL ASSETS AND OTHER DEBITS:	39,878,881
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	334,088
ACCOUNTS PAYABLE	26,652
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	219,826
TOTAL LIABILITIES:	580,566
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,083,078
PR YR BDGTED CHANGE TO FUND BALANCE	508,758
 <b>FUND BALANCES:</b>	
FUND BALANCE	30,118,460
RESERVE FOR ENCUMBRANCES	5,588,019
TOTAL EQUITY AND OTHER CREDITS	39,298,315
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 39,878,881

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF February 28, 2015

ALL FUNDS

FY 2015  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	10,495,922
STATE GOVT SOURCES	5,482,996
STUDENT TUITION & FEES	12,026,004
SALES & SERVICE FEES	2,619,807
FACILITIES REVENUE	3,175
INVESTMENT REVENUE	125,578
OTHER REVENUES	156,483
TOTAL REVENUES:	<u>30,909,965</u>

EXPENDITURES:

INSTRUCTION	7,353,823
ACADEMIC SUPPORT	329,914
STUDENT SERVICES	1,178,986
PUBLIC SERV/CONT ED	42,331
OPER & MAINT PLANT	1,821,184
INSTITUTIONAL SUPPORT	6,501,266
SCH/STUDENT GRNT/WAIVERS	5,867,814
AUXILIARY SERVICES	3,687,184
TOTAL EXPENDITURES:	<u>26,782,502</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>4,127,463</u>
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**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**  
**July 1, 2014 -- June 30, 2015**

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	2,491,129	1,067,388	3,558,517
State Government Sources - Current Year	3,551,812	1,931,184	5,482,996
State Government Sources - Prior Year	4,544,272	-	4,544,272
Net Tuition and Fees	3,850,590	-	3,850,590
Sales & Service Fees	16,241	-	16,241
Facilities Revenue	-	2,335	2,335
Investment Revenue	55,696	24,758	80,454
Other Revenues	29,917	1,673	31,590
<b>TOTAL REVENUES:</b>	<b><u>14,539,657</u></b>	<b><u>3,027,338</u></b>	<b><u>17,566,995</u></b>
<b>EXPENDITURES:</b>			
Salaries	9,352,773	543,179	9,895,952
Employee Benefits	1,513,971	129,261	1,643,232
Contractual Services	342,167	191,105	533,272
Materials	1,028,199	155,630	1,183,829
Travel & Staff Development	168,416	3,156	171,572
Fixed Charges	100,020	36,718	136,738
Utilities	43,417	689,431	732,848
Capital Outlay	125,514	8,257	133,771
Other	80,878	65	80,943
<b>TOTAL EXPENDITURES:</b>	<b><u>12,755,355</u></b>	<b><u>1,756,802</u></b>	<b><u>14,512,157</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	<u>(1,324,211)</u>	<u>-</u>	<u>(1,324,211)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,324,211)</u></b>	<b><u>-</u></b>	<b><u>(1,324,211)</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u><u>460,091</u></u></b>	<b><u><u>1,270,536</u></u></b>	<b><u><u>1,730,627</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY13-15**

College	Category	FISCAL YEAR 2013			FISCAL YEAR 2014			FISCAL YEAR 2015			% of Year
		Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	Anticipated Budget	Spent Thru February	% of Bdgt	
Frontier	Bills		\$ 1,352,941			\$ 856,881			\$ 1,205,807		
	Payroll		1,338,686			1,257,514			1,353,843		
	Totals	\$ 4,312,683	2,691,627	62%	\$ 3,658,802	2,114,395	58%	\$ 4,283,530	2,559,650	60%	67%
Lincoln Trail	Bills		1,347,660			1,278,465			1,467,512		
	Payroll		1,554,958			1,646,980			1,468,197		
	Totals	\$ 4,498,201	2,902,618	65%	\$ 4,494,153	2,925,445	65%	\$ 4,540,934	2,935,709	65%	67%
Olney Central	Bills		1,671,095			1,865,628			1,822,499		
	Payroll		3,159,987			3,591,433			2,973,445		
	Totals	\$ 7,396,633	4,831,082	65%	\$ 7,789,976	5,457,061	70%	\$ 7,866,901	4,795,944	61%	67%
Wabash Valley	Bills		1,932,035			1,931,984			2,110,886		
	Payroll		1,949,722			2,120,022			1,959,820		
	Totals	\$ 6,083,520	3,881,757	64%	\$ 6,078,045	4,052,006	67%	\$ 6,111,313	4,070,706	67%	67%
Workforce Educ.	Bills		2,130,372			3,218,877			2,403,764		
	Payroll		881,257			1,050,703			910,257		
	Totals	\$ 5,297,022	3,011,629	57%	\$ 6,042,255	4,269,580	71%	\$ 5,597,344	3,314,021	59%	67%
District Office	Bills		185,976			217,622			218,020		
	Payroll		587,809			648,557			665,595		
	Totals	\$ 1,266,150	773,785	61%	\$ 1,289,241	866,179	67%	\$ 1,278,178	883,615	69%	67%
District Wide	Bills		1,276,426			1,270,724			1,272,646		
	Payroll		547,473			507,117			564,795		
	Totals	\$ 3,329,156	1,823,899	55%	\$ 2,763,846	1,777,841	64%	\$ 2,811,649	1,837,441	65%	67%
<b>GRAND TOTALS</b>		<b>\$32,183,365</b>	<b>\$ 19,916,397</b>	<b>62%</b>	<b>\$32,116,317</b>	<b>\$ 21,462,507</b>	<b>67%</b>	<b>\$32,489,850</b>	<b>\$20,397,086</b>	<b>63%</b>	<b>67%</b>



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**February 28, 2015**

	<u>FY 2015</u>		<u>FY 2014</u>		<u>Increase</u>
	<u>Amount</u>	<u>% of Total</u>	<u>Amount</u>	<u>% of Total</u>	<u>(Decrease)</u>
Salaries	9,895,952	48.52%	10,822,326	50.42%	(926,374)
Employee Benefits	1,643,232	8.06%	1,567,648	7.30%	75,584
Contractual Services	533,272	2.61%	550,124	2.56%	(16,852)
Materials	1,183,829	5.80%	1,181,582	5.51%	2,247
Travel & Staff Development	171,572	0.84%	166,117	0.77%	5,455
Fixed Charges	136,738	0.67%	155,749	0.73%	(19,011)
Utilities	732,849	3.59%	721,124	3.36%	11,725
Capital Outlay	133,771	0.66%	75,038	0.35%	58,733
Other	5,965,871	29.25%	6,222,799	28.99%	(256,928)
	<u>20,397,086</u>	<u>100.00%</u>	<u>21,462,507</u>	<u>100.00%</u>	<u>(1,065,421)</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									
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900									
OCC - Collision Repair Tech Center	CDB	\$1,500,000									
Asbestos Abatement - LTC	PHS	\$150,700									
Flooring Replacement	PHS	\$107,200									
General PHS Work - FLOW	PHS	\$728,541									
Fire & Electrical PHS Work - FLOW	PHS	\$556,772									
HVAC Replacements	Funding Bonds	\$3,174,919									
Student Center - WVC	CDB	\$4,029,400									
Temp Building Replacement - LTC	CDB	\$1,495,500									
Center for Technology - LTC	CDB	\$7,569,800									
<b>GRAND TOTAL</b>		<b>\$19,710,732</b>		<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

2/28/2015