

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**May 19, 2015**



**Location:**

**Olney Central College  
305 North West Street  
Olney, Illinois 62450**

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

*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**

**May 19, 2015**

**7:00 p.m.**

**Olney Central College  
Banquet Room**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Violence Prevention Plan ..... Hartleroad
  - B. FY2015 Student Satisfaction Survey Results ..... Hartleroad
  - C. Nursing Handbook ..... Bruce
  - D. Observation Agreement with Clay County Health Department ..... Bruce
  - E. Affiliation Agreement with Bertram Pharmacy ..... Bruce
  - F. Affiliation Agreement with Ridgeview Care Center ..... Bruce
9. Bid Committee Report ..... Bruce
  - A. District-Wide HVAC Unit Repairs
10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
11. Chief Executive Officer's Report ..... Bruce

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

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Art Gallery in the Brubeck Arts Center, at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Monday, April 20, 2015.

**AGENDA #1 – “Call to Order & Roll Call”** – Chairman G. Andrew Fischer called the meeting to order at 5:30 p.m. and directed the Secretary, Renee Smith, to call the roll.

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

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

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

Also present at this meeting, in addition to trustees:

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

Jay Edgren, President of Frontier Community College

Matt Fowler, President of Wabash Valley College.

Kathryn Harris, President of Lincoln Trail College.

Rodney Ranes, President of Olney Central College.

Roger Browning, Chief Finance Officer/Treasurer.

Tara Buerster, Director of Human Resources.

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

Robert Conn, Dean of Instruction, Wabash Valley College/Lincoln Trail College.

LeAnn Hartleroad, Associate Dean, Institutional Development.

Jervaise McDaniel, Associate Dean of Outreach.

Renee Smith, Executive Assistant to CEO and Secretary to the Board.

Michael Thomas, Dean of Workforce Education.

**AGENDA #2 – “Meeting with Higher Learning Commission Accreditation Team”** – Trustees were joined by members of the Higher Learning Commission Accreditation Visit Team for an informal discussion of the work of the Board on behalf of the District. At the conclusion of these discussions, the HLC Visitation Team members excused themselves.

Trustee Brenda Culver made a motion to recess and reconvene the meeting in the WVC cafeteria subject to call of the Chair. Trustee Gary Carter seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No”. A voice vote was taken and the Chair declared the “Ayes” have it and the motion carried. The meeting was recessed at 6:30 p.m.

At 6:45 p.m. Chairman G. Andrew Fischer reconvened the meeting in the WVC cafeteria and directed the Secretary, Renee Smith, to call the roll.

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

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

**AGENDA #3 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, March 17, 2015 were presented for disposition.

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

**AGENDA #4 – “Resolution of Results of April 7, 2015 Election”** – Trustee Al Henager made a motion to approve the following Resolution Declaring Election Results of the April 7, 2015 Election and declaring that Marilyn J. Wolfe, George Andrew Fischer, Michael Correll were duly elected to serve full six year terms as trustees and Alan (Al) Henager was duly elected to serve the remaining 4 years of a six year term as trustee. 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, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael K. Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

### **RESOLUTION DECLARING ELECTION RESULTS**

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

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

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

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

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

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

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

and;

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

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

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

ADOPTED THIS 20th Day of April, 2015.

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

ATTEST:

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

**AGENDA #5 – “Adjournment of Board – Sine Die”** – There being no further business to be transacted by the current Board, Trustee Gary Carter made a motion that the current Board of Trustees stand adjourned sine die. 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, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael K. Correll, Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried and the current Board adjourned sine die.

**CEO Assumes Chair:** Terry L. Bruce, Chief Executive Officer, assumed the Chair for purposes of organization of the new Board of Trustees.

**AGENDA #6 – “Organization of New Board”** – The Board of Trustees organized as follows:

**#6-A. Appointment of Temporary Secretary:** Without objection, the Chair appointed Renee Smith to act as Temporary Secretary during organization of the new Board.

**#6-B. Oath of Office and Seating of Trustees Elected April 7, 2015:** The oath of office was administered to Trustees George Andrew Fischer and Alan Henager (Trustee Michael Correll and Trustee Marilyn J. Wolfe were absent and were not seated on the Board, but became members of the Board by operation of the Law.) and they were duly seated, after subscribing to the following oath:

*"I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Trustee, Illinois Eastern Community College District #529, to the best of my ability."*

**#6-C. Roll Call:** The Chair directed roll call of the new Board. 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, Brenda K. Culver, G. Andrew Fischer, Alan Henager. Trustees absent: Michael Correll and Marilyn Wolfe. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

**#6-D. Election of Chairman:** The Chair asked for nominations for Chairman. Trustee Brenda Culver nominated G. Andrew Fischer to be Chairman of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee Gary Carter made a motion to close nominations and elect G. Andrew Fischer Chairman by acclamation. Trustee Al Henager seconded the motion and CEO Terry Bruce acting as Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

**#6-E. Election of Vice-Chairman:** The Chair asked for nominations for Vice-Chairman. Trustee Gary Carter nominated Marilyn Wolfe to be Vice-Chairman of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee G. Andrew Fischer made a motion to close nominations and elect Marilyn Wolfe Vice-Chairman by acclamation. Trustee Al Henager seconded the motion and CEO Terry Bruce acting as Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

**#6-F. Election of Board Secretary:** The Chair asked for nominations for Board Secretary. Trustee Brenda Culver nominated Renee Smith to be Secretary of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee G. Andrew Fischer made a motion to close nominations and elect Renee Smith Board Secretary by acclamation. Trustee Gary Carter seconded the motion and CEO Terry Bruce acting as Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

**G. Andrew Fischer Assumes Chair:** Chairman G. Andrew Fischer assumed the Chair.

**#6-G. Appointment of Secretary Pro Tempore:** The Chair asked for nominations for Secretary Pro Tempore. Andrew Fischer nominated Gary Carter to be Secretary Pro Tempore of the Board of Trustees until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee Brenda Culver made a motion to close nominations and elect Gary Carter Secretary Pro Tempore by acclamation. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

**#6-H. Appointment of District Treasurer:** The Chair asked for nominations for District Treasurer. Trustee Brenda Culver nominated Roger Browning to be District Treasurer until the next reorganization meeting. The Chair asked if there were additional nominations. There being none, Trustee John Brooks made a motion to close nominations and elect Roger Browning District Treasurer by acclamation. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." A voice vote was taken and the Chair declared the "Ayes" have it and the motion carried.

**#6-I. Appointment of Ethics Officer:** Trustee Andrew Fischer nominated Renee Smith, Board Secretary, to be appointed as Ethics Officer for the Board, and for the District, pursuant to statute. She shall serve until her successor is appointed and qualified. The Chair asked if there were additional nominations. There being none, Trustee Brenda Culver made a motion to close nominations and appoint Renee Smith Ethics Officer for the Board and for the District by acclamation. The Chair asked trustees in

favor of the motion to say “Aye” and those opposed to say “No.” A voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**#6-J. Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards:**

The CEO recommended adoption of the following resolution.

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

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

**Board Action:** Trustee Brenda Culver made a motion to adopt the foregoing Resolution for Adoption of Rules, Regulations, Policies and Actions of Prior Boards as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#6-K. Resolution for Time and Place of Board Meetings:** The CEO recommended adoption of the following resolution for Time and Place of Board Meetings.

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

- Tuesday, May 19, 2015, 7 p.m., Olney Central College
- Tuesday, June 16, 2015, 7 p.m., Wabash Valley College
- Tuesday, July 21, 2015, 7 p.m., Frontier Community College
- Tuesday, August 18, 2015, 7 p.m., Lincoln Trail College
- Tuesday, September 15, 2015, 7 p.m., Olney Central College
- Tuesday, October 20, 2015, 7 p.m., Wabash Valley College
- Tuesday, November 17, 2015, 7 p.m., Frontier Community College
- Tuesday, December 8, 2015, 7 p.m., Lincoln Trail College

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

**AGENDA #7 – “Recognition of Visitors & Guests” –**

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

**#7-B. IECEA Representative:** None present.

**AGENDA #8 – “Public Comment” –** None.



**AGENDA #9 – “Reports”** –

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

**#9-B. Report from Presidents:** Electronic reports were presented from each of the colleges.

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

**AGENDA #10 – “Policy First Readings (and Possible Approval)”** – Language has been added and updated to the District’s Credit by Examination Policy to clarify the criteria the District uses to grant credit through proficiency examinations administered at an IECC test center, the College Examination Board’s subject test known as CLEP (College Level Examination Program), the International Baccalaureate program, and Advanced Placement (AP) testing.

**Recommendation:** The CEO recommended that second reading be waived and that the Credit By Examination Policy 500.5, as published in the Board Agenda mailing for this meeting, be adopted:

**Board Action:** Trustee Gary Carter made a motion to waive second reading and adopt the Credit by Examination Policy (500.5) as recommended. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea:

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

**AGENDA #11 – “Policy Second Readings”** – None.

**AGENDA #12 – “Staff Recommendations for Approval”** – The following staff recommendations were presented for approval.

**#12-A. Activity Fee Allocations:** Annually, \$2 per credit hour for all tuition actually collected is returned to the colleges to support student activities. The Presidents recommend student activity fee allocations at LTC, OCC, and WVC. In lieu of an activity fee, a fee allocated to the book rental system is paid by FCC students. There are minimal changes from last year’s recommendations. The allocation notes what percentage of each dollar will be turned over to an appropriate self-balancing account in the auxiliary fund. The CEO recommended approval of the following activity fee allocations for FY2016.

	<u>LTC</u>	<u>OCC</u>	<u>WVC</u>
Alumni Association	0%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	5%	0%	5%
College Union	0%	0%	20%
Student Testing	0%	4%	0%
Intramurals	5%	0%	0%
Parking Maintenance	3%	9%	0%
Publications	10%	0%	0%
Soc. Cul. Act. Team	0%	5%	0%
Special Events	3%	0%	3%
Student Senate	14%	10%	12%
Special Projects	5%	0%	16%
Natatorium	0%	0%	0%
Student Handbook	0%	3%	0%

Model United Nations	0%	0%	0%
Child Care	0%	20%	0%
Food Services	10%	19%	14%
Sports Facility	15%	0%	0%

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

**#12-B. Distance Delivery Education Plan 2015:** Chris Cantwell outlined the Distance Delivery Education Plan and stressed the purpose of the Distance Delivery Education Plan is to provide an institutional strategy and structure to support and promote district-wide distance delivery opportunities. The plan outlines the required procedures, training, and support to assist faculty with distance delivery courses and program development. The 2015 Distance Delivery Education Plan has been updated and revised to continue to effectively respond to the needs of the students and communities IECC serves.

The CEO recommended acceptance of the Distance Delivery Education Plan 2015 as outlined.

**Board Action:** Trustee Brenda Culver made a motion to approve the Distance Delivery Education Plan 2015 as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#12-C. Miscellaneous Fees Revisions:** The CEO recommended approval of revisions to Miscellaneous Fees to add a new Student ID Replacement Fee and to discontinue the Late Registration and Course Drop/Add fees effective immediately.

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

**#12-D. Gunsmithing Fees:** The Gunsmithing Program has expanded and the cost associated with the courses has increased. The CEO recommended approval of a \$15.00 cost recovery fee for each Gunsmithing course effective Summer Term 2015.

**Board Action:** Trustee Al Henager made a motion to approve a \$15.00 per course cost recovery fee for each Gunsmithing course effective Summer Term 2015. 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, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#12-E. Addendum to Articulation Agreement with McKendree University:** Illinois Eastern and McKendree College have an articulation agreement in place on a Bachelor of Science Degree in Nursing Degree offered by McKendree University. McKendree has now offered a 10% discount on their tuition for students who attend pursuant to this agreement. The CEO recommended approval of the tuition discount addendum to the current agreement with McKendree.

**Board Action:** Trustee Brenda Culver made a motion to approve the addendum to the current articulation agreement with McKendree University. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#12-F. Athletic Training Service Agreement with FCC:** The NJCAA is developing new guidelines concerning the provision by community colleges of athletic training services at community college sporting events. Wabash General Hospital (WGH) has agreed to provide these services and a set cost for the services has not been set. WGH has requested that Frontier provide donations to help cover costs and will be requested by WGH on a good faith basis.

The agreement shall last for one year (June 1, 2015 to June 2, 2016) and can be terminated with 90 days' notice by either party. The CEO recommended approval of the agreement for athletic training services between FCC and Wabash General Hospital.

**Board Action:** Trustee Gary Carter made a motion to approve the athletic training service agreement between FCC and Wabash General Hospital. 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, Brenda Culver, Andrew Fischer. Trustees voting nay: None. Trustee abstaining: Al Henager. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 4 yea votes, 1 abstention and 0 nay votes, the Chair declared the motion carried.

**#12-G. Athletic Training Service Agreement with OCC:** Olney Central College (OCC) wishes to enter into an agreement with Richland Memorial Hospital (RMH) to provide athletic training services. OCC wishes to enter into an agreement with RMH to provide athletic training services. RMH would provide a certified athletic trainer from August 1, 2015 to May 31, 2016 for an average of 15 hours per week of coverage during the sports season with a total not to exceed 660 hours of coverage. OCC agrees to provide a schedule of events, pay the fees when due, provide supplies as allocated by the budget, maintain equipment, provide janitorial services, provide towels and laundering of towels, and provide transportation if services are required at away events. OCC agrees to pay \$6,000 for the 2015-2016 school year. The CEO recommended approval of this agreement between OCC and Richland Memorial Hospital.

**Board Action:** Trustee Brenda Culver made a motion to approve the athletic training service agreement between OCC and Richland Memorial Hospital. 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, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#12-H. Athletic Training Service Agreement with WVC:** Wabash Valley College (WVC) has developed an agreement with Wabash General Hospital (WGH) to provide athletic training services including pre-game taping, athletic training coverage, and fitness and medical assistance services in connection with the school's athletic program. WGH will provide an athletic trainer to each home athletic event throughout the year and may travel to away events. Wabash agrees to pay WGH \$1000 for these services and WGH may ask for additional donations during the year to help cover costs. The agreement shall last for one year (June 2, 2015 to June 1, 2016) and can be terminated by 90 days written notice by either party. The CEO recommended approval of this agreement between WVC and Wabash General Hospital.

**Board Action:** Trustee Gary Carter made a motion to approve the athletic training service agreement between WVC and Wabash General Hospital. 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, Brenda Culver, Andrew Fischer. Trustees voting nay: None. Trustee abstaining: Al Henager. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 4 yea votes, 1 abstention and 0 nay votes, the Chair declared the motion carried.

**#12-I. Revisions to Radiography Program Student Handbook:** The Radiography faculty and President Rodney Raney have developed needed changes to the OCC Radiography Program Handbook.

Changes include:

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

The update of terminology in the Physical Examination, Drug Screen, Immunizations Policy; and Updates to the Anderson Library (LEARNING RESOURCE CENTER) section; and Updates to the Applied Clinical Scheduling section to address clinical rotations at clinical sites; and

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

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

The CEO recommended acceptance of the revisions to the Radiography Program Handbook as outlined.

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

**#12-J. Affiliation Agreements:** The following Affiliation Agreements were recommended by the CEO for approval.

Crawford Memorial Hospital – LTC - Medical Assistant

Jasper County Health Department – LTC – Medical Assistant

Harmon’s Pharmacy – LTC – Pharmacy Technician

CVS Pharmacy Newton – LTC – Pharmacy Technician

CVS Pharmacy Lawrenceville – LTC – Pharmacy Technician

Williams’ Brothers Vincennes – LTC – Pharmacy Technician

Effingham Obstetrics – LTC – Certified Medical Assistant

Richland Memorial Hospital – LTC – Certified Medical Assistant

Eskenazi Health Marion County, Indiana – LTC – Certified Medical Assistant

Women’s Hospital Newburgh – IECC - ADN/LPN

AM Transport – OCC – Office Administration & HR Assistant

Sarah Bush Lincoln Health Center – OCC – Medical Office Asst. & Medical Coding

Good Samaritan Regional Health Center – OCC - Phlebotomy

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

**AGENDA #13 – “Bid Committee Report”** – The Bid Committee presented the following recommendations, followed by Board action as indicated:

**#13-A. District Wide General Improvements** - Based upon the bid tabulation enclosed and also the attached recommendation from Design Architects, the Bid Committee recommends acceptance of the low bid received from K. Wohltman Construction located in Effingham, Illinois, for District-Wide General Improvements representing a total bid of \$2,676,397.

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

**AGENDA #14 – “District Finance”** – The following district financial matters were presented:

**#14-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report showing the balance in all funds as of March 31, 2015. The treasurer presented an update on state grants receivable in the Education Fund.

**#14-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for April 2015, totaling \$1,121,836.99, 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 April 2015, in the amounts listed, and payments from the revolving fund for March 2015. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #15 – “Chief Executive Officer's Report”** – There was no CEO Report given.

**AGENDA #16 – “Executive Session”** – The Board of Trustees did not hold an executive session at this meeting.

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

**AGENDA #18 – “Approval of Personnel Report”** – The CEO presented the following amended Personnel Report.

**400.1. Employment of Personnel**

**A. Faculty**

1. Laurie Jenkins, Health Programs Lead Instructor, LTC, effective August 13, 2015
2. Keith Nash, Process Technology Instructor, LTC, effective August 13, 2015, pending successful completion of background check
3. Jodi Peach, Health Informatics Instructor, FCC, effective August 13, 2015, pending successful completion of background check

**B. Professional Non-Faculty**

1. Thomas Kent, Fitness Center/Athletic Director, FCC, effective July 1, 2015

**C. Classified**

1. Taryn Bunting, Office Assistant, OCC, effective April 27, 2015
2. Ernest Majors, Maintenance Worker, WVC, effective May 1, 2015, pending successful completion of background check

**#18. Board Action on Section 400.1 of Personnel Report:** Trustee Gary Carter made a motion to vote on approval of Section 400.1 of the Personnel Report, as recommended. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Brenda Culver, Andrew Fischer, Al Henager. Trustees voting nay: None. Trustees absent: Michael Correll and Marilyn Wolfe. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #19 – “Litigation”** – None.

**AGENDA #20– “Other Items”** – None.

**AGENDA #21 – “Adjournment”** – Trustee Gary Carter made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” A voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 8:05 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)**

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Violence Prevention Plan**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 19, 2015  
RE: Violence Prevention Plan

In accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) (b) (2), Illinois Eastern Community Colleges developed a Violence Prevention Plan outlining the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan continues to provide guidelines which specifically address IECC's position on the prevention, reduction, and management of violence and addresses institutional responsibilities in the areas of educational awareness programs, reporting, and investigative guidelines.

The IECC Board of Trustees recognizes the importance of a college environment which is safe and free of crime. As outlined in the District's Campus Safety and Security Policy (500.17), Illinois Eastern Community Colleges prohibits any form of violence. Appropriate disciplinary action will be taken. Illinois Eastern continues to monitor and cooperate with law enforcement agencies in an effort to keep students and employees apprised of reported crimes and arrests of students and employees which occur in the community that may impact the safety of students and employees.

The focus of the Violence Prevention Plan is prevention. The Cabinet will continue to oversee and implement the Violence Prevention Plan. In the event that a violent act (assault, battery, weapons in the building, disturbances) is in the process of being committed, the colleges' Campus Emergency Plans provide a protocol for response. The Violence Prevention Plan has been updated to reflect current contact information and TABIT team members. The updated plan will be available to all IECC employees on the Intranet.

The Violence Prevention Plan has been sent to the Board electronically.

I recommend the Board's acceptance of the updated IECC Violence Prevention Plan.

TLB/rs



**Agenda Item #8B**

**FY2015 Student Satisfaction Survey Results**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 19, 2015  
RE: 2015 Student Satisfaction Survey Results

The Office of Institutional Development conducts a Student Satisfaction Survey each spring semester. The 2015 survey was conducted online from March 16<sup>th</sup> through April 30<sup>th</sup>. 575 students responded to the survey: 101 from Frontier Community College; 107 from Lincoln Trail College; 244 from Olney Central College; and 123 from Wabash Valley College.

Survey questions inquired about the student's level of satisfaction in specific areas including Student Services, Instruction, Learning Resource Centers, and Technology. Additionally, the survey asked how likely students would recommend the college to others. Results show that:

Services

96% were satisfied with Advisement services.  
97% were satisfied with Financial Aid services.  
98% were satisfied with the Learning Resource Centers.  
97% were satisfied with Entrata.  
97% were satisfied with Help Desk services.

Other

98% were satisfied with the communication between the four colleges.  
94% were satisfied with the quality of instruction.  
97% felt the instruction was academically challenging.  
98% were satisfied with classroom size.  
93% were satisfied with courses available at the times they want or needed them.  
96% believe they are treated with respect as an individual.  
92% would recommend the college to others.

Individual college responses were very close to the overall district responses. The results of the survey are shared with various district wide committees as well as college committees to work on improving any area that needs attention.

Survey results have been sent electronically to Board members.

I recommend acceptance of the FY2015 Student Satisfaction Survey Results.

TLB/rs

**Agenda Item #8C**

**Nursing Handbook**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 19, 2015  
RE: Revisions to the Nursing Program Handbook

The Nursing faculty, Associate Dean Tammy Fralicker and President Rodney Raney have developed needed changes to the OCC Nursing Program Handbook for 2015-2016.

Changes include:

Updates to the vision, values, mission and purpose statements as well as educational outcomes to be in line with Quality and Safety Education for Nurses (QSEN) competencies and accreditation outcomes for nursing graduates ; and

The update of student expenses for the ADN Cost Sheet; and

Revisions to academic resources available in the Learning Resource Centers; and

The inclusion of the IECC Student Release Form; and

The addition of the Student Exhibit Permission Form will to assist in the upcoming Accreditation Commission for Education in Nursing (ACEN) accreditation visit in 2016.

A copy of the Nursing Program Handbook will be available at the Board meeting.

I recommend approval of the revised Nursing Program Handbook.

TLB/rs

**Agenda Item #8D**

**Observation Agreement with Clay County Health Department**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 19, 2015  
RE: Observation Agreement with Clay County Health Department

IECC wishes to enter into an observation agreement with the Clay County Health Department located in Flora, Illinois.

This observation agreement is for the District's Associate Degree in Nursing Program.

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

TLB/rs

Attachment

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

**OBSERVATION EXPERIENCE AGREEMENT**

Agreement made this 11 day of February, 2015, between Clay County Health Department of Flora, IL, hereinafter referred to as AGENCY, and ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529, OLNEY CENTRAL COLLEGE ASSOCIATE DEGREE NURSING/PRACTICAL NURSING CERTIFICATE PROGRAM (offered at Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College), hereinafter referred to as DISTRICT #529.

Agreement is for the purpose of providing student observation experience in a facility other than the classroom or clinical setting. An observation experience may be described as:

An opportunity for the nursing student to visit an agency at a designated time to observe the functions of health team and the common well defined health problems of the client treated by said agency.

**DISTRICT #529 AGREES TO:**

1. Utilize AGENCY for student observation experiences as part of their clinical instruction. These experiences would be under the indirect supervision of a college instructor in that an instructor would not be on AGENCY premises with the students. The instructor will be available by telephone.
2. Provide the AGENCY with written objectives for each observation experience.
3. Comply with rules, regulations and policies of AGENCY that are applicable to AGENCY employees, including, but not limited to health, safety and confidentiality regulations.
4. Insure that students are covered by liability insurance.
5. Retain responsibility for student education.
6. Evaluate total clinical experience received by students from AGENCY.

**AGENCY AGREES TO:**

1. Retain responsibility for client care.
2. Encourage student learning experiences by providing opportunity for student to interact with staff.

3. Encourage student learning experiences by providing opportunity for student to observe patient care by AGENCY staff.
4. Evaluate total student observation experience.
5. The AGENCY will determine the number of students allowed for each assignment.
6. The AGENCY will determine what nursing functions the student may perform.

AGENCY:

Clay County Health Department

\_\_\_\_\_

By \_\_\_\_\_

ILLINOIS EASTERN COMMUNITY COLLEGES,  
 DISTRICT 529, OLNEY CENTRAL COLLEGE  
 ASSOCIATE DEGREE NURSING/PRACTICAL  
 NURSE CERTIFICATE PROGRAM:

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

By \_\_\_\_\_  
 Associate Dean of Nursing and Allied Health

By \_\_\_\_\_  
 President, Olney Central College

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

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

Adopted: 03/12



**Agenda Item #8E**

**Affiliation Agreement with Bertram Pharmacy**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 19, 2015  
RE: Affiliation Agreement with Bertram Pharmacy

IECC wishes to enter into an affiliation agreement with Bertram Pharmacy located in Robinson, Illinois.

This affiliation agreement is for Lincoln Trail's Pharmacy Technician Program.

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

TLB/rs

Attachment

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 Bertram Pharmacy, Robinson, IL (hereinafter referred to as AGENCY).  
[Identify Above: Agency, City, and State]

WITNESSETH THAT:

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

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

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

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

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

4. The use of AGENCY facilities will be consistent with, and in conformity *with all applicable rules, regulations, and policies of the AGENCY, and the Administrative Supervisor on behalf of the AGENCY will be responsible for maintaining proper standards of pharmacy technician services and safeguard of clients served by*

students. The AGENCY personnel will retain full and final decisions for client care assigned to Pharmacy Technician students.

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

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

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

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

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

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

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

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

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

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

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

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

psq:5/13/14

**Agenda Item #8F**

**Affiliation Agreement with Ridgeview Care Center**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 19, 2015  
RE: Affiliation Agreement with Ridgeview Care Center – Electronic Medical Records

IECC wishes to enter into an affiliation agreement with Ridgeview Care Center located in Oblong, Illinois.

This affiliation agreement is for Lincoln Trail's Electronic Medical Records Program.

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

TLB/rs

Attachment

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529  
LINCOLN TRAIL COLLEGE  
ELECTRONIC MEDICAL RECORDS 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 Electronic Medical Records (EMR) Program (hereinafter referred to as LTC) and Ridgeview Care Center, Oblong 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 electronic medical records practice by students of the EMR Program for the COLLEGE and

WHEREAS, the AGENCY has agreed to make its facilities available to the electronic medical records 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 EMR 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 EMR practice, and will be available to the EMR students.

The specific assignment of learning experiences to specific students will be made and arranged by the EMR 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 EMR 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 care and safeguard of patients and information assigned to students. The AGENCY personnel will retain full and final decisions for patient care assigned to EMR 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.

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

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

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

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

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

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.

9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. EMR Faculty and EMR students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.
10. Automatic renewal of the agreement will be made each summer. Either party hereto may terminate this AGREEMENT with a 90 day written termination notice to the other party.

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

AGENCY

LINCOLN TRAIL COLLEGE

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

\_\_\_\_\_  
Electronic Medical Records  
Faculty Member

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

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

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

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

5/13/14

**Agenda Item #9**

**Bid Committee Report**

**District-Wide HVAC Unit Repairs**

# **BID COMMITTEE REPORT**

**May 19, 2015**

## District-Wide

1. District-Wide HVAC Unit Repairs

TO: Board of Trustees  
FROM: Bid Committee  
DATE: May 19, 2015  
SUBJECT: District-Wide HVAC Unit Repairs

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

Based upon the bid tabulation enclosed, the Bid Committee recommends rejecting all bids for District-Wide HVAC Unit Repairs because the lowest bid exceeds the available budget for this project.

IECC will be meeting with Design Architects to modify the bid specifications in order to bring the cost of this project down so that it does not exceed the monies available for the work.

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Source of Funds: Protection, Health & Safety  
General Obligation Debt Certificates, Series 2014

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

**Design Architects**

**DISTRICT-WIDE HVAC UNIT REPAIRS  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529**

**Bid Tabulation**

**Tuesday, May 12, 2015 at 2:00 p.m.  
Board Room, District Office  
Olney, Illinois**

<b>BIDDER</b>	<b>BID SECURITY</b>	<b>ADDENDUM NO. 1</b>	<b>BASE BID</b>	<b>ALT #1</b>	<b>TOTAL</b>
J & R Mechanical 482 E. St. Louis Street Nashville, IL 62263	\$34,979.80 Check	✓	\$349,798	N/A	\$349,798
Merz Heating & AC, Inc. 509 S. Willow Street Effingham, IL 62401	10% Bid Bond	✓	\$419,533	N/A	\$419,533

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
April 30, 2015**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$5,186,103.72
Operations & Maintenance	\$2,055,969.35
Operations & Maintenance (Restricted)	\$30,291.00
Bond & Interest	\$198,161.10
Auxiliary	\$452,654.51
Restricted Purposes	(\$138,771.34)
Working Cash	\$208,927.52
Trust & Agency	\$394,491.16
Audit	(\$10,947.85)
Liability, Protection & Settlement	\$652,471.61
<b>TOTAL ALL FUNDS</b>	<b>\$9,029,350.78</b>

Respectfully submitted,

Roger Browning, Treasurer



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**April 30, 2015**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2015</b>
<b>ASSETS:</b>	
CASH	9,029,351
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	26,590,000
RECEIVABLES	2,833,775
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	729,697
OTHER ASSETS	712,310
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>39,929,033</b>
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	236,975
ACCOUNTS PAYABLE	16,986
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,011,786
OTHER LIABILITIES	685,448
<b>TOTAL LIABILITIES:</b>	<b>2,951,195</b>
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,083,078
PR YR BDGTD CHANGE TO FUND BALANCE	168,982
 <b>FUND BALANCES:</b>	
FUND BALANCE	27,007,758
RESERVE FOR ENCUMBRANCES	6,718,020
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>36,977,838</b>
 <b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>39,929,033</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF April 30, 2015

ALL FUNDS

FY 2015  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	10,734,066
STATE GOVT SOURCES	8,133,555
STUDENT TUITION & FEES	13,013,922
SALES & SERVICE FEES	2,883,935
FACILITIES REVENUE	3,630
INVESTMENT REVENUE	155,166
OTHER REVENUES	383,727
TOTAL REVENUES:	<u>35,308,001</u>

EXPENDITURES:

INSTRUCTION	10,250,104
ACADEMIC SUPPORT	402,606
STUDENT SERVICES	1,480,482
PUBLIC SERV/CONT ED	53,503
OPER & MAINT PLANT	2,438,645
INSTITUTIONAL SUPPORT	7,628,270
SCH/STUDENT GRNT/WAIVERS	6,768,936
AUXILIARY SERVICES	4,322,377
TOTAL EXPENDITURES:	<u>33,344,923</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>1,963,078</u>
-------------------------------------	------------------

**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**  
**July 1, 2014 -- June 30, 2015**

4/30/2015

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,646,243	1,133,865	3,780,108
State Government Sources - Current Year	6,333,312	1,800,243	8,133,555
State Government Sources - Prior Year	4,544,272	-	4,544,272
Net Tuition and Fees	5,710,357	-	5,710,357
Sales & Service Fees	19,980	-	19,980
Facilities Revenue	-	2,790	2,790
Investment Revenue	70,517	33,224	103,741
Other Revenues	75,547	139,428	214,975
<b>TOTAL REVENUES:</b>	<b><u>19,400,228</u></b>	<b><u>3,109,550</u></b>	<b><u>22,509,778</u></b>
<b>EXPENDITURES:</b>			
Salaries	12,713,995	682,594	13,396,589
Employee Benefits	1,885,440	159,933	2,045,373
Contractual Services	422,049	378,101	800,150
Materials	1,194,445	191,046	1,385,491
Travel & Staff Development	229,224	3,942	233,166
Fixed Charges	105,116	45,898	151,014
Utilities	61,481	915,316	976,797
Capital Outlay	185,912	8,258	194,170
Other	88,508	65	88,573
<b>TOTAL EXPENDITURES:</b>	<b><u>16,886,170</u></b>	<b><u>2,385,153</u></b>	<b><u>19,271,323</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	(1,324,211)	-	(1,324,211)
<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>1,189,847</u></u></b>	<b><u><u>724,397</u></u></b>	<b><u><u>1,914,244</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 April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	
Frontier	Bills		\$ 1,597,802		\$ 1,000,699		\$ 1,416,694				
	Payroll		1,828,642		1,596,761		1,777,411				
	Totals	\$ 4,312,683	3,426,444	79%	\$ 3,458,802	2,597,460	75%	\$ 4,283,530	3,194,105	75%	83%
Lincoln Trail	Bills		1,577,106		1,481,566		1,657,163				
	Payroll		2,137,461		2,108,059		2,001,984				
	Totals	\$ 4,498,201	3,714,567	83%	\$ 4,494,153	3,589,625	80%	\$ 4,540,934	3,659,147	81%	83%
Olney Central	Bills		1,965,439		2,099,307		2,089,541				
	Payroll		4,348,678		4,613,231		4,101,872				
	Totals	\$ 7,396,633	6,314,117	85%	\$ 7,839,976	6,712,538	86%	\$ 7,866,901	6,191,413	79%	83%
Wabash Valley	Bills		2,262,781		2,216,391		2,369,099				
	Payroll		2,741,972		2,800,607		2,703,536				
	Totals	\$ 6,083,520	5,004,753	82%	\$ 6,078,045	5,016,998	83%	\$ 6,111,313	5,072,635	83%	83%
Workforce Educ.	Bills		2,924,600		3,932,104		3,204,051				
	Payroll		1,300,609		1,528,536		1,277,366				
	Totals	\$ 5,297,022	4,225,209	80%	\$ 6,193,255	5,460,640	88%	\$ 5,577,344	4,481,417	80%	83%
District Office	Bills		214,424		262,733		266,146				
	Payroll		772,580		802,363		822,067				
	Totals	\$ 1,266,150	987,004	78%	\$ 1,289,241	1,065,096	83%	\$ 1,298,178	1,088,213	84%	83%
District Wide	Bills		1,571,412		1,465,352		1,640,975				
	Payroll		714,824		637,620		712,353				
	Totals	\$ 3,329,156	2,286,236	69%	\$ 2,762,846	2,102,972	76%	\$ 2,811,649	2,353,328	84%	83%
<b>GRAND TOTALS</b>		<b>\$32,183,365</b>	<b>\$ 25,958,330</b>	<b>81%</b>	<b>\$32,116,317</b>	<b>\$ 26,545,329</b>	<b>83%</b>	<b>\$32,489,850</b>	<b>\$26,040,258</b>	<b>80%</b>	<b>83%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**April 30, 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	13,396,589	51.45%	14,087,177	53.07%	(690,588)
Employee Benefits	2,045,373	7.85%	2,000,308	7.54%	45,065
Contractual Services	800,150	3.07%	658,035	2.48%	142,115
Materials	1,385,491	5.32%	1,369,685	5.16%	15,806
Travel & Staff Development	233,166	0.90%	226,956	0.85%	6,210
Fixed Charges	151,014	0.58%	183,966	0.69%	(32,952)
Utilities	976,797	3.75%	908,433	3.42%	68,364
Capital Outlay	194,170	0.75%	87,702	0.33%	106,468
Other	6,857,508	26.33%	7,023,067	26.46%	(165,559)
	<u>26,040,258</u>	<u>100.00%</u>	<u>26,545,329</u>	<u>100.00%</u>	<u>(505,071)</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>

4/30/2015