

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**May 17, 2016**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**May 17, 2016**

**7:00 p.m.**

**Wabash Valley College  
Cafeteria**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
4. Public Comment
5. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
6. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
7. Policy Second Reading ..... Bruce
  - A. None
8. Staff Recommendations for Approval
  - A. Articulation Agreement Between IECC and USI ..... Cantwell
  - B. Distance Delivery Education Plan 2016 ..... Cantwell
  - C. FY2016 Student Satisfaction Survey Results ..... Hartleroad
  - D. Affiliation Agreements ..... Bruce
    - United Life Care – Emergency Response Training – FCC
    - Crawford Memorial Hospital – Emergency Response Training – FCC
    - Clay County Hospital – Health Informatics Program - FCC
    - Bertram Pharmacy – Pharmacy Technician – LTC
    - Assoc. Physicians & Surgeons Clinic, LLC. – Certified Medical Assistant – LTC
    - Wabash General Hospital – Certified Medical Assistant – LTC
    - Good Samaritan Hospital – Electronic Medical Records & Certified Medical Assistant - LTC
9. Bid Committee Report ..... Bruce
  - A. FCC Baseball Field Construction – Phase One - Excavation
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 Banquet Room, at Olney Central College, 305 North West Street, Olney, Illinois, Tuesday, April 19, 2016.

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

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

John D. Brooks, Gary Carter, G. Andrew Fischer, Alan Henager, Jan Ridgely. (The student trustee had not been seated at roll call.) Trustees absent: Michael K. Correll, Brenda K. Culver. There being a quorum present, the Chair declared the Board of Trustees to be in open, public session for the transaction of business.

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Jay Edgren, President of Frontier Community College.  
Matt Fowler, President of Wabash Valley College.  
Kathy Harris, President of Lincoln Trail College.  
Rodney Ranes, President of Olney Central College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Chris Cantwell, Dean, Academic & Student Support Services/Chief Academic Officer.  
Alex Cline, Director of Information & Communications Technology.  
LeAnn Hartleroad, Associate Dean, Institutional Development.  
Renee Smith, Executive Assistant to CEO/Board Secretary.  
Michael Thomas, Dean of Workforce Education.

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held March 15, 2016 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 Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**AGENDA #3 – “Seating of Student Board Member”** – The following oath of office was administered to Gideon Raley, a student at Olney Central College, and he was seated as student member of the Board of Trustees for the coming year, April 2016 – March 2017, succeeding Drew Halter:

*I, Gideon Raley, do solemnly swear and affirm that I will support the Constitution and Laws of the United States and the Constitution and Laws of the State of Illinois, and that I will faithfully discharge the duties of the office of Student Member of the Board of Trustees of Illinois Eastern Community College District #529 according to the best of my ability.*

**AGENDA #4 – “Recognition of Visitors & Guests”** –

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

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

**AGENDA #5 – “Public Comment”** – None.

**AGENDA #6 – “Reports”** –

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

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

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

**AGENDA #7– “Policy First Readings (and Possible Approval)” –**

**#7-A. Student Placement Policy 500.13:** The CEO recommended that the Student Placement Policy 500.13 be revised to address the multiple measures for placement which will be used to determine students’ readiness for college-level courses and programs.

**Board Action:** Trustee Al Henager made a motion that second reading be waived and that the revised Student Placement Policy 500.13 be revised to address the multiple measures for placement which will be used to determine students’ readiness for college-level courses and programs as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#7-B. Tuition Waiver Policy 500.14:** The CEO recommended that the Tuition Waiver Policy 500.14 be revised to waive universal fees, in addition to the tuition, for any course an employee took that is considered professional development for the position they currently hold at Illinois Eastern Community Colleges. For courses the employee would take for any reason other than professional development, the fees would still be charged to the employee and the tuition would continue to be waived.

**Board Action:** Trustee Gary Carter made a motion that second reading be waived and that the revised Tuition Waiver Policy 500.14 be revised as recommended to waive universal fees, in addition to the tuition, for any course an employee took that is considered professional development for the position they currently hold at Illinois Eastern Community Colleges. For courses the employee would take for any reason other than professional development, the fees would still be charged to the employee and the tuition would continue to be waived. Trustee Al Henager seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: John Brooks. Trustees absent: Michael Correll, Brenda Culver. The motion having received 4 yea votes and 1 nay vote, the Chair declared the motion carried.

**#7-C. Policy Review:** As a part of an on-going review of IECC policies, the CEO recommended the following policy revisions:

200.2 Appropriate Use of Information Technology Resources – Clarifies student e-mail obligations and duties.

300.2 Audit – Applies correct citation to Statutes.

300.5 College Treasurer – Applies correct citation to Statutes.

300.6 Contracts – Applies correct citation to Statutes and conforms policy to current Board actions.

300.13 Publish Financial Statements – Applies correct citation to Statutes.

300.20 Operating Cash Reserve – Makes as an objective a minimum of a four-month cash reserve, clarifies the definition of Operating Funds, calculates cash reserve on a fiscal year basis following the approval of the comprehensive annual financial report annual audit.

**Board Action:** Trustee Al Henager made a motion that second reading be waived and that the foregoing policy revisions be approved as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: none. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #8– “Policy Second Readings” –** None.

**AGENDA #9 – “Staff Recommendations for Approval” –** The following staff recommendations were presented for approval.

**#9-A. Activity Fee Allocations:** Annually, the Board adopts the allocation of student activity fees at three of the colleges. The CEO recommended the following allocations for FY2017. There are minimal changes from last year’s allocations. The table indicates the allocation percent of student fees collected to each account in the auxiliary fund.

	LTC	OCC	WVC
Alumni Association	0%	0%	0%
Athletics	30%	30%	30%
Cheerleaders	5%	0%	5%

College Union	0%	0%	20%
Student Testing	0%	3%	0%
Intramurals	3%	0%	0%
Parking Maintenance	4%	9%	0%
Publications	8%	0%	0%
Soc. Cul. Act. Team	0%	3%	0%
Special Events	4%	0%	3%
Student Senate	12%	10%	12%
Special Projects	7%	4%	16%
Natatorium	0%	0%	0%
Student Handbook	0%	2%	0%
Model United Nation	0%	0%	0%
Child Care	0%	20%	0%
Food Services	12%	19%	14%
Sports Facility	15%	0%	0%

**Board Action:** Student Trustee Gideon Raley made a motion to approve the FY2017 Activity Fee Allocations 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, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. ATM Agreement for FCC:** After the opening of the Bobcat Den near the Frontier Perks Coffee House, the Fairfield National Bank proposed placement of an ATM. The ATM would be located at the coffee house entrance. The lease is for three years and Fairfield National Bank is responsible for all phone, electrical connection, and insurance. The CEO recommended approval of the following ATM agreement.

This Agreement is made and entered into effective \_\_\_\_\_, 20\_\_ between FAIRFIELD NATIONAL BANK, P.O. Box 429, 220 E. Main Street, Fairfield, Illinois 62837, (“Owner”), and ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529/FRONTIER COMMUNITY COLLEGE, 233 East Chestnut Street, Olney, Illinois 62450 (“Landlord”).

- Equipment.** Owner owns an automated teller machine (“ATM”) and owns or has the right to utilize all software needed for the operation of the ATM. Landlord agrees that Owner may install, operate, and maintain Owner’s ATM at Landlord’s premises known as the Bobcat Den, 130 Market Avenue, Fairfield, Illinois 62837, (The “Premises”). Landlord shall provide such space at the Premises for the ATM as is necessary to enable customers to have unobstructed access to the ATM and for maintenance and servicing of the ATM.
- Availability.** Landlord agrees that the ATM shall at all times remain available for use by Landlord’s customers at the Premises during Landlord’s normal business hours for the term of this Agreement. Owner reserves the right to schedule reasonable downtime to accomplish necessary maintenance or system improvements.
- Rental.** Owner shall pay Landlord \$\_\_\_\_\_ as rent for the term of this Agreement, payable on execution. The receipt of lease rent paid in full is acknowledged.
- Phone & Electrical Requirements.** Owner shall, at its expense, provide and maintain a dedicated business dial-up telephone line or other data line for the ATM. Landlord shall, at its expense, provide one (1) dedicated operating electrical power outlet (110v) and electricity. Both the telephone line and electrical power outlet shall be within two (2) feet of the ATM site.
- Exclusivity.** Landlord shall not permit the removal of the ATM from the Premises, nor allow the placement of any other ATM’s on the Premises (whether inside or out), nor subscribe to any other data processing service for processing ATM transactions during the term of this Agreement, except as may be specifically approved by Owner in writing.
- Insurance Requirements.** Landlord agrees to use its best efforts to provide security against theft and to protect the ATM from damage, loss, theft, or destruction. Owner shall provide and maintain property insurance against loss, theft, damage, or destruction of the ATM in an amount not less than the full replacement value of the ATM. Landlord waives any rights of recovery against Owner or its processing providers arising from such loss, theft, damage, or destruction of the ATM. Owner

shall have no liability to Landlord in the event of such loss, theft, damage, or destruction. The ATM, related software, and all cash kept in the ATM shall be the property of Owner, and Owner shall bear the risk of loss if the ATM, related software, or any cash is stolen or otherwise lost, damaged, or destroyed.

7. **Property Ownership or Lease Terms.** Landlord represents and warrants that it is the owner of the Premises or that it holds a lease or option to renew the lease for the Premises of equal or greater length than the initial 3-year term of this Agreement.
8. **Term.** This Agreement shall be for a term of three (3) years unless terminated by written agreement signed by both Owner and Landlord or terminated as set forth below. Upon the expiration of the initial term, this Agreement will automatically renew for subsequent additional terms of three (3) years each on the same terms and conditions as provided herein unless canceled by written notice as described below.
9. **Termination: Notice.** Either party may terminate this Agreement, effective sixty (60) days after giving written notice of intent to terminate to the other party as follows:

If to the Owner:

President

Fairfield National Bank

220 E. Main Street

P.O. Box 429

Fairfield, Illinois 62837

If to the Landlord:

Chief Executive Officer

Illinois Eastern Community College District #529

233 East Chestnut Street

Olney, Illinois

All notices hereunder shall be in writing and shall be deemed given upon personal delivery or upon deposit in the United States mail, first class postage fully prepaid, return receipt requested, addressed to Owner and Landlord at their respective addresses as listed below. Any party may change its address for notice in accordance with the terms of this paragraph.

10. **Disclaimer.** EXCEPT AS SPECIFICALLY PROVIDED IN THIS AGREEMENT, LANDLORD UNDERSTANDS AND AGREES THAT OWNER MAKES NO WARRANTY, EXPRESS, IMPLIED OR STATUTORY, AS TO ANY MATTER WHATSOEVER, INCLUDING THE CONDITION OF THE ATM, ITS MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. OWNER SHALL IN NO EVENT BE RESPONSIBLE FOR ANY LOST PROFITS OR INCIDENTAL, CONSEQUENTIAL SPECIAL OR INDIRECT DAMAGES THAT LANDLORD MAY INCUR. OWNER'S SOLE LIABILITY TO LANDLORD HEREUNDER, EXCEPT AS OTHERWISE PROVIDED, SHALL BE TO REMEDY ANY BREACH OF THIS AGREEMENT IN A TIMELY MANNER. Neither party will be liable for failure to perform its obligations under this Agreement if such failure is due to acts or events beyond such party's reasonable control.
11. **Not Assignable.** Landlord shall not assign or dispose of any of its rights or obligations under this agreement without prior written consent of Owner. This Agreement is binding on the successors and permitted assigns of the parties.
12. **Waiver.** A waiver by either party of a breach of any provision of this Agreement shall not constitute a waiver of that party's rights to otherwise demand strict compliance with this Agreement and any and all provisions hereof.
13. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. There are no other promises, representations, terms, conditions or obligations other than those contained herein. This agreement supersedes all prior communications, representations or agreements, oral or written, between the parties and shall not be modified except in writing signed by both parties.
14. **Controlling Law.** This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Illinois.

**Board Action:** Trustee Gary Carter made a motion to approve the placement of an ATM at Frontier as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-C. Conferring of Honorary Degree:** Because of Mr. Tracy Ready’s experience in Telecommunications and his dedication to International Students, and the LTC Athletic Program, the CEO recommended that the IECC Board of Trustees award Tracy Ready an Honorary Degree in Broadband Telecom.

**Board Action:** Trustee John Brooks made a motion to approve conferring of an Honorary Degree in Broadband Telecom to Tracy Ready as recommended. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. TV Streaming Agreement:** The Illinois High School Association (IHSA) has increased fees so that schools that stream games will not be able to do so without being part of Play On Sports. IECC would be prohibited from streaming a game if IECC were not a member of the Play On Sports network. However, being part of the network allows IECC access to all games that we cover, would generate advertising dollars associated with play offs, and IECC would not pay any rights fee for streaming.

IECC would initially sign up Mt. Carmel, Fairfield, Carmi, Olney, Lawrenceville, Hamilton County, and Red Hill. IECC will receive \$200 for signing a new school. For each school that streams 5 events, \$300. For each school that streams 10 events, \$250. And for each school that streams 20 events, \$250. High schools will sell viewing passes for the season and IECC will receive \$10.00 for each annual pass sold and \$5.00 for each season pass sold plus IECC will be able to sell our ads, as always. Without this Play On Sports agreement in place, IECC would have to pay \$1,750 in fees to the IHSA. As a member of Play On Sports, IECC will be exempt from these fees. The CEO recommended approval of the following agreement between IECC and Play On Sports as presented.

**PlayOn! Sports Channel Partner Agreement**

**Referral Partner Name:** \_\_\_\_\_ **Referral**  
**Partner Phone**  
**Number:** \_\_\_\_\_ **Effective**  
**Date:** \_\_\_\_\_  
**Initial Term:** \_\_\_\_\_



This CHANNEL PARTNER AGREEMENT (“Agreement”) is entered into as of the Effective Date by and between 2080 Media, Ind. d/b/a PlayOn! Sports, with offices at 2835 Brandywine Road, Suite 102, Atlanta, Georgia 30341 (“PlayOn”) and the channel partner specified above (“Channel Partner”).

**1. DEFINITIONS.** As used in this Agreement and in addition to any other terms defined herein, the following defined terms will have the following meanings:

1.1. "Confidential Information" means information (in tangible or intangible form) that is provided to or obtained from one party hereto to the other party, and that is valuable to the disclosing party and not generally known by the public, but which does not rise to the level of a trade secret under applicable law.

1.2. "PlayOn Software" means PlayOn's proprietary systems including, without limitation, [www.nfhsnetwork.com](http://www.nfhsnetwork.com), the Customer's web portal profile pages, PlayOn! Manager, PlayOn! Producer, and all internal systems supporting the foregoing platforms.

1.3. "Intellectual Property Rights" means any and all rights to exclude existing from time to time in any jurisdiction under patent law, copyright law, moral rights law, trade-secret law, semiconductor chip protection law, trademark law, unfair competition law, or other similar rights.

1.4. "Proprietary Information" means individually and collectively Trade Secrets and Confidential Information.

1.5. "Trade Secrets" mean information (in tangible or intangible form) which derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means, by other persons who can obtain economic value from its disclosure or use, and includes any PlayOn Software and design documentation delivered hereunder, if any, in all forms.

1.6. "Live Sporting Event" means a varsity sporting event that is produced using at least one camera, overlay graphics, and a play by play announcer.

## **2. FEES.**

2.1. In exchange for Channel Partner's provision of services to a PlayOn Customer, as described on Exhibit A, PlayOn will pay to Channel Partner a "Services Fee" as outlined in Exhibit A.

2.2. Channel Partner will be entitled to Fee for each PlayOn Customer licensing PlayOn Software who first learned of PlayOn Software through Chanel Partner (a "Qualified Referral"). Channel Partner will not be entitled to Fees if the Customer had been previously identified by PlayOn or is associated with another Channel Partner or other sales channel. PlayOn will determine, in its sole discretion, whether a Customer is a Qualified Referral.

2.3. Channel Partner is not entitled to make representations regarding the characteristics, capabilities or performance of the PlayOn Software; or hold itself out to be a representative, partner or distributor of PlayOn. Channel Partner must use all PlayOn

marks in a manner consistent with PlayOn's corporate identity guidelines, as may be amended from time to time, and must exercise at least the same standard of care to protect PlayOn's intellectual property, copyright and trademarks as it does with its own intellectual property, copyright and trademarks.

## **3. CONFIDENTIALITY.**

3.1. Each party will hold in confidence and, without the consent of the other party, will not use, reproduce, distribute, transmit, transfer, or disclose, directly or indirectly, in any form, by any means, or for any purpose, the Proprietary Information of the other party. The recipient of Proprietary Information may only disclose the Proprietary Information to its employees and independent contractors who (i) have a need to know such information in connection with performing under this Agreement, and (ii) are obligated to written terms of non-disclosure protecting such Proprietary Information. Without limiting the foregoing, the recipient of Proprietary Information will exercise at least the same standard of care in protecting the confidentiality of the other party's Proprietary Information as it does with its own Proprietary Information, but in no event less than reasonable care.

3.2. All Proprietary Information, except as provided below, disclosed to the other party shall be marked as confidential if in writing or identified as confidential at the time disclosure if conveyed orally. Notwithstanding the foregoing, Channel Partner agrees that any Proprietary Information in whatever form relating to the design, functionality, operational methods or coding of or relating to the PlayOn Software, shall be deemed the Proprietary Information of PlayOn.

3.3. Each party's obligations under this Section shall not apply to proprietary information which: (i) is or becomes a matter of public knowledge through no fault of or action by the receiving party; (ii) was rightfully in the receiving party's possession prior to disclosure by the disclosing party; (iii) subsequent to disclosure, is rightfully obtained by the receiving party from a third party who is lawfully in possession of such proprietary information without restriction; (iv) is independently developed by the receiving party without resort to the disclosing party's proprietary information; or (v) is required by law or judicial order to be disclosed, provided that prior written notice of such required disclosure is furnished to the disclosing party as soon as practicable in order to afford the disclosing party an opportunity to seek a protective order and in that if such order cannot be obtained disclosure may be made without liability. Whenever requested by a disclosing party, a receiving party shall immediately return to the disclosing party all manifestations of the Proprietary Information or, at the disclosing party's option, shall destroy all such Proprietary Information as the disclosing party may designate.

3.4. The obligations of the recipient of Proprietary Information under this Agreement with regard to the Trade Secrets of the other party remain in effect for as long as such information remains a trade secret under applicable law. The recipient's obligations with regard to Confidential Information of the other party shall remain in effect during the term of this Agreement and for five (5) years

after the expiration or termination for any reason hereof. Notwithstanding the foregoing, any previously executed Nondisclosure Agreement between Customer and PlayOn having nondisclosure provisions shall continue in full force and effect; to the extent of any inconsistency or ambiguity between such agreement and this Agreement, this Agreement shall govern and control in all respects.

#### **4. RIGHTS AND RESPONSIBILITIES.**

4.1. Channel Partner will promptly forward to PlayOn any and all qualified leads. Leads must have completed a qualification form in the form attached hereto at Exhibit B to be eligible to be recognized as a Qualified Referral. PlayOn will notify Channel Partner within fifteen (15) business days of receiving a qualified lead if it is considered a Qualified Referral.

4.2. Channel Partner shall comply with all statutes, rules and regulations, and orders of governmental bodies and regulatory agencies applicable to it, including relevant state insurance regulations.

4.3 PlayOn retains the right to syndicate all content that is created or produced by PlayOn and/or the Qualified Referrals, or by Channel Partner at the request of PlayOn or a Qualified Referral, in-part or in-whole, to any distribution platform ("Client Content"). Channel Partner hereby disclaims all right, title, and license to any Client Content unless otherwise provided in writing by PlayOn.

#### **5. TERM AND TERMINATION.**

5.1. Unless terminated earlier, this Agreement shall automatically renew on the first anniversary of the Effective Date hereof for additional one-year terms, unless one party provides ten business days' notice of an intention not to renew. PlayOn reserves the right to terminate this Agreement if PlayOn determines, in its sole discretion, that PlayOn's business interests are being harmed by the association with Channel Partner.

**6. NON-SOLICITATION.** During the term of this Agreement and for two (2) years after the termination of this Agreement, a party shall not, directly or indirectly, i.) induce or attempt to induce any employee of the other party to leave the employer thereof, or ii.) communicate with or attempt to communicate with any employee or agent of any Qualified Referral for the purpose of selling any product or service to such Qualified Referral that directly or indirectly competes with any product or service sold by PlayOn. Each party acknowledges that in the event that it breaches this obligation, the other party will suffer irreparable harm for which no adequate remedy at law exists.

#### **7. INDEMNIFICATION; DISCLAIMERS OF LIABILITY.**

7.1 Channel Partner shall indemnify and defend PlayOn and each of its directors, officers, shareholders, employees and agents and hold each of them harmless, to the fullest extent permitted by law, from and against any and all claims, liabilities, losses, damages and expenses (including attorneys' fees and costs) as they are incurred that are directly or indirectly related to or otherwise incurred in connection with

Channel Partner's bad faith, gross negligence or willful misconduct, any violation by Channel Partner of Federal or state laws caused by Channel Partner or any breach by Channel Partner of this Agreement. PlayOn shall indemnify and defend Channel Partner and hold Channel Partner harmless, to the fullest extent permitted by law, from and against any and all claims, liabilities, losses, damages and expenses (including attorney's fees and costs) as they are incurred that are directly or indirectly related to or otherwise incurred in connection with PlayOn's bad faith, gross negligence or willful misconduct, any violation of Federal or state laws caused by PlayOn or any breach of this Agreement.

7.2 NEITHER PARTY MAKES ANY WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE CONCERNING THE PLAYON SOFTWARE OR OTHERWISE IN CONNECTION WITH THIS AGREEMENT, THE EXCEPT WITH RESPECT TO A PARTY'S INDEMNIFICATION OBLIGATIONS HEREUNDER, IN NO EVENT IS EITHER PARTY LIABLE OR OBLIGATED IN ANY MANNER FOR ANY SPECIAL, INCIDENTAL OR EXEMPLARY OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING, BUT NOT LIMITED TO, DAMAGES OR COSTS INCURRED AS A RESULT OF LOSS OF TIME, LOSS OF DATA, LOSS OF PROFITS OR REVENUE, OR LOSS OF USE OF THE SERVICE) REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT PRODUCT LIABILITY, OR OTHERWISE, EVEN IF THE PARTY HAS BEEN INFORMED OF THE POSSIBILITY OF ANY SUCH DAMAGES IN ADVANCE. EXCEPT WITH RESPECT TO A PARTY'S INDEMNIFICATION OBLIGATIONS HEREUNDER, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY IN ANY AMOUNT OF DAMAGES EXCEEDING THE AMOUNT PAID AND OWED TO CHANNEL PARTNER HEREUNDER

**8. MISCELLANEOUS.** In the event that either party's performance is delayed, prevented, obstructed or inhibited because of any act of nature, fire, casualty, delay or disruption in transportation, flood, war, strike, lockout, epidemic, destruction or shut-down of facilities, shortage or curtailment, riot, insurrection, governmental acts or directives, any full or partial failure of any communications or computer network or any cause beyond such party's reasonable control, the party's performance will be excused and the time for the performance will be extended for the period of delay or inability to perform resulting from such occurrence. The occurrence of such an event will not constitute grounds for a declaration of default by either party. Channel Partner shall not assign or otherwise transfer all or any or of its rights, obligations or interest under this Agreement without the written consent of PlayOn, and any attempt to do so shall be void and of no force or effect for any purpose whatsoever and shall constitute a breach of this Agreement. The failure of either party to insist upon the performance of any provision herein or to exercise any right or privilege granted to it hereunder, will not be construed as a waiver of such provision or any provisions herein, and the same will continue in full force. The various rights and remedies given to or reserved by either party herein or allowed by law, are cumulative, and no delay or omission to exercise

any of its rights will be construed as a waiver of any default or acquiescence, nor will any waiver of any breach or any provision be considered a condonement of any continuing or subsequent breach of the same provision. The Agreement will be governed by and interpreted in accordance with the internal laws of the state of Georgia, excluding its conflict of law rules. This Agreement, together with the exhibits attached hereto which are hereby incorporated herein, sets forth the entire agreement between the parties relating to the subject matter hereof, and supersedes any and all prior agreements of the parties with respect to the subject matter hereof. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written instrument signed by the duly authorized representatives of both parties. This Agreement may be executed in counterparts, each of which shall be deemed an original and all which together shall constitute one and the same document.

**Board Action:** Trustee Gideon Raley made a motion to approve the streaming agreement between IECC and Play On Sports 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, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. Letter of Commitment for Apprenticeship Training ICATT Agreement:** The German American Chamber of Commerce has requested IECC's cooperation to develop the Advanced Technical Training Program to help area businesses cultivate local talent for employment. IECC will work closely with local manufacturers and high schools to identify apprenticeship opportunities and place students for the Summer/Fall 2016 semesters. Students will take part in 8-week blocks where they will work with the manufacturers for designated times and then rotate to coursework in the IECC Industrial Maintenance Program. The CEO recommended Board approval of the following letter of commitment for the Illinois Consortium for Advanced Technical Training.

The Illinois Consortium for Advanced Technical Training (ICATT) is an innovative and industry-led approach to education. Benchmarked on the German Dual Education System, this program is an educational model developed in conjunction with technology leaders, and will combine practice, theory and work to train a globally competitive workforce by:

1. Using industry-defined competencies and requirements as well as a standardized curriculum (according to the German "Training Profile" in the respective occupation) to create highly-skilled, capable, and readily employable graduates.
2. Creating an accredited program, in which students receive German DIHK/AHK certification along with an associate degree and other accreditations.
3. Offering an economically feasible pathway to education in which employers provide tuition reimbursement, school stipends, and an increasing hourly wage for the duration of the training.
4. Allowing companies to "grow their own" employees and ensure their own professional competency standards by being directly involved in the education/training process.

The proposed Program may be further defined and structured by subsequent agreements to be mutually agreed upon by the Steering Committee. Except as otherwise expressly provided in this Letter, no Partner shall have any liability to the other Partners relating to the Program. As herein, Partners are comprised of members of the Steering Committee and participating employers.

#### 1. **Basic Structure of ICATT Program / General Terms & Conditions**

- Block-style training, alternating between multi-week blocks at the company and 8 week blocks at the participating college, OR
- alternating in the following way: 2 days college 3 days training at company during the academic year
- Classroom and lab training provided by local community college
- Standardized curriculum leading to an Associate's Degree and based on internationally recognized German standards adapted to US requirements and company needs and approved by GACC Midwest
- Performance-based reporting system aligned with standardized outcomes

Trainee profile:

- Minimum High School diploma or equivalent
- Previous exposure to or work experience in manufacturing environment preferable (Project Lead the Way participants, coop or internship experience a plus)
- Interest and aptitude for STEM career
- Further definitions can be added by the Steering Committee

##### a. Steering Committee Role

- i. The Steering Committee consist of members from employers, the participating college and the German American Chamber of Commerce of the Midwest, Inc. (GACC Midwest)
- ii. Other parties may be added to the Steering Committee upon majority approval of the Steering Committee
- iii. The Steering Committee is responsible for defining and directing the strategic direction of the Illinois Consortium for Advanced Technical Training (ICATT) program.

- iv. The Steering Committee shall approve and release the relevant program standards (e.g. structure, relevant processes, and process supporting instruments, fees).
- v. The Steering Committee will establish examination committees per occupation offered in the ICATT program.
- vi. The Steering Committee will establish its own rules and regulations.

b. Participating College Role

- i. The College will make experts available to the Steering Committee during the program who will attend and participate in periodic meetings. College shall make available to the steering committee at least one (1) identified person who will be responsible for organizing, establishing, implementing, and executing all activities and processes for the development and implementation of all college relevant curricula and college assignments.
- ii. College shall make available to the Steering Committee any and all relevant persons to discuss college relevant program components (competency evaluation processes, testing model and materials, teaching instruction, etc.) for the remainder of the program.
- iii. College shall support the program marketing campaign by participating in the marketing development efforts (if needed), including video and in-person marketing elements.
- iv. Any materials and curriculum provided by GACC Midwest are to be used in conjunction with the ICATT program and not any other training program and/or apprenticeship.

c. Additional Partner Organizations

- i. Additional partner organizations will be invited by the Steering Committee as non-voting members to support the program including but not limited to:
  - Illinois Manufacturers Association
  - Golden Corridor Advanced Manufacturing Partnership (GCAMP)
  - Illinois Pathways / Manufacturing STEM Learning Exchange
  - Local High School Districts (211 / 214 / others)
  - Illinois Department of Employment Security
  - IL Department of Commerce & Economic Opportunity
  - World Business Chicago
  - US Department of Labor
  - Joyce Foundation

2. **Termination.** Except for the provisions set forth in paragraphs 1.b. vi, 1.b.vii and 2 through 12, each Partner reaffirms its intention that this Letter as a whole, and paragraph 1 in particular, is not intended to constitute, and does not constitute, a legal and binding obligation, contract or agreement between the Partners, and is not intended to be relied upon by any person or Partner as constituting such. Accordingly, the Partners agree that any Partner may unilaterally withdraw from this arrangement with the others at any time for any or no reason at the withdrawing Partner's sole discretion after thirty (30) days written notice to all Partners. After giving the required notice any Partner wishing to terminate its involvement or withdraw from the arrangement shall immediately take all reasonable steps to wind down its involvement and provide for a smooth transition with the other Partners.

3. **Expenses.** Each Partner agrees to pay its own fees and expenses incurred in connection with this Letter and the Program, whether or not consummated.

4. **GACC Midwest Disclaimer.** In the event this Letter and the arrangement between the Partners are terminated for any reason, GACC Midwest shall not have any liability for any liabilities, losses, damages (whether special, incidental or consequential), costs or expenses that may be incurred by any Partner, or any other person or entity.

5. **Notices.** Any notice or other communication in connection with this Letter shall be in writing and e-mailed, or mailed by first class mail, postage prepaid, or sent by express, overnight courier to the respective Partner at the physical or e-mail addresses of the Partners as set forth below:

**In the event of notice to GACC Midwest:**

German American Chamber of Commerce  
of the Midwest, Inc.  
Mario Kratsch  
321 North Clark Street, Suite 1425  
Chicago, Illinois 60654-4714  
Phone: (312) 494-2171 | Fax: (312) 644-0738  
[www.gaccmidwest.org](http://www.gaccmidwest.org) / [kratsch@gaccmidwest.org](mailto:kratsch@gaccmidwest.org)

**In the event of notice to College: CONTACT INFO**

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- 6. **Governing Law.** This Letter shall be governed and construed in accordance with the laws of the State of Illinois, without regard to its choice of law provisions, and all legal actions shall be resolved in the courts of Cook County, Illinois, USA.
- 7. **Severability.** All of the clauses of this Letter are distinct and severable and, if any clause shall be deemed illegal, void or unenforceable, it shall not affect the validity, legality or enforceability of any other clause or provision of this Letter.
- 8. **Assignment.** No Partner may assign this Letter or any of the rights and obligations under this Agreement without the prior written consent of the other Partners. This Letter shall be binding upon and inure to the benefit of the Partners to this Agreement and their respective permitted successors and assigns.
- 9. **Complete Agreement.** This Letter sets forth the entire agreement between the Partners concerning the subject matter of this Agreement and it supersedes any prior written or oral agreements thereon and this Letter may not be amended or modified except by subsequent agreement in writing signed by duly authorized representatives of the Partners.
- 10. **No Third Party Beneficiaries.** No person or entity, of any kind or nature, other than the Partners to this Letter, is intended to be a beneficiary of any provision of this Letter.
- 11. **Authority.** The persons signing below represent and warrant that they are authorized to sign on behalf of their respective Partner.
- 12. **Counterparts; Facsimile/PDF Signatures.** This Letter may be signed in counterparts and delivered by facsimile or by pdf, and in any such circumstances, shall be considered one document and an original for all purposes. Reproductions of this executed original, with reproduced signatures, shall be deemed to be original counterparts of this Agreement.

**Board Action:** Trustee Gary Carter made a motion to approve the Letter of Commitment for Apprenticeship Training ICATT Agreement, as recommended. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-F. Business Associate Agreement with Aperion Care of Olney:** The CEO recommended approval of a Business Associate Agreement with Aperion of Olney for FCC CPR courses and is an affiliation agreement and also covers HIPPA regulations.

**Board Action:** Trustee John Brooks made a motion to approve the Business Associate Agreement with Aperion Care, 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, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-G. Affiliation Agreements:** The CEO recommended approval of the District’s standard affiliation agreement with the following medical facilities:

- Flora Health Care and Rehab – Associate Degree Nursing
- Bedwell Eyecare Center – Medical Office Assistant – OCC
- Office of Dr. Rachel Winters – Certified Medical Assistant – LTC
- Effingham Obstetrics & Gynecology Associates – Certified Medical Assistant –LTC
- Sikorski Chiropractic Clinic – Electronic Medical Records – LTC
- Heritage Health – Electronic Medical Records – LTC

**Board Action:** Trustee Al Henager made a motion to approve the six affiliation agreements as presented and 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, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “Bid Committee Report” –**

**#10-A. IECC TRIO Upward Bound Cultural & Educational Trip 2016:** The CEO recommended approval of the following Bid Committee Report:

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

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from Gerber Tours, Inc. for a total of \$43,000.

<b>TRIO Upward Bound Cultural &amp; Educational Trip 2016</b>	
<b>Company</b>	<b>Total Bid</b>
Big Country Tours, St. Ignace, MI	\$63,690
Brightspark Travel, Chicago, IL	\$61,950
Gerber Tours, Inc., Woodbury, New York	\$43,000

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Department: TRIO Upward Bound

Source of Funds: The TRIO Upward Bound programs are 100% funded through two grants by the U.S. Department of Education for \$262,500 and \$304,084 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

Rationale for Purchase: The proposal from Gerber Tours meets the specifications required in the bid at the most cost effective price based on the three (3) bids received.

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

**Specifications for: TRIO Upward Bound Cultural & Educational Trip 2016**

**Illinois Eastern Community College District #529**

**and TRIO Upward Bound**

**Award #P047A120054 & #P047A120059**

*Please bid one "all-inclusive" price for entire trip, which would include all amenities, activities, transportation, etc., for items listed in these specifications.*

**Trip to:** Chicago, Illinois.

**Depart from:** Olney Central College, 305 N. West Street, Olney, IL 62450 – Tuesday, July 5, 2016.

**Return to:** Olney Central College, 305 N. West Street, Olney, IL 62450 – Thursday, July 7, 2016.

**Accommodations:** Up to 100 students (quad occupancy) with two (2) double beds (students). Up to 10 Staff (double occupancy) with two (2) double beds (staff). (All rooms are to be located together as hotel allows).

**Activities/attractions similar to:**

- Museum of Science and Industry
- Medieval Times
- Sea Dog
- Blue Man Group
- Spirit of Chicago (private room)
- Navy Pier
- Soldier Field Tour
- Woodfield Mall
- Sheds Aquarium
- Willis Tower

**College visits:** Required to have at least two (2) university tours some time during the course of the trip, such as University of Chicago and DePaul University, etc.

**Transportation:** Charter buses for up to 110 passengers, TV/DVD on each motor coach, Wi-Fi included.

**Lodging:** Two (2) night's stay in and around Chicago, IL. (Hotel must have breakfast available & no outside door access from guest rooms).

**Meals all included in price:** Meal allowances are acceptable, no less than \$15.00 per person/ per meal. However, there must be at least two (2) group meals which may include Spirit of Chicago Dinner Cruise (if bar is closed).

**Security:** Security guards on each floor where student rooms are located with 24 hour emergency service.

**Tour guides:** Two (2) professional tour guide directors (one per bus).

**Additional services:**

- Planning and booking of activities
- Backpacks for participants
- Emergency tags/lanyards with 24 hour service contact information
- Health & accident insurance is required (per participant)
- Liability insurance is required
- Trip resource manual
- Trip delay protection
- \$1 million trip protection plan
- Bus drivers' and tour guides' rooms plus daily per diem and incidentals should be included in the bid price.
- All taxes and gratuities should be included in the bid price.



**THE QUOTATION, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR SIX WEEKS FROM THE DATE QUOTATION IS RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

*Please submit one "all-inclusive" price for all amenities/activities in the proceeding specifications.*

**Bid Form (Award #P047A120054 & #P047A120059)**

TOTAL BID \$ \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_  
DATE \_\_\_\_\_

The TRIO Upward Bound programs are 100% funded through two grants by the U.S. Department of Education for \$262,500 and \$304,084 with 0% of the cost for the programs financed by non-governmental sources. Bid award is subject to approval by Illinois Eastern Community Colleges.

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

**Board Action:** Student Trustee Gideon Raley made a motion to approve the recommendation of the bid committee to accept the bid of Gerber Tours, Inc. Trustee Jan Ridgely seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – "District Finance"** – The following District financial matters were presented.

**#11-A. Financial Reports:** The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of March 31, 2016.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for April 2016, totaling \$633,657.80, 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 2016, in the amounts listed. Student Trustee Gideon Raley seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Andrew Fischer, Al Henager, Jan Ridgely. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: Michael Correll, Brenda Culver. The motion having received 5 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #12 – "Chief Executive Officer's Report"** – CEO Terry Bruce provided a report covering the following items USA Today Ranking – OCC and LTC, District Office Employee Recognition Lunch – May 6, Deed to West Richland Center, Eastern Illinois University Visit – April 6, University of Southern Indiana Visit – April 12, Nerd Nation Win – OCC, LTC Presidential Search, LTC Foundation Request – Schmidt Scholarship Changes, Talent Search Grant, Lobby Day – May 3 and 4, Graduation – May 13, Enrollment.

**AGENDA #13 – "Executive Session"** – The Board of Trustees did not hold an executive session at this meeting.

**AGENDA #14 – "Approval of Executive Session Minutes"** – The Board of Trustees did not hold an executive session at the regular meeting, April 19, 2016.

**AGENDA #15 – "Approval of Personnel Report"** – Tara Buerster presented the following amended Personnel Report and the CEO recommended approval.

**400.1. Resignation Ratification**

**A. Faculty**

1. Jeshua Franklin, Music Instructor, LTC, effective June 1, 2016

**B. Professional Non - Faculty**

1. Zachary Loll, Head Women's Basketball Coach, WVC, effective May 1, 2016

**C. Classified**

1. Tiffany White, Academic Counselor, TRIO Student Support Services, DO/LTC, effective August 5, 2016

**400.2. Resignation Ratification**

**A. Professional Non-Faculty**

1. Andrea Loll, Director of Enrollment Management, WVC, effective June 1, 2016

**400.3. Authorization to hire Head Men's Basketball Coach prior to May 17, 2016 Board Meeting**

**#15-A. Board Action to Amend Personnel Report:** Trustee John Brooks made a motion to amend the Personnel Report, to add an addendum as presented. Trustee Al Henager seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The voice vote was taken and the Chair declared that the "Ayes" have it and the motion carried.

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

**AGENDA #16 – "Collective Bargaining"** – None.

**AGENDA #17 – "Litigation"** – None.

**AGENDA #18 – "Other Items"** – None.

**AGENDA #19 – "Adjournment"** – Student Trustee Gideon Raley 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 voice vote was taken. The Chair declared the "Ayes" have it, the motion is adopted, and the meeting was adjourned at 8:35 p.m.

Minutes of a special 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 Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Monday, April 25, 2016 at 6:00 p.m.

**Notice of Special Meeting:** G. Andrew Fischer, Chairman of the Board of Trustees called this special meeting. Notice of the meeting was given at least 48 hours before the meeting, in writing, to each member of the Board and to news media. A copy of the notice was also posted at the main office of this community college district. The notice specified the date, time and place of the meeting, and the purpose thereof.

**Purpose:** To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the IECC District.

**AGENDA #1 – “Call to Order & Roll Call”** – The Chair called the meeting to order at 6:25 p.m. and the Chairman 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, G. Andrew Fischer, Alan Henager, Jan Ridgely. Trustees absent: None. Student Trustee Absent: Gideon Raley. 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.  
Renee Smith, Board Secretary.

**AGENDA #2 – “Recognition of Visitors & Guests”** – None.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Interview of Presidential Candidate”** – Board members heard an opening statement presentation given by Michael Dreith, who is a candidate for President of Lincoln Trail College. Trustees conducted an interview of the candidate and Dr. Dreith concluded the interview with a closing statement. Dr. Dreith left the meeting at 7:45 p.m.

**Further Discussion:** Following Dr. Dreith’s departure from the meeting and building, the trustees held further discussion relative to Dr. Dreith’s qualifications for the position of president of Lincoln Trail College. No formal actions were taken during the meeting.

**AGENDA #5 – “Executive Session”** – There was no executive session held at this meeting.

**AGENDA #6 – “Other Items”** – None.

**AGENDA #7 – “Adjournment”** – Trustee Jan Ridgely 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 is adopted, and the meeting adjourned at 8:25 p.m.

Minutes of a special 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 Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Tuesday, April 26, 2016 at 6:00 p.m.

**Notice of Special Meeting:** G. Andrew Fischer, Chairman of the Board of Trustees called this special meeting. Notice of the meeting was given at least 48 hours before the meeting, in writing, to each member of the Board and to news media. A copy of the notice was also posted at the main office of this community college district. The notice specified the date, time and place of the meeting, and the purpose thereof.

**Purpose:** To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the IECC District.

**AGENDA #1 – “Call to Order & Roll Call”** – The Chair called the meeting to order at 6:25 p.m. and the Chairman 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, G. Andrew Fischer, Alan Henager, Jan Ridgely. Trustees absent: None. Student Trustee Absent: Gideon Raley. 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.  
Renee Smith, Board Secretary.

**AGENDA #2 – “Recognition of Visitors & Guests”** – None.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Interview of Presidential Candidate”** – Board members heard an opening statement presentation given by Brian Chapman, who is a candidate for President of Lincoln Trail College. Trustees conducted an interview of the candidate and Dr. Chapman concluded the interview with a closing statement. Dr. Chapman left the meeting at 7:50 p.m.

**Further Discussion:** Following Dr. Chapman’s departure from the meeting and building, the trustees held further discussion relative to Dr. Chapman’s qualifications for the position of president of Lincoln Trail College. No formal actions were taken during the meeting.

**AGENDA #5 – “Executive Session”** – There was no executive session held at this meeting.

**AGENDA #6 – “Other Items”** – None.

**AGENDA #7 – “Adjournment”** – Trustee Gary Carter made a motion to adjourn. Trustee Jan Ridgely seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:35 p.m.

Minutes of a special 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 Conference Room at the District Office building, 233 East Chestnut Street, Olney, Illinois, on Thursday, April 28, 2016 at 6:00 p.m.

**Notice of Special Meeting:** G. Andrew Fischer, Chairman of the Board of Trustees called this special meeting. Notice of the meeting was given at least 48 hours before the meeting, in writing, to each member of the Board and to news media. A copy of the notice was also posted at the main office of this community college district. The notice specified the date, time and place of the meeting, and the purpose thereof.

**Purpose:** To consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the IECC District.

**AGENDA #1 – “Call to Order & Roll Call”** – The Chair called the meeting to order at 6:25 p.m. and the Chairman 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, G. Andrew Fischer, Alan Henager, Jan Ridgely. Trustees absent: None. Student Trustee Absent: Gideon Raley. 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.  
Renee Smith, Board Secretary.

**AGENDA #2 – “Recognition of Visitors & Guests”** – None.

**AGENDA #3 – “Public Comment”** – None.

**AGENDA #4 – “Interview of Presidential Candidate”** – Board members heard an opening statement presentation given by Ryan Gower, who is a candidate for President of Lincoln Trail College. Trustees conducted an interview of the candidate and Dr. Gower concluded the interview with a closing statement. Dr. Gower left the meeting at 7:40 p.m.

**Further Discussion:** Following Dr. Gower’s departure from the meeting and building, the trustees held further discussion relative to Dr. Gower’s qualifications for the position of president of Lincoln Trail College. No formal actions were taken during the meeting.

**AGENDA #5 – “Executive Session”** – There was no executive session held at this meeting.

**AGENDA #6 – “Other Items”** – None.

**AGENDA #7 – “Adjournment”** – Trustee Al Henager made a motion to adjourn. Trustee Brenda Culver seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The voice vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting adjourned at 8:15 p.m.

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Recognition of Visitors and Guests**

**A. Visitors and Guests**

**B. IECEA Representatives**



**Agenda Item #4**

**Public Comment**

**Agenda Item #5**

**Reports**

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

**Agenda Item #6**

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

**None**

**Agenda Item #7**

**Policy Second Reading**

**None**

**Agenda Item #8**

**Staff Recommendations for Approval**

**Agenda Item #8A**

**Articulation Agreement Between IECC and USI**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 17, 2016  
RE: Articulation Agreement between University of Southern Indiana and IECC

This 2 + 2 program articulation agreement between University of Southern Indiana (USI) and Illinois Eastern Community Colleges formalizes the articulation that currently exists between the Radio/TV program offered by Wabash Valley College (WVC) and the Communications with Radio and TV emphasis program offered by USI.

This agreement confirms that all the relevant credit hours earned by students who complete graduation requirements for the Radio and TV program at WVC will be accepted to fulfill all lower division requirements for the Communications and Radio & TV emphasis program at USI. WVC students who graduate having completed all degree requirements in the Radio and TV program at WVC will be eligible for full junior level standing in the Communications with Radio & TV emphasis program at USI.

I recommend the Board's approve of this agreement.

TLB/rs

Attachment

## 2+2 Articulation Agreement

between

University of Southern Indiana  
and  
Wabash Valley College

### Radio/TV Articulation Agreement

The respective faculties of Wabash Valley College (WVC) and the University of Southern Indiana (USI) enter into this agreement to formulate the articulation that exists between the Radio and Television program offered by WVC and the Communications with Radio & TV emphasis program offered by USI. This agreement confirms that all relevant credit hours earned by students who complete graduation requirements for the Radio and Television program at WVC will be accepted into and serve to fulfill lower division requirements for the Communications with Radio & TV emphasis program at USI. Thus students who graduate having completed all degree requirements in the Radio and Television program at WVC will be eligible for full junior level standing in the Communications with Radio & TV emphasis program at USI. General Education requirements from WVC should align with the USI Core 39 requirements as outlined in the signed IECC Articulation Agreements for the General Education Programs.

All agreements will be reviewed and updated in three years from the effective date of the agreements.

Date this agreement is effective: **Fall 2016**

Date this agreement will be reviewed and updated: **Fall 2019**

**On behalf of USI:**

**On behalf of WVC:**

\_\_\_\_\_  
Department Chair                      Date

\_\_\_\_\_  
Chief Executive Officer              Date

\_\_\_\_\_  
Dean                                      Date

\_\_\_\_\_  
Chief Academic Officer              Date

\_\_\_\_\_  
Provost                                  Date

#### **Wabash Valley College Course**

#### **USI Equivalent**

BRD 2220 Practicum in Broadcasting (3)

RTV 150 Broadcast Practicum

BRD 1101 Introduction to Broadcasting (3)

RTV 151 Survey of Contemporary Broadcasting

BRD 2217 Broadcast Journalism (3)

RTV 256 Broadcast Journalism

BRD 1202 Radio/TV Announcing & Performance (3)

RTV 351 Radio & TV Performance



BRD 2212 Advanced Television Production (3)

RTV 352 Advanced Television Studio Producing  
& Directing

BRD 2213 Broadcast Advertising & Sales (3)

RTV 452 Broadcast and Cable Sales

BRD 2215 Broadcast Management (3)

RTV 453 Broadcast Management

USI Radio and Television Major is 37 credit hours plus six hours of Communications Cognates. USI will accept 21 hours of WVC BRD-RTV courses into the major.

Wabash Valley College transfers wishing to major in Communications with Radio & TV emphasis at USI will be required to take the remaining RTV core:

RTV 255 Media Production

RTV 354 Writing for Electronic Media

RTV 457 Key Issues in Telecommunications

COMM 494 Mass Comm Law and Ethics

COMM 494 Mass Comm Research

COMM 497 Career Planning and Professional development

In addition, WVC students will be required to take the remaining hours of Directed Electives to get to the 37-hour minimum for the RTV degree.

**Agenda Item #8B**

**Distance Delivery Education Plan 2016**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 17, 2016  
RE: 2016 Distance Delivery Education Plan

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

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

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

I ask the Board's approval of the attached 2016 Distance Delivery Education Plan.

TLB/rs

Attachment

# **Illinois Eastern Community Colleges**



## **Distance Delivery Education Plan 2016**

**Approved by the Distance Delivery Education Committee: April 28, 2016**

**Approved by the Cabinet: May 2, 2016**

**Approved by Board of Trustees: May 17, 2016 (pending)**

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# ILLINOIS EASTERN COMMUNITY COLLEGES DISTANCE DELIVERY EDUCATION PLAN

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## I. OVERVIEW

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### A. Introduction

Illinois Eastern Community Colleges have been offering online courses since 2001. Currently, IECC offers approximately 200 online courses taught by 75 full-time and part-time faculty. Over 360 online courses have been submitted for approval and development. There were 413 sections of online classes taught in Fiscal Year 2016.

### Online Course Enrollment IECC Fact Book 2016

Illinois Eastern Community Colleges Online Course Enrollment					
Term	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Sections of Online Classes	386	341	347	389	413
Unduplicated Headcount	2,499	2,040	2,313	2,480	2,667

Source: Citrix: Online Schedule Report and IECC Fact Book Online Macro

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

### B. Vision

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

### C. Mission Statement

The mission of IECC's Distance Delivery Education Program is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

### D. Definitions

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

## **Online Courses**

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

## **Hybrid Courses**

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

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

In December 2012, IECC received approval from HLC to offer up to 100% of total degree programs. The Higher Learning Commission (HLC) uses the following definitions for the purpose of applying its policy on distance delivery to its accredited and candidate institutions:

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

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

### **Distance Education**

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

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

### **Correspondence education**

- (1) Education provided through one or more courses by an institution under which the institution

provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor.

- (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.
- (3) Correspondence courses are typically self-paced.
- (4) Correspondence education is not distance education.

## **F. Strategies and Goals**

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

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

## **G. Target Population**

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

## **State Authorization; SARA and NC-SARA**

All U.S. States require post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states. Many of these state laws and regulations also apply



to distance-delivered courses. As such, Illinois Eastern Community Colleges (IECC) division of online/distance education programs must be authorized in certain states prior to offering fully online courses and programs to students in those states. The purpose of this approval process is to comply with any state authorization requirement applicable to IECC online/distance educational programs.

The MHEC State Authorization Reciprocity Agreement is an interstate compact that addresses institutional need for state authorization between member states. On a national level, SARA oversight occurs through the National Council for State Authorization Reciprocity Agreements ([NC-SARA](#)). The national council works with the regional compacts ([MHEC](#), [NEBHE](#), [SREB](#), & [WICHE](#)) to administer SARA agreements for their member states.

Illinois passed the Illinois Distance Learning Act, [Public Act 098-0792](#), in 2014, paving the way for Illinois' participation in SARA. Illinois became a SARA state in July, 2015, through the Midwest Higher Education Compact ([MHEC](#)). The Illinois Board of Higher Education ([IBHE](#)) is the authorizing agency for higher education in Illinois and is the lead/portal agency for Illinois participation in SARA. Not all states are approved SARA states at this time, but states will continue to join SARA. [Map of NC-SARA approved states](#).

IECC became an institutional participant in the SARA initiative December 21, 2015. We are listed on NC-SARA's website [NC-SARA](#). If/when a student enrolls from a non-participating SARA state the Director of Online Learning contacts the state representative for Distance Delivery of said state to seek approval for that student.

## **H. Funding**

Funding strategies have been developed to provide high quality online instruction and support for both students and faculty. The District regularly monitors and adjusts online course tuition and fees to assist with the cost and effectiveness of online delivery. Staffing and resource requirements for online education are incorporated into the District's budget and Strategic Plan.

## **I. Distance Delivery Education Committee (DDEC)**

The DDEC was established in 2003 and includes district-wide faculty, staff, and administration. The purpose of the committee is to assist, monitor, and evaluate the District's distance delivery program. Commencing April 2012, term limits for faculty members serving on the committee were set to a three-year term limit. The DDEC will select new faculty member(s) to the committee with the approval of campus Deans of Instruction.

### **Distance Delivery Education Committee Members May 2016**

#### **District**

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

Alex Cline – Director, Information and Communications Technology

Jeff Gumbel – Coordinator, Web and Online Learning Services

Jane Frazier – Faculty (2013)

Carrie Hallam – IT Trainer

Tara Buerster - Director of Human Resources

Brandon Weger- Program Director of Student Learning Assessment

#### **Frontier Community College**

Paul Bruinsma – Dean of Instruction

#### **Lincoln Trail College**

David Carpenter– Dean of Instruction

Chuck Bennett – Information Systems Technician

Susan Polgar – Part-time Faculty (2015)

Vicky Bonelli – Director, Learning Resource Center

#### **Olney Central College**

Jeff Cutchin – Dean of Instruction

Kristi Urfer – Faculty / Director of Online Learning

Logan Marshall - Faculty (2015)

John Kendall – Faculty (2015)

Jason Hortin – Faculty (2016)

#### **Wabash Valley College**

Robert Conn – Dean of Instruction

Drew McMurray – Faculty (2015)

Tiffany Cowger – Assistant Dean, Student Services

Scott Balding – Faculty (2015)

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## II. SUPPORT SERVICES

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### A. Faculty Support

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

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

### B. Student Support

Once enrolled in an online and/or hybrid course, students have access to a wide range of support services including IECC's portal system Entrata. These services provide links to class listings, Help Desk, email, registration, transcripts, LMS, grades, online documentation, and other online student support services. Information and a portal for online students is included on the [IECC homepage](#).

#### CIS 1104 Intro to Online Learning

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

The course is free and offered at a variety of times for the student's convenience. Students are awarded 0.5 credit hours upon successful completion of the course. Students who have completed online courses at other institutions may receive a waiver from the CIS 1104 requirement, based on student records verification. The College Dean of Instruction may waive the CIS 1104 requirement based upon faculty recommendation.

#### [IECC Help Desk](#)

Students, faculty and staff are provided a wide range of technical support options, first is the IECC Help Desk. To provide easy access to our students and faculty a link is available on every IECC website page, portal system, and next to every online course. The Help Desk is accessible via phone, email, and online request form and is operated by the District IT Department. Normal hours of support are 8:00 a.m. to 4:30 p.m. Monday-Friday. Use of the online Help Desk Request form is recommended outside of those hours for evening and weekend support. Printed materials provided to students also contain a link to the Help Desk.

A Help Desk follow-up survey was established to gauge satisfaction rates and assessment of service and is one of our main objectives for Information Technology's Student First Initiative. This survey is

tallied annually in an effort to monitor, adjust, review, and improve Help Desk performance. The FY15 Student Satisfaction Survey indicated 454 of 467 responding students, 97% indicated they were either satisfied or very satisfied with the Help Desk Services.

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

### [Library Services](#)

Online library services include a wide variety of resources online that are available virtually anywhere to students, faculty, and staff. The four IECC libraries maintain websites and provide access to online electronic resources including e-books, articles, journals, magazines, and images via an authentication system. Some available research tools include CQ Researcher, Facts.com, EbscoHost Electronic Journals Service, AccessScience and American History Online.

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

### [Copyright Compliance](#)

All Learning Resource Centers at IECC have a policy manual that contains current copyright policies. Additionally, IECC has created a website with links to multiple aspects of U.S. Copyright Law. Included is a Fair Use Checklist for faculty including a scenario and solution section of typical academic concerns and infractions showing what to do instead of violating copyright. Presentations covering copyright issues and Fair Use doctrine have been offered for faculty and staff at various workshops through IECC.

### [Bookstores](#)

Each IECC bookstore has an online textbook ordering system to provide convenient access to textbooks and other materials.

All IECC bookstores are in compliance with the HEOA of 2008 Section 112, on Textbook Information and Cost Containment. Textbook information (ISBN, course materials, and cost information) is available to students when class schedules are released and prior to registration.

### [Student Services](#)

Information regarding all courses is accessible via the IECC website and Entrata portal. Student Services contact information is readily available from all IECC webpages. Support is offered by means of face-to-face, phone, online request form, and email.

### [Financial Aid](#)

Financial Aid information regarding all courses is accessible through the IECC website and Entrata portal.

### [Advisement](#)

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

## Tutoring

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

## **Writing Labs**

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

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## **III. COMPLIANCE AND POLICIES**

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

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

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

IECC complies with Section 508 of the Federal Rehabilitation Act, the most prominent and accepted set of guidelines for accessibility. <http://section508.gov/Section-508-Of-The-Rehabilitation-Act>. Desire2Learn/Brightspace maintains a high level of ADA compliance which can be found at [www.Desire2Learn/Brightspace.com/products/accessibility](http://www.Desire2Learn/Brightspace.com/products/accessibility).

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

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

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## **IV. PROCEDURES**

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### **A. Online Course Development Process**

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

- Complete Online Course Approval Form
- Create Syllabi using Master Course Syllabus as a Guide
- Order Textbook and Materials
- Build course in D2L/Brightspace using the Quality Matters Standards Rubric
- Instructor will be added to the Quality Matters course in D2L/Brightspace
- Review the Starter Packet for Developing an Online Course
- Contact IT Trainer/Support for Building a Course

- Contact the Director of Online Learning to schedule an initial course review
- It is highly suggested taking CIS 1104 if this is your first time teaching an online course
- Course will be reviewed 4 weeks before but no later than first offering by the Director of Online Learning and IT Trainer/Support
- Course will have follow-up Peer-to-Peer reviews

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

### **Online Course Inactivity**

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

### **B. Online Course Development Compensation**

Advanced approval by the CEO is required to receive compensation for developing and teaching an online course. As indicated by the current MOA between the Board of Trustees of Illinois Eastern Community Colleges, District 529 (“Board”) and the Illinois Eastern Community Colleges Education Association, IECCEA-NEA (“Association”), the Board and the Association hereby agreed to the following Online Course Compensation:

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

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

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

- One hundred percent of course content is online, including tests, handouts, and presentations, excluding textbooks and/or other physical materials, proctored testing, and requires students to log in and complete online assignments at least 3-4 times per week.
- A new online course must submit for review at least one month prior to the start date. The Director of Online Learning, Information Technology Trainer/Support person, and/or peers review content for adaptability to online format and for quality control using the Quality Matters Standards Rubric. Courses not containing the required elements or minimal content will be noted to the College Dean as an unacceptable online course and will be returned to the instructor for revision and resubmission. The College Dean determines the dates the course will be offered online. Courses are subject to an initial Quality Matters Standards review and approval by the Director of Online Learning or Information Technology Trainer/Support before the class begins.
- Support is the responsibility of the individual faculty member.
- *Course content should utilize the IECC district LMS, D2L/Brightspace, as the primary system. If external resources are used such as MyMathLab, MindTap, CengageNOW, etc. this*

*supplement/source should be noted. In addition, the Dean, Director of Online Learning and IT Department will be provided with access to the external resources for review and evaluation of content. This includes:*

- *Name of the external resources with provider contact information.*
- *URL/location of the resources.*
- *Resources support website and/or phone numbers.*
- *UserID and password to access resources as the faculty or separate administrative user.*
- *Faculty will be responsible for directing students to external resources support services.*

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

Online instruction requires dedication to detail and quality content. Instructors should evaluate their decision to instruct online by considering their own technical abilities and their ability to transmit knowledge to learner-controlled systems. Quality online instruction will adhere to the Quality Matters Standards Rubric and criteria noted below:

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

#### **E. Quality Matters Standards Rubric**

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

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



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

To ensure that an online course meets IECC's definition, content, and quality, a review process has been developed. **Online courses are reviewed at least one month prior to the course start** date by the Director of Online Learning or Information Technology Trainer/Support person. Courses not meeting the QM Standards are not approved as acceptable online courses. Courses not meeting the QM Standards can be resubmitted for subsequent review and evaluation.

## **G. Online Course Ownership**

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

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

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

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

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

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

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

## **J. [Student Complaint Policy](#)**

The Student Complaint Policy applies to all formal student complaints at Illinois Eastern Community Colleges, except for complaints regarding sexual harassment or student readmission petitions (p. 29-30 of the 2015-2016 College catalog). Traditional face-to-face and online students must follow the steps outlined in the catalog for complaints including, but not limited to, academic, grading, and institutional decisions that directly affect the student.

## **K. Student Survey**

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



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

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

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

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

The Information Technology Department (IT) is responsible for the district wide LMS. D2L/Brightspace is a hosted system located at the vendor site.

Budgeting for servers and maintenance of those systems are part of the District's Technology Plan. We have achieved a high availability level of 24/7/365 with very limited down time for upgrades only. This provides faculty and students with access to the LMS during times convenient for them. Full backups are completed daily and stored off site by the vendor. In addition, faculty may backup their course for their own archive and use.

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

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## **V. Assessment and Evaluation**

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

IECC is committed to high academic standards and to the assessment of student learning outcomes and academic achievement. In an effort to help faculty organize and maintain assessment reporting, IECC has partnered with Campus Labs. The Campus Labs platform offers integrated software and cloud-based assessment tools for higher education. The corporate mission is focused on empowering and transforming colleges and universities through strategic data insights. . The products offered by Campus Labs help with strategic planning, program review, outcome assessment, institutional effectiveness, and preparation for HLC accreditation.

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

D2L/BrightspaceD2L offers a variety of assessment and reporting options. Reports, rubrics, and learning outcomes are all features IECC uses to assess student learning and incorporate those results into Compliance Assist. IECC also utilizes Turnitin, a leading academic plagiarism checker technology for teachers and students. Turnitin is another tool expanding our validation check capabilities for all face-to-face, hybrid, and online courses. The software provides online plagiarism detection, grammar check, with grading tools allowing faculty to electronically review, comment and mark-up student work.

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

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

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

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

**Agenda Item #8C**

**FY2016 Student Satisfaction Survey Results**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 17, 2016  
RE: 2016 Student Satisfaction Survey Results

The Office of Institutional Development conducts a Student Satisfaction Survey each spring semester. The 2016 survey was conducted online from March 14<sup>th</sup> through April 8<sup>th</sup>. 682 students responded to the survey: 207 from Frontier Community College; 209 from Lincoln Trail College; 126 from Olney Central College; and 140 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

93% were satisfied with Advisement services.  
88% were satisfied with Financial Aid services.  
95% were satisfied with Entrata.  
81% were satisfied with Help Desk services.

Other

82% were satisfied with the communication between the four colleges.  
96% were satisfied with the quality of instruction.  
97% felt the instruction was academically challenging.  
98% were satisfied with classroom size.  
96% were satisfied with courses available at the times they want or needed them.  
97% believe they are treated with respect as an individual.  
96% 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.

TLB/rs

## **Agenda Item #8D**

### **Affiliation Agreements**

**United Life Care – Emergency Response Training – FCC**

**Crawford Memorial Hospital – Emergency Response Training – FCC**

**Clay County Hospital – Health Informatics - FCC**

**Bertram Pharmacy – Pharmacy Technician – LTC**

**Assoc. Physicians & Surgeons Clinic, LLC. – Certified Medical Assistant – LTC**

**Wabash General Hospital – Certified Medical Assistant – LTC**

**Good Samaritan Hospital – Electronic Medical Records & Certified Medical Asst. - LTC**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: May 17, 2016  
RE: Affiliation Agreements

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

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

- United Life Care – Emergency Response Training – FCC
- Crawford Memorial Hospital – Emergency Response Training – FCC
- Clay County Hospital – Health Informatics Program - FCC
- Bertram Pharmacy – Pharmacy Technician – LTC
- Assoc. Physicians & Surgeons Clinic, LLC. – Certified Medical Assistant – LTC
- Wabash General Hospital – Certified Medical Assistant – LTC
- Good Samaritan Hospital – Electronic Medical Records & Certified Medical Asst. - LTC

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

TLB/rs

Attachments

## AFFILIATION AGREEMENT

Between  
ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529  
FRONTIER COMMUNITY COLLEGE  
and  
UNITED LIFE CARE  
for  
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 21<sup>st</sup> day of June, 2016, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and UNITED LIFE CARE, Robinson, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical field training practice by students of the PROGRAM, and

WHEREAS, the AGENCY has agreed to make its facilities available to the PROGRAM students and faculty of the DISTRICT for the desired purpose,

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

The AGENCY agrees to make its facilities available in all areas related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's PROGRAM, subject to the conditions and limitations contained herein;

The arrangements for use of said facilities of the AGENCY will be made by the Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the Director 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;

The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;

The care of the patient will at all times remain the full responsibility of the AGENCY; DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;

The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current Illinois EMT-B licensure (applicable to Paramedic students), background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;

The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;

DISTRICT faculty will:

be responsible for guiding students and teaching the PROGRAM;

work with the staff of the AGENCY in coordination of the clinical field training objectives to be completed at the AGENCY;

coordinate the student clinical assignment with the Agency appointed Field Training Officer; and

review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;

The AGENCY's Director will coordinate with the DISTRICT and the AGENCY's Field Training Officer to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives; students will be charged with maintaining evaluation forms to be completed by the AGENCY appointed Field Training Officer;

Students will not be assigned experiences in a manner that would permit them to replace a regular employee;

Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;

PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;

The faculty and students of the DISTRICT participating in the clinical field training experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;

The DISTRICT will provide a PROGRAM orientation for the AGENCY staff; the AGENCY will coordinate with the DISTRICT PROGRAM faculty and director to determine AGENCY staff who will serve as Field Training Officers during the duration of the four-paramedic course series. AGENCY staff will be expected to read and acknowledge acceptance of the FCC EP's Field Training Officer Field Training Guide, read and acknowledge acceptance of a FERPA (Family Educational Rights and Privacy Act) tutorial, and complete an FTO agreement provided by the DISTRICT PROGRAM.



PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;

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. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY (See attached Certificate of Insurance);

AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.

An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;

This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 21<sup>st</sup> day of June, 2016.

UNITED LIFE CARE

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

\_\_\_\_\_  
Director

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

\_\_\_\_\_  
CEO, Illinois Eastern Community Colleges

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

## AFFILIATION AGREEMENT

Between  
ILLINOIS EASTERN COMMUNITY COLLEGES DISTRICT #529  
FRONTIER COMMUNITY COLLEGE  
and  
CRAWFORD MEMORIAL HOSPITAL  
for  
EMERGENCY RESPONSE TRAINING

THIS AGREEMENT made and entered into this 21<sup>th</sup> day of June 21<sup>st</sup>, 2016, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE (hereinafter referred to as DISTRICT), for its EMERGENCY RESPONSE TRAINING Programs (hereinafter referred to as PROGRAM) and CRAWFORD MEMORIAL HOSPITAL, Robinson, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice by students of the PROGRAM, and

WHEREAS, the AGENCY has agreed to make its facilities available to the PROGRAM students and faculty of the DISTRICT for the desired purpose,

NOW, THEREFORE, for and in 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 related to the PROGRAM for observation and participation by the students and faculty of the DISTRICT's 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 Program Director of the Emergency Preparedness & Industrial Quality Management Program on behalf of the DISTRICT and the EMS Medical Director 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 use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY; and the PROGRAM on behalf of the DISTRICT will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY's EMS Medical Director will retain full authority and make final decisions for procedures assigned to PROGRAM students;
4. The care of the patient will at all times remain the full responsibility of the AGENCY;
5. DISTRICT will be responsible for the administration of the program, including admissions, academic guidance, and registration of students; supervision of program students; supervising program faculty; curriculum quality; and ensuring that the program stays in compliance with State and National accrediting agency guidelines;
6. The DISTRICT will maintain on file, copies of the following student information, that shall be made available to the AGENCY upon request: valid Illinois driver's license, current CPR certification, current

Illinois EMT-B licensure (applicable to Paramedic students), background screen results, drug screen results, immunization record, health examination record, proof of health coverage, proof of seasonal flu vaccination administered since August of the current academic year, and documentation by the DISTRICT instructor confirming that the student has completed and passed specific, required competencies prior to AGENCY clinical rotation.

7. Persons enrolled and provided instruction at AGENCY shall be DISTRICT students and shall be entitled to all benefits and privileges and subject to all obligations contained in DISTRICT catalog, which is included by reference and made a part of this contract;
8. The DISTRICT shall coordinate with the AGENCY to identify the exact number of students to be enrolled in the PROGRAM. Admission is subject to all obligations contained in the DISTRICT's and AGENCY's admission policies and procedures, which is included by reference and made part of this contract;
9. DISTRICT faculty will:
  - a. be responsible for guiding students and teaching the PROGRAM;
  - b. work with the staff of the AGENCY in coordination of the clinical laboratory objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical setting;
10. The AGENCY's EMS Medical Director will coordinate with the DISTRICT and the AGENCY's preceptor to ensure that specific assignment of learning experiences to specific students is consistent with PROGRAM outcomes/objectives. Assigned experiences will be selected for the educational benefit of the student. The District will provide the AGENCY a written set of clinical outcomes/objectives and evaluation forms to be completed by the AGENCY appointed Clinical Supervisor;
11. Students will not be assigned experiences in a manner that would permit them to replace a regular employee;
12. Supervision of the health of all students making use of any of the AGENCY's facilities, as contemplated herein; will be the responsibility of the DISTRICT, and will comply with the policies of the AGENCY;
13. PROGRAM students and Faculty assigned to, or making use of any clinical area of the AGENCY under the contemplated program, will meet the health requirements of the AGENCY;
14. Students are responsible for seeking health care if the need arises. Students are required to carry their own health coverage and are required to pay their own health care fees;
15. This agreement forbids discrimination against any student on the basis of age, color, race, national origin, gender, religion, or disability unrelated to the reasonable physical requirements of the job;
16. Prior to the use of any AGENCY facilities, under the contemplated program, the DISTRICT will furnish the AGENCY, upon request, a medical record for each participating student showing that said student fully complies with the health requirements required by the AGENCY;
17. The faculty and students of the DISTRICT participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff. DISTRICT PROGRAM faculty may be included in demonstrations of new equipment and techniques;
18. The DISTRICT will provide a PROGRAM orientation for the AGENCY staff;

19. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
20. 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. PROGRAM Faculty and students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY (See attached Certificate of Insurance);
21. AGENCY will not request monetary reimbursement from PROGRAM students and faculty assigned to, or making use of any clinical facilities of the AGENCY under the contemplated program.
22. An annual review may be requested by either party by June 1 of each calendar year. A formal review shall be made every three years. Either party hereto may terminate this agreement provided all currently enrolled students have adequate time to complete PROGRAM requirements. Upon request for termination by either party, no new students shall be assigned to the AGENCY;
23. This Agreement supersedes all previous contracts or agreements between the parties with respect to the subject matter hereof and constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by duly authorized officials of the DISTRICT and AGENCY this 21<sup>th</sup> day of June, 2016.

CRAWFORD MEMORIAL HOSPITAL

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

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CEO CRAWFORD MEMORIAL  
HOSPITAL

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Chairman, IECC Board of Trustees

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Director of Nursing

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CEO, Illinois Eastern Community Colleges

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President, Frontier Community College

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

THIS AGREEMENT made and entered into this 17th day of May, 2016 by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529: FRONTIER COMMUNITY COLLEGE, for its Health Informatics Program (hereinafter referred to as FRONTIER COMMUNITY COLLEGE) and CLAY COUNTY HOSPITAL (hereinafter referred to as AGENCY):

WITNESSETH THAT:

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

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

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

1. The AGENCY agrees to make its facilities available for Health Informatics internship training subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Health Informatics lead faculty on behalf of FRONTIER COMMUNITY COLLEGE and the Sponsoring Department on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the training.
3. The FRONTIER COMMUNITY COLLEGE lead faculty will provide faculty contact information to the student(s) and AGENCY supervisor of the student(s). The specific assignment of learning experiences will be made and arranged by the AGENCY Supervisor, in consultation with the FRONTIER COMMUNITY COLLEGE lead faculty. The lead faculty will periodically visit the AGENCY for the purpose of evaluation and discussion with the AGENCY Supervisor.
4. The use of AGENCY facilities will be consistent with, and in conformity with all applicable rules, regulations, and policies of the AGENCY. The student(s) will be given the same consideration as employees in regard of safety, health, and general employment conditions. The AGENCY will retain full and final decisions for assignments made to the student(s). The FRONTIER COMMUNITY COLLEGE lead faculty will be notified of any concerns or issues during the internship. The student(s) shall be subject to discharge at any time because of

inefficiency or because of conditions within the AGENCY. The process will be cleared through the FRONTIER COMMUNITY COLLEGE lead faculty who will remove the student(s) from the internship.

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

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

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

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

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

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

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

FRONTIER COMMUNITY COLLEGE will maintain for each Student and faculty member assigned to AGENCY professional liability insurance in minimum amounts of One Million Dollars (\$1,000,000.00) per occurrence, Three Million Dollars (\$3,000,000.00) annual aggregate. If FRONTIER COMMUNITY COLLEGE procures professional liability coverage that is not on an "occurrence basis," FRONTIER COMMUNITY

COLLEGE or Student shall, at all times, maintain insurance coverage for medical professional liability directly or indirectly resulting from acts or omissions of FRONTIER COMMUNITY COLLEGE or FRONTIER COMMUNITY COLLEGE's employees and agents (including Student), occurring in whole or in part during the term of this agreement ("Continuing Coverage"). In addition, FRONTIER COMMUNITY COLLEGE shall maintain general liability insurance on an occurrence basis for FRONTIER COMMUNITY COLLEGE and all its Students, employees, and faculty members participating in training programs at AGENCY. The limits for general liability shall be One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) annual aggregate. FRONTIER COMMUNITY COLLEGE shall also maintain workers' compensation insurance for any employees of FRONTIER COMMUNITY COLLEGE performing services under this agreement. FRONTIER COMMUNITY COLLEGE shall furnish AGENCY with a certificate of insurance before the beginning date of each Student's assignment at the AGENCY. Such certificate of insurance shall provide that AGENCY shall receive thirty (30) days' written notice prior to the effective date of any cancellation of such insurance. FRONTIER COMMUNITY COLLEGE agrees that it and its students and faculty will comply with the purpose and standards recommended by The Joint Commission.

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the 17<sup>th</sup> day of May, 2016.

CLAY COUNTY HOSPITAL  
911 STACY BURK DRIVE, PO BOX 280  
FLORA, IL 62839  
618-662-1651  
618-662-3282

ILLINOIS EASTERN COMMUNITY COLLEGES  
FRONTIER COMMUNITY COLLEGE

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

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

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

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

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

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

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 16th day of May, 2016, 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 \_\_\_\_\_, 2016.

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 \_\_\_\_ day of \_\_\_\_\_, 2016, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, LINCOLN TRAIL COLLEGE, for its Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Associate Physicians and Surgeons Clinic, LLC, Terre Haute, IN (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

WHEREAS, LTC 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 LTC 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 LTC'S CMA Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the clinical medical assistant laboratory practice, and will be available to the medical assistant students.

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

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

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

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

Prior to the use of any AGENCY facilities, under the contemplated program, LTC 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.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AGENCY

LINCOLN TRAIL COLLEGE

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

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

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

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

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

\_\_\_\_\_  
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 16th day of May, 2016, 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 General Hospital, Mt. Carmel, IL (hereinafter referred to as AGENCY). *[Insert: Agency, City, and State Above]*

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Assistant Faculty and CMA students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

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

IN WITNESS WHEREOF, the undersigned signatures have caused this instrument to be executed by its duly authorized officials the \_\_\_\_ day of \_\_\_\_\_, 2016.

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 Colleges Dist.#529

5/13/2014

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

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this 11th day of May, 2016, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529/LINCOLN TRAIL COLLEGE, for its Electronic Medical Records (EMR) and/or Certified Medical Assistant Program (CMA) (hereinafter referred to as LTC) and Good Samaritan Hospital, Vincennes, IN (hereinafter referred to as AGENCY).

WITNESSETH THAT:

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

WHEREAS, the AGENCY has agreed to make its facilities available to the medical assistant and/or 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 and CMA Program subject to the conditions and limitations contained herein.
2. The arrangements for use of said facilities of the AGENCY will be made by the Dean of the College on behalf of Lincoln Trail College and the Administrative Supervisor on behalf of the AGENCY. The plan and program will be organized and agreed to by said persons prior to the commencement of the courses.
3. The AGENCY will be responsible for the supervision and guidance of the students in the EMR and/or clinical medical assistant practice, and will be available to the EMR and/or medical assistant students.

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

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

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



Students who have physical or emotional disabilities which may negate success in EMR/CMA 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, including a physical, required immunizations, 10 panel Drug screen, TB test results, and background check. Requested submission of 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 will be provided.

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/CMA program.

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

6. The faculty of the COLLEGE participating in the program will receive an orientation to the AGENCY by the appropriate AGENCY staff.
7. The COLLEGE will provide orientation of the educational program for the AGENCY staff.
8. The students and instructors will safeguard the confidential nature of all information which may come to them with regard to patients and AGENCY records.
9. Neither party hereto will be paid any monetary reimbursement as such by the other party heretofore for the contemplated program, or for use of either party's facilities by the other party. Neither party heretofore will have any responsibilities or liabilities to the other party, or its employees, or students, or anyone participating in the contemplated program. EMR/CMA Faculty and EMR/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 11 th day of May, 2016.

GOOD SAMARITAN HOSPITAL

---

Chief Executive Officer

LINCOLN TRAIL COLLEGE

---

Electronic Medical Records  
Faculty Member

---

Certified Medical Assistant  
Faculty Member

---

College Dean

---

College President

---

Chairman, Board of Trustees  
Illinois Eastern Community Colleges

5/13/14

**Agenda Item #9**

**Bid Committee Report**

**FCC Baseball Field Construction – Phase One - Excavation**

# BID COMMITTEE REPORT

May 2016

Frontier Community College

1. FCC Baseball Field Construction – Phase One - Excavation

TO: Board of Trustees  
FROM: Bid Committee  
DATE: May 17, 2016  
RE: FCC Baseball Field Construction – Phase One - Excavation

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

The Bid Committee recommends acceptance of the low base bid received that meets all specifications from **Gill Excavating LLC** for a total of **\$36,750**.

<b>FCC Baseball Field Construction – Phase One</b>	
<b>Company</b>	<b>Total Bid</b>
<b>Gill Excavating LLC</b> 2639 Co Rd 1580N Mt. Erie, IL 62446	<b>\$36,750</b>
Matthews & Sons Contractors 1088 US Hwy 45 Fairfield, IL 62837	\$74,698

Respectfully submitted,

Roger Browning  
Terry L. Bruce  
Renee Smith

Department: FCC Athletics/Operations & Maintenance.

Source of Funds: FCC Athletics (Baseball)/Operations & Maintenance.

Rationale for Purchase: Prep for new baseball field at FCC.

The "Advertisement for Bids" was placed in the Wayne County Press for one (1) day.

**Specifications for: FCC Baseball Field Construction – Phase One**

- Work to be covered by the bid shall include grading and preliminary site work of approximately five (5) acres for the new baseball field and related structures.
- A Pre-bid meeting will be held at 10:00 a.m. on Thursday, May 5, 2016, at the Frontier Community College – Bob Boyles Hall, 102 Frontier Drive, Fairfield, IL 62837.
- The owner requires all work contemplated in the construction document shall commence June 1, 2016 and be completed no later than June 30, 2016.

**ALL SUPPLIES, LABOR AND ANY OTHER CHARGES ARE TO BE INCLUDED IN THE BID TOTAL. THE BID, AS SUBMITTED ON THIS FORM, WILL REMAIN FIRM FOR 45 DAYS FROM THE DATE RECEIVED BY ILLINOIS EASTERN COMMUNITY COLLEGES.**

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

SIGNATURE \_\_\_\_\_

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

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: PLEASE SUBMIT BID IN DUPLICATE**

**Agenda Item #10**

**District Finance**

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

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
April 30, 2016**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$3,925,204.73
Operations & Maintenance	\$1,086,499.08
Operations & Maintenance (Restricted)	\$265,189.50
Bond & Interest	\$679,550.16
Auxiliary	\$792,322.70
Restricted Purposes	(\$145,757.49)
Working Cash	\$207,605.27
Trust & Agency	\$482,658.77
Audit	(\$8,544.58)
Liability, Protection & Settlement	\$750,614.88
<b>TOTAL ALL FUNDS</b>	<b>\$8,035,343.02</b>

Respectfully submitted,

Roger Browning, Treasurer



**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**April 30, 2016**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2016</b>
<b>ASSETS:</b>	
CASH	8,035,343
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	15,590,000
RECEIVABLES	2,922,835
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	605,104
OTHER ASSETS	460,386
TOTAL ASSETS AND OTHER DEBITS:	27,647,568
 <b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	233,536
ACCOUNTS PAYABLE	209,722
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	2,495,540
OTHER LIABILITIES	458,380
TOTAL LIABILITIES:	3,397,178
 <b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	2,700,929
PR YR BDGTD CHANGE TO FUND BALANCE	523,671
 <b>FUND BALANCES:</b>	
FUND BALANCE	17,588,406
RESERVE FOR ENCUMBRANCES	3,437,384
TOTAL EQUITY AND OTHER CREDITS	24,250,390
 TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	 27,647,568

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF April 30, 2016

ALL FUNDS

FY 2016  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	7,111,146
STATE GOVT SOURCES	0
STUDENT TUITION & FEES	13,222,156
SALES & SERVICE FEES	3,107,345
FACILITIES REVENUE	9,713
INVESTMENT REVENUE	146,929
OTHER REVENUES	<u>213,556</u>
TOTAL REVENUES:	23,810,845

EXPENDITURES:

INSTRUCTION	10,000,181
ACADEMIC SUPPORT	369,842
STUDENT SERVICES	1,465,863
PUBLIC SERV/CONT ED	36,198
OPER & MAINT PLANT	2,446,827
INSTITUTIONAL SUPPORT	9,898,591
SCH/STUDENT GRNT/WAIVERS	6,969,791
AUXILIARY SERVICES	<u>4,300,613</u>
TOTAL EXPENDITURES:	35,487,906

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>-11,677,061</u>
-------------------------------------	--------------------

**Illinois Eastern Community Colleges**  
**Operating Fund Analysis**  
**CASH BASIS**

July 1, 2015 -- April 30, 2016

	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
<b>REVENUES:</b>			
Local Government Sources	2,697,668	1,155,091	3,852,759
State Government Sources - Current Year	-	-	-
State Government Sources - Prior Year	2,165,592	-	2,165,592
Net Tuition and Fees	5,744,397	-	5,744,397
Sales & Service Fees	89,053	-	89,053
Facilities Revenue	-	8,423	8,423
Investment Revenue	67,007	23,523	90,530
Other Revenues	94,784	1,604	96,388
<b>TOTAL REVENUES:</b>	<b><u>10,858,501</u></b>	<b><u>1,188,641</u></b>	<b><u>12,047,142</u></b>
 <b>EXPENDITURES:</b>			
Salaries	12,529,486	719,224	13,248,710
Employee Benefits	1,985,145	166,700	2,151,845
Contractual Services	457,007	287,538	744,545
Materials	805,210	145,090	950,300
Travel & Staff Development	169,469	3,718	173,187
Fixed Charges	118,717	22,689	141,406
Utilities	61,799	882,296	944,095
Capital Outlay	101,451	49,217	150,668
Other	53,943	307	54,250
<b>TOTAL EXPENDITURES:</b>	<b><u>16,282,227</u></b>	<b><u>2,276,779</u></b>	<b><u>18,559,006</u></b>
 <b>TRANSFERS :</b>			
Interfund Transfers	<u>(1,439,897)</u>	<u>                    </u>	<u>(1,439,897)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,439,897)</u></b>	<b><u>-</u></b>	<b><u>(1,439,897)</u></b>
 <b>NET INCREASE / (DECREASE)</b>			
	<b><u>(6,863,623)</u></b>	<b><u>(1,088,138)</u></b>	<b><u>(7,951,761)</u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY14-16**

College	Category	FISCAL YEAR 2014			FISCAL YEAR 2015			FISCAL YEAR 2016			% of Year
		Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	Anticipated Budget	Spent Thru April	% of Bdgt	
Frontier	Bills		\$ 1,000,699			\$ 1,416,694			\$ 1,383,435		
	Payroll		1,596,761			1,777,411			1,819,271		
	Totals	\$ 3,458,802	2,597,460	75%	\$ 4,283,530	3,194,105	75%	\$ 4,230,407	3,202,706	76%	83%
Lincoln Trail	Bills		1,481,566			1,657,163			1,535,519		
	Payroll		2,108,059			2,001,984			1,934,789		
	Totals	\$ 4,494,153	3,589,625	80%	\$ 4,540,934	3,659,147	81%	\$ 4,505,520	3,470,308	77%	83%
Olney Central	Bills		2,099,307			2,089,541			1,954,500		
	Payroll		4,613,231			4,101,872			3,937,609		
	Totals	\$ 7,839,976	6,712,538	86%	\$ 7,866,901	6,191,413	79%	\$ 7,696,886	5,892,109	77%	83%
Wabash Valley	Bills		2,216,391			2,369,099			2,427,129		
	Payroll		2,800,607			2,703,536			2,668,319		
	Totals	\$ 6,078,045	5,016,998	83%	\$ 6,111,313	5,072,635	83%	\$ 6,176,922	5,095,448	82%	83%
Workforce Educ.	Bills		3,932,104			3,204,051			3,307,028		
	Payroll		1,528,536			1,277,366			1,191,780		
	Totals	\$ 6,193,255	5,460,640	88%	\$ 5,577,344	4,481,417	80%	\$ 5,467,706	4,498,808	82%	83%
District Office	Bills		262,733			266,146			267,182		
	Payroll		802,363			822,067			860,117		
	Totals	\$ 1,298,178	1,065,096	82%	\$ 1,318,178	1,088,213	83%	\$ 1,351,446	1,127,299	83%	83%
District Wide	Bills		1,465,352			1,640,975			1,405,294		
	Payroll		637,620			712,353			836,825		
	Totals	\$ 2,753,908	2,102,972	76%	\$ 2,791,650	2,353,328	84%	\$ 2,771,727	2,242,119	81%	83%
<b>GRAND TOTALS</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>\$ 32,200,613</b>	<b>\$25,528,797</b>	<b>79%</b>	<b>83%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**April 30, 2016**

	<u>FY 2016</u>		<u>FY 2015</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	13,248,710	51.90%	13,396,589	51.45%	(147,879)
Employee Benefits	2,151,845	8.43%	2,045,373	7.85%	106,472
Contractual Services	744,545	2.92%	800,150	3.07%	(55,605)
Materials	950,300	3.72%	1,385,491	5.32%	(435,191)
Travel & Staff Development	173,187	0.68%	233,166	0.90%	(59,979)
Fixed Charges	141,406	0.55%	151,014	0.58%	(9,608)
Utilities	944,095	3.70%	976,797	3.75%	(32,702)
Capital Outlay	150,668	0.59%	194,170	0.75%	(43,502)
Other	7,024,041	27.51%	6,857,508	26.33%	166,533
	<u>25,528,797</u>	<u>100.00%</u>	<u>26,040,258</u>	<u>100.00%</u>	<u>(511,461)</u>

**Agenda Item #11**

**Chief Executive Officer's Report**

**Agenda Item #12**

**Executive Session**

**Agenda Item #13**

**Approval of Executive Session Minutes**

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



**Agenda Item #14**

**Approval of Personnel Report**

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

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

	Funding Source	Estimated Budget								
Student Center - WVC	CDB	\$4,029,400	████████							
Temp Building Replacement - LTC	CDB	\$1,495,500	████████							
Center for Technology - LTC	CDB	\$7,569,800	████████							
<b>GRAND TOTAL</b>		<b>\$13,094,700</b>	<b>Board Approval</b>	<b>Materials</b>	<b>Begin Construction</b>	<b>30% Completed</b>	<b>60% Completed</b>	<b>80% Completed</b>	<b>100% Completed</b>	<b>Fully Accepted</b>

4/30/2016