

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**December 9, 2014**



**Location:**

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

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

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

**Illinois Eastern Community Colleges  
Board Agenda**

**December 9, 2014**

**7:00 p.m.**

**Frontier Community College  
Foundation Hall**

1. Call to Order & Roll Call ..... Chairman Fischer
2. Disposition of Minutes ..... CEO Bruce
3. Filling Vacant Trustee Position ..... Fischer
4. Recognition of Visitors and Guests ..... Bruce
  - A. Visitors and Guests
  - B. IECEA Representative
5. Public Comment
6. Reports
  - A. Trustees
  - B. Presidents
  - C. Cabinet
7. Policy First Reading (and Possible Approval) ..... Bruce
  - A. None
8. Policy Second Reading ..... Bruce
  - A. None
9. Staff Recommendations for Approval
  - A. Articulation Agreement with EIU ..... Cantwell
  - B. Asset or Compass Retest Fees ..... Cantwell
  - C. Board Meeting Dates 2015 ..... Bruce
  - D. CNA Pre-Program Requirement – Allied Health ..... Bruce
  - E. Student Progress Report (Jeff Gumbel) ..... Bruce
  - F. Affiliation Agreement with Wayne County Health Dept. .... Bruce
  - G. Affiliation Agreement with Gibson General Hospital ..... Bruce
10. Bid Committee Report ..... Bruce
  - A. None
11. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning

12. Chief Executive Officer's Report ..... Bruce
13. Executive Session ..... Bruce
14. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes ..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
  - C. Semi-Annual Review of Executive Session Minutes
15. Approval of Personnel Report ..... Bruce
16. Litigation ..... Bruce
17. Other Items
18. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Cafeteria at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, Tuesday, November 18, 2014.

(Without objection, the Board approved the appointment of Kathy Slichenmyer to serve as Acting Board Secretary for this meeting.)

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

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

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

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

Also present at this meeting, in addition to trustees:

Terry L. Bruce, Chief Executive Officer/Chief Operating Officer.  
Gerald “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.  
Robert Conn, Dean of Instruction of Lincoln Trail College  
Steve Patberg, Dean of Instruction of Wabash Valley College  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Chris Cantwell, Dean, Academic & Student Support.  
Michael Thomas, Dean of Workforce Education

Abbreviations Used in Minutes:

CARLI – Consortium of Academic & Research Libraries in Illinois  
CDB – Capital Development Board  
DO – District Office  
DOC – Department of Corrections

FCC – Frontier Community College  
HESI – Health Education Systems Incorporated  
HLC – Higher Learning Commission  
HRSA – Health Resources & Services Administration  
ICAHN – Illinois Critical Access Hospital Network  
ICCB – Illinois Community College Board  
ICCTA – Illinois Community College Trustees Association  
IDPH – Illinois Department of Public Health  
IECC – Illinois Eastern Community Colleges  
IECEA – Illinois Eastern Colleges Education Association  
IEMA – Illinois Emergency Management Agency  
LTC – Lincoln Trail College  
LWIB – Local Workforce Investment Board  
OCC – Olney Central College  
PHS – Protection, Health & Safety  
SSS – Student Support Services  
SBDC – Small Business Development Center  
SSC – Student Services Committee  
SURS – State Universities Retirement System  
UIUC – University of Illinois Urbana Champaign  
WED – Workforce Education  
WVC – Wabash Valley College

**AGENDA #2 – “Disposition of Minutes”** – Open meeting minutes as prepared for the regular meeting held Tuesday, October 21, 2014 were presented for disposition.

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

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

**#3-A. Visitors & Guests:** Mr. and Mrs. William Hudson Sr., Mrs. Shannon Hudson, Chris Heindselman, Jim and Kim Stevens, Nixie Hnetkovsky and Steve Hnetkovsky.

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

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

**AGENDA #5 – “Reports”**

**#5-A. Report from Trustees:** Trustee William C. Hudson Jr. announced his resignation from the IECC Board of Trustees effective in December due to his recent election to Circuit Judgeship.

**#5-B. Report from Presidents:** President Jay Edgren, President Kathy Harris and President Rodney Raney stated nothing to add in addition to their electronic submission. President Matt Fowler added in addition to his electronic submission that WVC student Sam Case won first place in the state-wide Illinois Reel competition. His winning video with outtakes was played for the Board of Trustees. Terry Bruce added that Mr. Case had been contacted to assist the Illinois Community College Trustee Association with establishing more clear and concise guidelines and requirements for future competition.

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

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

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

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

**#8-A. Consideration and Action on a Resolution of Intent to issue \$3,175,000 Funding Bonds of the District to pay claims against the District:** The Board is authorized by Article 3A of the Illinois Public Community College Act to issue bonds for the purpose of payment of outstanding claims of the District. At the October, 2014 Board Meeting the Board approved General Obligation Debt Certificates in the amount of \$3,175,000 for repairing HVAC units at the District’s facilities.

These claims have been previously authorized and allowed for proper community college purposes. The Board determined it was in the best interest of the District that these claims be paid with proceeds from Funding Bonds, and issued public notice that the District would call a public hearing concerning the intent of the Board to sell \$3,175,000 of Funding Bonds.

The District must now legally declare the Board’s intent to issue Funding Bonds, pass a resolution of a declaration of intent to issue these Funding Bonds, publish a notice of the Board’s intent to issue Funding Bonds, and allow 30 days for the filing of a petition concerning these bonds.

At the conclusion of the 30 day period for filing of petitions (on or about December 21, 2014) and following the publication of the Notice of Intention to Issue Funding Bonds, and certification that no petition was filed that would prohibit the issuance of Funding Bonds, the Board shall convene a meeting to fix the details of the issuance of the Funding Bonds and shall provide for a levy of a direct annual tax to pay the principal and interest of the Funding Bonds.

At the regularly scheduled Board meeting on January 20, 2015, the Board could approve the issuance of the bonds and provide for a tax levy.

The CEO asked the Board's approval of the Resolution Declaring the Intent of the District to Issue Funding Bonds in the amount of \$3,175,000.

**Board Action:** Trustee Brenda Culver made a motion to approve the Resolution Declaring the Intent of the District to Issue Funding Bonds in the amount of \$3,175,000 as presented. Trustee William Hudson seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried.

**#8-B. Public Hearing Concerning The Intent of the District to sell \$3,175,000 Funding Bonds for the purpose of paying claims against the District and \$1,285,000 Protection, Health and Safety Bonds for the purpose of altering and repairing its physical facilities for energy conservation, health or safety, environmental or handicap accessibility:**

The Board on October 21, 2014, issued a notification of a public hearing concerning the Board's intent to issue Funding Bonds in the amount of \$3,175,000 for the purpose of payment of outstanding and unpaid claims of the District, and Protection, Health and Safety Bonds in the amount of \$1,285,000 for the purpose of altering and repairing its physical facilities for energy conservation, health or safety, environmental protection, or handicap accessibility. The Hearing was set for November 18, 2014. The Chair would entertain a motion from a Trustee that the Board recess its regular meeting and reconvene immediately following the Bond Issuance Notification Hearing.

**#8-B-1. Motion to Convene Bond Issuance Notification Hearing:** Trustee Brenda Culver made the following motion: "I move that Community College District #529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now hold a public hearing this 18<sup>th</sup> day of November, 2014 at 7:00 o'clock p.m. at Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois. The purpose of the hearing is to receive public comments on the proposal to sell bonds of the District in the amount of \$3,175,000 for the purpose of funding and paying claims against the District and \$1,285,000 for the purpose of funding Protection, Health and Safety projects of the District" The purpose of the hearing is to receive public comments on the proposal to sell bonds of the District. Trustee Michael Correll seconded the motion. The chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion carried.

**#8-B-2. Hearing on Bond Issuance Notification:** The Chairman declared that the Board is now in a hearing on the bond issuance notification and directed the Secretary to call the roll for Board attendance. 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, Michael K. Correll, Brenda K. Culver, William C. Hudson Jr., Marilyn J. Wolfe. Student Trustee Carrie Stephens was present. Trustees absent: None. The Chair declared that a quorum is present and the bond issuance notification hearing is now open.

**#8-B-3. Public Oral Testimony:** The Chairman asked if any member of the public wished to provide oral testimony on the Bond Issuance Notification. There was no oral testimony presented.

**#8-B-4. Public Written Testimony:** The Chairman asked if any member of the public wished to provide written testimony on the Bond Issuance Notification. There was no written testimony presented.

**#8-B-5. Public Hearing Adjourned:** The Chairman announced that all persons desiring to be heard have been given an opportunity to provide oral and written testimony with respect to the Bond Issuance Notification and asked for a motion to adjourn the hearing. Trustee Brenda Culver made a motion that the bond notification hearing be adjourned. Student Trustee Carrie Stephens seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Trustee was present. Trustees absent: None. The Chair declared the motion carried and that the bond issuance hearing was adjourned and pursuant to the motion to recess, the Board of Trustees was now in open, public session for the transaction of business, a quorum being present.

**#8-C. Holiday Calendar Year 2015:** The proposed schedule of holidays for Illinois Eastern Community Colleges' full-time staff for Calendar Year 2015 was presented. There is no change in the number of holidays from previous years.

The CEO requested Board approval of the 2015 Holiday Calendar.

**Board Action:** Trustee Gary Carter made a motion to approve the Holiday Calendar Year 2015 for full-time staff as presented. Trustee Michael Correll seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried.

**#8-D. "Assurance Argument HLC Open Pathway Accreditation":** In September 2010 Illinois Eastern Community Colleges was invited to participate in the new Higher Learning Commission's Open Pathway Demonstration Project as a Pioneer Institution in Cohort 2.

Since that time a Steering Committee, including Tara Buerster, Chris Cantwell, LeAnn Hartleroad, Chris Heindselman, Nixie Hnetkovsky and Rodney Ranes, has lead a larger committee of faculty and staff in completing an institutional Assurance Argument that will be



reviewed by the Higher Learning Commission prior to our accreditation visit on April 20-21, 2015.

The Accreditation Steering Committee has completed several drafts of the Assurance Argument and will be presenting and demonstrating access to the most recent draft for the Board's review tonight.

The Assurance Argument addresses the below five Criteria for Accreditation:

**Criterion One: Mission**

The institution's mission is clear and articulated publicly; it guides the institution's operations.

**Criterion Two: Integrity: Ethical and Responsible Conduct**

The institution acts with integrity; its conduct is ethical and responsible.

**Criterion Three: Teaching and Learning: Quality, Resources, and Support**

The institution provides high quality education, wherever and however its offerings are delivered.

**Criterion Four: Teaching and Learning: Evaluation and Improvement**

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

**Criterion Five: Resources, Planning, and Institutional Effectiveness**

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

**Board Action:** Trustee John Brooks motioned to approve the Assurance Argument as presented by the Accreditation Steering Committee as recommended. Trustee Marilyn Wolfe seconded the motion. The Chair asked trustees in favor of the motion to say "Aye" and those opposed to say "No." The viva voce (by the voice) vote was taken and the Chair declared the "Ayes" have it and the motion carried.

**#8-E 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: Fairfield Memorial Hospital – OCC – Phlebotomy; Crawford Memorial Hospital – OCC – Phlebotomy; Fairfield Memorial Hospital – FCC – Emergency Response; Richland Memorial Hospital – FCC – Emergency Response; Wabash General Hospital – FCC – Phlebotomy.

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

**Board Action:** Trustee Brenda Culver made a motion to approve all five Affiliation Agreements as presented. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried.

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

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

**#10-A. Financial Reports**: The monthly financial reports were presented, including the treasurer's report, showing the balance in all funds as of October 31, 2014.

**#10-B. Approval of Financial Obligations**: District financial obligations (Listing of Board Bills) for November 2014, totaling **\$2,766,091.57**, were presented for approval.

**Board Approval for Payment of Financial Obligations**: Trustee Marilyn Wolfe made a motion to accept the financial reports as presented and approved payment of district financial obligations for November 2014, in the amounts listed. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried.

**AGENDA #11 – “Chief Executive Officer's Report”**: CEO Terry Bruce reported on the following informational items.

1. Board Dates – FLOW
2. HLC Visit – April 20, 2015, may need to move Board meeting at WVC to Monday, April 20, 2015, 5 o'clock p.m. meeting with 6 o'clock p.m. dinner.
3. Enrollment – Comparing November 2013 to November 2014, both IECC reimbursable headcount and FTE are down 3%.

**AGENDA #12 – “Executive Session”**: – Trustee Brenda Culver asked that a closed meeting be held under Section 22(c) of the Open Meetings Act to consider personnel.

**#12-A. Closed Meeting**: Trustee Brenda Culver made a motion to hold a closed meeting to consider the matters of personnel. Trustee John Brooks seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried and a closed meeting was held beginning at 8:35 p.m.

**#12-B. Closed Meeting Ended**: Trustee Brenda Culver made a motion to reconvene in open session. Student Trustee Carrie Stephens seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student advisory vote: Yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion

carried at 9:42 p.m. A quorum being present, the Board of Trustees reconvened in open, public session for the transaction of business at 9:45 p.m.

(Note: Separate minutes have been prepared for the foregoing closed meeting.)

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

**#13-A. Written Executive Session Minutes**: There was no executive session held during the October 21, 2014 meeting.

**#13-B. Audio Executive Session Minutes**: There was no executive session held during the October 21, 2014 meeting.

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

**400.1. Employment of Personnel**

**A. Classified**

1. Sarah Perry, Transition/Data Technician, FCC, effective November 20, 2014
2. Kelly Wagner, Administrative Assistant, WVC, effective January 5, 2015

**400.2. Change in Status**

**A. Administration**

1. Kimberley Stevens, Math Instructor, LTC, to Interim Dean of Instruction, LTC, effective January 5, 2015

**400.3. Special Assignment**

**A. Extra-Curricular**

1. Ashlee Spannagel, Phi Theta Kappa Advisor, \$400 per year, effective November 1, 2014

**400.4. Resignation Ratification**

**A. Faculty**

1. Andrea Gere, Psychology Instructor, WVC, effective October 27, 2014

**400.5. Retirement Ratification**

**A. Professional Non-Faculty**

1. Vicki Stuckey, Coordinator of Financial Aid, OCC, effective April 1, 2015

**Board Action to Approve Personnel Report:** Trustee Brenda Culver made a motion to approve the Personnel Report as recommended. Trustee Marilyn Wolfe seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried.

**AGENDA #15 – “Litigation”:** None.

**AGENDA #16 – “Other Items”:** None.

**AGENDA #17 – “Adjournment”** – Trustee William Hudson made a motion to adjourn. Student Trustee Carrie Stephens seconded the motion. The Chair asked trustees in favor of the motion to say “Aye” and those opposed to say “No.” The viva voce (by the voice) vote was taken. The Chair declared the “Ayes” have it, the motion is adopted, and the meeting was adjourned at 9:47 p.m.

Approved:      Chairman: \_\_\_\_\_

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

**Agenda Item #1**

**Call to Order and Roll Call**

**Agenda Item #2**

**Disposition of Minutes**

**Agenda Item #3**

**Filling Vacant Trustee Position**

**Agenda Item #4**

**Recognition of Visitors and Guests**

- A. Visitors and Guests**
- B. IECEA Representatives**



**Agenda Item #5**

**Public Comment**

**Agenda Item #6**

**Reports**

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

**Agenda Item #7**

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

**None**

**Agenda Item #8**

**Policy Second Reading**

**None**

**Agenda Item #9**

**Staff Recommendations for Approval**

**Agenda Item #9A**

**Articulation Agreement with Eastern Illinois University**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Brue  
DATE: December 9, 2014  
RE: Articulation Agreement between IECC and Eastern Illinois University

The proposed articulation agreement between Illinois Eastern Community Colleges and Eastern Illinois University facilitates transfer from IECC's Radio/TV Broadcasting A.A.S. to EIU's baccalaureate Communication Studies with Electronic Media Production B.A. in Audio and Video with a Minor in Broadcast Meteorology.

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

I recommend the Board's approval of this agreement.

TLB/rs

Attachment

Articulation Agreement  
Between  
Eastern Illinois University  
And  
Illinois Eastern Community College

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

The two institutions agree to the following:

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



9. This agreement is effective with the **2014-2018** academic year and is subject to renewal quadrennially.

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EASTERN ILLINOIS UNIVERSITY

\_\_\_\_\_  
William Perry, President                      \_\_\_\_\_  
Date

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

ILLINOIS EASTERN COMMUNITY COLLEGES

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

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

## Transfer Guide

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### Radio/TV Broadcasting A.A.S. to Communication Studies B.A. Option in Mass Communication

#### Electronic Media Production Audio & Video with Broadcast Meteorology Minor Illinois Eastern Community Colleges and Eastern Illinois University

*This is a sample course pattern. Students must work with their advisor to develop a curriculum plan that meets their scheduling needs. Summer classes can also reduce the load during the fall and spring semesters.*

#### FIRST YEAR at IECC

##### First Semester

BRD 1101 Intro to Broadcasting 3 (CMN 2520) 2525)	
BRD 1202 Radio/TV Announcing 3 (CMN 2550) 3520)	
BRD 1210 Applied Broadcasting 3 (CMN ELECTIVE) ELECTIVE)	
BRD 1215 Broadcasting Tech 3 (CMN ELECTIVE) ELECTIVE)	
<u>BRD 2217 Broadcast Journalism 3 (CMN ELECTIVE) 1001G)</u>	
	15
<u>GEN ED)</u>	

##### Second Semester

BRD 1204 Basic TV Production 3 (CMN	
BRD 1203 Radio Production 3 (CMN	
BRD 1206 Radio Station Oper 3 (CMN	
BRD 1211 Applied Broadcast II 3 (CMN	
ENG 1111 <sup>1</sup> Composition I 3 (ENG	
<u>IAI MATH</u>	3 (MAT

#### SUMMER AT IECC

<u>BRD 2220 Practicum in Broadcasting</u>	3 (CMN ELECTIVE)	18
	3	

#### SECOND YEAR at IECC

##### First Semester <sup>2</sup>

BRD 2210 Applied Broadcast III 3 (CMN ELECTIVE) ELECTIVE)	
BRD 2212 Adv TV Production 3 (CMN ELECTIVE) ELECTIVE)	
BRD 2213 Broadcast Ad & Sales 3 (CMN 4420) ELECTIVE)	
SPE 1101 <sup>1</sup> Public Speaking 3 (CMN 1310G) ELECTIVE)	
IAI Social Behavioral Science <sup>3</sup> 3 (SB GEN ED) 2001G)	
<u>IAI Humanities <sup>3</sup></u>	3 (HUM GEN ED)
<u>CREDIT)</u>	
	18

##### Second Semester

BRD 2211 Applied Broadcast IV 3 (CMN	
BRD 2215 Broadcast Management 3 (CMN	
BRD 2221 Radio/TV Internship 3 (CMN	
BRD 2225 Radio/TV Seminar 1 (CMN	
JLM 1111 Survey of Mass Media 3 (JOU	
<u>GEN 2297 Employment Skills</u>	(2) (NO

15

**SUMMER AT IECC**

IAI BIO Science General Education	3-4
	3-4

**THIRD YEAR at EIU**

<b>First Semester</b>		<b>Second Semester</b>
CMN 2010 Communication Theories	3	CMN 2020 Communication Research
3		
CMN 2030 Applied Communication	3	CMN 2040 Argue Critical Thinking
3		
CMN 2575 Field Production	3	CMN 3540 Videography
3		
ENG 1002G <sup>1</sup> Composition II	3	CMN 3500 New Media Practices
3		
<u>ESC 1400G Weather &amp; Climate</u>	<u>4</u>	<u>ESC 3410 Climatology</u>
<u>3</u>		
	16	
15		

**FOURTH YEAR at EIU**

<b>First Semester</b>		<b>Second Semester</b>
CMN 4450 Elect Media Profession	3	CMN 4540 Adv Video Production
3		
ESC 3400 Broadcast Meteorology	3	ESC 3960/4400 Special Topics/Ind Study
3		
CMN EMP Elective <sup>4</sup>	3 (Upper Level)	EIU 4____ Senior Seminar
3		
Fine Arts GEN ED <sup>3,4</sup>	3 (Upper Level)	CMN EMP Elective <sup>4</sup>
3 (Upper Level)		
<u>Social Behavioral Science GEN ED<sup>5</sup></u>	<u>3 (Upper Level)</u>	<u>HUM/FA GEN ED <sup>3,4</sup></u>
<u>3 (Upper Level)</u>		
	15	
15		

<sup>1</sup> Must earn a grade of “C” or better in English Composition I and II, Speech Communication.

<sup>2</sup> Apply to Eastern one year prior to enrollment. Have official transcripts sent from Illinois Eastern Community College and high school.

<sup>3</sup> One course must be culturally diverse.

<sup>4</sup> 40 Semester Hours of upper division credit is required for graduation. One hour of upper division credit will be waived.

<sup>5</sup> Upper level Social Sciences Choose from HIS 3600G, HIS 3700G, PHI 3050G, PHI 3700G or REC 3400G)

*NOTE Completion of the second semester of a single foreign language is a graduation requirement. Students are exempt if two full years of a high school foreign language is complete with a “C” average or better. Courses can be taken at the community college or at Eastern. Summer can be utilized to reduce the academic load in the spring and fall.*

**NOTE – Agreement is in effect from Fall 2014– Fall 2018. Departmental Contacts are Eastern Illinois University: Dr. Stephen King, [saking@eiu.edu](mailto:saking@eiu.edu), 217-581-2016; and Illinois Eastern Community College: Rita Adams, [adamsr@iecc.edu](mailto:adamsr@iecc.edu), 618-393-2982. Institutional Contacts are Eastern Illinois University: Rita Pearson, [rpearson@eiu.edu](mailto:rpearson@eiu.edu), 217-581-7663; and Illinois Eastern Community College: Rita Adams, [adamsr@iecc.edu](mailto:adamsr@iecc.edu), 618-393-2982.**

**Agenda Item #9B**

**Asset or Compass Retest Fee**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2014  
RE: Asset or Compass Retest Fee Change

I recommend the Board's approval of the proposed fee change for the Asset or Compass Retest Fee from \$5.00 per retest to \$5.00 per test package.

**Miscellaneous Fees\* (page 37 of IECC catalog)–Effective June 1, 2015**

ASSET or COMPASS (retest fee).....\$5.00/per test package

TLB/rs

**Agenda Item #9C**

**Board Meeting Dates 2015**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2014  
RE: Board Meeting Dates and Locations for 2015

The Illinois Community College Act requires that the Board annually set meeting dates, times and locations of Board meetings for the upcoming calendar year. The attached resolution sets forth the Trustees will meet on the third Tuesday of every month except December shall be the second Tuesday of the month. The following are the meeting dates and locations for the IECC Board of Trustees for 2015.

I recommend approval of this resolution.

TLB/rs

Attachment

## **RESOLUTION**

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

Tuesday, January 20, 2015, 7 p.m., Olney Central College

Tuesday, February 17, 2015, 7 p.m., Lincoln Trail College

Tuesday, March 17, 2015, 7 p.m., Frontier Community College

Monday, April 20, 2015, 5:30 p.m., Wabash Valley College

Tuesday, May 19, 2015, 7 p.m., Olney Central College

Tuesday, June 16, 2015, 7 p.m., Wabash Valley College

Tuesday, July 21, 2015, 7 p.m., Frontier Community College

Tuesday, August 18, 2015, 7 p.m., Lincoln Trail College

Tuesday, September 15, 2015, 7 p.m., Olney Central College

Tuesday, October 20, 2015, 7 p.m., Wabash Valley College

Tuesday, November 17, 2015, 7 p.m., Frontier Community College

Tuesday, December 8, 2015, 7 p.m., Lincoln Trail College

12/2014



**Agenda Item #9D**

**CNA Pre-Program Requirement – Allied Health**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2014  
RE: CNA Pre-Program Requirement – Allied Health

Illinois Eastern Community Colleges' Associate Degree Nursing Program is certified by the Accreditation Commission for Education in Nursing (ACEN). The ACEN has become concerned that Allied Health programs across the United States require too many credit hours for an Associate Degree in Nursing.

Currently, students are required to be a certified nurse assistant (CNA) prior to admission into the Associate Degree in Nursing Program. The ACEN counts the 7 credit hours of the CNA pre-program requirement as part of the nursing program of study hours.

IECC's ACEN site visit is scheduled in 2016. To continue to meet accreditation standards, it is recommended that the CNA pre-program requirement be removed from the nursing admission criteria, effective Fall 2016 ranking which begins February 18, 2015.

In order to continue to encourage CNA certification and therefore enhance students' success in the nursing program, admission ranking criteria has been revised. Revised admission criteria will encourage, but not require, students to take the CNA course. Based on CNA certification/work status, the student could potentially earn up to 1 extra point toward his/her ranking score. The admission ranking score is based on the following criteria:

0.25 points – took the CNA course less than 24 months ago and on the Illinois Healthcare Worker Registry but has never been employed as a CNA

0.5 points – on the Illinois Healthcare Worker Registry and can provide documentation of working equal to or less than 400 hours as a CNA in the last 24 months

0.75 points - on the Illinois Healthcare Worker Registry and can provide documentation of working more than 400 hours but equal to or less than 800 hours as a CNA in the last 24 months

1 point - on the Illinois Healthcare Worker Registry and can provide documentation of working more than 800 hours as a CNA within the last 24 months.

I recommend approval of removal of the CNA pre-program admission requirement for the IECC Associate Degree in Nursing program.

TLB/rs

**Agenda Item #9E**

**Student Progress Report**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2014  
RE: Student Progress Report (Jeff Gumbel)

The District has implemented a policy of assisting students through retention coordinators and career placement advisors. To assist all staff in making sure that IECC students progress normally through our colleges, Jeff Gumbel, along with Students Records adapted the original Progress Report process to an electronic system in the Entrata portal. The Progress Report system was enhanced and expanded in 2013 to accommodate the needs of the retention coordinators that allow entry of data on how a student is advancing.

The Retention Coordinators utilize the Progress Report (PR) system to follow up with students who have been identified by faculty as having issues with a course or courses. Faculty, in most cases, is the primary contact on a regular basis with students. This makes them the most likely to identify those students needing assistance. It also stresses the importance of faculty utilizing the PR system.

Jeff Gumbel will make a presentation to the Board on how the Progress Report has assisted in ensuring student success.

TLB/rs

**Agenda Item #9F**

**Affiliation Agreement with Wayne County Health Department**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2014  
RE: Affiliation Agreement with Wayne County Health Department –  
Health Informatics

IECC wishes to enter into a new affiliation agreement with the Wayne County Health Department, located in Fairfield, Illinois.

This affiliation agreement is for the Health Informatics Program located at Frontier Community College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

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

THIS AGREEMENT made and entered into this 1st day of **December, 2014** 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 Wayne County Health Department (hereinafter referred to as AGENCY): Wayne County Health Department

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 1st day of December, 2014.

Wayne County Health Department  
405 N. Basin Rd  
Fairfield, IL. 62837

ILLINOIS EASTERN COMMUNITY COLLEGES  
FRONTIER COMMUNITY COLLEGE,

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

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

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

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

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

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

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

Adopted 6-2005

**Agenda Item #9G**

**Affiliation Agreement with Gibson General Hospital**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: December 9, 2014  
RE: Affiliation Agreement with Gibson General Hospital - Phlebotomy

IECC wishes to enter into a new affiliation agreement with Gibson General Hospital, located in Princeton, Indiana.

This affiliation agreement is for the Phlebotomy Program located at Olney Central College and is our standard affiliation agreement utilized by the District.

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

TLB/rs

Attachment

## AFFILIATION AGREEMENT

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**BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,  
District # 529  
Olney Central College Phlebotomy Program**

**AND**

**Gibson General Hospital  
1808 Sherman Dr  
Princeton IN 47670-1043**

THIS AGREEMENT made and entered into this 20 day of August, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Gibson General Hospital (hereinafter referred to as AGENCY):

WITNESSETH THAT:

WHEREAS, DISTRICT #529 desires to make use of the AGENCY'S facilities for clinical laboratory practice by students of the Phlebotomy Program, and

WHEREAS, the AGENCY has agreed to make its facilities available to the phlebotomy students and faculty of DISTRICT #529 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 related to the medical laboratory for observation and participation by the students and faculty of the DISTRICT #529, Phlebotomy 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 Associate Dean and/or Faculty of the Program on behalf of DISTRICT #529 and the Administrator, and the Director of Laboratory Service 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. DISTRICT #529 faculty will:

- be responsible for the teaching the didactic portion of the Phlebotomy Program;
- work with the staff of the Agency in coordination of the clinical laboratory objectives to be completed at the Agency;
- coordinate the student clinical assignment with the Agency appointed Clinical Supervisor; and
- review and evaluate, in cooperation with the Agency, the student's progress within the clinical setting.

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 Phlebotomy Program on behalf of DISTRICT #529 will be responsible for maintaining proper standards of care and safeguard of patients assigned to students. The AGENCY appointed Clinical Supervisor will retain full and final decisions for procedures assigned to phlebotomy students.

5. Supervision of the health of all students making use of any of the AGENCY'S facilities, as contemplated herein; will be the responsibility of DISTRICT #529, and will comply with the policies of the health AGENCY.

Phlebotomy 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.

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, DISTRICT #529 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.

6. The faculty and students of DISTRICT #529 participating in the laboratory clinical experiences will receive an orientation to the AGENCY by the appropriate AGENCY staff.

DISTRICT #529 Phlebotomy Faculty participating in the program may be included in demonstrations of new equipment and techniques.

7. DISTRICT #529 will provide orientation for 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. The assigned experiences will be selected for the educational benefit of the student. District #529 will provide the Agency a written set of clinical objectives and evaluation forms to be completed by the Agency appointed Clinical Supervisor;

10. 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.

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

12. 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. Phlebotomy Faculty and phlebotomy students shall be covered by malpractice insurance prior to any assignment for practice at the AGENCY.

13. An annual review of the agreement will be made. 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 DISTRICT #529's Phlebotomy 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 phlebotomy laboratory experience needed for graduation at the AGENCY.

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

AGENCY

ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529,  
OLNEY CENTRAL COLLEGE

\_\_\_\_\_  
Director of Medical Laboratory Services

\_\_\_\_\_  
Phlebotomy Instructor

\_\_\_\_\_  
Associate Dean of Nursing & Allied Health

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

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

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

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

Adopted 6-2005



**Agenda Item #10**

**Bid Committee Report**

**None**

**Agenda Item #11**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
November 30, 2014**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$4,710,950.25
Operations & Maintenance	\$2,207,795.83
Operations & Maintenance (Restricted)	(\$129,853.16)
Bond & Interest	(\$98,776.15)
Auxiliary	\$820,447.98
Restricted Purposes	\$26,368.38
Working Cash	\$198,849.89
Trust & Agency	\$441,878.55
Audit	(\$20,838.56)
Liability, Protection & Settlement	\$662,580.20
<b>TOTAL ALL FUNDS</b>	<b>\$8,819,403.21</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**November 30, 2014**

	<b>ALL FUNDS</b> <hr style="border: 1px solid black;"/> <b>Fiscal</b> <b>Year</b> <b>2015</b> <hr style="border: 1px solid black;"/>
<b>ASSETS:</b>	
CASH	8,819,403
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	2,519,494
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	729,697
OTHER ASSETS	1,020,934
TOTAL ASSETS AND OTHER DEBITS:	35,713,428
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	237,060
ACCOUNTS PAYABLE	145,333
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	219,826
TOTAL LIABILITIES:	602,219
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,083,078
PR YR BDGTD CHANGE TO FUND BALANCE	590,579
<b>FUND BALANCES:</b>	
FUND BALANCE	22,536,461
RESERVE FOR ENCUMBRANCES	8,901,091
TOTAL EQUITY AND OTHER CREDITS	35,111,209
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	35,713,428

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF November 30, 2014

ALL FUNDS

FY 2015  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	5,031,476
STATE GOVT SOURCES	1,302,295
STUDENT TUITION & FEES	9,238,984
SALES & SERVICE FEES	1,664,184
FACILITIES REVENUE	1,660
INVESTMENT REVENUE	55,476
OTHER REVENUES	125,229
TOTAL REVENUES:	17,419,304

EXPENDITURES:

INSTRUCTION	4,262,284
ACADEMIC SUPPORT	207,449
STUDENT SERVICES	705,712
PUBLIC SERV/CONT ED	23,892
OPER & MAINT PLANT	1,033,201
INSTITUTIONAL SUPPORT	4,784,417
SCH/STUDENT GRNT/WAIVERS	3,889,176
AUXILIARY SERVICES	2,602,956
TOTAL EXPENDITURES:	17,509,087

TRANSFERS AMONG FUNDS:

INTERFUND TRANSFERS	0
TOTAL TRANSFERS AMONG FUNDS:	0

NET INCREASE/DECREASE IN NET ASSETS	-89,783
-------------------------------------	---------

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

<b>REVENUES:</b>	<b>Education Fund</b>	<b>O &amp; M Fund</b>	<b>Total Operating Funds</b>
Local Government Sources	2,067,607	885,884	2,953,491
State Government Sources - Current Year	332,361	969,934	1,302,295
State Government Sources - Prior Year	4,544,272	-	4,544,272
Net Tuition and Fees	2,798,220	-	2,798,220
Sales & Service Fees	8,446	-	8,446
Facilities Revenue	-	1,320	1,320
Investment Revenue	30,176	9,401	39,577
Other Revenues	12,768	1,673	14,441
<b>TOTAL REVENUES:</b>	<b><u>9,793,850</u></b>	<b><u>1,868,212</u></b>	<b><u>11,662,062</u></b>
<b>EXPENDITURES:</b>			
Salaries	5,406,083	316,166	5,722,249
Employee Benefits	865,324	72,428	937,752
Contractual Services	179,498	105,827	285,325
Materials	639,725	110,724	750,449
Travel & Staff Development	121,647	1,397	123,044
Fixed Charges	86,798	27,664	114,462
Utilities	24,656	370,476	395,132
Capital Outlay	111,514	8,257	119,771
Other	64,344	65	64,409
<b>TOTAL EXPENDITURES:</b>	<b><u>7,499,589</u></b>	<b><u>1,013,004</u></b>	<b><u>8,512,593</u></b>
<b>TRANSFERS :</b>			
Interfund Transfers	<u>(1,324,211)</u>	<u>-</u>	<u>(1,324,211)</u>
<b>TOTAL TRANSFERS:</b>	<b><u>(1,324,211)</u></b>	<b><u>-</u></b>	<b><u>(1,324,211)</u></b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b><u><u>970,050</u></u></b>	<b><u><u>855,208</u></u></b>	<b><u><u>1,825,258</u></u></b>

**OPERATING FUNDS  
COMPARISON REPORT FY13-15**

College	Category	FISCAL YEAR 2013			FISCAL YEAR 2014			FISCAL YEAR 2015			
		Anticipated Budget	Spent Thru November	% of Bdgt	Anticipated Budget	Spent Thru November	% of Bdgt	Anticipated Budget	Spent Thru November	% of Bdgt	% of Year
Frontier	Bills		\$ 771,881			\$ 541,948		\$ 765,822			
	Payroll		853,712			745,099		813,582			
	Totals	\$ 4,312,683	1,625,593	38%	\$ 3,458,802	1,287,047	37%	\$ 4,283,530	1,579,404	37%	42%
Lincoln Trail	Bills		780,323			724,250		947,082			
	Payroll		953,549			957,536		847,222			
	Totals	\$ 4,498,201	1,733,872	39%	\$ 4,494,153	1,681,786	37%	\$ 4,540,934	1,794,304	40%	42%
Olney Central	Bills		1,203,917			1,254,901		1,283,978			
	Payroll		1,916,473			2,059,500		1,711,239			
	Totals	\$ 7,396,633	3,120,390	42%	\$ 7,789,976	3,314,401	43%	\$ 7,866,901	2,995,217	38%	42%
Wabash Valley	Bills		1,361,489			1,328,314		1,422,346			
	Payroll		1,174,476			1,214,767		1,116,538			
	Totals	\$ 6,083,520	2,535,965	42%	\$ 6,078,045	2,543,081	42%	\$ 6,111,313	2,538,884	42%	42%
Workforce Educ.	Bills		1,361,536			1,787,800		1,411,780			
	Payroll		499,437			610,131		519,580			
	Totals	\$ 5,297,022	1,860,973	35%	\$ 6,192,255	2,397,931	39%	\$ 5,597,344	1,931,360	35%	42%
District Office	Bills		109,228			130,823		137,350			
	Payroll		365,190			381,098		391,249			
	Totals	\$ 1,266,150	474,418	37%	\$ 1,289,241	511,921	40%	\$ 1,278,178	528,599	41%	42%
District Wide	Bills		791,986			740,195		700,520			
	Payroll		351,246			294,693		322,839			
	Totals	\$ 3,329,156	1,143,232	34%	\$ 2,813,846	1,034,888	37%	\$ 2,811,649	1,023,359	36%	42%
<b>GRAND TOTALS</b>		<b>\$32,183,365</b>	<b>\$ 12,494,443</b>	<b>39%</b>	<b>\$32,116,317</b>	<b>\$ 12,771,055</b>	<b>40%</b>	<b>\$32,489,850</b>	<b>\$12,391,127</b>	<b>38%</b>	<b>42%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**November 30, 2014**

	<u>FY 2015</u>		<u>FY 2014</u>		<u>Increase (Decrease)</u>
	Amount	% of Total	Amount	% of Total	
Salaries	5,722,249	46.18%	6,262,824	49.04%	(540,575)
Employee Benefits	937,752	7.57%	871,278	6.82%	66,474
Contractual Services	285,325	2.30%	330,647	2.59%	(45,322)
Materials	750,449	6.06%	743,144	5.82%	7,305
Travel & Staff Development	123,044	0.99%	103,963	0.81%	19,081
Fixed Charges	114,462	0.92%	129,999	1.02%	(15,537)
Utilities	395,132	3.19%	389,393	3.05%	5,739
Capital Outlay	119,771	0.97%	36,972	0.29%	82,799
Other	3,942,943	31.82%	3,902,835	30.56%	40,108
	<u>12,391,127</u>	<u>100.00%</u>	<u>12,771,055</u>	<u>100.00%</u>	<u>(379,928)</u>



**Agenda Item #12**

**Chief Executive Officer's Report**

**Agenda Item #13**

**Executive Session**

**Agenda Item #14**

**Approval of Executive Session Minutes**

- A. Written Executive Session Minutes**
- B. Audio Executive Session Minutes**
- C. Semi-Annual Review of Executive Session Minutes**

**Agenda Item #15**

**Approval of Personnel Report**

**Agenda Item #16**

**Collective Bargaining**

**Agenda Item #17**

**Litigation**

**Agenda Item #18**

**Other Items**

**Agenda Item #19**

**Adjournment**



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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
Asbestos Abatement - LTC	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
General PHS Work - FLOW	PHS	\$728,541								
Fire & Electrical PHS Work - FLOW	PHS	\$556,772								
HVAC Replacements	Funding Bonds	\$3,174,919								
<b>GRAND TOTAL</b>		<b>\$6,616,032</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>

11/30/2014