

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**BOARD OF TRUSTEES**

**MONTHLY MEETING**

**November 18, 2014**



**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**

**November 18, 2014  
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. Consideration and Action on a Resolution of Intent to issue \$3,175,000 Funding Bonds of the District to pay claims against the District..... Bruce
  - 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 protection or handicap accessibility..... Bruce
  - C. Holiday Calendar Year 2015 ..... Bruce
  - D. Assurance Argument HLC Open Pathway Accreditation ..... Hartleroad
  - E. Affiliation Agreements ..... Bruce
    - 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

- 9. Bid Committee Report..... Bruce
  - A. None
  
- 10. District Finance
  - A. Financial Report ..... Browning
  - B. Approval of Financial Obligations ..... Browning
  
- 11. Chief Executive Officer’s Report..... Bruce
  
- 12. Executive Session..... Bruce
  
- 13. Approval of Executive Session Minutes
  - A. Written Executive Session Minutes..... Bruce
  - B. Audio Executive Session Minutes ..... Bruce
  
- 14. Approval of Personnel Report ..... Bruce
  
- 15. Litigation ..... Bruce
  
- 16. Other Items
  
- 17. Adjournment

Minutes of a regular meeting of the Board of Trustees of Illinois Eastern Community Colleges – Frontier Community College, Lincoln Trail College, Olney Central College, Wabash Valley College – Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White, and State of Illinois, held in the Banquet Room at Olney Central College, 305 North West Street in Olney, Illinois, Tuesday, October 21, 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.  
Jeff Cutchin, Dean of Instruction at Olney Central College.  
Roger Browning, Chief Finance Officer/Treasurer.  
Tara Buerster, Director of Human Resources.  
Chris Cantwell, Dean, Academic & Student Support.  
Alex Cline, Director of Information & Communication Technology  
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, September 16, 2014 were presented for disposition.

**Board Action to Approve Minutes:** Trustee William Hudson made a motion to approve the minutes of the foregoing meeting. 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 viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**AGENDA #3 – “Public Hearing on 2014 Tax Levy”** – The Chairman announced that the next agenda item for the Board of Trustees is a public hearing to receive comments on the 2014 Tax Levy. Trustee Brenda Culver made a motion that the Board recess its regular meeting and reconvene immediately following the 2014 Tax Levy Hearing. Trustee Michael Correll seconded the motion. The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**#3-A. Motion to Convene 2014 Tax Levy Hearing:** Trustee Brenda Culver made the following motion: “I move that Illinois Eastern Community College District #529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White now convene a Tax Levy Hearing on this 21<sup>st</sup> day of October, 2014. The

purpose of the Tax Levy Hearing is to receive public comments on the 2014 Tax Levy of the District.” Trustee William Hudson seconded the motion. The viva voce (by the voice) vote was taken and the Chair declared the “Ayes” have it and the motion carried.

**#3-B. Hearing on FY2014 Budget:** The Chairman declared that the Board is now in a hearing on the FY2015 budget. 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. Trustees absent: None. The Chair declared that a quorum was present and the 2014 Tax Levy Hearing was then open.

**#3-C. Public Oral Testimony:** The Chairman asked if any member of the public wished to provide oral testimony on the 2014 Tax Levy. There was no oral testimony presented.

**#3-D. Public Written Testimony:** The Chairman asked if any member of the public wished to provide written testimony on the 2014 Tax Levy. There was no written testimony presented.

**#3-E. 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 2014 Tax Levy for Community College District #529 and asked for a motion to adjourn the hearing. Trustee Gary Carter made a motion that the public hearing be adjourned. Trustee William Hudson 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 absent: None. The Chair declared the motion carried and that the 2014 Tax Levy 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.

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

**#4-A. Visitors & Guests:** Nixie Hnetkovsky and Steve Hnetkovsky.

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

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

#### **AGENDA #6 – “Reports”**

**#6-A. Report from Trustees:** Trustee Brenda Culver stated the West Richland Center sign is up now. Trustee Gary Carter stated that nursing instructor Vicky Lemons was going through chemotherapy treatments and asked to keep her in their thoughts.

**#6-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.

**#6-C. Report from Cabinet:** Nixie Hnetkovsky gave a presentation on the HLC Pathways.

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

**#7-A. Hazing** - On August 22, 2014 the District had a risk control visit from Wright Risk Management, an arm of our property, casualty, and liability insurance carrier, Wright Insurance Co. Following the visit the carrier wanted the District to develop a Hazing Policy.

Because incidences of hazing most often occur in athletics, Zach Loll, the District Athletic Compliance Coordinator, was asked to develop the attached policy.

The policy provides for accountability, a process for reporting hazing, an investigative process, a discipline process, and an appeals process.

The CEO recommended that the Board approve and adopt the Hazing Policy as presented.

**Board Action:** Trustee Brenda Culver made a motion to waive second reading of the policy and approve the Hazing policy as presented. Trustee William Hudson 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: Student Trustee vote: yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried.

**#7-B. Assignment of Credits** - In order to meet Federal Compliance requirements, Illinois Eastern Community Colleges must expand its current policy on credit hour allocation to address all modes of instruction including online and compressed formats.

The policy revisions will make clear that IECC operates with the expectation that all of our courses meet the standard course hours, out of class work expectations and include student learning outcomes, regardless of mode of instruction or length of term.

The CEO recommended the Board’s approval of the revised Policy for the Assignment of Credits.

**Board Action:** Trustee William Hudson motioned to approve the revised Policy for the Assignment of Credits as presented. Trustee Gary Carter 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: Student Trustee vote: yea. Trustees voting nay: None. Trustees absent: None. The Chair declared the motion carried.

**AGENDA #8 – “Policy Second Readings”** – Pursuant to Board Policy, Trustee Michael Correll submitted a proposed policy change within the guidelines established by the Board of Trustees. At the September 16, 2014 regular Board meeting, the policy was read a first time, and at the request of Trustee Correll, the policy was moved to second reading for consideration at the October 21, 2014 regular Board meeting.

The proposed policy would prohibit the full-time employment of immediate relatives of Senior Administrators including the CEO, CFO, the Presidents and Deans of Instruction. A grandfather clause allows any current employee to continue in their current employment position.

The Cabinet reviewed the policy proposal on September 9<sup>th</sup>. Following that discussion, the Cabinet did not approve this policy change.

**Board Action:** Trustee William Hudson moved to approve the revised Policy on the Employment of Family Members as presented. Trustee John Brooks seconded the motion and on a roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Michael Correll, William Hudson. Student Advisory vote: yea. Trustees voting nay: Gary Carter, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Trustees absent: None. The motion having received 3 yea votes and 4 nay votes, the Chair declared the motion did not carry.

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

**#9-A. Certificate of Compliance with the Truth in Taxation Law:** At the September 16th Board meeting, the Board approved the District’s estimated aggregate tax levy and required that notice of the District’s levy be placed in District newspapers and that a hearing be conducted on the levy pursuant to the Truth in Taxation Law.

The Board estimated the aggregate amount of taxes to be levied for the year 2014 is \$4,235,000 and that the aggregate amount of taxes estimated to be levied for the year 2014 did exceed 105% of the taxes actually extended by the district in the year 2013. Public notice was placed in the following newspapers of general circulation in District, Marshall Advocate, Clark County, Clay County Advocate-Press, Clay County, Robinson Daily News, Crawford County, Toledo Democrat, Cumberland County, Prairie Post, Edwards County, McLeansboro Times-Leader, Hamilton County, Newton Press-Mentor, Jasper County, Lawrenceville Daily Record,



Lawrence County, Olney Daily Mail, Richland County, Daily Republican Register, Wabash County, Wayne County Press, Wayne County, Carmi Times, White County

The CEO asked the Board's approval of the attached Truth in Taxation Certificate of Compliance.

**Board Action:** Trustee Brenda Culver made a motion to approve the Truth in Taxation Certificate of Compliance as presented. 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 motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-B. Certificate of Tax Levy for FY2016:** The Board must certify the District's tax levies for FY2016, beginning July 1, 2015 and ending June 30, 2016.

In addition to the education and building fund, this certificate of tax levy will carry the statement that an additional levy must be made by each County Clerk for the outstanding bond issue and tort liability, workmen's compensation, audit, unemployment, Medicare and other insurance.

The tax rate for FY2016 is estimated at 42.88 cents per \$100 in equalized assessed valuation.

The CEO recommended that the Certificate of Tax Levy for FY2016 be approved as presented.

**Board Action:** Trustee Gary Carter made a motion to approve the Certificate of Tax Levy for FY2016 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.

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

The following resolution clarifies that under GASB guidelines, taxes levied by the District for calendar year 2014 will be collected late in calendar year 2015 and that income from the collection of such funds will be allocated 100% to Fiscal Year 2016 (July 1, 2015 – June 30, 2016).

The CEO asked for the Board's adoption of this resolution.

**Board Action:** Trustee William Hudson made a motion to adopt the resolution for the GASB Designation of Tax Levy Year as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-D. “Certification and action on a Resolution authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of improving the HVAC in the District’s facilities, and authorizing the issuance of General Obligation Debt Certificates (Limited Tax), Series 2014, of the District”:** At the August 19, 2014 Board meeting, the Board of Trustees approved Protection, Health and Safety (PHS) project applications for HVAC upgrades across the District at a projected cost of \$3.175 million.

The District has a \$4.5 million statutory limit on PHS Bonds. Originally, the District plan was to issue PHS bonds for \$1.285 million in December of 2014 to fund Electrical and General PHS Projects. The District would issue \$3.175 million PHS bonds in December 2015. The bond proceeds would be used for HVAC upgrades in 2016.

This plan had to be revised because HVAC units are starting to fail and it has become costly to keep them operational. The District needs to do the HVAC upgrades in 2015. After conferring with bond counsel, it was decided to treat the HVAC as a maintenance project upgrade rather than as a PHS project. This plan was approved by the Illinois Community College Board. To accomplish this plan, the District will enter into an installment agreement to create a claim against the District and issue Funding Bonds to pay the claim against the District. The Funding Bonds are tax exempt and will be issued outside the PHS statutory limit. The District will issue a Debt Certificate which will be held by a banking institution.

Therefore, the District will issue PHS bonds for \$1.285 million and the District will also issue \$3.175 million worth of Funding Bonds to pay off the debt certificate. Both issuances of bonds will be tax exempt. The tax levy will not be impacted and will remain as contemplated by the Board.

To implement the plan, two Board actions are required. The Board must adopt a Resolution providing for an Installment Purchase Agreement and the issuance of a “General Obligation Debt Certificate, Series 2014” for paying the cost of improving the HVAC systems.

The CEO asked that the Board approve the attached Resolution authorizing and providing for an Installment Purchase Agreement and the issuance of General Obligation Debt Certificates (limited tax), Series 2014, of the District for the purpose of paying the cost of improving the HVAC systems.

**Board Action:** Trustee Marilyn Wolfe made a motion to adopt the 2014 Estimated Tax Levy Resolution as recommended. 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, Andrew Fischer, Brenda Culver, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-E. Consideration and action on a Resolution calling a public hearing concerning the intent of the Board of Trustees to sell \$3,175,000 Funding Bonds and \$1,285,000 Protection, Health and Safety Bonds:** The Board is authorized to issue bonds, but also is required to hold a public hearing on such issuance by the Bond Issue Notification Act (BINA). The Board needs to take action that indicates an intent to issue Funding Bonds in the amount of \$3,175,000 and to issue PHS Bonds in the amount of \$1,285,000.

The PHS bonds will be issued for the purpose of alterations and repairs of District facilities to protect the health and safety of students, employees, and the public. Further, the Board is authorized to issue bonds for the purpose of paying outstanding debts of the District (Funding Bonds). These bonds will be paid off in December of 2018, and will be structured in a manner to wrap around current bonds outstanding so that the tax levy to tax payers for bond and interest will not be impacted, and will stay within the Board approved tax levy limit.

The resolution states that at the regular meeting of the Board on November 18, 2014, the Board will conduct a public hearing on the issuance of Funding Bonds and PHS bonds. In addition, a Notice of Public Hearing will be published once in the legal section of a local newspaper at least 7 days, but not more than 30 days, before the hearing.

Mr. Chairman, I ask the Board's approval of the attached Resolution calling for a public hearing concerning the intent of the Board of Trustees to issue \$3,175,000 of Funding Bonds and \$1,285,000 of Protection, Health and Safety Bonds.

**Board Action:** Trustee Brenda Culver made a motion to approve the Resolution Establishing Tax Levy Hearing as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-F. Annual Financial Report:** Pursuant to Section 3-22.2 of the Public Community College Act, each district is required to annually publish a financial statement prior to November 15, in a newspaper of general circulation in the district. Then a copy of this publication must be filed with the ICCB by December 1.

Attached is the Annual Financial Report for the District that will be published.

The CEO recommended the Board approve the Annual Financial Report for the District so that it may be published locally and filed with the ICCB on a timely basis.

**Board Action:** Trustee Marilyn Wolfe made a motion to approve the Annual Financial Report as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-G. Eligibility of Special Tax Levy:** The Public Community College Act allows districts eligible for equalization to levy up to the combined state-wide average tax rate for education and operations and maintenance purposes if the District is currently levying less than that amount.

The Illinois Community College Board has certified that the average tax rate for education and operations and maintenance purposes is 26.81 cents per \$100.00 of equalized assessed valuation. Therefore, the District is eligible to levy an additional 1.81 cents of taxes, which would generate estimated additional tax revenue of \$237,128.00. If the Board were to utilize this additional levy authority, such levy would be subject to a back door referendum.

The Board of Trustees has never utilized this additional tax authority and I would recommend that it not levy the additional 1.81 cents. However, in the future as state revenues decline, the Board may want to consider this additional tax levy.

**Board Action:** Trustee William Hudson made a motion to not levy the additional 1.81 cents tax as recommended. 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 motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-H. Health Savings Accounts, Calendar Year 2015:** In February of 2010 the Board approved the offering of a Qualified High Deductible Health Plan (District Plan) to all non-faculty employees. The Board also implemented a plan allowing Health Savings Accounts (HSA) that enabled qualified employees in the District Plan to set aside money in pre-tax dollars.

Bargaining unit faculty are eligible to participate in the HSA program. Pursuant to the recently settled bargaining unit faculty contract, the Board agreed to a \$1,000 HSA contribution for both calendar years 2015 and 2016 for faculty. Since the HSA program requires equal contributions, the Board will also need to contribute \$1,000 to each non-bargaining unit employee's HSA. This contribution would be only for each non-bargaining unit employee working at least 40 hours of service per week.

The Board normally establishes the amount of the District's contribution to the District Plan participant's HSA prior to the beginning of the open enrollment period which will begin the end of October and run through early December. The District has made the following contribution to each qualified employee's HSA since implementation:

Calendar Year 2010 - \$1,500; Calendar Year 2011 - \$500; Calendar Year 2012 - \$1,000; Calendar Year 2013 - \$1,000; Calendar Year 2014 - \$1,000; Calendar Year 2015 - \$1,000 (Recommended).

Administration believes the District's high deductible plan has been very successful in reducing the size of premium increases.

The CEO recommended that the Board make a \$1,000 contribution for Calendar Year 2015 to each qualified employee's HSA. A qualified employee being all bargaining unit faculty employees and all non-bargaining unit employees working at least 40 hours of service per week as defined in Business Procedure 300.1 for Employee Benefits.

**Board Action:** Trustee Michael Correll made a motion to approve the contribution of \$1,000 to qualified employee's Health Saving Accounts for Calendar Year 2015 as recommended. Trustee Gary Carter seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, 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.

**#9-I. Employee Health and Dental Insurance Renewal :** Blue Cross Blue Shield (BCBS) has proposed an overall 5.6% average rate decrease for District employee's health coverage and a 0.0% increase in dental rates.

Beginning in calendar year 2010, the District implemented a "Qualified High Deductible Health Plan" (QHDHP) to hold down the cost of providing health care coverage to District employees and to reduce the size of annual health insurance premium increases. The District also created Health Savings Accounts (HSA) and implemented a Medical Reimbursement Plan (MRP) for eligible employees.

Administration believes the District's QHDHP and MRP have been successful in reducing the size of increases of the District's annual health care premiums by promoting "consumerism" and stressing employee "ownership" in their ability to affect premiums. The recent history of the District's health rate increases follow:

**Rate Increase History**

September 1, 2009 – August 30, 2010	15.0% Increase
September 1, 2010 – December 31, 2010	10.4% Increase
January 1, 2011 – December 31, 2011	8.5% Increase
January 1, 2012 – December 31, 2012	7.2% Increase
January 1, 2013 – December 30, 2013	5.6% Increase
January 1, 2014 – December 30, 2014	12.3% Increase (Includes 3.3% for ACA)
January 1, 2015 – December 30, 2015	(5.6%) Decrease

BCBS has proposed a 0.0% increase in dental premiums. The District's dental plan covers all full-time employees. The dental renewal rates are comparable to the rates three years ago.

The January 1, 2015 renewal for BCBS will also include language that continues to include TIER II employees to the group of employees eligible for health insurance coverage. TIER II employees are employees who average between 30 – 39.99 hours of service per week. These employees are eligible for health insurance benefits and the district pays 25% of the monthly premium for the District plan (\$177.32 for 2015) towards their elected coverage.

The CEO recommended that the Board accept the renewal as proposed by BCBS of Illinois, to be effective January 1, 2015 to December 31, 2015.

**Board Action:** Trustee Brenda Culver made a motion to accept the proposed premium renewal rates as proposed by BC BS of Illinois as recommended. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-J. Approval of Tax Abatement – Mt. Carmel/Wabash County:** The City of Mt. Carmel has proposed a change in its current Enterprise Zone. The City asked for an abatement of taxes within the Enterprise Zone for those entities that have made improvements and the abatement would only be on such improvements, and that such tax abatement shall be 100% for a period of five years. The abatement only applies to industrial and commercial property.

The CEO asked the Board's approval of the Mt. Carmel/Wabash County Enterprise Zone.

**Board Action:** Trustee Brenda Culver made a motion to approve the tax abatement for Mt. Carmel/Wabash County for a change in its current Enterprise Zone as presented. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. Trustees abstaining: William Hudson. The motion having received 6 yea votes and 0 nay votes and 1 abstention the Chair declared the motion carried.

**#9-K. Approval of Tax Abatement – Olney/Richland County:** The City of Olney has proposed a change in its current Enterprise Zone. The City asked for an abatement of taxes within the Enterprise Zone for those entities that have made improvements and the abatement would only be on such improvements, and that such tax abatement shall be 100% for a period of five years. The abatement would not be eligible unless the improvement exceeded a cost of \$10,000.00 and the abatement only applies to industrial and commercial property.

The CEO asked the Board's approval of the Olney/Richland County Enterprise Zone.

**Board Action:** Trustee Gary Carter made a motion to approve the tax abatement for Olney/Richland County for a change in its current Enterprise Zone as presented. 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 motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-L. Approval of Tax Abatement – Jasper County:** Jasper County has applied to the State to recreate a new Enterprise Zone which would include specific parcels in Jasper County and Ste. Marie and the City of Newton and exclude from coverage that part of the Enterprise Zone in Richland County.

The tax abatement would be on a seven year sliding scale with year one and two with a 100% abatement, and year three 80%, year four 60%, year five 40%, year six 20%, and year seven 0%. The abatement would only be for industrial and commercial property.

The enterprise zone will remain in effect for 15 years following January 1, 2016 and could be extended for an additional ten year term if a review by the Enterprise Zone Board shows the Enterprise Zone has had a positive effect on economic growth.

The CEO asked the Board's approval of the Jasper County Enterprise Zone.

**Board Action:** Trustee William Hudson made a motion to approve the tax abatement for Jasper County to recreate a new Enterprise Zone as presented. Student Trustee Carrie Stephens seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees

voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-M. Radiography Program Application Revisions:** Tammy Fralicker, Associate Dean of Nursing and Allied Health, and President Rodney Raney have recommended changes to the Radiography admission process for inclusion in the catalog. The revisions will track current wording and procedures used in the Nursing admission process.

The following changes are recommended:

- 1) Applicants will be required to provide a copy of a government issued photo ID for residency verification. This requirement will help verify residency and assist in admission ranking.
- 2) Clarification of deadline for taking COMPASS test. Added words include “Test must be taken within two years of the application deadline.”

The CEO asked the Board’s acceptance of the catalog revisions for Radiography.

**Board Action:** Trustee Brenda Culver made a motion to accept the changes to the Radiography application 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 motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**#9-N. Affiliation Agreements:** IECC wishes to enter into new affiliation agreements with the following health care providers:

Good Samaritan Hospital – Vincennes – Medical Office Assistant & Medical Coding – OCC  
Paris Community Hospital – Paris - Phlebotomy – OCC  
Way-Fair Nursing Home – Fairfield - Health Informatics – FCC  
Marion Eye Center – Marion – Health Informatics – FCC  
Richland Memorial Hospital – Olney – Health Informatics – FCC  
Street Chiropractic – Olney – Health Informatics Program - FCC

These affiliation agreements are for the Medical Office Assistant, Medical Coding Program, and the Phlebotomy Program at Olney Central College, and the Health Informatics Program at Frontier Community Colleges. These agreements utilize the standard affiliation agreement utilized by the District.

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

**Board Action:** Trustee Gary Carter made a motion to accept all six (6) of the affiliation agreements as presented. 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 motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #10 – “Bid Committee Report”** The following bid recommendations are based upon the lowest responsible bid, considering conformity with specifications, terms of delivery, quality and serviceability.

The Bid Committee recommends acceptance of the bids received for three (3) 12-passenger extended wheel base vans that meets all specifications as follows: one (1) from **Eagleson Automotive** located in Olney, IL at a bid of **\$24,764** (for OCC), and two (2) from **Silverthorne Chevrolet** located in Robinson, IL at a bid of **\$28,796** (for LTC) and **\$26,796** (for WVC).

Source of Funds:                       LTC: Education Fund  
  OCC: Auxiliary Funds  
  WVC: Education Fund

Rationale for Purchase: All three (3) vehicles are needed to upgrade the college fleets and will replace older vehicles with high mileage and are in generally poor condition.

The “Advertisement for Bids” was placed in the Wayne County Press for one (1) day. In addition, individual invitations to bid were sent directly to twenty-five (25) potential vendors.

<b>Three (3) 12-Passenger Vans for LTC/OCC/WVC</b>	
<b>Company</b>	<b>Total Bid</b>
<b>Silverthorne Chevrolet, Inc., Robinson, IL</b>	<b>\$26,796</b>
<b>Silverthorne Chevrolet, Inc., Robinson, IL</b>	<b>\$28,796</b>
Silverthorne Chevrolet, Inc., Robinson, IL	\$29,796
<b>Eagleson Automotive, Olney, IL</b>	<b>\$24,764</b>

**Board Action:** Trustee William Hudson made a motion to accept the three (3) bids for 12-passenger vans for LTC/OCC/WVC as presented. Trustee Brenda Culver seconded the motion and on a recorded roll call vote ordered by the Chair the following trustees voted yea: John Brooks, Gary Carter, Michael Correll, Brenda Culver, Andrew Fischer, William Hudson, Marilyn Wolfe. Student Advisory vote: yea. Trustees voting nay: None. Trustees absent: None. The motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #11 – “District Finance”** – The monthly 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 September 30, 2014.

**#11-B. Approval of Financial Obligations:** District financial obligations (Listing of Board Bills) for October 2014, totaling **\$821,616.13**, 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 October 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 motion having received 7 yea votes and 0 nay votes, the Chair declared the motion carried.

**AGENDA #12 – “Chief Executive Officer's Report”:** CEO Terry Bruce reported on the following informational items.

1. HLC Informational Reports to Board.
2. IECC's Three Year History Cohort Default rates.
3. Dynegy Newton Station Update
4. Enrollment – Comparing October 2013 to October 2014, IECC reimbursable headcount is -4% while reimbursable FTE is -3%.

**AGENDA #13 – “Executive Session”:** The Board of Trustees did not hold an executive session at this meeting, October 21, 2014.

**AGENDA #14 – “Approval of Executive Session Minutes”:** The following actions were taken relative to executive session minutes.

**#14-A. Written Executive Session Minutes:** There was no executive session held during the September 16, 2014 meeting.

**#14-B. Audio Executive Session Minutes:** There was no executive session held during the September 16, 2014 meeting.

**AGENDA #15 – “Approval of Personnel Report”:** The CEO presented the following Personnel Report and recommended approval.

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

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

1. Christopher Forde, Coordinator of Public Information & Marketing, LTC, effective November 1, 2014
2. Cheryl Holder, Director of Adult Education, FCC, effective November 6, 2014, pending successful completion of background check

### **B. Classified**

1. Robin Pearson, Office Assistant, FCC, effective October 22, 2014

## **400.2. Change in Status**

### **A. Administration**

1. Robert Conn, Dean of Instruction, LTC, to Dean of Instruction, WVC, effective January 5, 2015

## **400.3. Administrative and Staff Salaries and Entry-Levels**

### **A. 2014-2015**

1. Full-time employees working before June 1, 2014, are eligible for a wage increase. Employees with hire dates of June 1 to August 31, 2014, will be eligible for an increase at the six-month anniversary date. Employees with a hire date September 1, 2014 or later are not eligible for the increase.
2. All full-time employees (non-bargaining unit) will receive a 3.0% pay increase, unless otherwise noted.
3. All increases are effective September 1, 2014, unless otherwise noted.
4. Entry level for all non-faculty positions will be increased by 2.0%, effective 10-22-2014

### **2015-2016**

1. Full-time employees working before June 1, 2015, are eligible for a wage increase. Employees with hire dates of June 1, 2016 to August 31, 2015, will be eligible for an increase at the six-month anniversary date. Employees with a hire date September 1, 2015 or later are not eligible for the increase.
2. All full-time employees (non-bargaining unit) will receive a 3.0% pay increase, unless otherwise noted.
3. All increases are effective September 1, 2015, unless otherwise noted.

- B.** Entry levels for all non-faculty positions will be increased by 2.0%, effective 9-1-2015.

**400.4. Approval of Non-College Employment (External Report)**

**A. Faculty**

<u>Name</u>	<u>Employer</u>	<u>Hours per Calendar Year</u>
Suzanne Downes	Evansville Philharmonic Orchestra Evansville IN	160

**400.5. Administrative Guidelines Changes**

**A. Administrative Guidelines Changes for Full-Time Bargaining Unit Faculty**

1. Internships and Independent Study (Fall and Spring Semesters)

<u>Rate</u>	<u>Effective Date</u>
\$46.00 per student/per credit hour	Spring 2015
\$47.00 per student/per credit hour	Spring 2016

2. Internships and Independent Study (Summer Semester)

<u>Rate</u>	<u>Effective Date</u>
\$53.00 per student/per credit hour	Summer 2015
\$54.00 per student/per credit hour	Summer 2016

**B. Administrative Guidelines Changes for Part-time and Full-Time Non-Bargaining Unit Faculty**

1. Part-time Pay Rate

<u>Rate</u>	<u>Effective Date</u>
\$444 per load hour	Spring 2015
\$470 per load hour	Spring 2016

2. Retired IECC Faculty Rate

<u>Rate</u>	<u>Effective Date</u>
\$545 per load hour	Spring 2015
\$600 per load hour	Spring 2016

3. Internships and Independent Study (Fall and Spring Semesters)

<u>Rate</u>	<u>Effective Date</u>
\$46.00 per student/per credit hour	Spring 2015



**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**

**Trustees  
Presidents  
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**

**Consideration and Action on a Resolution of Intent to Issue \$3,175,000 Funding  
Bonds of the District to Pay Claims Against the District**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 18, 2014

SUBJECT: 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.

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

TLB/rs

Attachment

MINUTES of a regular public meeting of the Board of Trustees of 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 David L. Hart building, Wabash Valley College, 2200 College Drive, Mt. Carmel, Illinois, in said Community College District at 7:00 o'clock P.M., on the 18th day of November, 2014. \*

\* \*

The meeting was called to order by the Chairman, and upon the roll being called, G. Andrew Fischer, the Chairman, and the following Trustees were physically present at said location: Marilyn Wolfe, Brenda Culver, John D. Brooks, Michael Correll, Gary Carter, William C. Hudson and Carrie Stephens (non-voting student trustee).

The following Trustees were allowed by a majority of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_

The Chairman announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District, and directing that notice of such intention be published.

Whereupon Trustee \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each Trustee prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, and directing that notice of such intention be published as provided by law.

\* \* \*

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the “*Act*”), Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*District*”), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$3,175,000 (the “*Claims*”), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the “*Board*”) has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$3,175,000 (the “*Bonds*”); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:



NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. The Claims.* The Claims are the District's outstanding General Obligation Debt Certificates (Limited Tax), Series 2014, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

*Section 3. Declaration of Intent.* The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$3,175,000 for the purpose of paying the Claims.

*Section 4. Notice of Intent.* In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Olney Daily Mail*, the same being a newspaper of general circulation in the District.

*Section 5. Form of Notice.* The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF  
COMMUNITY COLLEGE DISTRICT NO. 529,  
COUNTIES OF RICHLAND, CLARK, CLAY, CRAWFORD, CUMBERLAND, EDWARDS, HAMILTON,  
JASPER, LAWRENCE, WABASH, WAYNE AND WHITE AND STATE OF ILLINOIS  
TO ISSUE \$3,175,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 18th day of November, 2014, the Board of Trustees (the "*Board*") of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$3,175,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 7,440 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary on or before the 24th day of November, 2014, an election on the proposition to issue said bonds shall be held on the 24th day of February, 2015, unless none of the voters of the District are scheduled to cast votes for any candidates for nomination for, election to or retention in public office at said election, in which case an election on the proposition to issue said bonds shall be held on the 7th day of April, 2015. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice and after the 24th day of November,

2014, an election on the proposition to issue said bonds shall be held on the 7th day of April, 2015. The Circuit Court may declare that an emergency referendum should be held prior to either of said election dates pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois.

DATED this 18th day of November, 2014.

Kathy Slichenmyer  
Secretary, Board of Trustees,  
Community College District No. 529,  
Counties of Richland, Clark, Clay,  
Crawford, Cumberland, Edwards, Hamilton,  
Jasper, Lawrence, Wabash, Wayne and  
White and State of Illinois

G. Andrew Fischer  
Chairman, Board of Trustees,  
Community College District No. 529,  
Counties of Richland, Clark, Clay,  
Crawford, Cumberland, Edwards, Hamilton,  
Jasper, Lawrence, Wabash, Wayne and  
White and State of Illinois

*Section 6. Further Proceedings.* If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

*Section 7. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 8. Repealer and Effective Date.* All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted November 18, 2014.

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Chairman, Board of Trustees

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Secretary, Board of Trustees



## CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois (the “*Board*”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 18th day of November, 2014, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 529, Counties of Richland, Clark, Clay, Crawford, Cumberland, Edwards, Hamilton, Jasper, Lawrence, Wabash, Wayne and White and State of Illinois, and directing that notice of such intention be published as provided by law.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 18th day of November, 2014.

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Secretary, Board of Trustees

**Agenda Item #8B**

**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 Protection or Handicap Accessibility**

MEMORANDUM

TO: Board of Trustees

FROM: Terry L. Bruce

DATE: November 18, 2014

SUBJECT: 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 protection or handicap accessibility.

At the October 21, 2014, Board meeting, the Board issued a notification of a Public Hearing concerning the Board's intent to issue \$3,175,000 Funding Bonds for the purpose of payment of outstanding and unpaid claims of the District and \$1,285,000 Protection, Health and Safety (PHS) Bonds for the purpose of altering and repairing its physical facilities for energy conservation, health or safety, environmental protection, or handicap accessibility.

Pursuant to the notification of a public hearing to be held on November 18, 2014, the Board must now conduct a public hearing on the issuance of both Funding Bonds and PHS Bonds.

A member of the Board of Trustees should make a motion to open the public hearing on the issuance of both Funding Bonds and PHS Bonds.

If the motion prevails, the Board would conduct a public hearing and receive public comments. Following all public comments, the Board would conclude the hearing.

At the regularly scheduled Board Meeting on January 20, 2015, assuming no petition is filed during the 30-day petition period for the Funding Bonds, the Board will establish the details of the issuance of the Funding Bonds and PHS Bonds and shall provide for a levy of a direct annual tax to pay the principal and interest of the Funding Bonds and the PHS Bonds.

I ask that a Trustee move that the Board recess for the purpose of conducting a public hearing on the issuance of Funding Bonds and PHS Bonds.

TLB/rs



**Agenda Item #8C**

**Holiday Calendar Year 2015**

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2014  
RE: 2015 Holiday Calendar

Attached is a proposed schedule of holidays for Illinois Eastern Community Colleges' full-time staff for Calendar Year 2015. There is no change in the number of holidays from previous years.

I request Board approval of the 2015 Holiday Calendar.

TLB/rs

Attachment

## ILLINOIS EASTERN COMMUNITY COLLEGES

Holidays for  
Administrative, Technical,  
Professional Non-Faculty,  
Clerical & Maintenance Staff

### Calendar Year 2015

Monday	January 19	Martin Luther King Jr. Day
Monday	February 16	President's Day
Friday	April 3	Spring Break
Monday	May 25	Memorial Day
Friday	July 3	Independence Day Observed
Monday	September 7	Labor Day
Monday	October 12	Columbus Day
Wednesday	November 11	Veteran's Day
Thursday	November 26	Thanksgiving
Friday	November 27	
Monday	December 21, 22, 23, 24	Winter Break
	December 25	Christmas
	December 28, 29, 30, 31	Winter Break
	January 1, 2016	New Year's Day

10/28/14

**Agenda Item #8D**

**Assurance Argument HLC Open Pathway Accreditation**

MEMORANDUM

TO: Board of Trustees  
FROM: Mr. Terry Bruce  
DATE: November 18, 2014  
RE: Assurance Argument Presentation  
HLC Open Pathway Accreditation Visit April 20-21, 2015

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.

TLB/rs

## **Agenda Item #8E**

### **Affiliation Agreements**

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

MEMORANDUM

TO: Board of Trustees  
FROM: Terry L. Bruce  
DATE: November 18, 2014  
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:

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

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

TLB/rs

Attachments

**AFFILIATION AGREEMENT**

**BETWEEN**

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

**AND**

**Fairfield Memorial Hospital  
303 N.W. 11<sup>th</sup> Street  
Fairfield IL 62837**

THIS AGREEMENT made and entered into this 19th 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 **Fairfield Memorial 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.

**AFFILIATION AGREEMENT  
BETWEEN  
ILLINOIS EASTERN COMMUNITY COLLEGES,  
District # 529  
Olney Central College Phlebotomy Program  
AND**

**Crawford Memorial Hospital  
1000 North Allen Street  
Robinson, IL 62454**

THIS AGREEMENT made and entered into this 14th day of September 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Olney Central College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Crawford Memorial 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 COLLEGE  
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.

## AFFILIATION AGREEMENT

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

THIS AGREEMENT made and entered into this day of, 2014, 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 FAIRFIELD MEMORIAL HOSPITAL, Fairfield, 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 ER 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 ER 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 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 ER 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 encouraged to carry their own health insurance 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;
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 9<sup>th</sup> day of, December 2014

FAIRFIELD MEMORIAL HOSPITAL

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

\_\_\_\_\_  
CEO, FAIRFIELD MEMORIAL HOSPITAL

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

\_\_\_\_\_  
ER Medical Director, FAIRFIELD MEMORIAL  
HOSPITAL

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

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

## **AFFILIATION AGREEMENT**

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

THIS AGREEMENT made and entered into this day of, 2014, 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 RICHLAND MEMORIAL HOSPITAL, Olney, Illinois (hereinafter referred to as AGENCY). WITNESSETH THAT:

WHEREAS, the DISTRICT desires to make use of AGENCY's facilities for clinical laboratory practice and ambulance field experience 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 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 Emergency Room Nurse Manager and the Ambulance Service Manager 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 field training objectives to be completed at the AGENCY;
  - c. coordinate the student clinical assignment with the Agency appointed Field Training Officer; and
  - d. review and evaluate, in cooperation with the Agency, the student's progress in the clinical field training setting;
10. The AGENCY's Emergency Room Nurse Manager and the Ambulance Service Manager 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;
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. AGENCY under the contemplated program has the right to refuse any student and/or faculty members request for clinical laboratory practice and ambulance field experience;
15. 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;

16. 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;
17. 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;
18. 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;
19. 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.
20. PROGRAM students and faculty will respect the confidential nature of all information which may come to them with regard to patients and AGENCY records;
21. 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);
22. 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.
23. 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;
24. 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 8<sup>th</sup> day of January, 2013.

RICHLAND MEMORIAL HOSPITAL

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529, FRONTIER  
COMMUNITY COLLEGE

---

President/CEO

---

Chairman, IECC Board of Trustees

---

Emergency Room Nurse Manager

---

CEO, Illinois Eastern Community Colleges

---

Ambulance Service Manager

---

President, Frontier Community College

**AFFILIATION AGREEMENT**

**BETWEEN**

**ILLINOIS EASTERN COMMUNITY COLLEGES,  
District # 529  
Frontier Community College Phlebotomy Program**

**AND**

**Wabash General Hospital  
1418 College Drive  
Mt. Carmel, IL. 62863**

THIS AGREEMENT made and entered into this third day of November, 2014, by and between ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529, Frontier Community College, for its Phlebotomy Program (hereinafter referred to as DISTRICT #529) and Wabash 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 third day of November, 2014.

AGENCY

ILLINOIS EASTERN COMMUNITY  
COLLEGE DISTRICT #529,  
FRONTIER COMMUNITY COLLEGE

\_\_\_\_\_  
Lab Manager

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

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

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

\_\_\_\_\_  
President, Frontier Community 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.

**Agenda Item #9**

**Bid Committee Report**

**None**

**Agenda Item #10**

**District Finance**

**A. Financial Report**

**B. Approval of Financial Obligations**

**ILLINOIS EASTERN COMMUNITY COLLEGES  
DISTRICT #529**

**TREASURER'S REPORT  
October 31, 2014**

<b>FUND</b>	<b>BALANCE</b>
Educational	\$6,044,057.17
Operations & Maintenance	\$1,871,114.66
Operations & Maintenance (Restricted)	(\$129,610.16)
Bond & Interest	\$1,837,244.64
Auxiliary	\$1,028,792.55
Restricted Purposes	\$49,088.12
Working Cash	\$198,637.29
Trust & Agency	\$436,393.31
Audit	(\$22,291.43)
Liability, Protection & Settlement	\$657,232.86
<b>TOTAL ALL FUNDS</b>	<b>\$11,970,659.01</b>

Respectfully submitted,

Roger Browning, Treasurer

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Combined Balance Sheet - All Funds**  
**October 31, 2014**

	<b>ALL FUNDS</b>
	<b>Fiscal Year 2015</b>
<b>ASSETS:</b>	
CASH	11,970,659
IMPREST FUND	21,400
CHECK CLEARING	12,500
INVESTMENTS	22,590,000
RECEIVABLES	942,784
ACCRUED REVENUE	-
INTERFUND RECEIVABLES	-
INVENTORY	729,697
OTHER ASSETS	1,020,934
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>37,287,974</b>
<b>LIABILITIES:</b>	
PAYROLL DEDUCTIONS PAYABLE	235,854
ACCOUNTS PAYABLE	115,771
ACCRUED EXPENSES	-
INTERFUND PAYABLES	-
DEFERRED REVENUE	-
OTHER LIABILITIES	219,826
<b>TOTAL LIABILITIES:</b>	<b>571,451</b>
<b>EQUITY AND OTHER CREDITS:</b>	
INVESTMENT IN PLANT	3,083,078
PR YR BDGTED CHANGE TO FUND BALANCE	797,886
<b>FUND BALANCES:</b>	
FUND BALANCE	22,807,660
RESERVE FOR ENCUMBRANCES	10,027,899
<b>TOTAL EQUITY AND OTHER CREDITS</b>	<b>36,716,523</b>
<b>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</b>	<b>37,287,974</b>

ILLINOIS EASTERN COMMUNITY COLLEGES  
 Combined Statement of Revenues, Expenses,  
 and Changes in Net Assets  
 AS OF October 31, 2014

ALL FUNDS

FY 2015  
 YEAR-TO-DATE

REVENUES:

LOCAL GOVT SOURCES	4,897,309
STATE GOVT SOURCES	817,328
STUDENT TUITION & FEES	6,452,225
SALES & SERVICE FEES	1,504,242
FACILITIES REVENUE	1,440
INVESTMENT REVENUE	37,951
OTHER REVENUES	120,345
TOTAL REVENUES:	<u>13,830,840</u>

EXPENDITURES:

INSTRUCTION	3,249,074
ACADEMIC SUPPORT	157,939
STUDENT SERVICES	550,666
PUBLIC SERV/CONT ED	25,126
OPER & MAINT PLANT	867,224
INSTITUTIONAL SUPPORT	2,348,491
SCH/STUDENT GRNT/WAIVERS	2,949,524
AUXILIARY SERVICES	2,209,324
TOTAL EXPENDITURES:	<u>12,357,368</u>

TRANSFERS AMONG FUNDS:

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

NET INCREASE/DECREASE IN NET ASSETS	<u>1,473,472</u>
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**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	2,016,353	863,925	2,880,278
State Government Sources - Current Year	332,361	484,967	817,328
State Government Sources - Prior Year	4,544,272	-	4,544,272
Net Tuition and Fees	2,673,911	-	2,673,911
Sales & Service Fees	7,662	-	7,662
Facilities Revenue	-	1,100	1,100
Investment Revenue	19,935	7,074	27,009
Other Revenues	11,450	-	11,450
<b>TOTAL REVENUES:</b>	<b><u>9,605,944</u></b>	<b><u>1,357,066</u></b>	<b><u>10,963,010</u></b>
<b>EXPENDITURES:</b>			
Salaries	4,187,837	249,221	4,437,058
Employee Benefits	671,833	56,985	728,818
Contractual Services	162,445	95,554	257,999
Materials	502,420	94,230	596,650
Travel & Staff Development	80,153	1,114	81,267
Fixed Charges	84,235	23,074	107,309
Utilities	24,117	318,496	342,613
Capital Outlay	72,207	8,257	80,464
Other	54,584	65	54,649
<b>TOTAL EXPENDITURES:</b>	<b><u>5,839,831</u></b>	<b><u>846,996</u></b>	<b><u>6,686,827</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>2,441,902</u></u></b>	<b><u><u>510,070</u></u></b>	<b><u><u>2,951,972</u></u></b>



**OPERATING FUNDS  
COMPARISON REPORT FY13-15**

College	Category	FISCAL YEAR 2013			FISCAL YEAR 2014			FISCAL YEAR 2015			
		Anticipated Budget	Spent Thru October	% of Bdgt	Anticipated Budget	Spent Thru October	% of Bdgt	Anticipated Budget	Spent Thru October	% of Bdgt	% of Year
Frontier	Bills		\$ 623,738			\$ 432,728			\$ 652,666		
	Payroll		653,072			578,655			624,262		
	Totals	\$ 4,312,683	1,276,810	30%	\$ 3,458,802	1,011,383	29%	\$ 4,283,530	1,276,928	30%	33%
Lincoln Trail	Bills		612,219			604,315			807,232		
	Payroll		741,549			746,697			661,464		
	Totals	\$ 4,498,201	1,353,768	30%	\$ 4,494,153	1,351,012	30%	\$ 4,540,934	1,468,696	32%	33%
Olney Central	Bills		870,291			948,189			1,006,953		
	Payroll		1,487,443			1,604,070			1,329,160		
	Totals	\$ 7,396,633	2,357,734	32%	\$ 7,789,976	2,552,259	33%	\$ 7,866,901	2,336,113	30%	33%
Wabash Valley	Bills		1,053,174			1,026,225			1,088,238		
	Payroll		911,784			949,766			868,030		
	Totals	\$ 6,083,520	1,964,958	32%	\$ 6,078,045	1,975,991	33%	\$ 6,111,313	1,956,268	32%	33%
Workforce Educ.	Bills		1,110,016			1,415,981			983,504		
	Payroll		394,920			476,638			388,407		
	Totals	\$ 5,297,022	1,504,936	28%	\$ 6,192,255	1,892,619	31%	\$ 5,597,344	1,371,911	25%	33%
District Office	Bills		79,581			108,758			93,980		
	Payroll		290,700			304,319			307,463		
	Totals	\$ 1,266,150	370,281	29%	\$ 1,289,241	413,077	32%	\$ 1,278,178	401,443	31%	33%
District Wide	Bills		669,699			631,498			556,721		
	Payroll		283,844			233,227			258,272		
	Totals	\$ 3,329,156	953,543	29%	\$ 2,813,846	864,725	31%	\$ 2,811,649	814,993	29%	33%
<b>GRAND TOTALS</b>		<b>\$32,183,365</b>	<b>\$ 9,782,030</b>	<b>30%</b>	<b>\$32,116,317</b>	<b>\$ 10,061,066</b>	<b>31%</b>	<b>\$32,489,850</b>	<b>\$9,626,352</b>	<b>30%</b>	<b>33%</b>

**ILLINOIS EASTERN COMMUNITY COLLEGES**  
**Operating Funds Expense Report**  
**October 31, 2014**

	FY 2015		FY 2014		Increase (Decrease)
	Amount	% of Total	Amount	% of Total	
Salaries	4,437,058	46.09%	4,893,372	48.64%	(456,314)
Employee Benefits	728,818	7.57%	682,735	6.79%	46,083
Contractual Services	257,999	2.68%	289,259	2.88%	(31,260)
Materials	596,650	6.20%	615,300	6.12%	(18,650)
Travel & Staff Development	81,267	0.84%	78,202	0.78%	3,065
Fixed Charges	107,309	1.11%	122,731	1.22%	(15,422)
Utilities	342,613	3.56%	326,769	3.25%	15,844
Capital Outlay	80,464	0.84%	17,437	0.17%	63,027
Other	2,994,174	31.10%	3,035,261	30.17%	(41,087)
	9,626,352	100.00%	10,061,066	100.00%	(434,714)

**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**

## MEMORANDUM

**TO:** Board of Trustees  
**FROM:** Terry L. Bruce  
**DATE:** November 13, 2014  
**RE:** Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the attached Personnel Report. Additional information for items 400.1, 400.2, 400.4, and 400.5 will be mailed under separate cover.

## **INDEX**

- 400.2. Employment of Personnel**
- 400.3. Change in Status**
- 400.4. Special Assignment**
- 400.5. Resignation Ratification**
- 400.6. Retirement Ratification**



# **PERSONNEL REPORT**

## **400.1. Employment of Personnel**

### **C. 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**

### **B. 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

**Agenda Item #15**

**Collective Bargaining**

**Agenda Item #16**

**Litigation**

**Agenda Item #17**

**Other Items**

**Agenda Item #18**

**Adjournment**

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

	Funding Source	Estimated Budget								
FY 2012 Capital Renewal @ LTC & WVC	CDB	\$397,900								
OCC - Collision Repair Tech Center	CDB	\$1,500,000								
Asbestos Abatement - LTC	PHS	\$150,700								
Flooring Replacement	PHS	\$107,200								
Asbestos Abatement - WVC	PHS - C/O	\$55,200								
<b>GRAND TOTAL</b>		<b>\$2,211,000</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>

10/31/2014